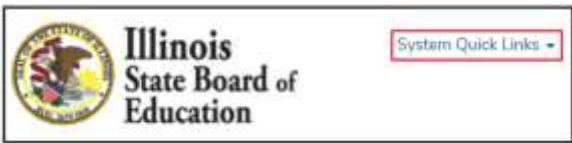
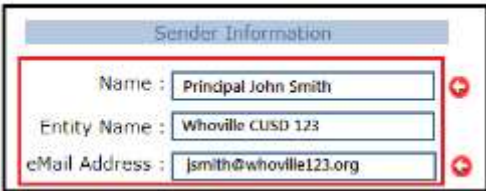

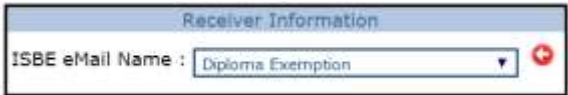
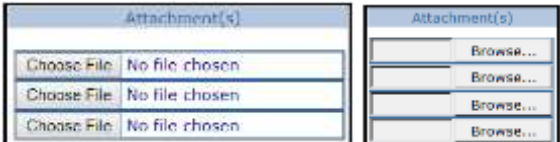




## Diploma Exemption Request - Steps for Data File Submission

To submit the diploma exemption request to ISBE through a secure link, districts will need to use the following steps:

<p>1. Go to <a href="http://www.isbe.net">http://www.isbe.net</a>.</p> <p>2. Click "System Quick Links."</p> 	<p>4. Complete the <b>Sender Information</b>: enter first/last name, school district name, email.</p> 
<p>3. Click "Send ISBE a file."</p> 	<p>5. Complete the <b>Receiver Information</b>: select "Diploma Exemption" from the menu.</p>  <p>6. Under <b>Attachment(s)</b>, click "Choose File" or "Browse" then select local documents to attach. Make sure each file you attach is saved locally with your district name and number and date in the file name. At a minimum, districts must submit the <a href="#">Exemption Request Form (xlsx)</a> and <a href="#">Certification of Request Form (pdf)</a>.</p>  <p>7. Under <b>Message</b>, enter "Diploma Exemption" in the subject box, and include your district name and date of submission.</p>  <p>8. Click <b>Submit</b>.</p> 

Your request will be processed by ISBE staff, and a response will be sent via email to the sender and to the District Superintendent on file in ISBE's Entity Profile System (EPS). If you have questions, contact the Department of Assessment by writing to [assessment@isbe.net](mailto:assessment@isbe.net) or by calling 866-317-6034.

Updated 05/21/2021