ILLINOIS STATE BOARD OF EDUCATION

ILLINOIS STATE BOARD OF EDUCATION

Annual Program Report System

USER GUIDE

Updated January 2025

DOCUMENT PURPOSE

The Annual Program Report system is used by Illinois institutions of higher education (IHEs) to report yearly programmatic data to ISBE. This document provides an overview for IHEs on how to use the data collection system and enter their educator preparation program data. Please contact your Preparation Team liaison or preparation@isbe.net if you have questions.

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ANNUAL PROGRAM REPORT CHECKLIST

This checklist outlines the high-level process of submitting the IHE Annual Program Report (APR) to the Illinois State Board of Education. **The deadline to certify completion is 11:59 p.m**. **on** **April 30.** Utilize this APR User Guide to find information about system functionality and operational tips.

☐ **Log in to the APR system**

☐ **Review Tasks**

    1. Review task list.
    2. Complete tasks as assigned to the institution.

☐ **Contacts**

    1. Provide contact information for your institution's primary and secondary licensure officers.
    2. Verify all existing contact information (e.g., names, titles, emails, etc.) is correct.
    3. Make edits and/or add or remove contacts, as needed. Please note that a person within your institution is able to have more than one role.

☐ **Programs**

    1. Verify programs roster (e.g., program name, level, type, mode, etc.) is accurate.
    2. Notify ISBE Preparation Team liaison to make corrections (missing programs, programs that are no longer at IHE, etc.).
    3. Verify and confirm program roster prior to entering data.
    4. If a program is not on your roster, contact your ISBE Preparation Team liaison so that the program can be added. Please note the candidate data is invalid if it is not attached to the correct program.

☐ **Institution**

    1. Enter/verify institution data.
    2. Click "Save" when finished.

☐ **Candidates**

    1. Filter and/or download candidates by status (New, Active).
    2. Edit new and active candidate records for those candidates who completed or withdrew from a programduring the reporting year (Sept. 1-Aug. 31).
    3. Edit applicable candidate data.
    4. Upload the updated spreadsheet or save the candidate edit screen.
    5. Once all candidate records have been verified or updated, move to certifying completion.

☐ **Data Validation**

1. Update and clear any flagged potential errors.
2. Change status for each flagged error to "Acknowledged" or "Resolved."

- Acknowledged -- Did not make changes to the data, but provided explanation for why data is correct as reported.
- Resolved -- Made changes to the data, no longer getting error flag.

☐ **Certify Completion**

1. Cross check each program listing with number of candidates by status with IHE record. Questions to consider:
    - of "new" candidates match IHE records?
    - Does the number of "active" candidates match IHE records?
    - Does the number of "completed" candidates match IHE records?
2. Once program values are confirmed, change status of program to "Completed."
3. Change status for programs that have no new enrollment for the reporting year to "No New Enrollment."
4. Once all programs have a status of "Completed" or "No New Enrollment," certify the data by checking the assurance box and clicking "Save."
5. Once data has been certified; the Annual Program Report is officially submitted to ISBE.

ACCESSING THE SYSTEM

1. Go to IWAS to navigate directly to the APR system.

   Direct link: https://apps.isbe.net/iwas/asp/login.asp?js=true

2. To navigate from www.isbe.net : Select the "Log into IWAS" from the top menu bar.

3. If you already have an IWAS account, log in using your existing Login Name and Password.

4. If you do not have an IWAS account and need one, select "Sign Up Now" in the panel on the right side of the screen.

5. Proceed by filling in the form. If you need assistance, reference the IWAS User Guide, preview the IWAS Training Video found, or contact the ISBE Help Desk at 217-558-3600.

NAVIGATION

Once logged in, the navigation bar on the left side of the screen offers options for Dashboard, Contacts, Programs, Institution Data, Candidates, Certify Completion, Reports, and Uploads. You can hide the navigation bar by selecting the ≡ on the top left corner of the screen. The Dashboard is the default page upon login.
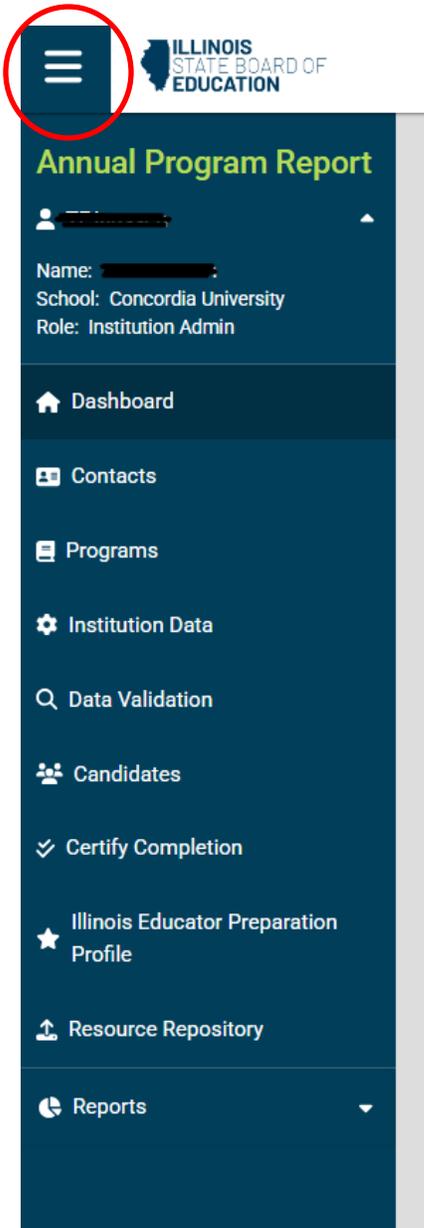
DASHBOARD

When the Dashboard is selected, there are three sections: Task List, Important Dates, and ISBE Resources.

Task List

This box will highlight all outstanding tasks that must be completed. It can include tasks such as update/confirm contact information, upload candidate data, correct candidate errors, certify data, upload a document, etc. This task box serves as a resource to ensure all tasks within the reporting window (Feb. 1-April 30) are completed.

Important Dates

This section highlights deadlines for Annual Program Reporting. These dates also may be attached to a specific task inthe task section. The current reporting year is highlighted below in yellow.

ISBE Resources

The ISBE Resources section serves as a document repository to provide easy access to resources (e.g., templates, plagiarism policies, and data share amendments). Only resources that are required by ISBE will be able to be uploaded. This option is not to be used for communication strings, miscellaneous documents, etc.

APR DATE RANGE TERMINOLOGY

APR Year	Dates Covered in Reporting	Collection Year	Collection Period
2021	9/1/20 - 8/31/21	2022	2/1/22 - 4/30/22
2022	9/1/21 - 8/31/22	2024	2/1/23 - 4/30/23
2024	9/1/22 - 8/31/23	2024	2/1/24 - 4/30/24
2024	9/1/23 - 8/31/24	2025	2/1/25 - 4/30/25
2025	9/1/24 - 8/31/25	2026	2/1/26 - 4/30/26

CONTACTS

Email communications regarding tasks, important dates, general notices, etc. will be sent to representatives listed as a contact. Please note: You can assign multiple roles to the same contact if you desire. It is important to keep this list up to date at all times. Please notify your ISBE Preparation Team liaison when contact information changes and update the system accordingly to ensure the correct contacts are receiving the information.

Add Contact   ×

Title *

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--                                          ▼
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First Name *   Last Name *

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First Name            Last Name
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Email *

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Email
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Phone *

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000-000-0000        ext
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☐ Primary Contact

Close   **Save**

Add a Contact

    1. Select the "+" from the top of the contact table to add new contacts.
    2. Check the "Primary Contact" box for the individual who is the designated contact for ISBE system communications.
    3. Once information is added, click "Save & Close."

Edit a Contact

    1. Select the name from the contact table, and the contact information box will appear.
    2. Make edits to the information, as needed.
    3. Click "Save & Close" to save changes.

Delete a Contact

    1. Select the name from the contact table, and the contact information box will appear.
    2. Click "Delete" to remove the contact from the list.

Contacts Section Key

Contact Type: Dropdown that allows the user to select the proper contact type. Types include:

- President (only one person can be assigned this type)

- Dean / Department Head

- Primary Licensure Officer

- Secondary Licensure Officer

- Other

First Name: Contact's first name.

Last Name: Contact's last name.

Type: Type of program (traditional or alternative).

Email: Email address that should be used to reach the contact.

Phone: Telephone number for contact.

Phone Extension: Phone extension; may be left blank or enter up to five-digit extension.

Primary: Checkbox to indicate if the contact is the primary contact for the APR collection and reporting.

Delete: Click this button to remove the contact information.

PROGRAMS

The Programs screen will display all the approved programs at the institution (for which candidate information still needs to be reported). Please confirm that all approved programs are listed. If there are any incorrect or missing programs, please contact your ISBE Preparation Team liaison to ensure that your information is correct. Institutions cannot edit the program information.

Program	Level	Type	Mode of Delivery	Semesters	Residency	Approval Date	Discontinued	Actions
ECS3 - Early Childhood Special Education	Undergraduate	Traditional	Traditional	9	No	--	--	✎
SCGE - Elementary Education (Self-Contained General Education)	Undergraduate	Traditional	Traditional	8	No	--	--	✎
ELA - English Language Arts	Undergraduate	Traditional	Traditional	8	No	--	--	✎
SPAN - Foreign Language - Spanish	Undergraduate	Traditional	Traditional	8	No	--	--	✎
GESC - General Science	Undergraduate	Traditional	Traditional	8	No	--	--	✎
LA - Language Arts	Undergraduate	Traditional	Traditional	8	No	--	--	✎
LBSI - Learning Behavior Specialist I	Undergraduate	Traditional	Traditional	8	No	--	--	✎
MATH - Mathematics	Undergraduate	Traditional	Traditional	8	No	--	--	✎
SCIP - Science - Physics	Undergraduate	Traditional	Traditional	8	No	--	--	✎
SCIB - Science - Biology	Undergraduate	Traditional	Traditional	8	No	--	--	✎

Report Year: 2018 ▾

Items per page: 10 ▾   1 - 10 of 35 Results   < >

Program Key

Report Year: Report year is a dropdown that has the most recent reporting year on top. Information is sorted in descending year order.

Program: Name of program assigned the IHE.

Level: Level of program (undergraduate or graduate).

Type: Type of program (traditional or alternative).

Mode of Delivery: Delivery of program (traditional, blended, online)

Semesters: Number of semesters the program takes to complete.

Residency: Indicates if the program is a residency-based model.

Approval Date: Date program was originally approved.

Discontinued Date: Date program was discontinued.

INSTITUTION DATA

The Institution Data screen will collect all institution-level data, including institution size, Pell Grant eligibility, institution enrollment by ethnicity, accreditation, and enrollment tests. Institution size, Pell Grant eligibility, and race/ethnicity data is required. Accreditation and enrollment tests are optional fields.

Institution Data Key

CANDIDATES

The Candidates screen is where all individual data will be reported. Only candidates enrolled in approved programs (as found in the Program screen) will be reported here. All candidates who were reported in the previous reporting year as new or active are included in the list of candidates.

Review the key and definitions below before beginning upload process. (Find How-To: Step-by-Step Processes on pages 17 and 18)

FILTER

The filter window opens as a default when entering the Candidates screen. You may use this to filter candidates by year, status, program, postsecondary level, and enrollment status. Select X to hide the filter.

DOWNLOAD

The download feature will be used to download candidate records in the following status. (See page 25 in the data dictionary for definition of "candidate status.")

- Download Active Candidates --This feature is used to download candidates in "active" status from the previous report years. For example, candidates reported as new in report year 2023 will be rolled over in report year 2024 as "active" candidates.
- Download New Candidates --This is used to download candidates entered into the Educator Licensure Information System (ELIS) between Sept. 1-Aug. 31 of the reporting year. Candidates will not show up automatically unless they are entered into pre-completion status. These candidates will be downloaded as "new" candidates. New candidates are not yet in APR.
- Download All Candidates --This feature will allow you to download all candidates in the APR system. This feature is only used for reference and should NOT be used for candidate updates or uploads.
- Download Blank Template --This feature is added as a courtesy if an institution prefers to manually enter all candidates.

ADD ENROLLMENT

The add enrollment feature allows you to manually enter one candidate record at a time, rather than using the batch download options.

DELETE ERRORS

The delete errors icon may be used if there are errors after candidate records have been uploaded. This will delete all errors in one click. Be cautious when using this option if action needs to be taken on individual records prior to certification.

Download Key:

Download Active Candidates --Selecting this download option will export an Excel template that includes all active candidates from the previous year reported as new and active. When this template is exported, review the candidates and make changes, as necessary. **Do not make any changes to Illinois Educator Identification Number (IEIN), Program Code, Level, Mode, or Type to the template**, as it will result in errors in the upload process. Save the updated file as a CSV file and use the "Upload" button to import the candidates.

Download New Candidates -- Selecting this download option will export an Excel template that includes all candidates from ELIS who have been entered into pre-completion between Sept. 1 through Aug. 31 of the report year. These candidates have not yet been reported in APR. When this template is exported, review the candidates and update missing data, including race, first generation, Pell Grant eligibility, etc. **Do not add columns or delete columns**, as it will result in errors in the upload process. Save the updated file as a CSV file and use the "Upload" button to import the candidates.

Download All Candidates -- Selecting this download option will provide an Excel spreadsheet with every candidate withinthe reporting year. Do not use this template to upload changes. **It is for reference only.**

Download Blank Template -- Selecting this download option will provide a blank spreadsheet. Institutions may use this to manually report candidates not in the APR system and not included in the "New" candidate template.

Candidates Key:

Status: Display the status of each record.

Invalid -- Record contains errors.

Valid -- Record is error-free.

IEIN: Displays the IEIN of the candidate record that has been uploaded.
First Name: Displays the first name of the candidate record.
Last Name: Displays the last name of the candidate record.
Program: Displays the program code aligned to the candidate record.
Postsecondary Level: Displays whether the program is an undergraduate program or a graduate program.
Enrollment Status: Reflects the status of the candidate for the reporting year.
1. New Candidate
2. Active Enrollment
3. Program Completed
4. Withdraw-Transfer
5. Withdraw-Major
6. Withdraw-Terminate
7. Withdraw-Unknown
8. Inactive-Leave
9. Inactive-Testing

UPLOADS

This section allows institutions to upload documents/resources as required by the task box on the dashboard (e.g., datashare, plagiarism policy, individual templates, etc.)

How to Upload a File

10. Select the "Upload" icon at the top right. ⬆
11. Select the category of the file.
12. Locate the file. Click "Save and Close."

Uploads Key

Search Resources: Allows user to search by name of resource for easy navigation.

Category: Allows user to filter list of already uploaded resources by type.

Report Year: Allows user to filter already uploaded resources by reporting year

Add Icon (+): Allows user to add a resource to the system.

Name: Indicates the name of the uploaded resource.

Entity: Indicates which entity uploaded the file (e.g., ISBE, IHE name, etc.).

Category: Indicates the category by which the resource is assigned.

Description: Provides a resource description of document content.

Update User: Indicates which user last updated the resource.

Update Date/Time: Indicates the most recent day and time the resource was updated.

How-To: Step-by-Step Processes

How to Upload Candidates Using Batch Files

This is the process to follow to download and upload candidates in a batch file.

1. Using the download icon, select "Download Active Candidates." ⬇
2. File will export on the bottom left. Open the file.
3. Review candidates listed in active status. Change program status and program status date (columns J and K) for candidates who completed, withdrew, or are inactive during the reporting year. (See data dictionary.) All fields within a candidate record can be updated with the exception of IEIN, Program Code, Level, Mode, and Type.
4. When candidate status is changed to "Completed," ensure an update is made to the Cumulative GPA column.
5. If a candidate's status has not changed and is still active, leave the record unchanged.
6. Once all candidate records are updated and verified, save the file as a CSV file to your computer.
7. Select the "Upload" icon to import the candidate file that you just completed and saved to your computer.
8. Using the download icon, select "Download New Candidates."
9. File will export on the bottom left. Open the file.

10. Review candidates listed in new status. Update required fields that are missing data. (See [data dictionary.](#))
11. If there are additional candidates entered into pre-completion status in ELIS between Sept. 1-Aug. 31, you may add them in a new row.
12. Once all candidate records are updated and verified, save the file as a CSV file to your computer.
13. Select the "Upload" icon to import the candidate file that you just completed and saved to your computer.

Considerations when Using Batch Download

1. The candidates who will appear on this template are those with an enrollment date in ELIS that falls between Sept. 1 and Aug. 31 of the current reporting year. It is imperative that enrollment dates are accurately listed in ELIS for each candidate.
2. This template may include candidates who may be completing a subsequent endorsement that does not require a full program. Those candidate records must be deleted from the template, as only candidate information for endorsements that require a full program should be reported.

How to Report Individual Candidates

This is the process to follow to report new candidates individually, rather than using the Download New Candidates feature.

3. Select the "Add Enrollment" icon. ⊞
4. Enter the demographic information, program, GPA, and test score data for each candidate. Fields with an asterisk arerequired.
5. Once all information is entered, select "Save."

How to Edit Individual Candidates

This is an option to update active candidates individually, rather than using the Download Active Candidates feature.

1. From the Candidates screen, select the "Edit" icon. ✎
2. Edit the candidate information from the pop-up screen. Fields grayed out cannot be changed.
3. Once all information is entered, select "Save."

How to Edit or Delete Errors After Upload

Errors, which are identified in red, may occur after uploading candidate data. Errors must be corrected or deleted prior to certifying completion.

1. Select IEIN of the candidate in error.
2. Review the description of the error in red at the top of the pop-up screen.
3. Make corrections based on description. In some cases, *ELIS match warning* may occur and require verification to override. ELIS match warnings may include name match errors (e.g., "Katie" or "Katherine").
4. Once all information is entered, select "Save" and the error will be deleted from the Candidates screen.
5. Email your ISBE Preparation Team Liaison if you have more questions on error messages.

Considerations when Editing Candidate Records

This applies to both single record correction and multiple (batch file) record correction.

1. The system has existing data from previous report years.
2. The system is set up to pre-validate values as they are imported.
3. Be mindful of details and corrections being made to candidate records.
4. Candidate information changed in APR will not change information in ELIS.

DATA VALIDATION

	Errors	
Enrollment Count	**0**	∨
Completers greater than New & Active	0	›
New greater than Active	0	›
Changes in Enrollment	0	›
Data Quality	**0**	∨
Completers with no History	0	›

1. Update and clear any flagged potential errors. All errors must be "acknowledge" or "resolved" before certification.
2. Change status for each flagged error to "acknowledged" or "resolved."
   - Acknowledged -- Did not make changes to the data, but provided explanation in the notes section for why data is correct as reported.
   - Resolved -- Made changes to the data; will remove the error flag.
- The different types of data validation that you will be expected to complete can be seen in the screenshot above.

CERTIFY COMPLETION

The certification information on this screen provides an overview of candidate data being collected for the report year. Candidate data must be certified by each individual program. Once all candidate records are imported/uploaded, are free of errors, and total counts are confirmed, the program may certify.

How to Certify Program Data

1. Confirm that the number of New, Withdrawn, Complete, Active, and Total candidates within the certification chart aligned to internal institution records by each program.
2. Update the status of each program, by clicking on the down arrow within the status box, select "Completed" or "No New Enrollments" as applicable to each program.
3. Once all candidate data has been confirmed and each program status has been set to "Completed" or "No New Enrollments," check the certification box at the bottom of the page.

Annual Program Report

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- 📗 Programs
- ⚙ Institution Data
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- ⭐ Certify Completion
- ⚙ Reports
- ⬆ Uploads

Certification Information

Report Year: 2018 ▾

Lewis University can't certify because 1 programs have a status of "In Progress" or "Waiting on Upload" for report year 2018. Update program statuses below.

Program	Undergraduate/Graduate	New	Withdrawn	Completer	Active	Total	Status
ECS3	Undergraduate	16	--	14	4	34	Completed ▾
SCGE	Undergraduate	22	--	20	2	44	In Progress ▾
ELA	Undergraduate	--	--	1	2	3	Completed ▾
SPAN	Undergraduate	--	--	--	1	1	Completed ▾
GESC	Undergraduate	--	--	--	1	1	No New Enrollments ▾
LA	Undergraduate	--	--	--	--	--	Completed ▾
LBSI	Undergraduate	14	1	24	9	48	Completed ▾

Pursuant to 23 Illinois Administrative Code Part 25, Section 25.127 (a) "Each EPP shall submit to the State Board the reports set forth in this subsection (a) annually by the deadlines indicated. The data and information contained in the reports shall be used by the State Board as part of its review of an EPP and its programs for State reauthorization."

Pursuant to 23 Illinois Administrative Code Part 25, Section 25.130 "The provisions of this section apply when the State Superintendent of Education receives information through any of the reports required under Section 25.127, or by other means indicating that any EPP may not be addressing any applicable standard or may otherwise be failing to offer candidates any of the learning opportunities that are necessary to their preparation as professional educators."

☐ I certify the data is true, accurate and within compliance of 23 Illinois Administrative Code Part 25, Section 25.127.

Certify Completion Key:

Report Year: Reporting year is a dropdown that has the most recent reporting year on top, sorted in descending year order.

Program: Displays the program code aligned to the candidate record.

Undergraduate/Graduate: Displays whether the program is an undergraduate program or a graduate program.

New: The number of "new" candidates in that particular program within the reporting year.

Withdrawn: The number of "withdrawn" candidates from a particular program.

Completer: The number of candidates who completed the program within the reporting year.

Active: The number of candidates active in the program within the reporting year. All candidates reported as "active" the previous year are automatically rolled over in the current year data.

Total: The total number of candidates reported by program for this year.

 Status: Display the status of each record.
11 In Progress: Records have been uploaded into the system.
12 Waiting on Upload: No records for that program have been uploaded.
13 Completed: Candidate records are uploaded, error-free, and ready for certification.
14 No New Enrollments: Program is still active, but there were no new candidates to report.

Items per Page: Allows users to establish how many programs they wish to see in the grid.

Pages- The table defaults to 10 programs per page. You can scroll through pages by selecting the arrows (< >).

REPORTS

The reports for each indicator will be available in APR on May 1 (or the first business day after the collection period ends.) Note that reports related to placement and persistence will not be complete since they rely on data acquired from the Illinois Department of Employment Security each summer. ISBE will share separate resources and guidance for reading APR reports.

Institution Data

Data Element	Details	Acceptable Range/Values
Reporting Year	Sept. 1-Aug. 31 of the prior academicyear.	
Number of Enrolled Students Who are Eligible for Pell Grants	Total number of enrolled students who were eligible to receive a Pell Grant.	1 - 100,000
Accreditation	Provider has received accreditation.	Y or N
Scheduled Site Visit Term	The next anticipated time (spring or fall).	
Scheduled Site Visit Year	Year of scheduled visit.	
Number of Enrolled Students Who are Hispanic/Latino	Total number within the undergraduate student population.	1 - 100,000
Number of Enrolled Students Who are American Indian/Alaskan Native	Total number within the undergraduate student population.	1 - 100,000
Number of Enrolled Students Who are Asian	Total number within the undergraduate student population.	1 - 100,000
Number of Enrolled Students Who are Black/African American	Total number within the undergraduate student population.	1 - 100,000
Number of Enrolled Students Who are Native Hawaiian/Other Pacific Islander	Total number within the undergraduate student population.	1 - 100,000
Number of Enrolled Students Who are White	Total number within the undergraduate student population.	1 - 100,000
Number of Enrolled Students Who are Two or More Races	Total number within the undergraduate student population.	1 - 100,000
Number of Enrolled Students Who are Unknown Race	Total number within the undergraduate student population.	1 - 100,000
Number of Enrolled Students Who are Hispanic/Latino	Total number within the graduate student population.	1 - 100,000

Number of Enrolled Students Who are American Indian/Alaskan Native	Total number within the graduate student population.	1 - 100,000
Number of Enrolled Students Who are Asian	Total number within the graduate student population.	1 - 100,000
Number of Enrolled Students Who are Black/African American	Total number within the graduate student population.	1 - 100,000
Number of Enrolled Students Who are Native Hawaiian/Other Pacific Islander	Total number within the graduate student population.	1 - 100,000
Number of Enrolled Students Who are White	Total number within the graduate student population.	1 - 100,000
Number of Enrolled Students Who are Two or More Races	Total number within the graduate student population.	1 - 100,000
Number of Enrolled Students Who are Unknown Race	Total number within the graduate student population.	1 - 100,000
ACT Composite Score Used for Entry to IHE?	(optional) Is the ACT used as one criterion for admission to the institution?	Y or N
Average ACT Test Score Upon Entry	(optional) Average composite score of admitted students who enrolled for the school year covered by this report, regardless of whether or not the ACT was required for institution entry.	1.00 - 36.00
SAT Used for Entry to IHE?	(optional) Is the SAT used as one criterion for admission to the institution?	Y or N
Average SAT Test Score Upon Entry	(optional) Average composite score (critical reading and math) of admitted students who enrolled for the school year covered by this report, regardless of whether or not the SAT was required for institution entry. Includes scores taken prior to March 6, 2016.	400.00 - 2400.00
MAT Used for Institution Admission (graduate level only)	(optional) Is the MAT used as one criterion for admission to the institution?	Y or N
Average MAT Composite Score Upon Entry (graduate level only)	(optional) Average composite score of admitted students who enrolled at the institution for the school year currently being collected.	200-600

Data Element	Details	Acceptable Range/Values
GRE Used for Institution Admission (graduate level only)	(optional) Is the GRE used as one criterion for admission to the institution?	Y or N
Average GRE Analytical Writing Score Upon Entry (graduate level only)	(optional) Average GRE Analytical score of admitted students who enrolled at the institution for the school year currently being collected.	0-6
Average GRE Quantitative Reasoning Score Upon Entry (graduate level only)	(optional) Average GRE Quantitative Reasoning score of admitted students who enrolled at the institution for the school year currently being collected.	130-170
Average GRE Verbal Reasoning Score Upon Entry (graduate level only)	(optional) Average GRE Verbal Reasoning score of admitted students who enrolled at the institution for the school year currently being collected.	130-170

Individual Data

Data Element	Details	Acceptable Range/Values
IEIN	Illinois Educator Identification Number is the unique number assigned to each individual when his/her ELIS account is created.	#####
Institution Student ID Code	(optional) Include the student's institution student ID.	
Last or Surname	Last name as used in ELIS.	
First Name	First name as used in ELIS.	
Middle Name	Middle name or middle initial as used in ELIS.	
Gender	M = Male F = Female P = Prefer not to say	M, F, P

Race/Ethnicity	11 – Hispanic or Latino 12 – American Indian or Alaska Native 13 – Asian 14 – Black or African American 15 – Native Hawaiian or Other Pacific Islander 16 – White 17 – Two or More Races 18 – Middle Eastern or North African 99 – Unknown	11, 12, 13, 14, 15, 16, 17, 18 or 99
First Generation Status	Indicate if the student is a first-generation student with yes (y) or no (n). First generation student can be defined as a college student who is the first person in his/her immediate family to attend college. This can apply to undergraduate and graduate candidates. Y=Candidate is a first-generation student N=Candidate is not a first-generation student. U=Unknown if the candidate is a first-generation-student.	Y, N, U
Reporting Year	Sept. 1– Aug. 31 of the prior academic year.	
Candidate Status	Indicates the status of the candidate. • Active (A): Candidate is active in the program. (Candidate is still intending to complete licensure requirements, including candidates who have graduated but have yet to pass the required content test.) • New (N): New Candidate -- a candidate enrolled during the reporting year. • Inactive-Leave (IL): Maternity, military, family emergency. • Inactive-Testing (IT): Candidate has not completed testing requirements. (Candidate no longer intends to complete licensure requirements.) • Withdraw-Transfer (TR): Transfer to another college/university. • Withdraw-Major (WM): Switched majors. • Withdraw-Terminate (WT): School asked candidate to leave college/university. • Withdraw-Unknown (WU): Unknown. • Completed (C): The candidate has been marked as completed program in ELIS.	A, N, IL, IT, TR, WM, WT, WU, C

	IMPORTANT: Candidates who were reported as New (N) or Active (A) in the previous reporting year will already be in the system as Active (A).	

Program Status Date	Program Status Date indicates the date the candidate either enrolled, completed, or withdrew from the program.	mm/dd/yyyy
Eligible for Pell Grant	Student was eligible to receive student aid through the federal Pell Grant Program at the time of program entry. ***Undergraduate and Graduate Candidates*** Y=Candidate is eligible for Pell Grant. N=Candidate is not eligible for Pell Grant. I=Institution does not report candidate Pell Grant eligibility to preparation program. **Leaving this column blank will result in an error.**	Y or N or I
Date of Birth	The day the candidate was born.	mm/dd/yyyy
Preparation Program Code	Must align with the ISBE endorsement code assigned to the program endorsement that will be earned upon program completion. A list of codes can be found at the end of this document.	

Preparation Program Mode of Delivery	Online: All coursework is online. Face to Face: All coursework is taken face-to-face. Blended: Coursework is taken online and face-to-face.	Online, Face to Face, Blended
Preparation Program Type	Traditional or alternative.	Traditional or Alternative
Graduate/Undergraduate Level	Degree level of program.	U or G
ACT Score	Optional field.	1 - 36
SAT Score	Optional field.	40 - 2400
MAT Scaled Score	Optional field.	200 - 600
GRE Analytical Writing Score	Optional field.	0 - 6
GRE Quantitative Reasoning Score	Optional field.	10 - 170
GRE Verbal Reasoning Score	Optional field.	130-170
GPA - High School		1.0 - 4.00

GPA - Postsecondary Transfer	**Mandatory field: Candidate GPA must be reported in <u>one of the four</u> GPA options.**	1.0 - 4.00
GPA - Postsecondary Graduate	**High School:** GPA of individual upon high school graduation. **Postsecondary Transfer:** GPA earned at a two- or four-year institution from which the individual transferred. **Postsecondary Graduate:** GPA of individual prior to preparation program entry at either a) the same institution, immediately prior to entering the preparation program, or b) the institution at which theindividual earned a bachelor's degree.	1.0 - 4.00
GPA - Exception	**Exception:** Use when a candidate has been home schooled (H), is a foreign student from outside the United States (F), or Other (O). If candidate has a GPA above 4.0, only enter 4.0. No ranges above 4.0 will be accepted.	H, F, O

GPA - Cumulative	***Mandatory field for program completers.*** Cumulative Grade Point Average upon completion of the educator preparation program.	1.0 - 4.00

Program Codes

This is a list of approved programs and the corresponding endorsement code and test field code.

Preparation Program Name	Code	Test Field Code
Teaching		
Agricultural Education	AGED	**215**
Business, Marketing, and Computer Education	BMC	**216**
Blind and/or Visually Impaired	BPS	**228**
Computer Science	COSC	**205**
Dance	DA	**209**
Deaf and/or Hard of Hearing	DHH	**229**
Drama/Theater Arts	DTA	**210**
Early Childhood Education (Self-Contained General Education)	SCG3	**206**
Early Childhood Special Education (Self-Contained General and Special Education) ***This is not the approval; only full programs are reported.***	ECS3	**230**

Elementary Education (Self-Contained General Education)	SCGE	**305**
Elementary Math Specialist	MASP	**In Development**
English Language Arts (senior high)	ELA	**207**
Family & Consumer Science	FACS	**217**
World Language - Arabic	ARAB	**262**
World Language - Chinese Cantonese	CANT	**261**
World Language - Chinese Mandarin	MAND	**251**
World Language - French	FREN	**252**
World Language - German	GERM	**253**
World Language - Hebrew	HEB	**254**
World Language - Italian	ITAL	**255**
World Language - Japanese	JAPA	**256**
World Language - Korean	KORE	**257**
World Language - Latin	LATI	**258**
World Language - Russian	RUSS	**259**
World Language - Spanish	SPAN	**260**
Health Education	HEED	**211**
LBS II/Behavior Intervention Specialist	LBIS	**291**
LBS II/Bilingual Education Specialist	LBSE	**157**
LBS II/Curriculum Adaptation Specialist	LCAS	**293**
LBS II/Multiple Disabilities Specialist	LMDS	**160**
LBS II/Technology Specialist	LTS	**161**
LBS II/Transition Specialist	LTRS	**297**
Learning Behavior Specialist I *This is not the 4-course area endorsement; only full approved program is reported.*	LBSI	**290**
Library Information Specialist	LIS	**220**
Mathematics (senior high)	MATH	**208**
Middle Grade General Science	GESC	**203**
Middle Grade Language Arts	LA	**201**
Middle Grade Mathematics	MMATH	**202**
Middle Grade Social Science	SOSC	**204**
Music	MUS	**212**
Physical Education	PE	**213**
Reading Specialist	SREA	**221**
Science - Earth & Space Science	SCES	**241**
Science - Environmental	SCIE	**242**
Science - Physics	SCIP	**243**

Science - Biology	SCIB	**239**
Science - Chemistry	SCIC	**240**
Social Science - Economics	SSEC	**244**
Social Science - Geography	SSGE	**245**
Social Science - History	SSHI	**246**
Social Science - Political Science	SSPS	**247**

Social Science - Psychology	SSPY	**248**
Social Science - Sociology and Anthropology	SSSA	**249**
Technology Education (Industrial Arts)	TEED	**219**
Technology Specialist	TESP	**223**
Visual Arts	VART	**214**
Administrative		
Teacher Leader	TLAD	**NA**
Principal	PRIN	**195/196**
Chief School Business Official	CSBO	**224**
Director of Special Education	DSE	**234**
Superintendent	SUPT	**225**
School Support		
School Counselor	SCOU	**235**
School Nurse	SN	**236**
School Psychologist	SPSY	**237**
School Social Worker	SSW	**238**
Speech Language Pathology (Non-teaching)	SLPN/SPLP	**232**

Please contact your ISBE Preparation Team liaison if you have any questions about the Annual Reporting System. For additional access to the system, contact the ISBE Help Desk at 217-558-3600.