Diploma 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:

1.	Go to http://www.isbe.net.	4.	Complete the <i>Sender Information</i> : enter first/last
2.	Click "System Quick Links."		name, school district name, email.
	System Quick Links - State Board of Education		
3.	Click "Send ISBE a file."	5.	Complete the <i>Receiver Information</i> : select
	System Quick Links -		"Diploma Exemption" from the menu.
	DATA SYSTEMS		Receiver Information ISBE eMail Name : Diploma Exemption
	ELIS: Educator Licensure Information System	6.	
	IWAS: ISBE Web Application Security		Under Attachment(s) , click "Choose File" or "Browse" then select local documents to attach.
	INQUIRY SYSTEMS		Make sure each file you attach is saved locally with
	FRIS Inquiry: Financial Reimbursement Information System Inquiry		your district name and number and date in the file name. At a minimum, districts must submit the <u>Exemption Request Form (xlsx)</u> and <u>Certification of</u>
	District ADA/Prior GSA Inquiry		Request Form (pdf).
	ILEARN		Choose File No file chosen
	Public School Calendar Inquiry		Choose File No file chosen Browse
	Pupil Transportation Claim Reimbursement Inquiry	7.	Choose File No file chosen Browse
	RCDTS Lookup		Under <i>Message</i> , enter "Diploma Exemption" in the
	Public School District Lookup		subject box, and include your district name and date of submission.
	Peer Finder		Message
	All Systems Send ISBE a file		Subject : Diploma Exemption Message : Whovile CUSD 123 December 1, 2019
		8.	Click <i>Submit</i> .

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 Department of Assessment by writing to <u>assessment@isbe.net</u> or by calling 866-317-6034.

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