To: Education majors applying to enter the teacher preparation program

From: Licensure Officer, Teacher Preparation Program

Re: Submitting ACT/ SAT scores for program entrance in lieu of passing the TAP

Effective July 24, 2012, the Illinois State Board of Education (ISBE) Educator Licensure Division ruled that students applying for official admission to a college teacher preparation program can use ACT/SAT scores instead of a passing score on all sections of the Test of Academic Proficiency (TAP), formerly known as the Illinois Test of Basic Skills to be admitted to a program.

Requirements:

**ACT Plus Writing:** (test taken before September 1, 2015)
- 22 composite score and a minimum 19 in Combined English/Writing
  (test taken after September 1, 2015)
- 22 composite score and minimum 16 on Writing

**SAT:** (test taken before March 5, 2016)
- 1030 composite score (critical reading + mathematics) and a minimum 450 in writing
  (test taken after March 5, 2016)
- 1110 composite score (evidence-based reading and writing, and mathematics) and a minimum 26 (writing and language)

Procedure for submitting ACT/SAT scores:

Effective January 1, 2014, students who wish to apply for admission to the teacher preparation program using an ACT/SAT score that meets the requirements above must complete the following steps. **Please follow these steps exactly.**

1. **Before requesting that your ACT/SAT score report be sent to ISBE,** create an account in the ELIS (Educator Licensure Information System) system at [http://isbe.net/ELIS/default.htm](http://isbe.net/ELIS/default.htm) (This is best done from a desktop PC with the latest version of Internet Explorer, not from a mobile device or using Google Chrome browser.)

2. After you have created your ELIS account, then request that ACT or SAT send an official score report to the Illinois State Board of Education, Division of Educator Licensure, 100 North First Street, S-306, Springfield, IL 62777. The score report must arrive in a sealed envelope addressed to ISBE from ACT or SAT. This request can be completed at [http://www.actstudent.org/](http://www.actstudent.org/) for the ACT or [http://sat.collegeboard.org/home](http://sat.collegeboard.org/home) for SAT. The code for ISBE on the ACT website is 3001. You must use this code to be sure your scores are sent to the correct office. This code is unpublished – meaning that one cannot “select” the code from a long list of codes. Instead, one must input the four-digit-number (3001) when requesting a score report. This code is only applicable to **ACT Plus Writing**
score report requests. There is no ISBE code for SAT on the drop down list. You must call the College Board at 866-756-7346 to request that your SAT score report be sent to

3. Please request the score report be sent to ISBE as soon as you create your ELIS account. Due to space limitations, ISBE will only be able to maintain unmatched score reports for 30 days. After 30 days, if an ELIS account has not been created, ISBE will shred the score report, and you will have to pay again and resubmit it. CHECK YOUR ELIS ACCOUNT TO VERIFY 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.

4. Follow the directions for sending scores located on each website (ACT or SAT), including payment of any necessary fees for sending the scores to ISBE (and Lake Forest College, if necessary). In some cases you may have to request the scores in writing, rather than online.

5. If you did not submitted an official score report to Lake Forest College when you applied for admission, you must request that ACT or SAT also send an official score report to Lake Forest College. Our school code for ACT is 1054, and our school code for SAT is 1392. When the scores are received by Lake Forest College, they will be sent to the Licensure Officer for verification.

Note: ISBE will not return official score reports that reflect a score less than listed. Such score reports cannot be used for admission to an Illinois approved educator program.