

ACT Plus Writing or SAT Score in Lieu of the Test of Academic Proficiency (TAP) for Individuals Enrolled in an Approved Illinois Preparation Program for Teachers (Effective January 1, 2014)

ACT PLUS WRITING/SAT SCORES CAN BE USED IN LIEU OF A PASSING SCORE ON THE TEST OF ACADEMIC PROFICIENCY (TAP) FOR STUDENT TEACHING.

STEP ONE: IF YOU DO NOT HAVE AN ACCOUNT, CREATE AN ACCOUNT ON THE EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS) AT <http://www.isbe.net/ELIS/default.htm>.

STEP TWO: CONFIRM THAT YOUR SCORE REPORT MEETS THE COMPOSITE SCORE REQUIREMENTS:

- ACT Plus Writing 22 or higher
- SAT 1030 (critical reading + mathematics = 1030 or higher)

STEP THREE: REQUEST THAT YOUR SCORES BE SENT TO ISBE DIRECTLY FROM ACT OR SAT.

- The score report must arrive in a sealed envelope addressed to ISBE from ACT or SAT. Go to <http://www.actstudent.org/scores/send/>
- The score can be no older than 10 years old at the time it is received by ISBE.
- If requesting an ACT Plus Writing score report, use ACT code 3001 when ordering. There is no ISBE code for SAT. Request that your SAT score report be sent to the Illinois State Board of Education, Division of Educator Licensure, 100 North First Street, S-306, Springfield, IL 62777.

2012-2013 ACT Additional Score Report (ASR) Request Form

Please print. Your scores are on file at ACT under the information you provided at the time you tested. Processing will be delayed if you do not complete ALL information in this section.

ACT Student Services-Score Reports
P.O. Box 451
Iowa City, IA 52243-0451
USA

ACT
www.actstudent.org

Information at Time of Test (All information requested and will appear on score reports.)

Name (Last Name) (First Name) (Middle Initial)
Address
City State/Province ZIP/Postal Code
Date of Birth Month Day Year Test Center Name
Social Security Number (or ACT ID from date report)

Current Name and Mailing Address (required)
Name (Last Name) (First Name) (Middle Initial)
Address
City State/Province ZIP/Postal Code
E-mail (optional) Print in all capital letters

For faster service, submit your request:
• Online-Submit requests for regular or priority reports via our website through your ACT Web account. See types of reports and fees below. Payment must be by valid credit card.
• By phone - Request up to 6 priority reports by phone and pay a \$10 service fee for the phone call IN ADDITION TO the fee for each report. (Regular reports are not available by phone.) Requests must be by valid credit card. Office hours are 8:30 a.m.-6:00 p.m., central time, Monday through Friday. Phone: 219-327-4713.
Once you submit a request by any method, it cannot be changed or canceled. Scores are not given to anyone by phone, fax, or e-mail.

DELIVERY TYPES
REGULAR REPORT is a complete report and is normally processed within one week of receipt of your request. These reports are delivered in the next cycle requested by the college or agency, at least every two weeks.
PRIORITY REPORT is normally processed within five working days after receipt of your request, and is usually delivered 3 to 4 business days later. Priority reports are available only for institutions in the United States and include only your identifying information and scores. As a standard follow-up, your complete report is included in the next reporting cycle requested by the college or agency, at least every two weeks. Colleges that receive reports only electronically might not receive priority reports.
FEES: ALL FEES ARE PER TEST DATE PER REPORT
If you tested after September 1, 2012:
R = Regular Report = \$15.00
P = Priority Report = \$18.00
ARCHIVED SCORES - Your record is archived if you tested before September 2012. This will require an additional 7-10 days to process.
AR = Archived Regular Report = \$32.00
AP = Archived Priority Report = \$37.00

ASR requests are processed after your tests have been scored and scores are available for reporting. Using an ASR service does not expedite the scoring of your tests.
• Use valid ACT codes only. See list on www.actstudent.org. If the college has more than one campus, you must indicate by city and state the campus to which you wish your scores sent.
• Processing will be delayed if you do not provide your Social Security number or ACT ID from your score report and test date (month and year). If you want to send scores from a month during which you tested more than once, SPECIFY the TEST LOCATION or the TYPE of test to report (e.g., National, International, School, and State).
• We will send your report to the office designated by the institution to receive all ACT scores, not to any other individual or office.

COLLEGE CODE	NAME OF COLLEGE TO WHICH YOU WANT YOUR SCORES REPORTED	CITY	STATE	WHICH TEST DATE(S) WOULD YOU LIKE TO SEND?	TEST LOCATION	DELIVERY TYPE	FEES
8 8 8 8	SAMPLE COLLEGE	COLLEGEVILLE	OH	4/11	Nat'l	P	16.00
8 8 8 8	SAMPLE COLLEGE	COLLEGEVILLE	OH	6/07	Nat'l	AR	32.00
3001	ISBE	Springfield	IL				

Complete this section only if request a report to a high school or unaccredited institution/agency, or a personal copy.
A fee must be submitted.

Address
City State/Province ZIP/Postal Code

Add fees for all requested reports and enter in box below.

Total Fee Enclosed
Check or money order in US dollars, amount in US dollars, payable to ACT.

SIGNATURE OF EXAMINEE REQUIRED
Signatures and test addresses MUST accompany ALL reports.
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STEP FOUR: CHECK YOUR ELIS ACCOUNT TO VERIFY THAT YOUR ACT/SAT SCORE REPORT HAS BEEN ACCEPTED IN LIEU OF THE TAP. Please allow 60 days for this information to be added to your ELIS account. NOTE THAT YOUR ELIS ACCOUNT MUST REFLECT THE ACT PLUS WRITING OR SAT IN LIEU OF THE TAP PRIOR TO BEGINNING STUDENT TEACHING. SCORE REPORTS THAT ARE RECEIVED PRIOR TO THE ESTABLISHMENT OF AN ELIS ACCOUNT WILL BE HELD FOR 30 DAYS. AFTER 30 DAYS, THE REPORT MAY NOT BE CREDITED TO YOUR ACCOUNT.

SPECIAL NOTE: ISBE will not return official score reports that reflect a score less than listed above, lack a writing component, or are more than ten years old at the time of application. Such score reports will be shredded and therefore, cannot be used to apply for an Illinois license or endorsement.