

February 2011

Dear Nonpublic Administrators,

Please remember that when you close your facilities for inclement weather (or any other reason) you must report this change to the Illinois State Board of Education (ISBE) through an amended calendar. All this entails is taking your currently approved 2010-2011 Nonpublic Special Education Program Calendar and amending it as instructed. Then attach this amended calendar in an email to Kathy Stratton at [kstratto@isbe.net](mailto:kstratto@isbe.net). (Further information regarding calendars can be found on the nonpublic webpage.)

Your program must always have a minimum of 176 days of instruction for the regular school year. If you have more days than that and decide not to make up the missed day(s), your per diem rate will be adjusted accordingly. You will then have to adjust all billings for the 2010-2011 school year to date.

Also, you must notify your school districts of any calendar changes. At the end of the year when the school districts claim reimbursement, they are required to use the approved calendar on file with ISBE. So, it is necessary that every time you amend a calendar with ISBE, you notify the districts.

You have until June 1, 2011 to make any final amendments for your 2010-2011 calendars.

If you have any questions regarding calendars, please contact Kathy Stratton, as noted above. Thank you for your cooperation.

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