

ILLINOIS STATE BOARD OF EDUCATION

Educator Effectiveness Division
100 North First Street, S-306
Springfield, Illinois 62777-0001

**REQUEST FOR PRE-APPROVALS OF COURSEWORK/
REQUEST FOR RE-EVALUATION OF COURSEWORK**

Directions: Complete Section I or II as applicable. Please print or type the information requested. Attach any required documentation to this form and mail to the address above or e-mail the form and documentation as a PDF file to licensure@isbe.net.

NAME (Last, First, Middle, Maiden)	IEIN	BIRTHDATE (mm/dd/yyyy)
ADDRESS (Street, City, State, Zip Code)	TELEPHONE (Include Area Code)	
	E-MAIL	

SECTION I - PRE-APPROVAL OF COURSEWORK

This section is to request pre-approval of coursework the educator has not yet taken, but wants to take, to fulfill a deficiency. An application for the credential must already be on file at the Illinois State Board of Education (ISBE).

The educator may submit up to three course descriptions with this form for pre-approval. Additional pre-approvals will not be granted until the educator submits an official transcript showing completion of coursework for the deficiency.

Attach official course descriptions (a copy from the course catalog or a printed screenshot of the online course catalog), to this form. Unofficial course descriptions will not be accepted.

INSTITUTION OFFERING THE COURSE	COURSE TITLE AND NUMBER	ATTACHED OFFICIAL COURSE DESCRIPTION
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes

SECTION II - RE-EVALUATION OF COURSEWORK

This section is to request a second review of previously completed coursework that appears on a transcript, already on file, at ISBE for the deficiency.

The educator may submit up to three course descriptions with this form for re-evaluation. Attach official course descriptions (a copy from the course catalog or a printed screenshot of the online course catalog), to this form. Unofficial course descriptions will not be accepted.

INSTITUTION WHERE THE COURSE WAS COMPLETED	COURSE TITLE AND NUMBER	ATTACHED OFFICIAL COURSE DESCRIPTION	TRANSCRIPT ALREADY ON FILE AT ISBE
		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes