

District/School:		Amendment #: Project:	Architect/Firm:	
Date Complete	Description	ISBE Action/Form	Comments	
	School Board works with/contracts architect to prepare project.			
	Architect/engineer prepares amendment on IWAS – Request for Authorization (35-76) / Certificate of Need with signature and seal, along with other supporting documents if needed.	Form 35-76 submitted in IWAS		
	Dist. Superintendent reviews/completes amendment on IWAS and presents to local BOE for approval at Board Meeting	Board Mtg. Date:		
	Dist. Superintendent submits amendment to ROE in IWAS/ HLS system.			
	ROE receives amendment in IWAS/HLS system.			
	Request for Authorization/Certificate of Need (architect stamped and signed) and other supporting documents (if needed) are reviewed by ROE on IWAS.	35-76 on IWAS		
	ROE approves or denies amendment.	On IWAS		
	ISBE approves/denies amendment (in whole or in part), does or does not qualify for Fire Prevention and Safety Funds and forwarded to State Supt.			
	State Supt. Approves or disapproves amendment.			
	ROE prints Certificate of Need, Schedule of Violations for filing.			
	ROE prepares and sends Certificate of Approval (35-22 IWAS), the Order to Effect (36-22) and ROE Certificate of Approval (if needed) (36-21) to district supt.	35-22 (IWAS) 36-22 (IWAS), 36-21 – if needed		
	Dist. Supt. and BOE submits Order to Effect (36-22) and State Certificate of Approval (35-22) to their County Clerk(s)			
	Architect develops and submits to the district the construction documents per the BOE's requests and gets BOE approval.			
	Architect files the Application for the Building Permit (if needed), Plan Review Statements, Confirmation of the Plan Review Records and building plans with the District Supt. – obtains proper signatures (Board President and District Supt.).	36-10 36-11 36-35		
	District Supt. or architect files the Application for the Building Permit (if needed), the Plan Review Statements (36-11), and Confirmation of Plan Review Records (36-35) (signatures required) to the ROE. Building construction plans come with this packet.	36-10 36-11 36-35		
	ROE completes the needed Building Permit (36-14) and Regional Superintendent's Approval in Writing (36-13). Gets signed copies to school and architect.	36-14 36-13		
	Work gets completed.			
	Architect inspects the work as it's being completed. Various inspections may take place multiple times. Completes all called inspection records or progress monitoring if project is large.			
	Application for Occupancy or Statement of Completion is submitted by architect for signatures with BOE and then to the ROE when the project is complete.	36-15, 36-36, and 36-37		
	Certificate of Occupancy/Completion gets completed after inspections if required by ROE.			
	Certificate of Completion of the Amendment gets completed, signed by appropriate people, and sent to ROE for finalizing – only completed if violations with the amendment is completed.			