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

Cost: $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 ...” \textit{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.
3. **GED Equivalent**
   
a. You would enter the date in the “red” box for the degree date in ELIS.
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

Once you have entered the required data, click the "Next" button.

- Save - Please save the degree
- Cancel - Please cancel the wizard

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