

# **Nonpublic Registration, Enrollment and Staff Report** User Guide for Initial Applications for Registration

**Illinois State Board of Education**  
Regulatory Support and Wellness Division

Revised September 2018

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## Welcome

Welcome to the *User Guide* for the *Nonpublic Registration, Enrollment and Staff Report*. This *Report* is used by the Illinois State Board of Education (ISBE) to collect basic information about nonpublic schools that are voluntarily seeking to become registered nonpublic schools in Illinois for the first time. Schools that have been registered but let that registration lapse should not submit this document but instead renew their registration in IWAS.

If you have questions about the registration program, please contact ISBE's Regulatory Support and Wellness Division at (217) 782-5270.

This *User Guide* (found under bar 3 at <https://www.isbe.net/nonpublicprograms>) provides instructions for preparing the *Report* for submission.

Once a school has achieved registration through this paper document, in succeeding school years, the school must renew that registration. However, the renewal is done through ISBE's IWAS system and not through a paper document. If ISBE determines that registration is approvable, it will respond to the paper *Report* with access information for the IWAS system.

## Getting Started

The *Nonpublic Registration, Enrollment and Staff Report* is available electronically between October 1 and June 30 each year under bar 3 at <https://www.isbe.net/nonpublicprograms>. The *Report* is a fillable form, so schools are urged to copy it to a school computer's hard drive and type into it the requested data. Then print the document, sign it, and mail it to the address shown in red at the top of the first page.

Schools should submit this *Report* on or after October 1, and it must be received by ISBE on or before June 25 so that it may be processed by June 30. Such first-time schools must wait until October 1 to gain access to the application form. Schools that have completed the form but not submitted it should wait to do so until October 1.

# Completing the *Report*

## Nonpublic School Information

First, we ask for some basic information about the school and the school leadership. The only tricky part to this section is found in the two boxes referring to public school districts.

Use your "Mouse" or "Tab" key to move through the fields and check boxes. After completing last field, save document to hard drive to make future updates or click print button.

<b>NOT-FOR-PROFIT ONLY</b>	ILLINOIS STATE BOARD OF EDUCATION Regulatory Support and Wellness Division 100 North First Street, E-222 Springfield, Illinois 62777-0001	<b>FIRST-TIME REGISTRANTS ONLY</b>
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NONPUBLIC REGISTRATION, ENROLLMENT, AND STAFF REPORT

Instructions: Registration of nonpublic schools is done under the authority of 105 ILCS 5/2-3.25o, 23 Ill. Admin. Code 425.20, and other applicable statutes, rules, and regulations. This completed application, including original signature, must be **received** by ISBE after September 30 and before June 26 for the school to be registered by June 30.

Submit this report to the Illinois State Board of Education, Data Analysis Division,  
 100 North First Street, S-284, Springfield, Illinois 62777-0001.

NONPUBLIC SCHOOL INFORMATION	
NONPUBLIC SCHOOL NAME	NAME OF COUNTY IN WHICH NONPUBLIC SCHOOL IS LOCATED
NONPUBLIC SCHOOL ADDRESS (Street, City, Zip Code)	NONPUBLIC SCHOOL ADMINISTRATOR'S NAME
NAME OF PUBLIC SCHOOL DISTRICT IN WHICH SCHOOL IS LOCATED	NONPUBLIC SCHOOL TELEPHONE (Include Area Code)
RCDT# OF PUBLIC SCHOOL DISTRICT (if Known)	NONPUBLIC SCHOOL FAX (Include Area Code)
	NONPUBLIC SCHOOL ADMINISTRATOR'S E-MAIL

The first issue there is that a nonpublic school might be geographically located in more than one district if the area has separate districts for elementary and secondary schools. In this case, list the public school district that is most like the nonpublic schools. For example, if the nonpublic school serves grades K-8, the elementary public school district is probably the best choice. If in doubt, list all the districts, and ISBE staff will determine which one to use.

The second issue is that virtually all of the entities that ISBE deals with have a unique identifier in our database that is known as an RCDT code. You will probably not know these codes for any public school districts; the simplest way to get the code is to contact the district and ask them for it. The district business manager and the district superintendent like use the code more than most other offices, so try those sources first. An RCDT code appears as XX-XXX-XXXX-XX or as the same collection of numbers (and possibly letters) but without the hyphens.

You may have noticed the *Report* does not ask for the nonpublic school's RCDT code. This is because as an unregistered school, you do not have a code yet. A code will be assigned to your school once you are registered.

## Affiliations

Next, you must indicate the primary affiliation the school has with a larger universe of organizations. Most commonly, this represents a religious affiliation, but that is not necessarily the case. Look over the list, and choose the option that most closely represents your school's external connection.

AFFILIATION			
Select an affiliation from the list below. Enter the name of the affiliation if you select "Other Religious Affiliation."			
<input type="checkbox"/>	21	Amish	<input type="checkbox"/>
<input type="checkbox"/>	26	Association of Christian Schools International (of Colorado)	<input type="checkbox"/>
<input type="checkbox"/>	02	Baptist	<input type="checkbox"/>
<input type="checkbox"/>	03	Christian Schools International (of Michigan)	<input type="checkbox"/>
<input type="checkbox"/>	27	Christian Schools of Illinois	<input type="checkbox"/>
<input type="checkbox"/>	17	Greek Orthodox	<input type="checkbox"/>
<input type="checkbox"/>	20	Illinois Association of Christian Schools	<input type="checkbox"/>
<input type="checkbox"/>	01	Independent-Regular (Not Religious Affiliated) (Not Parent Operated)	<input type="checkbox"/>
<input type="checkbox"/>	19	Independent-Special Education (Not Religious Affiliated) (Not Parent Operated)	<input type="checkbox"/>
<input type="checkbox"/>	23	Islamic/Muslim	<input type="checkbox"/>
<input type="checkbox"/>	05	Jewish	<input type="checkbox"/>
<input type="checkbox"/>	06	Lutheran	<input type="checkbox"/>
<input type="checkbox"/>	22	Mennonite	<input type="checkbox"/>
<input type="checkbox"/>	07	Methodist	<input type="checkbox"/>
<input type="checkbox"/>	16	Montessori School	<input type="checkbox"/>
<input type="checkbox"/>	25	Pentecostal	<input type="checkbox"/>
<input type="checkbox"/>	08	Presbyterian	<input type="checkbox"/>
<input type="checkbox"/>	09	Protestant Episcopal	<input type="checkbox"/>
<input type="checkbox"/>	10	Roman Catholic	<input type="checkbox"/>
<input type="checkbox"/>	11	Seventh-Day Adventist	<input type="checkbox"/>
<input type="checkbox"/>	14	Other Religious Affiliation Please Specify _____	<input type="checkbox"/>

### Nonprofit Verification

NONPROFIT VERIFICATION	
Registration is available only to NOT-FOR-PROFIT entities that are subject to the General Not For Profit Corporation Act of 1986 (805 ILCS 105) or incorporated as a not-for-profit entity in another state and authorized to do business in the State of Illinois pursuant to the Business Corporation Act of 1983 (805 ILCS 5). The requirement described later in this paragraph applies to schools who have chosen either "01 Independent—Regular (non-religious affiliated/non-parent operated)," "16 Montessori School," or "19 Independent—Special Education (non-religious affiliated/non-parent operated)" in the Affiliation section above. If you selected affiliation 01, 16, or 19, you must supply the file number assigned to the not-for-profit school by the Illinois Secretary of State, Department of Business Services.	
The Secretary of State file number for this school is _____. This number may be found on the application returned to the school by the Secretary of State's office or at <a href="http://www.ilsos.gov/corporatellc/">http://www.ilsos.gov/corporatellc/</a> . This application cannot be processed without this number.	

What is requested here is the file number from the Illinois Secretary of State's office—not your tax-exempt number from the federal Internal Revenue Service nor any number from the Illinois Department of Revenue. This requirement only applies to schools that are not religiously affiliated (i.e., those identifying themselves in the Affiliation section as 01, 16, or 19); religiously affiliated schools may ignore this.

### Assurances

ASSURANCES	
<b>Instructions:</b> Review these assurances, and check "Yes" if the school complies. Note that each must be "Yes" before the school can be registered.	
Yes	
<input type="checkbox"/>	1. The school provides instruction in English.
<input type="checkbox"/>	2. The school requires the students who are enrolled to attend daily during the entire regular school term.
<input type="checkbox"/>	3. The school complies with prevailing state or local building code and fire safety requirements and holds annual inspections as required.
<input type="checkbox"/>	4. The school will report immunization/health examination data (by November 15), eye examination data (by June 30), and dental examination data (by June 30), as prescribed in Section 27-8.1 of the Illinois School Code.
<input type="checkbox"/>	5. The school complies with applicable federal and state laws prohibiting discrimination.
<input type="checkbox"/>	6. The school agrees to comply with any other applicable state or Federal law or regulatory requirement as prescribed in 23 Ill. Admin. Code 425.10(c).

All of the assurances must be checked either "Yes."

**Bullying Policy Requirement**

This requirement only applies to nonsectarian schools, so again, the affiliation selection is decisive. If you identified your school in the Affiliation section as 01 or 19, you must be in compliance with this statutory requirement. If you have any other affiliation, you can ignore this.

Check the boxes and fill in the dates as each applies to your school’s situation.

BULLYING POLICY REQUIREMENT (105 ILCS 5/27-23.7)			
<p><b>Instructions:</b> There is an additional set of requirements for <b>NONSECTARIAN</b> schools. These schools would have chosen either "01 Independent—Regular (non-religious affiliated/non-parent operated)" or "19 Independent—Special Education (non-religious affiliated/non-parent operated)" in the Affiliation list above. If affiliation 01 or 19 was selected, answer the questions below; note that there must be a date entered for item 2.</p> <p>All other schools should ignore these questions and simply go on to the "DISTRICT RELATIONS" section.</p>			
<b>Yes</b>	<b>No</b>	<b>N/A</b>	
<input type="checkbox"/>	<input type="checkbox"/>		1. The school has adopted a bullying policy that is compliant with 105 ILCS 5/27-23.7. Public school district policies in compliance may be seen at <a href="http://www.isbe.net/recognition/html/bullying_resources.htm">http://www.isbe.net/recognition/html/bullying_resources.htm</a> .
<input type="checkbox"/>	<input type="checkbox"/>		2. The school has filed its original bullying policy with the Illinois State Board of Education by e-mailing its policy to <a href="mailto:nonpublic@isbe.net">nonpublic@isbe.net</a> on _____.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. The school's bullying policy is more than two years old, and the school has updated the policy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. The school has filed its updated bullying policy with the Illinois State Board of Education by e-mailing its policy to <a href="mailto:nonpublic@isbe.net">nonpublic@isbe.net</a> on _____.
<input type="checkbox"/>	<input type="checkbox"/>		5. The school's current bullying policy is distributed annually to students and their parents or guardians.

**District Relations**

DISTRICT RELATIONS			
<p><b>Instructions:</b> Nonpublic schools are not required but encouraged to submit the information requested in this section. It will be used to facilitate required consultations between public school districts and nonpublic schools as set forth in Elementary and Secondary Education Act of 1965, as amended, Title I, Part A, (20 U.S.C. 6301 et seq).</p> <p>All of the students attending a nonpublic school would otherwise attend a public school that is part of a public school district. Please indicate below the number of children at the nonpublic school who are associated with each such public school district. If uncertain, the school may enter estimate of student numbers, but every child in the school should be included in the count for some district so that the total reported in this table agrees with the total enrollment supplied elsewhere in this Report. If the number of districts exceeds this table, attach additional sheets to this Report, containing the remaining student-district data. If the district is in another state, enter the state's name under "District Name" and supply a total for all of the students from that state (do not break the students down by out-of-state districts).</p> <p>Illinois school district RCDT codes can be found in the Directory of Educational Entities under the "Public Dist &amp; Sch" tab (<a href="http://www.isbe.net/research/htmls/directories.htm">http://www.isbe.net/research/htmls/directories.htm</a>) by combining the numbers in columns C and D.</p>			
DISTRICT NAME	CITY OF DISTRICT OFFICE	DISTRICT RCDT CODE	NUMBER OF STUDENTS

The intent of this section is to make more efficient and accurate the work of public school districts to meet federal consultation requirements for various grant programs. Every child in your school is connected to a public school district by residence location.

To complete this section, there are several steps.

1. Identify with the help of parents, older students, or other sources which public school districts have schools your students would attend if the students were not enrolled with you.

Note that it is public school district names and not individual public school names that are critical here.

2. One source that may be helpful is the Directory of Educational Entities on the ISBE website ([https://www.isbe.net/ layouts/Download.aspx?SourceUrl=/Documents/dir\\_ed\\_entities.xls](https://www.isbe.net/layouts/Download.aspx?SourceUrl=/Documents/dir_ed_entities.xls)). This document is updated nightly, so it always has the latest information on the entities with which ISBE works.
  - a. Click on the “Public Dist & Sch” tab at the bottom of the spreadsheet.
  - b. You can search this spreadsheet by pressing Control-F and typing in what you are looking for—district name, district RCDT code, school name, city name, etc.
  - c. In using the directory, please note that you are looking for the district’s actual name and not the name by which it is commonly known. For example, Chicago Public Schools will be found in the spreadsheet as “City of Chicago SD 299.”
3. In some cases, you may not know exactly where a district boundary runs and thus may be uncertain about the exact number—you can put in your best estimate. When the district consults with you later, you and the district can make this estimate into a precise number.
4. Total all of the individual enrollment numbers at the bottom of the form and check that this number agrees with your school’s actual enrollment.
5. If you need more space, list the same information for the remaining districts on a separate piece of paper and include this when you mail your application.
6. Since the school, if registered, will be asked for this district information every year, it is highly recommended that the school change its forms that parents complete each year as part of enrolling children to include one or more questions to gather these data.

### Student Enrollment

This screen is so full that it lacks a header, but it is here simply to ask about your school’s enrollment. This is the most involved part of the *Report*. Student enrollment numbers must be broken down by gender, race/ethnicity, grade level, and regular/special education status. Each child may be counted *only once*, so if a child might belong in more than one cell, you must choose the place that seems the most applicable. If the child or parent does not know the ethnicity or declines to identify one, the school must make its best assessment of the matter and enter the child accordingly. Only enter whole numbers.

Put row totals in the two columns on the far right of the table. Then total those columns at the bottom of the page. The sum of those two column totals must equal the total enrollment you indicated for the “District Relations” section above.

**Instructions:** Complete the applicable data elements below with whole numbers by grade, racial/ethnic, and gender distribution of all nonpublic students, 3 to 21 years old, on the official membership rolls as of the last school day in September. A child with an individualized education program (IEP) or an individualized services plan (ISP) should be counted as a child with a disability. A child with a disability receives special education and other services. **DO NOT COUNT ANY STUDENT MORE THAN ONCE.**

Grade	Hispanic or Latino <small>(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)</small>		American Indian or Alaska Native <small>(A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.)</small>		Asian <small>(A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)</small>		Black or African American <small>(A person having origins in any of the black racial groups of Africa.)</small>		Native Hawaiian or Other Pacific Islander <small>(A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)</small>		White <small>(A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)</small>		Two or More Races <small>(A person having origins in more than one race.)</small>		Total	
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Pre-K															0	0
K															0	0
1															0	0
2															0	0
3															0	0
4															0	0
5															0	0
6															0	0
7															0	0
8															0	0
9															0	0
10															0	0
11															0	0
12															0	0
Spec Ed Pre-K															0	0
Spec Ed K															0	0
Spec Ed 1															0	0
Spec Ed 2															0	0
Spec Ed 3															0	0
Spec Ed 4															0	0
Spec Ed 5															0	0
Spec Ed 6															0	0
Spec Ed 7															0	0
Spec Ed 8															0	0
Spec Ed 9															0	0
Spec Ed 10															0	0
Spec Ed 11															0	0
Spec Ed 12															0	0
Ungraded Pre-K (Age 3-4)															0	0
Ungraded Elementary (K-5) (Age 5-13)															0	0
Ungraded Secondary (6-12) (Age 14-21)															0	0
Total All Rows	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>															0	0

### Other Student Data

These data are collected to help any teachers on your staff who may have certain government student loans. The data may make available to those teachers discounts on those loans or even loan forgiveness.

**OTHER STUDENT DATA**

**INSTRUCTIONS:** Indicate below whether the students at the school are day students only (this is most common), residential students, or a mixture. Also, indicate the estimated number of individual students (not families), ages 5-17, whom the school considers to be coming from low-income families (students whose families are receiving public aid, students living in institutions for neglected or delinquent children, students who are being supported in foster homes with public funds, and students eligible for free or reduced-price lunches). If there are no students in the school who would be defined as low-income, enter zero. This estimate is needed to determine if a nonpublic teacher is eligible for a National Defense or a National Direct Student Loan discount or loan forgiveness.

The students are:  Day students      Estimated Number of Pupils from Low-Income Families: \_\_\_\_\_

Resident only

Mixed day and resident

**INSTRUCTIONS:** Count all 12th grade graduates (including mid-year graduates) who completed their requirements during the past school year. Indicate whether the students are day students, resident students, or mixed day and resident students. Estimate the number of students, ages 5-17, from low-income families.

Male \_\_\_\_\_ Female \_\_\_\_\_

**School Staff**

**INSTRUCTIONS:** Full-time equivalence is defined as the amount of time employed in an assignment category divided by the amount of time that a full-time NON-VOLUNTEER employee would be expected to serve in that assignment category. One full-time equivalent number is expressed as 1.0.

The following examples illustrate how full-time equivalence should be computed:

- a. If a teaching position were filled by two persons, one male and one female, each working one-half day, count each person as 0.5 and add 0.5 to the count for male teachers and 0.5 to the count for female teachers.
- b. If a full-time employee were assigned to teaching one-half time and worked as a guidance counselor the remaining time, count this person as 0.5 teaching and 0.5 pupil personnel services staff.

Include FILLED NON-VOLUNTEER POSITIONS ONLY, and round each full-time equivalent number to the nearest tenth decimal place. For example, round to 1.4 if the computed equivalence number equals 1.38.

**Administrative Staff** includes superintendents, assistant superintendents, administrators, principals, business managers, and administrative assistants.

**Pre-Kindergarten Teachers** includes teachers of students at the kindergarten level or age 5.

**Elementary Teachers** includes teachers of students in grades 1 through 8 or age 6 through 13.

**Secondary Teachers** includes teachers of students in grades 9 through 12 or ages 14 through 21.

**Special Education Teachers** includes those teachers of students in special education programs.

**Pupil Personnel Services Staff** includes guidance counselors, social workers, nurses, psychologists, and other medical staff.

**Supervisory Staff** includes deans, supervisors, consultants, coordinators, and directors.

**Support Staff** includes secretaries, custodians, and teacher aides.

**Total Staff** includes sum of all assignment categories.

**FULL-TIME AND PART-TIME STAFF AS OF THE LAST SCHOOL DAY IN SEPTEMBER (Do NOT include volunteer help.)**  
**EQUIVALENCY OF STAFF (FULL-TIME AND PART-TIME)**

	Classroom Teachers									Total
	Administrative Staff	Pre-Kindergarten	Kindergarten	Elementary (1-8)	Secondary (9-12)	Special Education	Pupil Personnel Services Staff	Supervisory Staff	Support Staff	
Female										0
Male										0

This section also lacks a header, but it asks for your staff numbers must be broken down by gender and by the kind of work done. It is probably the second most involved part of the *Report*. Since nonpublic schools frequently have persons taking on several responsibilities, proportions of a full-time employee (FTE) may apply. Thus, a person who is a principal half of the day (0.5 FTE), a guidance counselor for a small part of the day (0.1 FTE), and a teacher for the remainder of the day (0.4 FTE) will appear in three parts of the table. The system only accepts one decimal place, so if you have a person who serves  $\frac{3}{4}$  of the time in one role and  $\frac{1}{4}$  in another, you will have to decide whether to enter the split as 0.2 and 0.8 FTE or as 0.3 and 0.7 FTE.

Once your staff numbers are entered, be sure to put row totals in the column on the far right.

### Submitting the *Report*

After entering the data on the last page, including the administrator's name and the date, check over the whole document for accuracy and completeness. When you are satisfied that all is in order, print the *Report*, sign it, and mail it to the address shown in red at the top of the first page.