

ISBE Form Directions:

To get your ISBE EVALUATION FORM (77-21B) please read follow these directions carefully.

1. **DOWNLOAD** the **ISBE Evaluation Form** for the course you have completed. [Download it here](#). (Click print but then save as a PDF.)
2. **SAVE** the **ISBE Evaluation Form** to your device + **ADD** your name to the title of the form.

“**ADD YOUR NAME**” **EVALUATION SSCHL** (Course Title) ISBE 77-21A (Your name helps us verify your completion of the steps. You may use first name & initial.)
3. **FILL** out and **Date** the **ISBE Evaluation Form**
4. **UPLOAD** your **completed ISBE Evaluation Form** to the **ATTENDANCE Form** using the link provided.
5. Once we review the forms, we will email you the **ISBE EVIDENCE of COMPLETION form**:
6. **FILL** out the **ISBE EVIDENCE OF COMPLETION FORM: Please read these directions carefully**.
 - i. **DOWNLOAD** to **SAVE/print** and complete this form by:
 - ii. Entering your **LEGAL NAME /Affirmed name** (as applicable),
 - iii. Entering your **IEIN NUMBER**,
 - iv. Entering the "**DATE(s) of the ACTIVITY**" (Dates must match to: the dates on your sign-in sheet) as well as the final date of completion.
 - v. Entering the matching the date of completion across from the Approved Provider signature (if the date had been left blank by the approved provider).

Save this form for your records. This form is your **ISBE EVIDENCE OF COMPLETION** form for this professional development activity described within and that Supporting Success for Children with Hearing Loss is approved by the Illinois School for the Deaf Outreach at the time of completion. This form serves as evidence to verify participation in this professional development activity and must be maintained for a period of six (6) years by the licensee and produced if requested as part of an audit. ISBE. Do not submit the form to ISBE unless requested by ISBE.

- vi. You, as the participant, need to enter the activity into the Educator Licensure Information System (ELIS) by August 31 of the license renewal year. Access the system here: <https://www.isbe.net/elis>