Short Term Approval (STA-PARA)

Requirements:

An educator must have proof of a High School Diploma or GED Equivalent "Degree Date" entered in ELIS under the Degrees Section for the approval to auto-issue.

Validity: 3 Fiscal Years

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\$50

Renewable: No

Locating the Graduation Date to Use as the Degree Date

1. High School Diploma

- a. Look for similar wording: "Given at City, in the State of ..." *The date will be listed with this information*.
- b. You would enter the date in the "red" box for the "Degree Date" in ELIS.



2. High School Transcript

- a. Look for the "Graduated Date" or "Graduation Date" or "Date of HS Graduation" or "Grad" and a date.
- b. The date outlined in "red" would be the "Degree Date" you enter in ELIS.



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3. GED Equivalent

a. You would enter the date in the "red" box for the degree date in ELIS.

(Illinois State Board of Education
	High School Equivalency Certificate
and the second	This Certifies That
	has successfully completed the requirements of the High School Level Tests of General Educational Development and other State requirements, promulgated by the Illinois State Board of Education, as authorized by the statutes of the State of Illinois.
	In Recognition of such achievement and as evidence of such entitlement. I hereunto set my hand and affir the cost of the County of Kane
	James L. Honor Aegional Superintendent



Adding a High School Diploma, High School Transcript or GED Equivalent to the Degree Section in ELIS

- 1. Search
- 2. Enter IEIN or other searchable criteria
- 3. Verify you have the correct educator
- 4. Degrees Tab
- 5. Click Here to Add a Degree

This screen will display

Add Educator Degree					
Educator: Susa	IN R. Bestteacher. IEIN: 808870				
Country:	United States				
State:					
Institution:					
Degree Code:					
Major One:					
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Degree Date:	(MM/DD/YYYY)				
Once you have	e entered the required data, click the "Next" button.				
Save - Plea	ase save the degree				
Cancel - Please cancel the wizard					
	Finish 🕥				
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- 6. **Country**: *Defaults to United States*
- 7. State: Enter the state listed on the HS Diploma, HS Transcript, or GED Equivalent
- 8. Institution: Other
- 9. Degree Code: High School Diploma or GED Equiv
- 10. Major One: Unknown
- 11. Major Two: Leave Blank
- 12. Major Three: Leave Blank
- 13. Degree Date: Enter date from HS Diploma, HS Transcript, or GED
- 14. Save
- 15. Finish