



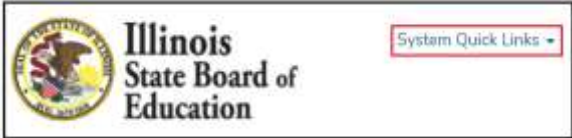
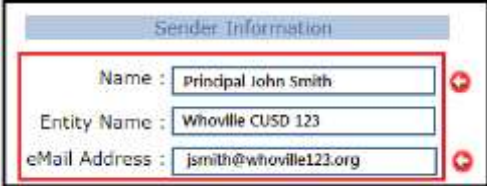
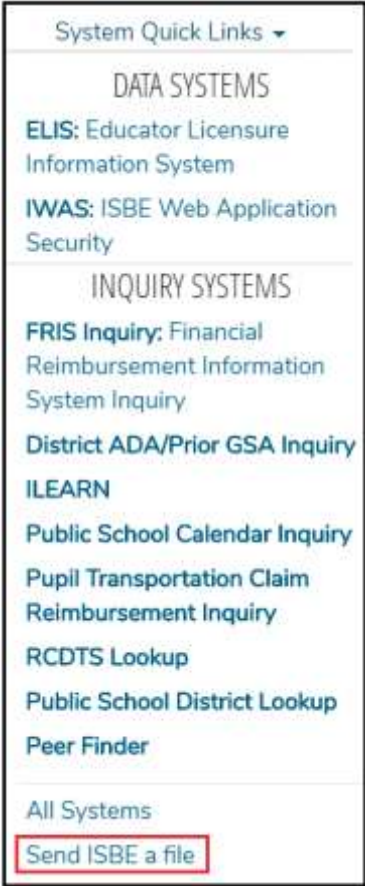
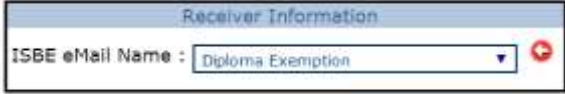
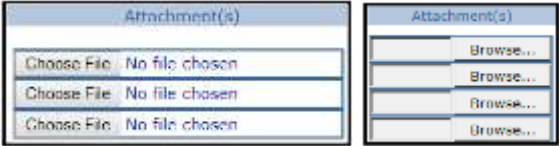


Illinois State Board of Education

Darren Reisberg, Chairman

Dr. Carmen I. Ayala, State Superintendent of Education

Grade 12 Exemption Request - Steps for Data File Submission

To submit the diploma exemption request to ISBE through a secure link, districts will need to use the following steps:

<p>1. Go to http://www.isbe.net.</p> <p>2. Click "System Quick Links."</p> 	<p>4. Complete the Sender Information: enter first/last name, school district name, email.</p> 
<p>3. Click "Send ISBE a file."</p> 	<p>5. Complete the Receiver Information: select "Diploma Exemption" from the menu.</p>  <p>6. Under Attachment(s), click "Choose File" or "Browse" then select local documents to attach. Make sure each file you attach is saved locally with your district name and number and date in the file name. At a minimum, districts must submit the Exemption Request Form (xlsx) and Certification of Request Form (pdf).</p>  <p>7. Under Message, enter "Diploma Exemption" in the subject box, and include your district name and date of submission.</p> 
	<p>8. Click Submit.</p> 

Your request will be processed by ISBE staff, and a response will be sent via email to the sender and to the District Superintendent on file in ISBE's Entity Profile System (EPS). If you have questions, contact the Division of Assessment and Accountability by writing to assessment@isbe.net or by calling 866-317-6034.