

## Nonpublic School Registration Information Sheet

1. Section 2-3.25o of the Illinois School Code defines a nonpublic school as any nonprofit, non-home-based, and nonpublic elementary or secondary school that is in compliance with Title VI of the Civil Rights Act of 1964 and attendance at which satisfies the requirements of Section 26-1 of the Illinois School Code.
2. In Illinois, registration of a nonpublic school is voluntary. However, Illinois law **requires** that every school, whether public or nonpublic, provide immunization, dental, and eye examination data annually to the Illinois State Board of Education (ISBE). (See Section 27-8.1 of the Illinois School Code, available online at: <http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=010500050HArt%2E+27&ActID=1005&ChapAct=105%26nbsp%3BILCS%26nbsp%3B5%2F&ChapterID=17&ChapterName=SCHOOLS&SectionID=49363&SeqStart=148300000&SeqEnd=154800000&ActName=School+Code%2E.>)
3. Registration of a nonpublic school is valid only for the school year in which the school is registered, which means that a nonpublic school should register each year if it wants to remain a registered school, without interruption.
4. If a nonpublic school wants to apply for recognition, the school must be registered first. Nonpublic school recognition information is posted at: [http://www.isbe.net/accountability/html/np\\_recognition.htm](http://www.isbe.net/accountability/html/np_recognition.htm).
5. Registration Process
  - a. First-Time Registrant
    - i. A nonpublic school may apply for registration for the first time by completing ISBE Form 87-01. (A copy of the form will be available for printing October 1 through June 30 of the current school year from [http://www.isbe.net/research/pdfs/87-01\\_np\\_report.pdf](http://www.isbe.net/research/pdfs/87-01_np_report.pdf)). **Mail the completed form to the address at the top of the form to ensure receipt by June 30. Fax and e-mail submissions are not acceptable.**
    - ii. The school will receive a letter regarding the outcome of its application for registration.
    - iii. Once a nonpublic school is registered, it will be assigned a unique state code.
    - iv. The newly registered nonpublic school must apply for a user account, which will provide access to the Illinois Web Application Security (IWAS) System and enable the school to renew registration online in subsequent years. Assistance in creating a user account may be obtained from <https://sec1.isbe.net/iwas/asp/login.asp?js=true> or the ISBE help desk at 217/558-3600.
  - b. Repeat Registrant
    - i. An already-registered nonpublic school must renew its registration online only using the ISBE IWAS web portal (<https://sec1.isbe.net/iwas/asp/login.asp?js=true>).
    - ii. Registration renewal must be completed no earlier than October 1 and no later than December 31.

6. All changes, such as administrator name, school name, address, affiliation, telephone number, fax number, spelling corrections, etc., are to be submitted to:

Illinois State Board of Education  
Attention: Jo Ellen Danenberger, S-395  
100 North First Street  
Springfield, IL 62777-0001

Changes may also be faxed to Jo Ellen Danenberger at 217/782-1976. The changes must be faxed on the organization's letterhead and signed by the chief administrator of the organization.

**IWAS Administrator Changes:** If a nonpublic school changes its administrator, an IWAS administrative account letter will be faxed to the new administrator after the change has been processed. The fax will contain set-up instructions and an access code for creating a new IWAS administrative account. Please direct all questions regarding IWAS to the ISBE help desk at 217/558-3600 or e-mail [help@isbe.net](mailto:help@isbe.net).

7. To close a nonpublic school, ISBE requires the following information to be submitted on the organization's letterhead and signed by the chief administrator of the organization:

RCDTS Code  
Facility Name  
Effective Closing Date

Submit nonpublic school closing requests to:

Illinois State Board of Education  
Attention: Jo Ellen Danenberger, S-395  
100 North First Street  
Springfield, IL 62777-0001

Nonpublic school closing requests also may be faxed to Jo Ellen Danenberger at 217/782-1976.