

## Nonpublic School Registration Information Sheet

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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=149700000&SeqEnd=156200000&ActName=School+Code%2E>)
3. Per 23 Illinois Administrative Code 425.20(b), voluntary registration and recognition of nonpublic schools requires the chief administrator of the school to provide the following assurances:
  - a. The school has an academic term of at least 176 days with no fewer than 5 hours of daily instruction or a yearly total of 880 clock hours.
  - b. The school complies with federal and state laws regarding nondiscrimination.
  - c. The school complies with prevailing state or local fire safety requirements and maintains written evidence of the annual inspection.
  - d. Instruction is given in the English language.
  - e. The school will complete the Immunization/Health Examination Survey online (by November 15), the Dental Survey online (by June 30), and the Eye Examination Survey online (by June 30), as prescribed in Section 27-8.1 of the Illinois School Code.
  - f. The school requires the students who are enrolled to attend daily during the entire regular school term.
4. Application for registration of a nonpublic school requires that the school is operational and providing services to students.
5. A prekindergarten-only school cannot be registered as a nonpublic school.
6. 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.
7. 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).
8. 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/87-01B\\_np\\_entity.pdf](http://www.isbe.net/research/pdfs/87-01B_np_entity.pdf). In order for the school to be registered by June 30, complete and mail to the address at the top of the form for receipt no later than June 25. **Fax and e-mail submissions are not acceptable.**

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- ii. The school will receive a letter regarding the outcome of its application for registration.
  - iii. A nonpublic school will be assigned a unique state code upon registration.
  - 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.
9. School administrators who have an IWAS administrative account may make changes, such as school name, address, affiliation, telephone number, fax number, spelling corrections, etc., online through the IWAS Entity Profile System (EPS). However, a request for change in administrator should be submitted to:

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

Administrator change requests 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).

10. 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.