



Enrollment Status Verification (ESV) for Teacher Programs

USER GUIDE

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Overview of Program Administration

Enrollment Status Verification (ESV) is required each year for colleges to verify the enrollment status for recipients in ISAC programs that have teaching requirements and practice agreements that must be completed after a student completes their program of study.

ISAC monitors recipients' fulfillment of the program requirements because, if recipients fail to meet the applicable requirements, their awards convert to loans that must be repaid. Knowing recipients' enrollment status, as reported by the colleges, allows ISAC to communicate with recipients who have graduated (or otherwise stopped attending college) regarding the steps they need to take to fulfill their program requirements. The sooner colleges submit enrollment verification data to ISAC, the sooner ISAC can communicate with impacted award recipients.

The following are the current programs for which ESV must be submitted:

- Illinois Graduate and Retain Our Workforce Tech Scholarship Program (iGROW)
- Nursing Education Scholarship (NES)
- Minority Teachers of Illinois (MTI)
- Optometric Education Scholarship (OESP)
- Special Education Teacher Tuition Waiver (SETTW)
- Post-Master of Social Work School Social Work Professional Educator License Scholarship Program (SWSP)

Enrollment Status Verification for iGROW, NES, MTI, OESP, SETTW, and SWSP are completed through the GAP Access portal at isacportal.isac.org/.

GAP Access Program Privileges

Users must have the appropriate program privileges for all applicable programs to complete the Enrollment Status Verification process. The Primary Administrator of the institution is responsible for granting appropriate access to all users (see the [GAP Access User Guide](#) for guidance on granting program privileges).

Once a user has been granted update privileges for the appropriate program, the user can log in to GAP and select the program from the "Programs" drop-down menu.



Accessing Enrollment Status Verification (ESV)

Within each applicable program, the Enrollment Status Verification is accessed by completing the following:

1. On the program's home page, select the appropriate academic year from the "Academic Year" drop-down. (This will be the previous academic year).
2. Select the "Enrollment Status Verification" tab.

Only students for whom ISAC records indicate previously received awards and may have been enrolled during the previous academic year with an "In School" status will display (sorted in alphabetical order). The required information must be completed and submitted for each student listed. A detailed description of this process for each program is provided below ([iGROW](#), [NES](#), [MTI](#), [OESP](#), [SETTW](#), [SWSP](#)).

GAP ACCESS
ISAC Gift Assistance Programs

Person School Administration **Programs** Administration Beta

SETTW

Home Student Certification **Enrollment Status Verification**

Welcome to the internet application for processing the Special Education Teacher Tuition Waiver (SETTW) Program.
Verify Enrollment Status – select the previous academic year (20XX-XX)
Certify Eligibility – select the current academic year (20XX-XX)

1 Academic Year
20XX-20XX ▾

Illinois Graduate and Retain Our Workforce Tech Scholarship Program (iGROW)

From the Enrollment Status Verification screen, the following fields must be completed:

1. If a student is no longer enrolled, select a different status from the drop-down box in the Enrollment Status field.
2. An Effective Date is required if the Enrollment Status is changed from an In-School status.
 - o Click on the calendar icon in the “Effective Date” field and select a date appropriate with the Enrollment Status.
 - o For details on which enrollment statuses require an effective date, see the [Enrollment Status Verification Codes](#).
3. Always save before navigating to another screen or submitting data.

After completing each of the fields for all recipients, the Enrollment Status Verification data is ready to be submitted to ISAC. For details on submitting the data, see the [Saving & Submitting Enrollment Status Verification](#) section below.

Person School Administration **Programs** Administration Beta

IGROW 20XX-20XX: Enrollment Status Verification: View

Entries displayed 100

#	Current SSN	Last Name	First Name	Middle Name	Enrollment Status	Effective Date
1	xxx-xx-				DROPPED PROGRAM - ENROLLED	
2	xxx-xx-				DROPPED PROGRAM - ENROLLED	
3	xxx-xx-				DROPPED PROGRAM - NOT ENROLLED	
4	xxx-xx-				GRADUATED	
5	xxx-xx-				IN SCHOOL	
6	xxx-xx-				LESS THAN HALF-TIME ENROLLED	
7	xxx-xx-				IN SCHOOL	

Nursing Education Scholarship (NES)

From the Enrollment Status Verification screen, the following fields must be completed:

4. If a student is no longer enrolled, select a different status from the drop-down box in the Enrollment Status field.
5. An Effective Date is required if the Enrollment Status is changed from an In-School status.
 - o Click on the calendar icon in the “Effective Date” field and select a date appropriate with the Enrollment Status.
 - o For details on which enrollment statuses require an effective date, see the [Enrollment Status Verification Codes](#).
6. Always save before navigating to another screen or submitting data.

After completing each of the fields for all recipients, the Enrollment Status Verification data is ready to be submitted to ISAC. For details on submitting the data, see the [Saving & Submitting Enrollment Status Verification](#) section below.

NESP 20XX-20XX: Enrollment Status Verification

Home Student Certification Payment Reports Enrollment Status Verification

Entries displayed 20

#	Current SSN	Last Name	First Name	Middle Name	Enrollment Status	Effective Date
1	XXX-XX-				IN SCHOOL	
2	XXX-XX-				DROPPED PROGRAM - ENROLLED	
3	XXX-XX-				DROPPED PROGRAM - NOT ENROLLED	
4	XXX-XX-				GRADUATED	
5	XXX-XX-				IN SCHOOL	
6	XXX-XX-				LEAVE OF ABSENCE EXPIRED - NOT RE-ENROLLED IN PROGRAM	
7	XXX-XX-				LEAVE OF ABSENCE EXPIRED - NOT RETURNED TO SCHOOL	
8	XXX-XX-				LEAVE OF ABSENCE EXPIRED - RE-ENROLLED IN PROGRAM	
9	XXX-XX-				LEAVE OF ABSENCE - APPROVED DISABILITY	

Showing 1 to 9 of 9 entries

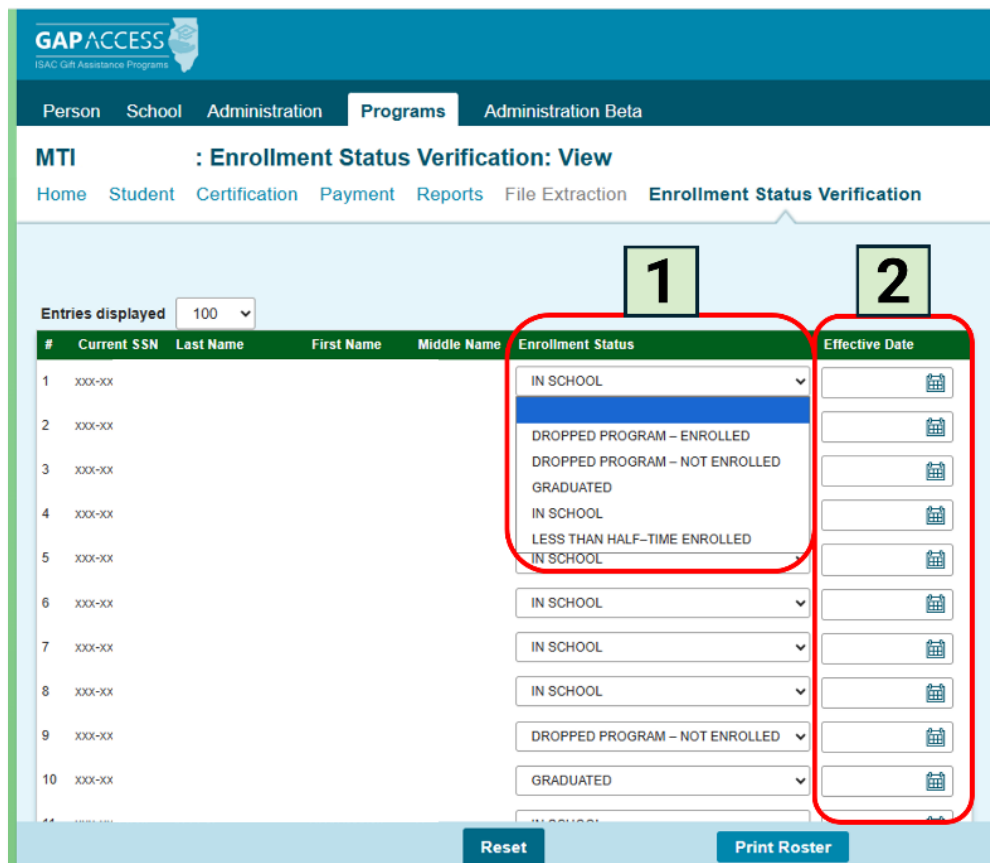
Reset Save Submit Print Roster

Minority Teacher of Illinois (MTI)

From the Enrollment Status Verification screen, the following fields must be completed:

7. If a student is no longer enrolled, select a different status from the drop-down box in the Enrollment Status field.
8. An Effective Date is required if the Enrollment Status is changed from an In-School status.
 - o Click on the calendar icon in the “Effective Date” field and select a date appropriate with the Enrollment Status.
 - o For details on which enrollment statuses require an effective date, see the [Enrollment Status Verification Codes](#).
9. Always save before navigating to another screen or submitting data.

After completing each of the fields for all recipients, the Enrollment Status Verification data is ready to be submitted to ISAC. For details on submitting the data, see the [Saving & Submitting Enrollment Status Verification](#) section below.

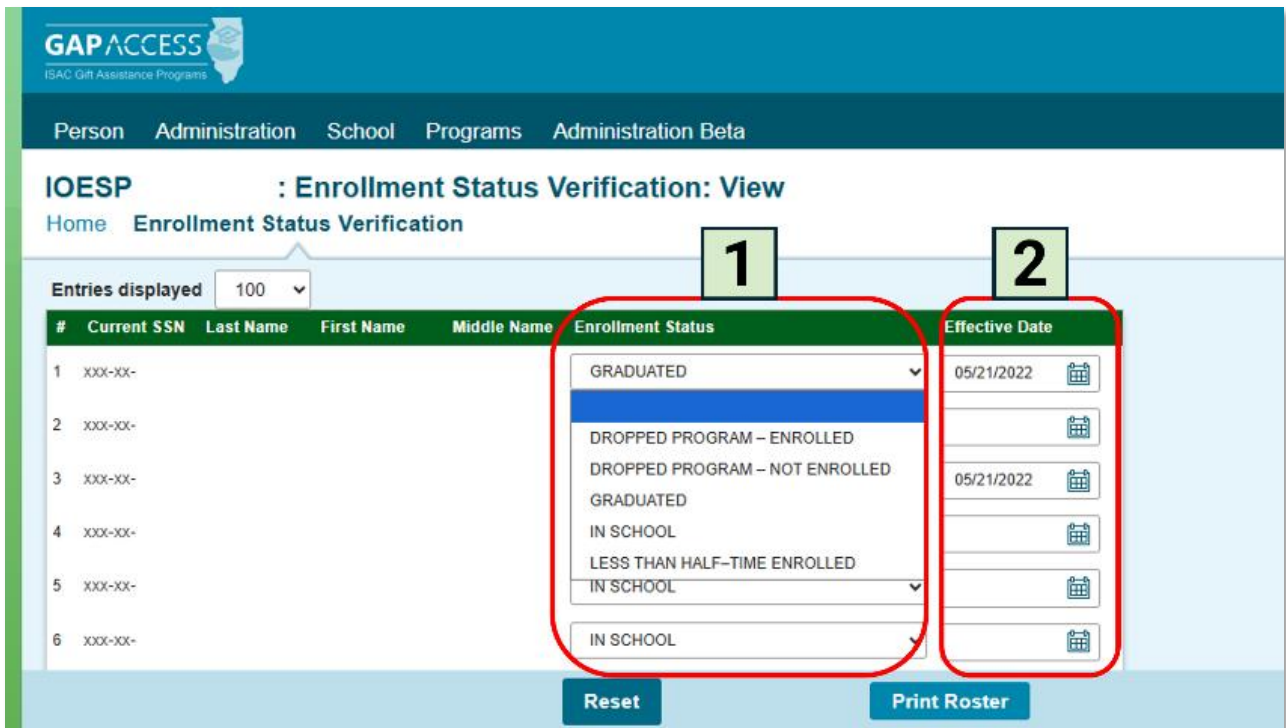


Optometric Education Scholarship (OESP)

From the Enrollment Status Verification screen, the following fields must be completed:

1. If a student is no longer enrolled, select a different status from the drop-down box in the Enrollment Status field.
2. An Effective Date is required if the Enrollment Status is changed from an In-School status.
 - o Click on the calendar icon in the “Effective Date” field and select a date appropriate with the Enrollment Status.
 - o For details on which enrollment statuses require an effective date, see the [Enrollment Status Verification Codes](#).
3. Always save before navigating to another screen or submitting data.

After completing each of the fields for all recipients, the Enrollment Status Verification data is ready to be submitted to ISAC. For details on submitting the data, see the [Saving & Submitting Enrollment Status Verification](#) section below.



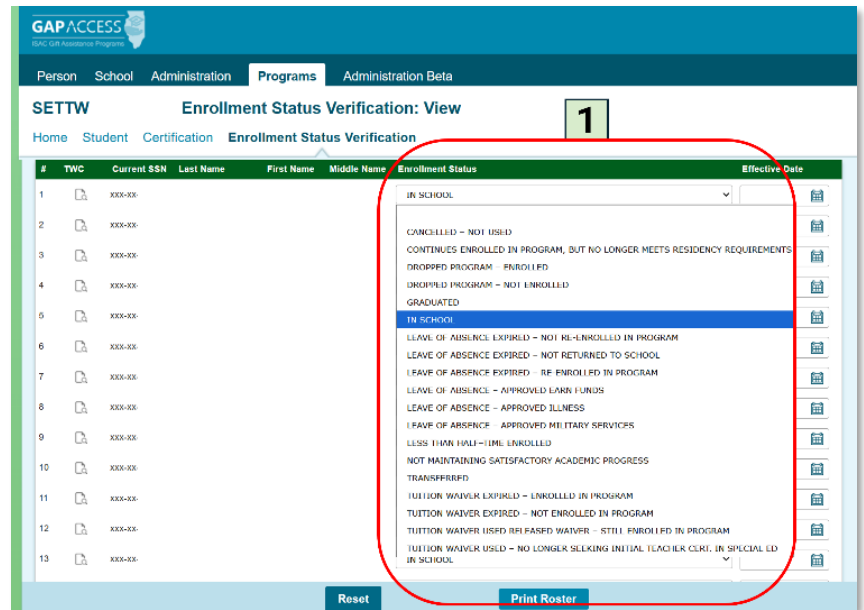
Special Education Teacher Tuition Waiver Program (SETTW)

From the Enrollment Status Verification screen, the following fields must be completed:

1. If a student is no longer enrolled, select a different status from the drop-down box in the Enrollment Status field.

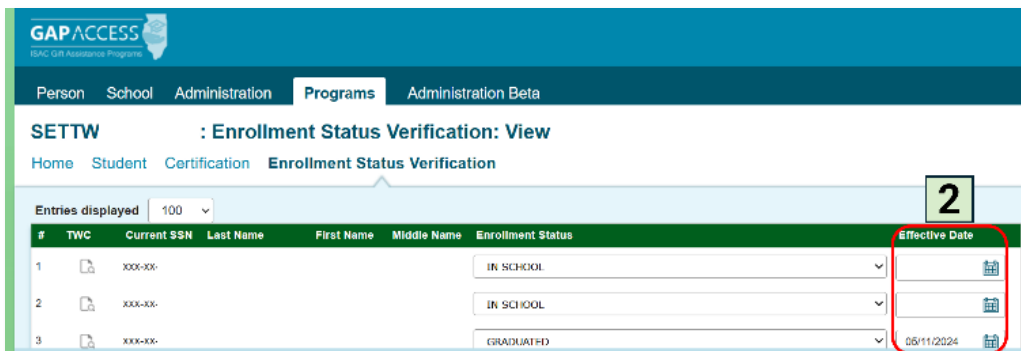
2. An Effective Date is required if the Enrollment Status is changed from an In-School status.

- Click on the calendar icon in the “Effective Date” field and select a date appropriate with the Enrollment Status.
- For details on which enrollment statuses require an effective date, see the [Enrollment Status Verification Codes](#).



3. Always save before navigating to another screen or submitting data.

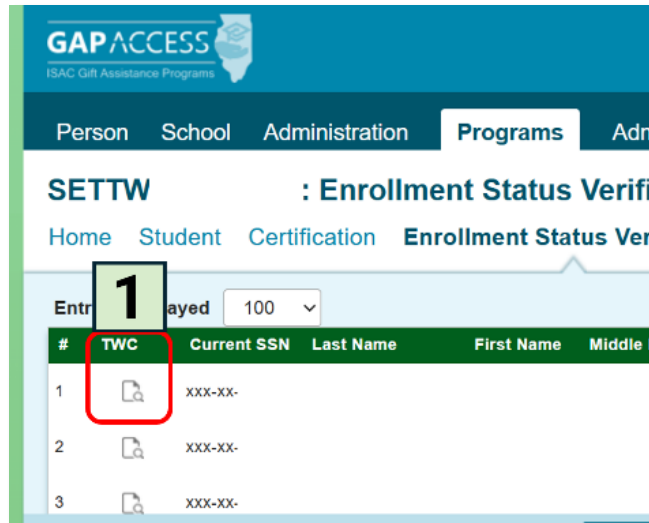
After completing each of the fields for all recipients, the Enrollment Status Verification data is ready to be submitted to ISAC. For details on submitting the data, see the [Saving & Submitting Enrollment Status Verification](#) section below.



SETTW Tuition Waiver Conversion (TWC)

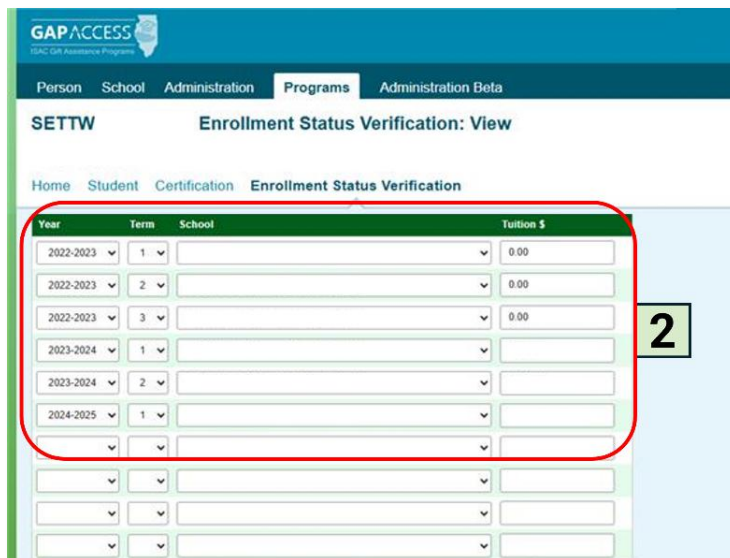
A Tuition Waiver Conversion (TWC) must be completed for all SETTW recipients who are no longer enrolled. A TWC is **not required if the enrollment status is In-School or Cancelled - Not Used**.

1. Click on the icon in the TWC field on the left side of the screen.



2. Select the year, term, college name and enter the tuition amount for each term (by academic year) that the tuition and mandatory fees were waived.
3. Always save before navigating to another screen or submitting data.

After completing the TWC data for all students, both the Enrollment Status Verification and Tuition Waiver Conversion information can be submitted together. For details on submitting the data, see the [Saving & Submitting Enrollment Status Verification](#) section below.



Post-Master of Social Work School Social Work Professional Educator License Scholarship Program (SWSP)

From the Enrollment Status Verification screen, the following fields must be completed:

10. If a student is no longer enrolled, select a different status from the drop-down box in the Enrollment Status field.
11. An Effective Date is required if the Enrollment Status is changed from an In-School status.
 - o Click on the calendar icon in the “Effective Date” field and select a date appropriate with the Enrollment Status.
 - o For details on which enrollment statuses require an effective date, see the [Enrollment Status Verification Codes](#).
12. Always save before navigating to another screen or submitting data.

After completing each of the fields for all recipients, the Enrollment Status Verification data is ready to be submitted to ISAC. For details on submitting the data, see the [Saving & Submitting Enrollment Status Verification](#) section below.

SWSP 20XX-20XX: Enrollment Status Verification

Home Student Certification Payment Reports File Extraction **Enrollment Status Verification**

Entries displayed 20

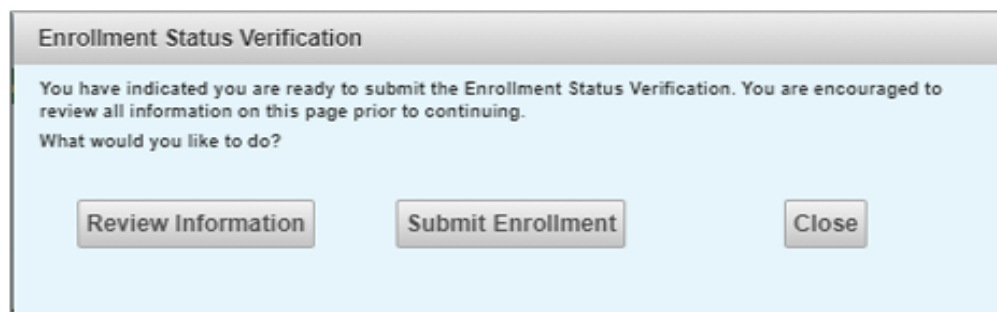
#	Current SSN	Last Name	First Name	Middle Name	Enrollment Status	Effective Date
1	xxx-xx-				IN SCHOOL	
2	xxx-xx-				DROPPED PROGRAM – ENROLLED	
3	xxx-xx-				DROPPED PROGRAM – NOT ENROLLED	
4	xxx-xx-				GRADUATED	
5	xxx-xx-				IN SCHOOL	
6	xxx-xx-				LESS THAN HALF–TIME ENROLLED	
7	xxx-xx-				IN SCHOOL	

The image shows a screenshot of the SWSP Enrollment Status Verification interface. A table lists seven entries with columns for #, Current SSN, Last Name, First Name, Middle Name, Enrollment Status, and Effective Date. The Enrollment Status dropdown for the second entry is open, showing options: IN SCHOOL, DROPPED PROGRAM – ENROLLED (highlighted), DROPPED PROGRAM – NOT ENROLLED, GRADUATED, IN SCHOOL, and LESS THAN HALF–TIME ENROLLED. The Effective Date field for the second entry is also open, showing a calendar for April 2026. Red circles highlight the Enrollment Status dropdown and the Effective Date calendar.

Saving & Submitting Enrollment Status Verification

Each screen will need to be “saved” before navigating to another screen or submitting the data. These options are found at the bottom of each screen:

- Reset - clear all the entry and begin again.
- Save - if the enrollment status verification data is only partially completed. A message will display next to the screen title indicating that the data “Saved Successfully”.
- Submit - to transmit enrollment status verification data.
 - A message will appear asking whether to Review Information or Submit Enrollment.
 - If “**Review Information**” is selected, the window will close and will return to the Enrollment Status Verification screen.
 - If “**Submit Enrollment**” is selected a message will display showing that the records have been submitted.
 - If required fields are missing, an error message will appear at the top of the screen.
 - Complete any missing information, click Save, then select Submit Enrollment again.
 - If “**Close**” is selected, the window will close and return to the Enrollment Status Verification screen.



Fixing Errors

After submitting your data, it is possible that some errors may occur, these appear at the top of the screen in red lettering and describe the issue per student that was encountered. If continual errors occur and a resolution cannot be found, please reach out to our Partner Services team for assistance.

Email: ISAC.SchoolServices@illinois.gov

Effective Date Required

An effective date is required for all changes in status EXCEPT for the In School status. If this error appears after submitting your data, assure that a date has been input for that student's status. Effective dates should go off the school's documentation.

TWCF is not complete

**The following errors need to be corrected:
Last Name First Name - TWCF is not completed.**

This error appears when a student is no longer enrolled – graduated or dropped the program and a TWC is missing information. If this error appears, assure that all the fields for the TWC are complete.

All years and terms the student received the waiver should be accounted for and a tuition dollar amount of fees that were waived should be input into the **"Tuition \$ column"**.

- **Note:** If you receive an error due to entering \$0 in the **"Tuition \$ Column"**, you may enter \$1 as the tuition and contact isac.schoolservices@illinois.gov to let ISAC know the correct amount.

Sometimes this error may occur if a student was accidentally missed being marked as graduated in a prior year. In this case, a data correction will need to be made and an email with the correct information should be sent to isac.schoolservices@illinois.gov.

Verifying Student Teaching Obligation Completion

After the Enrollment Verification is completed, if the student is still in school, then ISAC does not take any action. If the student has graduated, we update their information in our system to be Obligated. When they are obligated, they will get a status letter letting them know next steps. They are expected to inform ISAC when they obtain a teaching position and then send us a Teaching Verification Letter once they have completed their first year of teaching. Below are the teaching verification letter instructions:

How to Document Fulfillment of Your Commitment

You are required to provide documentation that you are fulfilling your obligation. At the end of each year (academic year for teachers) during the time you are fulfilling your commitment, you must provide us with a letter documenting your employment. You will receive confirmation of your submission within approximately 4 weeks.

The letter, on employer letterhead, is to be sent to us:

Mail to:

Illinois Student Assistance Commission
Attn: Program Requirements Department, Mail Code D-1C
1755 Lake Cook Road
Deerfield IL 60015

Fax: 847.831.8549

To ensure your personal information is kept secure, we do not recommend sending the letter via e-mail.

The letter must contain the following information:

- Your name, last four digits of your Social Security number and permanent address
- Name and address of employer, and if applicable, type of school
- Start and end date of the teaching period/practice/social work
- Full time, part time, or substitute status and grade level(s)
- All Illinois Special Education Teacher Tuition Waiver (SETTW) verification letters must include that the recipient is a special education teacher in the appropriate field.
- Name and signature of authorized official or school principal
- Must be on the school's letterhead

For questions or help, please contact us at 800.899.4722. Information about responsibilities after college can be found at the Students & Parents area of isac.org, under *After College* → *Program Requirements*.

Enrollment Status Verification Codes

Standard ESV Codes

Enrollment Status	Effective Date Required?
Dropped Program – Enrolled	Required
Dropped Program – Not Enrolled	Required
Graduated	Required
In School	Not Required
Less than Half-Time Enrolled	Required

Additional ESV Codes

Enrollment Status	Effective Date Required?
Cancelled – Not Used	Required – should not be used for students that received the waiver in prior year(s)
Leave of Absence – Approved	Required
Leave of Absence Expired – Not Returned to School	Required
Leave of Absence Expired – Re-Enrolled in Program	Required
Leave of Absence – Approved Disability	Required
Leave of Absence – Approved Military Services	Required
Not Maintaining Satisfactory Academic Progress	Required
Transferred	Required
Tuition Waiver Expired – Enrolled in Program	Required
Tuition Waiver Expired – Not Enrolled in Program	Required
Tuition Waiver Used – No Longer Seeking Initial Teacher Certification in Special Education	Required
Tuition Waiver Used and Consented to Release Waiver – Still Enrolled in Program	Required