

**Illinois Virtual Course Catalog Program  
Frequently Asked Questions**

Last Updated: January 18, 2023

**1. What courses are eligible for reimbursement?**

Courses listed on the [Virtual Course Catalog](#) are eligible for reimbursement. The catalog contains over 700 courses from six providers and consist of Core, Credit Recovery, Advanced Placement (AP) and Career and Technical Education (CTE) courses.

**2. What is the process for enrolling students?**

Enrollment of students for Virtual Catalog Courses should be done by the Home School District of the student. To register students, the district should contact the provider(s) directly. To make this easier, on the [virtual course catalog webpage](#), clicking on the name of the course will bring you to a page that details the registration process for each of the course providers in the program.

**3. What should be budgeted as the cost per class for each student?**

Pricing depends on the course provider and the type of courses that are taken. The chart below shows the cost per course:

Vendor	Grades Served	Types of Courses	Cost Per Semester
Illinois Virtual Schools and Academy	Grades 6-12	Core/Elective	\$300
		AP	\$300
		CTE	\$300
		Credit Recovery	\$190
Imagine Learning LLC	Grades 6-12	Core/Elective	\$250
		AP	\$250
		Credit Recovery	\$160
	Grades K-5	Core Class Bundle K-5	\$1200
	Grades K-5	Core + Elective Bundle	\$1850
EtiKid Academy	Grades 6-12	Core/Elective	\$350

**4. What is the process for reimbursement?**

The fund for reimbursement is limited, so should ISBE receive requests for reimbursement that exceed the total of the fund, reimbursements may be pro-rated. In FY2022, ISBE was able to reimburse 100% of the costs, but unfortunately, we cannot guarantee this for the current or future fiscal years.

In order to determine the reimbursement rate, ISBE requires information from districts intending to seek reimbursement for students enrolled in Virtual Course Catalog Courses. To help facilitate this process, a district representative must fill out the "[Intent to Apply](#)" webform. Please complete this webform by April 28, 2023. Only those districts that have completed this webform will be eligible to submit a reimbursement request.

Once ISBE receives the 'Intent to Apply' information and reimbursement rates are calculated, districts will be notified of the reimbursement rate.

Once the reimbursement rate is calculated, public school districts that enroll students in courses found in the catalog can request reimbursement from ISBE, subject to appropriations by the General Assembly. To process a reimbursement request, ISBE will need the following items submitted no later than May 19, 2023:

- Evidence of student successful completion of the course with a passing grade
- Evidence of payment for the course by the district to the course provider

The request for reimbursement requires a district to:

1. Fill out the IVCC Course Reimbursement Template for courses started on or after July 1, 2022 and completed on or before May 19, 2023. For each course reimbursement request, we will need:
  - a. Student name,
  - b. SIS ID,
  - c. Gender,
  - d. Grade,
  - e. SIS Race Code,
  - f. SIS FRL indicator,
  - g. the Course Provider Name,
  - h. course name,
  - i. type of course, and final grade.
2. Submit proof of successful completion of courses for those students listed in the template in Step 1. This could be a course completion report, grade summary, or other similar report from the course vendor that shows that students listed completed the course.

All requested items must be sent securely via the ISBE Attachment Manager tool, which is located on [www.isbe.net](http://www.isbe.net), scrolling to the bottom of the page and then selecting SEND ISBE A File.

The screenshot shows the bottom portion of the ISBE website. At the top, a navigation bar includes links for 'Log Into ELIS', 'Log Into IWAS', 'Public School District Lookup', 'FRIS Inquiry', 'IL Report Card', 'About the Agency and Board', and 'Topics A-Z'. Below this is a 'WEEKLY MESSAGE' section dated September 27, 2022, with a grid of photos of students. To the right is a 'LATEST NEWS' section with three news items. The main content area is divided into two columns: 'HOW CAN WE HELP?' and 'CONNECT WITH US!'. 'HOW CAN WE HELP?' lists contact information for the Agency Call Center, Chicago Front Desk, and Educator Effectiveness, along with office locations in Springfield and Chicago. 'CONNECT WITH US!' features three icons: 'SUBSCRIBE' (email icon), 'MEET YOUR STATE BOARD OF EDUCATION' (gavel icon), and 'CALENDAR' (calendar icon). The footer contains the tagline 'Equity • Collaboration • Quality • Community' and a row of social media icons and utility links, including 'accessibility', 'careers at ISBE', 'contact us', 'ISBE staff password reset', 'privacy policy', 'send ISBE a file', and 'sitemap'.

In the ISBE eMail Name Field, choose GRAUKE, ERICH H. In the Attachments section, choose and upload the files requested in steps 1-3. In the Subject Field, enter IVCC Course Reimbursement.

The screenshot shows the 'Attachment Manager' web interface. At the top, there is a blue header with the text 'Attachment Manager' and a small navigation menu on the right containing 'ATTACHING MORE' and 'ISBE HOME'. Below the header, a welcome message reads: 'Welcome to ISBE's file transfer page. Enter the information below to transmit a data file to an ISBE employee. For technical assistance, please contact our Call Center at 217-558-3600.' A legend indicates that a red asterisk (\*) denotes a required field.

The form is divided into several sections:

- Sender Information:** Includes fields for 'Name' (John Doe), 'Entity Name' (Acme School District 1), and 'eMail Address' (jdoe@acme1.org).
- Receiver Information:** Includes a dropdown menu for 'ISBE eMail Name' with 'GRAUKE, ERICH H' selected.
- Attachment(s):** Contains four 'Choose File' buttons, each followed by the text 'No file chosen'. Below this section is a grey warning bar: 'If uploading from a removable drive please do not remove the media from the drive.'
- Message:** Includes a 'Subject' field with 'IVCC Course Reimbursement' and a 'Message' field with 'IVCC Reimbursement request for Acme School District 1'.

At the bottom right of the form, there are 'Submit' and 'Reset' buttons.

Once the required fields are completed, GRAUKE ERICH H selected as the ISBE eMail name, the required files are attached, and a subject and message entered, click on the submit button to send this to ISBE.

#### 4. What if I have additional questions about the Illinois Virtual Course Catalog Program?

Please contact Erich Grauke via email at [egrauke@isbe.net](mailto:egrauke@isbe.net) if you have any additional questions about the Illinois Virtual Course Catalog.