It's Time to Complete Your School's 2023-24 Annual Update

With the new year underway, it is time to ensure that the membership information in the ISACS Member Portal accurately reflects your school for the 2023-24 school year.

Please take a few moments to update your membership information including your school’s total enrollment as of 9/15/23* (used to calculate your 2024-25 Membership Dues), assignment of your ISACS Lead Learner(s) (minimum 1 per member school), the NEW Operating Information section (required for accreditation), and all other parts in the ISACS Member Portal.

Deadline is Midnight on Monday, October 9, 2023.

*Your total enrollment should include students in preschool through your highest grade – do not include mom and tot or infant programs. Please be accurate as the 9/15/23 enrollment figure will be used to calculate your 2024-25 dues.

Hired/Fired/Retired?
Review your school’s contact list, edit each to validate their contact roles/permissions, and make sure each contact is using their assigned school email address, if applicable.

3 Tips for Annual Update Success!

1. Read our 5 Easy Steps to Completing the Annual Update.
2. Using our Sample Email Template and How-to instructions, advise faculty & staff to create, authenticate, and update their individual accounts in the Member Portal!* *
3. After staff and faculty have completed their step, it is time to assign your Lead Learner(s) and manage contact roles and permissions to be compliant.

Ready to Complete!  
Need More Help?

2 Easy Steps to Assigning Your ISACS Lead Learners

**Accurate member information ensures that we are only communicating to individuals about the opportunities that are relevant to their role. Further, it helps track event registration, conference submissions, and will be necessary to access future services like ISACS Connect.

Questions? Issues? Let me know!

Jacob Isaac
ISACS Director of Technology & Client Services
jacob@isacs.org
312.366.2621

INDEPENDENT SCHOOLS ASSOCIATION OF THE CENTRAL STATES
55 West Wacker, Suite 701 Chicago, IL 60601  T: (312) 750-1190

This email has been sent to Heads of School, Head's Assistants, and individuals with the role of ISACS Information Contact Manager in the ISACS database.