

# Verification Checklist for Adding Transcripts and Degrees in ELIS

The below steps must be taken by ROE and ISC staff who upload transcripts and add degrees to educator ELIS accounts.

## Uploading Transcripts

- 1. **Check to make sure the college/university transcript(s) are official.** An “official” transcript can either come from the educator in an officially sealed College or University envelope or from the university or its transcript processing service who may send transcripts electronically or through the mail. These rules also apply to out-of-country translated evaluations.

**IMPORTANT:** *University/college transcripts received from school districts are considered unofficial.*

- 2. **Upload the transcript in ELIS.** Follow these steps to ensure proper uploading:
  1. Once you have located the educator’s ELIS account, select the **Images** tab.
  2. Click “Add Image”
  3. Choose the the appropriate document code:
    - a. **TRAN:** an official transcript
    - b. **UTRAN:** an unofficial transcript
    - c. **FTCRED:** an official out-of-country credential evaluation
    - d. **HSDIP:** a high school diploma or transcript (copy or original)
    - e. **GEDSCR:** a GED score report
    - f. **OTHER:** this document code should only be used if the document cannot be described as one of the above
  4. You may type a brief description of the document in the Description box if you’d like. If using the **OTHER** image code, always add a description of the document being uploaded.
  5. Choose the appropriate country, state, and institution (if uploading a college transcript) that corresponds with the transcript.
  6. Click “Choose File” or drag and drop the file to the “Choose File” section. Note: only documents in PDF format can be uploaded. If the image you tried to drag and drop does not attach correctly, then utilize the “Choose File” uploading method.

## Transcript Uploading Tips

- If the image you are uploading is an official transcript, then no description is required, but you may add one if you’d like.
- If the image uploaded is an **unofficial** transcript, please indicate how the transcript was received; i.e., by the educator, school district, university, etc. **REMEMBER: do not add a degree based off an unofficial transcript.**
- Only out-of-country evaluation reports received in a sealed envelope or directly from an ISBE approved evaluation company can be uploaded as **FTCRED**. A list of approved evaluation companies may be found [here](#).

- If a out-of-country translation report is received from an educator via email or in a non-sealed envelope from the educator, the document should be uploaded as **UTRAN** and in the description noted as: *educator emailed or educator opened*. **REMEMBER: do not add a degree based off an unofficial out-of-country evaluation report.**
- If you are adding new documentation to an account that has a Rush Request on file within the last 4 months for an open or deficient application, please email [ROE@isbe.net](mailto:ROE@isbe.net) with the name, IEIN, and a request to re-rush the application since new documentation has been received.

## Adding Degrees

### Checklist for Degrees from College/University Transcripts and Out-of-country Credential Evaluations

1. **Confirm REGIONAL accreditation** of the college or university via one of the options below:
- **Option 1:** Check for regional accreditation by visiting the appropriate regional accrediting body website below, and search for the college/university:
    - a. **Western Association of Schools and Colleges** – accredits institutions in California, Hawaii, and the Pacific. - <https://www.acswasc.org/>
    - b. **Higher Learning Commission** – accredits institutions in Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, New Mexico, Nebraska, North Dakota, Oklahoma, South Dakota, West Virginia, Wisconsin, and Wyoming. - <https://www.hlcommission.org/>
    - c. **Middle States Commission on Higher Education** – accredits institutions in Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, and the Virgin Islands. - <https://www.msche.org/>
    - d. **New England Commission of Higher Education** – accredits institutions in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. - <https://www.neche.org/>
    - e. **Northwest Commission on Colleges and Universities** – accredits institutions in Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington. - <https://nwccu.org/>
    - f. **Southern Association of Colleges and Schools Commission on Colleges** – accredits institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, & Virginia. - <https://sacscoc.org/>
    - g. **Senior College and University Commission** - <https://www.wscuc.org/>
    - h. **Accrediting Commission for Community and Junior College** - <https://accjc.org/find-an-institution/>
  - **Option 2:** Check for accreditation by looking on the transcript key. Specifically, check for an Accreditation or Institution Information section and look for accreditation by one of the eight entities listed in option 1.
  - **Option 3:** If no transcript key is included, you may check the college or university’s website for regional accreditation information. Look for accreditation by one of the eight entities listed in option 1.
  - **IMPORTANT:** *Degree information cannot be added to an ELIS account unless the transcript comes from a regionally accredited college or university. If the school is not regionally accredited, do not add any degrees in ELIS.*
2. **For Out-of-country EVALUATIONS:** Confirm that a out-of-country transcript evaluation was completed by one of ISBE’s approved Educator Licensure Out-of-country Credential Evaluation Sources by locating the evaluation service on this page - <https://www.isbe.net/Documents/out-of-country-cred-eval-svcs.pdf>.
- **IMPORTANT:**
    - *If a out-of-country evaluation was completed by an entity that is not on ISBE’s approved list, the evaluation should be uploaded as **OTHER**. Reference the upload process on page 1.*
    - *If an untranslated/unevaluated transcript is received, it should be uploaded as an unofficial transcript (use the document code **UTRAN**), and **NO DEGREE INFORMATION SHOULD BE ADDED TO ELIS**. We cannot accept degrees/coursework from unevaluated out-of-country transcripts.*
    - *Documents that are received from CANADA are consider out-of-country- they will need to be translated.*

3. **When adding a degree to ELIS**, including degrees from out-of-country transcript evaluations, include in much information as possible. List country, institution, and degree date. All this information can be found in the transcript or on the out-of-country evaluation report. *Note: You may have to search for graduation date(s) listed within the transcript. They may not always be at the top or bottom of the document.*

Steps to add a college or university degree to ELIS:

- a. Once you've located the educator's ELIS account, click on the "Degrees" tab.
- b. Click the link to add a degree.
- c. Choose the appropriate country in which the degree was earned.
- d. Choose the appropriate state (if within the U.S.).
- e. Choose the institution from the drop down or if the degree was earned out of country, you may type in the institution name. (If a regionally accredited institution is not listed in the drop down, please contact your liaison.)
- f. Choose the degree type; i.e., associates, bachelors, masters, etc.
- g. Enter the degree date: see Check Box 4 below for more details on degree dates.

4. **When entering the date** in the degree section, some transcripts or out-of-country evaluation reports may list the degree as *conferred Fall of 2002* or *Conferred 2012*.

Example 1: If the degree date is listed as conferred Fall 2002, use *December 31, 2002*, as the conferred date.

Example 2: If the degree date is listed as conferred Spring 2003, use *May 31, 2003*, as the conferred date.

Example 3: If the degree date is listed as conferred Summer 2003, use *August 31, 2003*, as the conferred date.

Example 4: If the degree date is listed as Conferred 2012, then enter the graduation date as *December 31, 2012*.

\*\*Always use the last day of the month as shown in each example above. \*\*

- **\*\*\*College Diplomas CANNOT be used to enter degrees.\*\*\***

## High School Diplomas and GEDs

High School transcripts/diploma have specific requirements that differ from college/university transcripts:

- Copies of high school diplomas or transcripts **CAN** be accepted. The educator can provide these copies. High school graduation dates **must** be listed in the degrees section of ELIS. Please follow these steps to add the degree:

- Click the link to add a degree on the Degrees tab in ELIS.
- Choose the appropriate country.
- Choose the appropriate state in which the diploma was earned.
- Choose "Other" as the institution.
- Choose "High school diploma or GED equivalent" as the degree.
- Enter the date the high school diploma was earned. **If no date is present, the degree should NOT be added.**

- **DO NOT** accept Certifications of Recognitions as high school diplomas as they do not show proof of graduation.

If a out-of-country translation is sent and has proof of high school graduation, you may upload it as **HSDIP** and add the degree- no matter the translation company (but it must be a US company).

ISBE Form 83-93 High School Verification:

- **A out-of-country document cannot be accepted as proof of high school graduation.** The applicant will need to complete [ISBE Form 83-93](#) or submit a out-of-country credential evaluation showing the equivalent of a high school degree. See the Out-of-country Evaluation Section on page 4 for additional information about foreign credential evaluation requirements. **NOTE: high school diplomas may be added as a degree based off an appropriately completed 83-93 form.**

- If an educator is unable to locate high school documentation due to the school closing or being from a out-of-country country direct them to complete the 83-93 form, <https://www.isbe.net/Documents/83-93.pdf>.
- Even if a home-schooled educator can produce a home-schooled diploma, they will need to complete the 83-93 form <https://www.isbe.net/Documents/83-93.pdf>, in order to comply with our legal department's requirements.
- Chicago Public School (CPS) sends letters of graduation: we do accept these as proof of high school graduation.
- **IMPORTANT: The 83-93 Form should only be used if an educator is unable to produce a high school diploma or degree based on one of the reasons above. The form SHOULD NOT be used otherwise.**

## High School Diplomas and GEDs Tips

High school diplomas and transcripts are to be uploaded as **HSDIP**.

Any GED score reports, or GED diplomas are to be uploaded as **GEDSCR**.

- An example of a document that can be uploaded as **OTHER** is a Certificate of Recognition.  
If you are adding new documentation to an account that has a Rush Request on file within the last four months for an open or deficient application, please email [ROE@isbe.net](mailto:ROE@isbe.net) with the name, IEIN, and a request to re-rush the application since new documentation has been received.