February 8, 2010 [e-mailed to dcokeman@sbcglobal.net]

David Coker

Catlin, Illinois 61817

Dear Mr. Coker:

This letter is in response to your follow up request under the Freedom of Information Act. Your request was received 2/4/10.

You have requested “policies, memos, e-mails, handbooks, procedures, guidelines, and, or other documents, whether electronically or physically based, that ISBE uses or used from January 1, 2005 to February 3, 2010, when evaluating transcripts for the Director of Special Education endorsement.”

Course descriptions are reviewed on an individual basis to determine if the specific subject area is covered.

The enclosed document (10-233 - coker – doc1.pdf) is the guideline used for the review of courses for the Director of Special Education Endorsement.

You are also provided a copy of Section 25.365 from the Administrative Code (10-233 – coker – doc2.pdf) which outlines the requirements for the Director of Special Education Endorsement.

If you have additional questions, you are encouraged to contact Linda Jamali, Division Administrator for Educator Certification, at 217-557-6763.

Sincerely,

Matt Vanover
Director of Public Information

Attachments