

Compliance Review Guiding Document



North Cook Intermediate Service Center

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Background

Intermediate Service Centers and Regional Offices of Education are entrusted with assessing compliance of local school districts and recognized non-public schools in the state of Illinois. This process consists of a systematic review of district documentation and recording compliance with state and federal laws and Illinois School Code. The resulting designation is reported on the state website and as part of the Illinois Report Card. The compliance process is seen as an opportunity to improve operations and support the programs that deliver quality educational experiences to students.

The North Cook Intermediate Service Center (NCISC) is authorized by the Illinois State Board of Education to conduct Compliance Visits of the school districts located within its boundaries every four years. The Compliance Team inspects records, policies, programs, credentials, and curriculum to determine Recognition Status as outlined by the online [IARSS/ISBE School and District Evaluation Tool](#). As a reminder, prior to our compliance visit, members of our Health Life/Safety Team will also perform their annual inspection. Your North Cook Team is here to support you and lead you to success!

Topics Covered

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Setting-Up Accounts: IARSS Online Compliance Tool

Per the request of the North Cook ISC, each district being visited this year has provided the North Cook ISC with the contact name, phone number, and email address of the people who will become the *District Administrators* for the IARSS Online Compliance Tool. Look for an **automatic email from IARSS Compliance System (Compliance@iarss.org)** that will be generated with the necessary information to establish an Administrator Level User Account for each district's contact person/users (see the five areas/subsections below).

- Each user's account is automatically set at the *Administrative Level* in the IARSS Online Compliance Tool by the North Cook ISC. We recommend having at least two district Administrator users. **You will be able to create Staff Accounts for any additional district personnel** assisting with uploading compliance or PD information, files, and website.
 - o **How to Add Users:**
 - Sign into the [IARSS Compliance Login page](#).
 - Click on ADD A USER at the upper left corner of the page.
 - A new page will open for you to enter the staff member's first name, last name, and email address.
 - Select a PRIMARY USE for that staff member – District Admin or District Staff level. (NOTE: If they are added as a District Admin, they too are able to “Add a User”)
 - Be sure the SEND EMAIL NOTIFICATION is checked. The system will automatically send the new user an invite to create their own account to access the system.
 - Be sure to click SAVE at the bottom of the page to complete.
 - o **Please complete the information in the Demographic section.**
 - o **Review the attachments your district uploaded during the previous compliance review and edit/replace evidence when needed.**
 - o **Update your fire/emergency drill information.**

- o We will be reviewing the personnel information on all new hires since the district's last Compliance Review (four years ago) and any staff reassignments for proper licensure credentials.
- o There are various updates made each year in the review areas of student care and learning, staff personnel and training, policy and governance, health and life safety, and instructional programs, so please review and add district documentation as necessary.

Setting Up Superintendent's Assurance

(NCISC Executive Director sends to District Superintendents)

- **NEW-** Prior to a Compliance Review, the North Cook ISC will have to invite districts to complete the **Superintendent's Assurance** page within the IARSS Online Compliance Tool to go through the **Compliance/Monitoring Review**.

*FYI- Official **Recognition Status** through the Compliance Tool will begin September 30, 2024 for districts. The North Cook Executive Director will apply a status to each school district by October 15, 2024 –[23 Ill Admin. Code 1.20.](#)

- By the ISC clicking the request button below **the system will automatically send an email to the district superintendent.**
 - The **district superintendent** will receive an email and they must **accept the invitation** before the evaluation is opened.
 - During a Compliance Review Year, the Superintendent will have to select **FULL EVALUATION** and decide whether the district would rather keep all previous review documentation and/or files.

Full Evaluation	Do you want full evaluation or just recognition for this school year?
Copy Answers	Do you want to copy the answers from the last evaluation or start the evaluation with the answers blank?
Copy Files	Do you want to copy the files from the last evaluation or start the evaluation with no files?

Note from ROE (Optional)

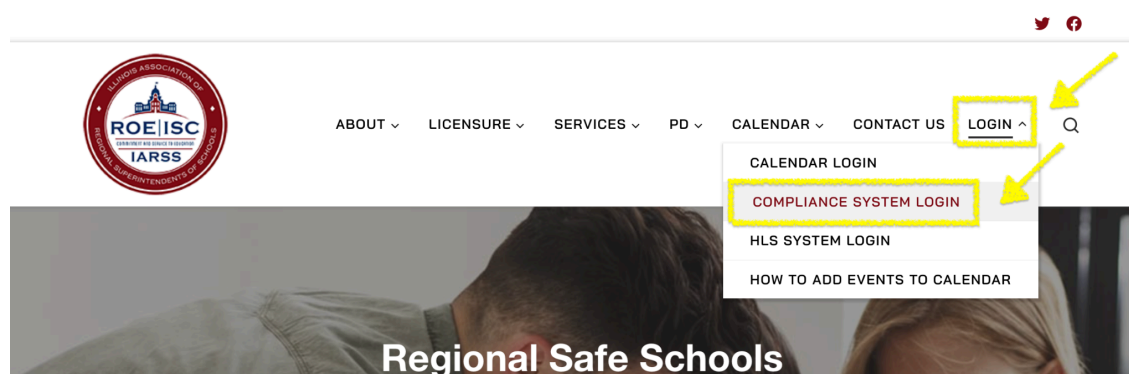
[Request Review](#)
[Go Home](#)

District: XXX
Superintendent: Dr. XXX
Superintendent Email: XXX

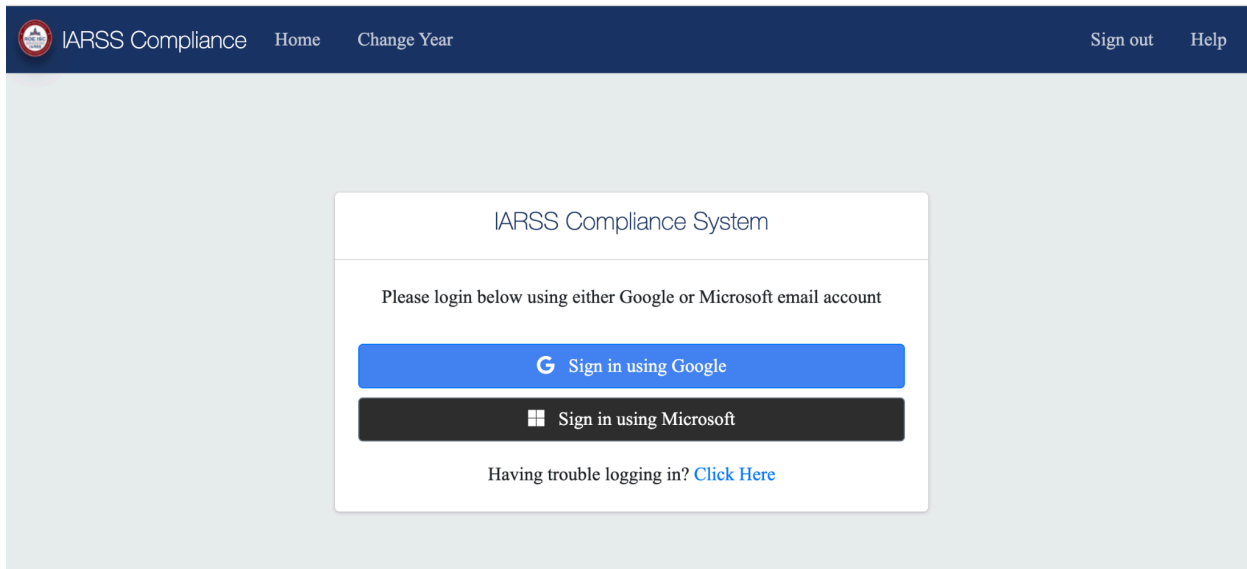
*If the District's information above is incorrect the ISC can update it in the HLS (Health Life Safety) website.

Logging into the IARSS Online Compliance Tool

- Begin by visiting the iarss.org website
- Click on the top tab, **LOGIN**
- Click dropdown, **COMPLIANCE SYSTEM LOGIN**



- Click **Sign in using Google**, if you utilize the Google Suite in your district, i.e. Google Mail, Google Drives, Google Calendar, etc. Otherwise, click **Sign in using Microsoft**.



- Read the *System Note* and click **Continue**

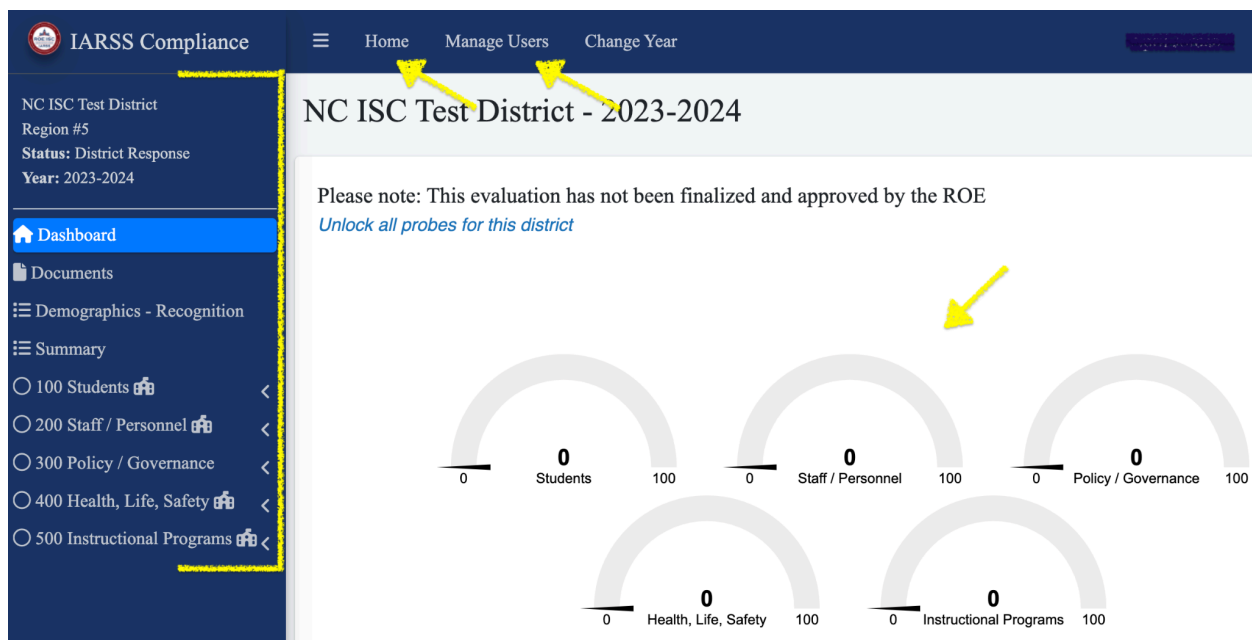


Practice: Logging In

- Please try logging in to make sure your account works seamlessly.
- Consider adding any Administrative Assistants who might be helping during the Compliance Review (**see directions above for creating Staff Accounts for any additional district personnel assisting with the review**).

Navigating the IARSS Online Compliance Tool

- After logging in, you should see your school district as the focal page
- Click on your district's name to be brought to the system's main page
- The Compliance Review consists of five concentrated areas:
 1. **Students (100)**
 2. **Staff, Personnel, & Training (200)**
 3. **Policy/Governance (300)**
 4. **Health Life/Safety (400)**
 5. **Instructional Programs (500)**
 6. *(Upload your PD Professional Development Activities (FULL LIST), the Professional Development Activity Audit (12 Selected by ISC), Professional Development Audit Summary Results Created by ISC) into the general **Documents** section and email amorellibaima@ncisc.org).*





Practice: Utilizing the Main Page

- Please click on the various menu items to the left and explore: **Dashboard, Documents, Demographics, Summary, and Sections 100-500.**
- A **Dashboard** of five dials will appear on the main district page displaying the completion level for each of these sections to date. The dial settings are automatically triggered based on the Yes/No/*In-Progress*/NA in each item section/subsection.
 - **PD and McKinney-Vento do not have a section in the IARSS Online Compliance Tool, items are uploaded in the DOCUMENTS section in the left side menu.**
 - The word **Total** appears above the Dashboard dials and will indicate how many of the 100 points required for 100% Compliance have been achieved. Sections are scored 15/15/15/15/40 points (The *Instructional Programs* section is weighted for 40 points) and will determine Compliance Recognition Status).
- Once you have clicked on one of the five **Sections**, a submenu will appear with all numbered questions for that topic (i.e. Section 100: *Students*, Question 101, 102, 103, etc.)
- **NEW** requirements/school codes will be indicated with a New sunburst icon
- **UPDATED** requirements/school codes will be indicated with a red Update icon
- If a **SCHOOL HOUSE** icon appears next to any evaluation item, it is an indication that due to privacy laws (usually personnel details), verification



will be completed onsite (at the school or district office) and those items cannot be uploaded into the IARSS Online Compliance Tool.



- **UPCOMING** requirements/school codes (i.e. known requirements for future years) will be indicated with a green *Upcoming* icon. You CANNOT add evidence for an *Upcoming* item.
- Clicking on a question number will open a textbox citing the **statute** requiring the item to be evaluated. Most items show the aligned **PRESS** policy number and what is required by the district as evidence/proof (i.e. cited policy, handbook). **Any required information needed from the district is noted with an asterisk (*)**.
- **Demographics – Recognition**
- Only the North Cook ISC can **LOCK** an item
- **Nothing is FOIABLE while in progress**

Adding Evidence to IARSS

Each section question requires some evidence/proof of district implementation. You have the ability to upload documents or add a link.

- **Add a Document**
- **Add a Website/Link**
 - **Potential Evidence/Verification Source**
 - An **asterisks (*)** means required evidence/source
 - Items can be **Flagged** to draw attention to them for the District Team or Compliance Team
 - **Legislation and School Codes** are hyperlinked for reference
 - Dates of document upload is viewable
 - The **Search** bar can be used to look for specific topics found in any Section
 - **PREFERRED: PDF docs are easily accessible by the Compliance Team**



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- **PREFERRED: PDF docs are easily accessible by the Compliance Team**

- **Google Docs and folders will require you to change the Share settings to, Anyone with the link can view, and share your folder.**



Practice: Adding Evidence

- Choose a section and practice adding evidence (i.e. a document or a link).
- Note the asterisks (*) in some sections.
- Try accessing the links to legislation or School Code.

Accessing Compliance Resources

- Helpful Forms and Resources can be found on the General IARSS website:
www.iarss.org/compliance/

[Home](#) » Compliance

Compliance

Regional Offices of Education and Intermediate Service Centers are entrusted with assessing compliance of local school districts and recognized non-public schools in the state of Illinois. This process consists of a systematic review of district documentation and recording compliance with state and federal laws and Illinois School Code. The resulting designation is reported on the state website and as part of the Illinois Report Card. The compliance process is seen as an opportunity to improve operations and support the programs that deliver quality educational experiences to students.

[FY23 Summary of Changes/Updates](#)

[FY23 ISBE Compliance Update Webinar](#)

[FY22 ISBE Compliance Navigation Webinar](#)

[ROE/District login for Compliance System](#)

[^](#) Section #1 Documents

[^](#) Section #2 Documents

[^](#) Section #3 Documents

[^](#) Section #4 Documents

[^](#) Section #5 Documents

- **Help Options** can be found In the IARSS Online Compliance Tool: (<https://compliance.iarss.org/index.php>). Click on **Home** to see a **Help** options

IARSS Compliance 2023-2024
Home
Manage Users
Change Year
April Jordan
Sign out
Help

North Cook ISC
Home

Menu

[Change Year](#)
[Manage Your Profile](#)
[Manage Users](#)
[Help](#)

Reports

[Report of all evaluation questions](#)
[Flagged Changes this year](#)
[On site questions](#)

Active Evaluations

District Name	Status for 2023-2024
Arlington Heights SD 25	Not Yet Started
Avoca SD 37	Recognition Accepted
CCSD 62	Not Yet Started
Comm Cons SD 59	Not Yet Started
East Maine SD 63	ROE Requested
East Prairie SD 73	Not Yet Started
Evanston CCSD 65	Not Yet Started
Evanston Twp HSD 202	ROE Requested
Fairview SD 72	ROE Requested

- Resources such as **YouTube Videos, FAQ, and icons** can be seen



Practice: Accessing Help Features

- Explore the resources on the General IARSS webpage. Take a look at each Section 100-500.
- See the screenshot below and practice accessing Help features within the IARSS Online Compliance Tool








Help and Tips

[Home](#) / [Help](#)

Contact Support

For help with a specific problem, send an email to:
ComplianceHelpdesk@kaneroe.org

Icons

-  This item has been locked by a reviewer.
-  A reviewer locks an item by clicking this icon.
-  Must be addressed on-site by reviewer. Not editable by others.
-  Flag used to help you know you need to come back to this.
-  Indicates a new item for this school year.
-  Indicates the item has been updated for this school year.
-  Indicates the item is not being evaluated this year but is upcoming in future years.

Helpful Links

- [YouTube training videos.](#)
- [How to impersonate the test district](#)

Status

Not Yet Started	No information has been entered into the probe for that specific District.
ROE Requested	ROE requested to district superintendent for superintendent assurance.
District Requested	District superintendent requested to ROE for superintendent assurance.
District Accepted - Pending Creation	District superintendent accepted superintendent assurance. The evaluation will be created overnight.
ROE Accepted - Pending Creation	ROE accepted superintendent assurance from the district superintendent. The evaluation will be created overnight.
District Response	Information has been entered into the probe but the "Submit to Reviewer" button has not been selected.
Submitted	The "Submit to Reviewer" button has been selected by the District. The answered probe is available for the Region to review. The District can not make changes at this time.
Final	The "Finalize" button has been selected by the Region Reviewer. Now the Probe is complete and locked.
Recognition Accepted	The recognition has been accepted by the ROE and no evaluation is needed for that current year.

FAQ

How do I upload a file?

To upload a file you can either click the "Add Document or Website" link that's next to each policy or you can click the Documents tab on the left hand side menu. In there you can click the "Choose file" button. To then upload the file click the Done/Submit button at the bottom of the page.

How do I delete a file?

To remove a document, click on the Documents tab, find the document and click Delete located on the right side of the screen.

How do I remove a file from a policy but keep it in the system?

To remove a file from a policy click the "Add Document or Website" link in the policy. Then uncheck the box next to the file you want removed. Lastly click the submit button to save your settings.

Is there any way to print a page that contains all of the policies?

You can create a PDF that contains all of the policies by clicking on the Summary button in the left side menu. Then click on Print Entire Evaluation.

Can ROE staff attach files or links?

No, only district staff can add files or links.

Prior to and During On-Site Compliance Visits

During a typical onsite visit, the Compliance Team will spend 1-2 days conducting the review onsite at the District Office.

- A. [Paul Hertel](#) will contact the district Superintendent and schedule building tours. He will complete the bulk of the Compliance Review
 - B. Personnel Forms should be completed at **least two weeks prior to our visit**. [Izabela Kuczek](#) will send your HR person these forms within a few weeks of this meeting. We will be reviewing any new hires or those with assignment changes since our [2020-21](#) visit. Personnel files will be checked on the first day of our visit.
 - C. [Alina Baima Morelli](#) will send PD Audit details to the district contact-person in advance. Full list of PD activities from the previous school year needs to be shared; twelve PD activities will be selected for the PD Audit.
 - D. [Tom Bookler](#) will contact the McKinney-Vento Homeless Liaison prior to the visit to establish a meeting time.
- **Please provide us with a room that can serve as our base for our in-person visits.**
 - **The team will also need access to Wi-Fi.**
 - **If personnel and student/health records are maintained electronically, please provide us access.**
- **Day 1 (9:00 a.m.)**, The Compliance Team reviews all district documentation.
[Izabela Kuczek](#) reviews personnel files of new hires and assignment changes since the last compliance visit (4 years ago). Address any missing items. [Paul Hertel](#) will hold a brief meeting with the district Superintendent and tour 1-2 schools to observe programs and highlights.
[Alina Morelli Baima](#) reviews PD records (last school year's events).

- o **Day 2, Paul Hertel** tours an additional 3-4 schools (in larger districts) to observe programs and highlights. These districts may require an additional day.
- o **Exit Conference, Paul Hertel** will hold a brief meeting with the district Superintendent at the end of the last day on-site.



- Reminder- If a **SCHOOL HOUSE** icon appears next to any evaluation item, it is an indication that due to privacy laws (usually personnel details), verification will be completed onsite (at the school or district office) and those items cannot be uploaded into the IARSS Online Compliance Tool.

*Please note that the **Annual Health/Life Safety** checklist inspection of each building will take place on a separate schedule jointly established by the North Cook ISC HLS Inspectors and your Building & Grounds Director.

Following Up After Our Visit:

- Any items still needing documentation or completion may be added as completed by the district (Note: Occasionally, a personnel item, policy addition, etc., requires additional time to finalize the report).
- **NCISC will Lock online sections as they have been completed by the district and reviewed, thus finalizing those parts of the evaluation.**
- **Evaluator Comments** will be sent in an email to the District Superintendent for response/review. Any needed edits or corrections will be later added to the online **Summary Section**.
 - o A **Visit Summary Letter** will be sent from NCISC to the district superintendent. This letter is intended to be a narrative summary highlighting district strengths observed during the visit to be shared as the district determines.

- **Once completed, Paul will communicate with the Superintendent to finalize/submit the IARSS document. All entries will be locked in IARSS and submitted to ISBE.**

North Cook ISC Templates for Compliance Review

Currently, these documents are in a *View Only* format.

- [*Compliance Review: Guiding Document](#) (North Cook ISC)
- [Compliance HR Spreadsheet-District](#) (Izabela Kuczek, NCISC)
- [PD Provider Audit Overview 2023-2024 \(forms, standards, etc.\)](#) (Alina Morelli Baima, NCISC)
- [Professional Development Activities \(FULL LIST\) 2023-2024](#) (Alina Morelli Baima, NCISC)
- [PD Audit Summary Results SY' 23-24 \(NCISC\): District SAMPLE](#) (Alina Morelli Baima, NCISC)
- [McKinney-Vento Prep \(Sample Email Prior to Visit\) FY25](#) (Tom Bookler, NCISC)
- [McKinney-Vento Monitoring Tool ESSA FY25](#) (Tom Bookler, NCISC)

Liaison Duties

Capacity

- District MKV liaison should have the capacity to fulfill duties, including, but not limited to:
 - Identifying
 - Enrolling
 - Supporting
 - Connecting to needed services
- School “Point Person”



Training

- Clear plan and timeline for training:
 - Include strategies to address trauma homeless students experience.
- **All school staff** should be trained on the rights of students eligible for MKV services prior to start of and throughout the school year.



Illinois
State Board of
Education

North Cook ISC Contacts

Help Adding Staff Members to the IARSS Online Compliance Tool

Gina Shalzi, North Cook ISC Office Manager

gshalzi@ncisc.org or 847-803-5602

Compliance Questions/Issues:

Paul Hertel, Compliance Coordinator

phertel@ncisc.org or CELL: 847-571-5010

Staff/Personnel Questions/Issues:

Izabela Kuczek, Licensure Specialist

ikuczek@ncisc.org or 847-803-5614

PD Audit Questions/Issues:

Alina Morelli Baima, Director of Education & Professional Learning

amorellibaima@ncisc.org or 847-803-6702

McKinney-Vento Homeless Questions/Issues:

Dr. Tom Bookler, McKinney-Vento Liaison

tbookler@ncisc.org or CELL: 630-386-0883

Thank you for all you do to deliver excellent learning experiences for students, providing safe and healthy school environments, and hiring highly qualified staff members in our North Cook ISC school districts!