



Student Information System

User Guide

**Submitting College and Career Pathway Endorsements
Beginning in School Year 2025-26**

Table of Contents

User Guide for Submitting College and Career Pathway Endorsements.....	3
College and Career Pathway Endorsements in SIS	3
Who Can Submit College and Career Pathway Endorsements	3
When College and Career Pathway Endorsements Can Be Submitted	4
Submit College and Career Pathway Endorsements Online	4
Access the CCR Screen in the Student Record Online.....	5
Add College and Career Pathway Endorsements Online.....	5
Manage College and Career Pathway Endorsements Online	8
Submit College and Career Pathway Endorsements via the Batch Process	10
Add College and Career Pathway Endorsements via the Batch Process	11
Manage College and Career Pathway Endorsements via the Batch Process	14
View Historical College and Career Pathway Endorsement Changes Online.....	15
Download College and Career Pathway Endorsement Data from SIS	16
Request a File	16
Download a Requested File	17
Where to Direct Questions	18
College and Career Pathway Endorsement Questions	18
Technical Assistance	18

User Guide for Submitting College and Career Pathway Endorsements

College and Career Pathway Endorsements in SIS

Beginning in school year 2025-26, College and Career Pathway Endorsements will be submitted for students directly in the Illinois State Board of Education (ISBE) Student Information System (SIS).

Within SIS, endorsements can be submitted manually for one student at a time as well as via a batch file for multiple students at a time. A previously submitted endorsement can be changed to a different endorsement or removed altogether. Additionally, a College and Career Pathway Endorsement request file is available for downloading endorsements submitted in SIS, beginning with school year 2025-26.

This **User Guide** provides the following details regarding the College and Career Pathway Endorsement data collection in SIS:

- Who can submit endorsements
- When endorsements can be submitted
- Instructions for manually submitting and managing endorsements online, for one student at a time
- Instructions for submitting and managing endorsements for multiple students via the batch process
- Viewing endorsement change history data
- Instructions for downloading submitted endorsements in SIS via the request file process
- Where to address questions and get technical assistance

Who Can Submit College and Career Pathway Endorsements

Only eligible districts can submit College and Career Pathway Endorsements for students in SIS.

Districts must meet the following criteria to be eligible:

- The district is the home district on a student's valid (non-erroneous) Grade 9-12 enrollment in the school year an endorsement will be applied
- The district has one or more approved endorsements in the school year that an endorsement will be applied, per the Career Pathway Endorsement Plan system

When College and Career Pathway Endorsements Can Be Submitted

The CCPE data collection has been added to the College and Career Readiness (CCR) data collection in SIS, and thus the rules governing access to the CCR data collection also apply to the CCPE data collection.

Only the most current home district on a student's enrollment has access to the CCR screen in online SIS and can submit CCR data via the batch process.

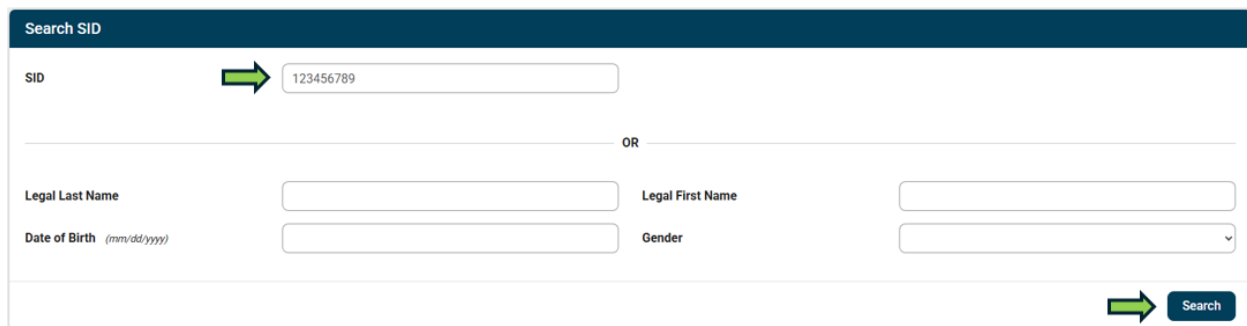
Accordingly, eligible districts can only add and manage endorsements when they are the most current home district on a student's valid (non-erroneous) Grade 9-12 enrollment. Thus, it is imperative to submit endorsements and make any updates before the deadline to ensure access to the CCPE data collection.

If your district is no longer the most current home district on a student's enrollment and an endorsement needs to be added or managed for the student, contact the ISBE Career and Technical Education (CTE) Department at cte@isbe.net for assistance.

Submit College and Career Pathway Endorsements Online

To manually submit endorsements online for one student at a time, you must first open a student record in SIS by taking the following steps:

1. Access the SIS application via your ISBE security portal account
2. Click the **Student > Search** menu options in SIS
3. Enter the student's SIS ID number in the **SID** field and click the **Search** button
4. Click the **Select** action for the student's record in the search results

The image shows a web form titled "Search SID" with a dark blue header. Below the header, there is a search interface. On the left, the label "SID" is followed by a green arrow pointing to a text input field containing the number "123456789". To the right of this field is the word "OR". Below this, there are four input fields arranged in two rows. The first row contains "Legal Last Name" and "Legal First Name". The second row contains "Date of Birth (mm/dd/yyyy)" and "Gender". The "Gender" field is a dropdown menu. At the bottom right of the form, there is a green arrow pointing to a blue button labeled "Search".

Search SID - Potential Match Summary									
Search Criteria:									
SID	Last Name			First Name		DOB	Gender		
123456789									
Search Results: 1 potential student matches found.									
SID	Last Name	First Name	Middle Name	DOB	Gender	Race/Ethnicity	Birth Place Name	Native Language	Action
123456789	Studentlastname	Studentfirstname		10/01/2009	Female	Two or More Races		English	 Select

Note: A student cannot have the same endorsement submitted more than once by the same home district or by different home districts for any school year. Duplicate endorsements are not allowed.

Access the CCR Screen in the Student Record Online

Once the student's record has been opened, click the **CCR** tab. A College and Career Pathway Endorsement (CCPE) grid displays near the top of the CCR screen.

Demographic	Enrollments	Program Indicators	CCR	Services	RTO										
SID: 123456789 Legal Last Name: Studentlastname Legal First Name: Studentfirstname Legal Middle Name: RCDT for Home: 12345678912															
College and Career Pathway Endorsement (CCPE)  <table border="1"> <thead> <tr> <th>School Year</th> <th>Home District RCDTS</th> <th>Home District Name</th> <th>Endorsement</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td colspan="5">No endorsement records for this student</td> </tr> </tbody> </table>						School Year	Home District RCDTS	Home District Name	Endorsement	Actions	No endorsement records for this student				
School Year	Home District RCDTS	Home District Name	Endorsement	Actions											
No endorsement records for this student															
GPA (Only for grades 11 and 12) Identify a Career Area of Interest by End of Sophomore Year One academic indicator in ELA One academic indicator in Math															

Add College and Career Pathway Endorsements Online

To add endorsements, click the add (plus) icon  at the top right of the College and Career Pathway Endorsement (CCPE) grid. Although more than one endorsement can be added for a student, only one endorsement can be added at a time via the online process.

After clicking the add icon, a College and Career Pathway Endorsement (CCPE) pop-up window opens with the following fields:

- School Year
- Home District RCDTS
- Home District Name
- Endorsement

- Cancel and Save buttons

College and Career Pathway Endorsement (CCPE)

School Year: *

2026

Home District RCDTS:

123456789120000

Home District Name:

Your School District Name

Endorsement: *

Cancel

Save

The school years available in the **School Year** field include 2026 and future school years. Future school years will become available at the beginning of each new school year on August 1.

The **Home District RCDTS** and **Home District Name** fields prefill based on the RCDTS associated with your ISBE security portal account and cannot be changed.

The endorsements available in the **Endorsement** field include only the district's approved endorsements for the school year that's displayed in the **School Year** field, per the Career Pathway Endorsement Plan system. If the list of approved endorsements for the school year displayed is incorrect, contact the ISBE Career and Technical Education (CTE) Department at cte@isbe.net for assistance.

The **School Year** and **Endorsement** fields must be completed before an endorsement can be saved.

College and Career Pathway Endorsement (CCPE)

School Year: *

2026

Home District RCDTS:

123456789120000

Home District Name:

Your School District Name

Endorsement: *

Finance and Business Services

Cancel

Save

After successfully saving an endorsement, the following details are displayed in the College and Career Pathway Endorsement (CCPE) grid:

- School Year
- Home District RCDTS
- Home District Name
- Endorsement

College and Career Pathway Endorsement (CCPE)				
School Year	Home District RCDTS	Home District Name	Endorsement	Actions
2026	123456789120000	Your School District Name	Finance and Business Services	 

The College and Career Pathway Endorsement (CCPE) grid for a student will grow as additional endorsements are submitted, with each endorsement in a separate row.

College and Career Pathway Endorsement (CCPE)				
School Year	Home District RCDTS	Home District Name	Endorsement	Actions
2026	123456789120000	Your School District Name	Finance and Business Services	 
2026	123456789120000	Your School District Name	Health Sciences and Technology	 

Districts that have access to a student's CCR screen in SIS can view the details for all submitted endorsements, including endorsements submitted by other districts. The ability to view all submitted endorsements helps prevent duplicate endorsements from being submitted.

Manage College and Career Pathway Endorsements Online

Each endorsement that is displayed in the College and Career Pathway Endorsement (CCPE) grid includes two action icons: Edit  and Delete .

The **Edit** and **Delete** action icons are enabled (i.e., turned on) only for the home district that submitted the endorsement, and are disabled (i.e., turned off) for other districts.

Edit a College and Career Pathway Endorsement Online

To edit a previously submitted endorsement, click the **Edit** icon in that endorsement's **Actions** column. The College and Career Pathway Endorsement (CCPE) pop-up window opens with the following fields:

- School Year
- Home District RCDTS
- Home District Name
- Endorsement
- Cancel and Save buttons

College and Career Pathway Endorsement (CCPE)

School Year: *

2026

Home District RCDTS:

123456789120000

Home District Name:

Your School District Name

Endorsement: *

Finance and Business Services

Cancel

Save

The **School Year** and **Endorsement** fields display the previously saved data and can be updated.

The school years available in the **School Year** field include 2026 and future school years. Future school years will become available at the beginning of each new school year on August 1.

The **Home District RCDTS** and **Home District Name** fields prefill based on the RCDTS associated with your ISBE security portal account and cannot be changed.

The endorsements available in the **Endorsement** field include only the district's approved endorsements for the school year that's displayed in the **School Year** field, per the Career Pathway Endorsement Plan system. If the list of approved endorsements for the school year displayed is incorrect, contact the ISBE Career and Technical Education (CTE) Department at cte@isbe.net for assistance.

The **School Year** and **Endorsement** fields must be completed before updated endorsement data can be saved.

College and Career Pathway Endorsement (CCPE)

School Year: *

2026

Home District RCDTS:

123456789120000

Home District Name:

Your School District Name

Endorsement: *

Human and Public Services

Cancel

Save

After successfully saving the endorsement, the updated endorsement details are displayed in the College and Career Pathway Endorsement (CCPE) grid.

College and Career Pathway Endorsement (CCPE)				
School Year	Home District RCDTS	Home District Name	Endorsement	Actions
2026	123456789120000	Your School District Name	Human and Public Services	 
2026	123456789120000	Your School District Name	Health Sciences and Technology	 

Delete a College and Career Pathway Endorsement Online

To delete a previously submitted endorsement, click the **Delete** icon in that endorsement's **Actions** column. A Delete Endorsement pop-up window opens with the following options:

- Cancel
- Confirm

Delete Endorsement

Are you sure you want to delete?

Cancel

Confirm

After clicking the **Confirm** button to confirm the delete action, the details for the deleted endorsement are removed from the College and Career Pathway Endorsement (CCPE) grid.

College and Career Pathway Endorsement (CCPE)				
School Year	Home District RCDTS	Home District Name	Endorsement	Actions
2026	123456789120000	Your School District Name	Human and Public Services	 

Submit College and Career Pathway Endorsements via the Batch Process

College and Career Pathway Endorsements can be submitted for multiple students at the same time (i.e., in bulk) via the batch process in SIS. All the same rules for submitting endorsements online apply to submitting endorsements via the batch process.

Since the ability to submit College and Career Pathway Endorsements for students in SIS began in school year 2025-26, the school year provided on the batch file must be 2026 or greater in the **School Year** column, though providing a future school year is not allowed. An error message will be displayed at the end of any student row on the results file that includes a school year that is before 2026 or is a future school year.

Additionally, only an eligible district's* approved endorsements for the school year, per the Career Pathway Endorsement Plan system, can be provided in the **College and Career Pathway Endorsement (CCPE)** column on the batch file. An error message will be displayed at the end of any student row on the results file that includes a code for an unapproved endorsement.

*Review the criteria that must be met to be an eligible district in the [Who Can Submit College and Career Pathway Endorsements](#) section above.

Note: A student cannot have the same endorsement submitted more than once by the same home district or by different home districts for any school year. Duplicate endorsements are not allowed.

Add College and Career Pathway Endorsements via the Batch Process

Create the Batch File

To submit endorsements for multiple students at the same time, use the CCPE batch template to create a batch file for uploading to SIS.

	A	B	C	D	E	F	G	H	I
1	College and Career Readiness - CCPE		1 CCR-CCPE-12345678912.csv	07/02/2026	123456789120000				
2		Student ID	Student Last Name	Student First Name	Birth Date	Home District RCDTS	School Year	College and Career Pathway Endorsement (CCPE)	Delete Endorsement
3		123456789	12345 Studentlastname	Studentfirstname	10/01/2009	123456789120000	2026	01	
4									

The batch template and instructions for creating the batch file are available on the [ISBE SIS Excel Templates webpage](#) under the College and Career Readiness drop-down menu.

DATA & ACCOUNTABILITY

SIS Excel Templates

Data & Accountability

Data Reporting and Collections

ISBE Education Data Systems

Student Information System (SIS)

SIS Excel Templates

504 Plan

Adjusted Cohort Graduation Rate

Assessment

College and Career Readiness

Review the Data Elements Document for Expected Values

Access the CCPE data elements document for assistance with the expected field values in the batch file.

College and Career Readiness – College and Career Pathway Endorsement (CCPE)

- The College and Career Pathway Endorsement (CCPE) collection is a portion of the sub-components of the [College and Career Readiness Meta Indicator](#). These sub-components are combined with other collected data to calculate whether a student has fulfilled [specific components of the meta-indicator](#), including those that will be published on the report card.
- Beginning in school year 2026, College and Career Pathway Endorsements will be submitted for students directly in ISBE SIS. Only eligible districts can submit College and Career Pathway Endorsements for students.
- The following criteria must be met to be an eligible district:
 - The district is the home district on a student's valid (non-erroneous) grade 9-12 enrollment in the school year an endorsement will be applied, and
 - The district has one or more approved endorsements in the school year that an endorsement will be applied, per the *Career Pathway Endorsement Plan* system.
- Eligible districts can only add and manage endorsements when they are the **most current** home district on a student's valid (non-erroneous) grade 9-12 enrollment.

Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
Student ID	Mandatory	Char(9)			Student Identifier assigned in ISBE SIS. Required to track students in the state of Illinois.	

The data elements document is available on the [ISBE Data Elements and Validations webpage](#) under the College and Career Readiness drop-down menu.

DATA & ACCOUNTABILITY

Data Elements and Validations

Data & Accountability	Change History	>
Data Reporting and Collections	504 Plan	>
ISBE Education Data Systems	Adjusted Cohort	>
Student Information System (SIS)	Assessment	>
Data Elements and Validations	Bilingual	>
	College and Career Readiness	>

Upload the Batch File to SIS Online

Once the CCPE batch file has been created and saved as a comma-separated value (CSV) file, as per the instructions on the [ISBE SIS Excel Templates webpage](#) under the College and Career Readiness drop-down menu, upload the batch file to SIS by taking the following steps:

1. Access the SIS application via your ISBE security portal account
2. Click the **Batch File Processing > Batch Transfers** menu options in SIS
3. On the Batch Transfers screen, click the **Choose File** button near the top of the screen
4. Navigate to your saved CSV (*.csv) file and click the **Open** button
5. Click the **Upload** button

Batch Transfers

Choose File

No file chosen

Upload

File Type:

All

File Name:

File Status Refresh

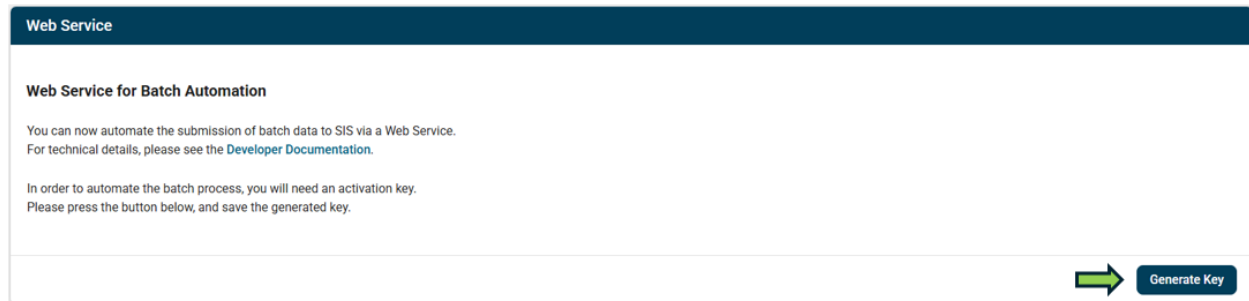
Continue to the [Download the Results File to Verify Student Records Updated Successfully section](#) below.

Submit the Batch File to SIS via the Web Service

As with all the SIS batch files, the submission of the CCPE batch data can be automated by using the available web service. For technical details, refer to the [Developer Documentation](#).

You will need an activation key to automate the batch process, which can be generated from SIS by taking the following steps:

1. Access the SIS application via your ISBE security portal account
2. Click the **Batch File Processing > Web Service** menu options in SIS
3. On the Web Service screen, click the **Generate Key** button



Continue to the [Download the Results File to Verify Student Records Updated Successfully section](#) below.

Download the Results File to Verify Student Records Updated Successfully

Regardless of batch file submission process, either online or via the web service, submitting a batch file is always a two-step process:

1. Submit the batch file
2. Download and review the results file

When a batch file is submitted, the system first checks to verify there are no issues with the file itself, such as the file name in cell C1 exactly matches the actual saved file name, there are no commas or unexpected spaces in any cells, etc. Either of the following messages will be received almost immediately with this first check of the file:

- An error message will be received when there are any issues with the file
- A successful submission message will be received when there are no issues with the file

Once the file has been successfully submitted, the system will process the file by checking all the data in each student row against the expected values. Either of the following results will occur for each student row with this next check of the file:

- A result code and message indicating the record was added or updated successfully is added to the end of the row
- A result code and message indicating any data error(s) is added to the end of the row

After the system finishes processing the file, a results file will be available for download. It is important to download and review this file as soon as possible to determine if there are any data errors that need to be fixed.

Download the CCPE results file by taking the following steps:

1. Access the SIS online application via your ISBE security portal account
2. Click the **Batch File Processing > Batch Transfers** menu options in SIS
3. On the Batch Transfers screen, click the **File Status Refresh** button periodically until a **Download** link is displayed in the **Action** column for the submitted CCPE file in the Transmitted Batch Files grid
4. Click the **Download** link in the **Action** column for the submitted CCPE file
5. Open the downloaded file from the browser window's **Downloads** feature

Batch Transfers

Choose File

No file chosen

Upload

File Type:

All

File Name:

File Status Refresh

Transmitted Batch Files

Date Uploaded	File Type	File Name	User ID	Process Status	Download Status	Order in Queue	Action
2026-06-25 12:07:21.377	College and Career Pathway Endorsement	CCR-CCPE-12345678912.csv	user id	Completed	Retrieved		Download

	A	B	C	D	E	F	G	H	I	J	K
1	College and Car	9	CCR-CCPE-12345678	5/20/2026	123456789120000						
2	Student ID	SAP ID	Student Last Name	Student First Name	Birth Date	Home District RCDTS	School Year	College and Career Pathway Endorsement	Delete Endorse	Result Code	Result Message
3	123456789	123A	Testlastname1	Testfirstname1	9/7/2009	123456789120000	2026	93	F		The College and Career Pathway Endorsement record is duplicated and can not appear more than once in the file.
4	234567890	123B	Testlastname2	Testfirstname2	12/5/2009	123456789120000	2026	97	S		College and Career Pathway Endorsement has been successfully added.
5	345678901	123C	Testlastname3	Testfirstname3	3/25/2010	123456789120000	2026	94	F		Home RCDTS must match the Sender RCDT code.
6	456789012	123D	Testlastname4	Testfirstname4	11/26/2010	123456789120000	2026	95	F		Student does not have a valid (non-erroneous) grade 9-12 enrollment for School Year 2026.
7	567890123	123E	Testlastname5	Testfirstname5	8/27/2008	123456789120000	2025	93	F		Endorsements cannot be added or deleted in SIS prior to School Year 2026.
8	678901234	123F	Testlastname6	Testfirstname6	1/6/2011	123456789120000	2027	97	F		School Year: Invalid data.
9	789012345	123A	Testlastname7	Testfirstname7	9/7/2009	123456789120000	2026	93	F		The College and Career Pathway Endorsement record is duplicated and can not appear more than once in the file.
10	890123456	456A	Testlastname8	Testfirstname8	4/10/2009	123456789120000	2026	94	S		College and Career Pathway Endorsement has been successfully added.
11	901234567	456B	Testlastname9	Testfirstname9	9/28/2008	123456789120000	2026	95	S		College and Career Pathway Endorsement has been successfully added.
12											

Manage College and Career Pathway Endorsements via the Batch Process

Managing endorsements for students via the batch process is a little different than the online process. In the online process, endorsements can be edited and deleted; however, in the batch process, endorsements can only be deleted.

To edit an endorsement via the batch process, you will need to provide two records for the student – one record to delete the existing endorsement (with code ‘99’ in the **Delete Endorsement** column) and another record to add the different endorsement.

	A	B	C	D	E	F	G	H	I
1	College and Career Readiness - CCPE	2	College-Career-Readiness-CCPE-win.csv	07/10/2026	123456789120000				
2		Student ID		Student Last Name	Student First Name	Birth Date	Home District RCDTS	School Year	College and Career Pathway Endorsement (CCPE)
3		123456789	12345 Studentlastname	Studentfirstname		10/01/2009	123456789120001	2026	01 99
4		123456789	12345 Studentlastname	Studentfirstname		10/01/2009	123456789120001	2026	03
5									

To delete an existing endorsement via the batch process, provide one record for the student (with code '99' in the **Delete Endorsement** column).

	A	B	C	D	E	F	G	H	I
1	College and Career Readiness - CCPE	1	CCR-CCPE-12345678912.csv	07/10/2026	123456789120000				
2		Student ID		Student Last Name	Student First Name	Birth Date	Home District RCDTS	School Year	College and Career Pathway Endorsement (CCPE)
3		123456789	12345 Studentlastname	Studentfirstname		10/01/2009	123456789120000	2026	01 99
4									

Return to the following sections above if needed for instructions on creating the batch file, submitting the batch file, and downloading the results file:

- [Create the Batch File](#) and [Review the Data Elements Document for Expected Values](#)
- [Upload the Batch File to SIS Online](#) or [Submit the Batch File to SIS via the Web Service](#)
- [Download the Results File to Verify Student Records Update Successfully](#)

View Historical College and Career Pathway Endorsement Changes Online

The College and Career Readiness (CCR) screen in SIS already allows users with access to the CCR data collection to view historical CCR data submissions and updates. The College and CCPE data collection takes advantage of this functionality and allows users with access to also view CCPE data submissions and updates.

The **See Change History** link near the bottom right of the CCR screen opens the CCR Record Change History screen with transaction data displayed in descending date/time order, with the most recent change at the top.

College and Career Pathway Endorsement (CCPE)				
School Year	Home District RCDTS	Home District Name	Endorsement	Actions
2026	123456789120000	Your School District Name	Human and Public Services	 

GPA (Only for grades 11 and 12)

Identify a Career Area of Interest by End of Sophomore Year

One academic indicator in ELA

One academic indicator in Math

Minimum ACT or SAT Subject Scores-English, Reading, and Writing

Minimum ACT or SAT Scores-Math

Career Development Experience

Industry Credential

Military Service or an ASVAB Score of 31 or Higher

Attaining and Maintaining Consistent Employment for a minimum of 12 Months

Consecutive Summer Employment

25 Hours of Community Service

Two or More Organized Co-curricular Activities


 Last Updated By District Name Jun 24 2026 4:51PM
[See Change History](#)

[Edit CCR Record](#)

CCR Record Change History				
SID: 123456789	Last Name: Studentlastname		First Name: Studentfirstname	
	Legal Middle Name:			
RCDT Code	District Name	Updated Date	Action	
12345678912	Your School District Name	Jun 24 2026 4:51PM	CCPE = Removed Health Sciences and Technology for School Year 2026	
12345678912	Your School District Name	Jun 24 2026 4:38PM	CCPE = Finance and Business Services for School Year 2026 updated to Human and Public Services for School Year 2026	
12345678912	Your School District Name	Jun 24 2026 3:38PM	CCPE = Health Sciences and Technology for School Year 2026	
12345678912	Your School District Name	Jun 24 2026 3:28PM	CCPE = Finance and Business Services for School Year 2026	

Download College and Career Pathway Endorsement Data from SIS

CCPE data submitted in SIS beginning in school year 2025-26 can be downloaded via the request file process.

Request a File

Access submitted CCPE data for your district in SIS by taking the following steps to first request the file:

1. Access the SIS online application via your ISBE security portal account
2. Click the **Batch File Processing > Request File** menu options in SIS
3. On the Request File screen, select “College And Career Readiness – CCPE” in the **Request Files** field
4. Update the school year in the **Year** field if needed
5. Click the **Request File** button

Request File

District

Your School District Name

Request Files

College And Career Readiness - CCPE

View Request File Templates

Year:

2026

Request File

Download a Requested File

After requesting the “College And Career Readiness – CCPE” file, take the following steps to download the file:

1. Access the SIS online application via your ISBE security portal account
2. Click the **Batch File Processing > Batch Transfers** menu options in SIS
3. On the Batch Transfers screen, click the **File Status Refresh** button periodically if needed until a **Download** link is displayed in the **Action** column for the requested CCPE file in the Transmitted Batch Files grid
4. Click the **Download** link in the **Action** column for the requested CCPE file
5. Open the downloaded file from the browser window’s **Downloads** feature

Batch Transfers

Choose File

No file chosen

Upload

File Type:

All

File Name:

File Status Refresh

Transmitted Batch Files

Date Uploaded	File Type	File Name	User ID	Process Status	Download Status	Order in Queue	Action
2026-06-25 11:52:47.600	Request File College And Career Readiness CCPE	ISBE_College_And_Career_Readiness_CCPE_12345678912_20260625115243.csv	user id	Completed	Retrieved		Download

A	B	C	D	E	F	G	H	I	
1 College And Career Readiness - CCPE	1 ISBE_College_And_Career_Readiness_CCPE_12345678912_20260625115243.csv	6/25/2026	123456789120000	Student First Name	Birth Date	Home District RCDTS	School Year	College and Career Pathway Endorsement (CCPE)	Delete Endorsement
2 Student ID	SAP ID	Student Last Name	Studentfirst Name	10/1/2009	123456789120000	2026	5		
3	123456789	12345 Studentlastname							
4									

Where to Direct Questions

College and Career Pathway Endorsement Questions

For questions regarding eligibility to submit College and Career Pathway Endorsements in SIS and issues such as missing endorsements, district no longer listed as the current home district on a student's enrollment, etc., contact the ISBE Career and Technical Education (CTE) Department at cte@isbe.net for assistance.

Technical Assistance

For technical assistance with submitting and managing endorsements in SIS, contact the ISBE Help Desk either by phone or by submitting a ServiceNow ticket:

- Phone: 217-558-3600, Option 3
- ServiceNow portal: Access the [Contact ISBE webpage](#) to submit a ticket