

Update to Nonpublic Registration/Recognition Renewal Application (Reminder Due June 15)

Dear Nonpublic School Administrators,

The ROE/ISC Department has added a new feature to the Nonpublic Registration and Recognition Renewal application in IWAS.

After submitting your Recognition data, you will now have the option to print or save the submitted information and/or print or save a Letter of Recognition. To generate the Letter of Recognition, the application must first be submitted. Once submitted, reopen the application and you will see two blue buttons on the left side of the screen: **Print Review** and **Print Letter**. These options allow you to print or save the data you submitted and/or generate your own Letter of Recognition, similar to the options available for Registration.

Please note that the submission status must be **Fully Recognized** in order to generate the Letter of Recognition. A submission will only be considered **Fully Recognized** if there are no "No" responses within the application.

Additionally, if you were not aware that you could print or save Registration information or print a Registration letter, you may do so. To access these options, reopen the Registration application after submitting and click on **Step 9**. You will see two blue buttons on the left side-**Print Review** and **Print Letter**-which allow you to print or save your submitted Registration data and/or the Registration letter.

NOTE: Nonpublic Registration and Recognition Renewal are due by June 15. If you are going through an In-Person Visit this year, please use the final evaluation form provided to you by the review team and submit in IWAS. If you need your submission returned for changes, please contact me.

If you have any questions, please feel free to reach out.

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