



# Illinois Special Education Teacher Tuition Waiver (SETTW) Program

## USER GUIDE

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# Overview of Program Administration

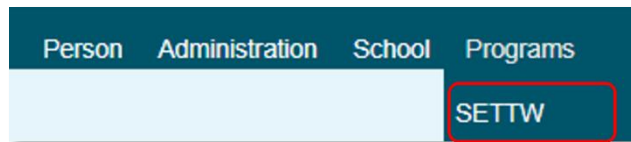
The Special Education Teacher Tuition Waiver (SETTW) program application & certification are completed online. For more information on application, eligibility, and award determination, see the [Special Education Teacher Tuition Waiver \(SETTW\) Program Page](#).

This guide will show the steps to completing certification for applicants within the GAP Access system. For information on completing Enrollment Status Verification for SETTW, please see the [Enrollment Status Verification for the Teacher Programs User Guide](#).

## GAP Access Navigation

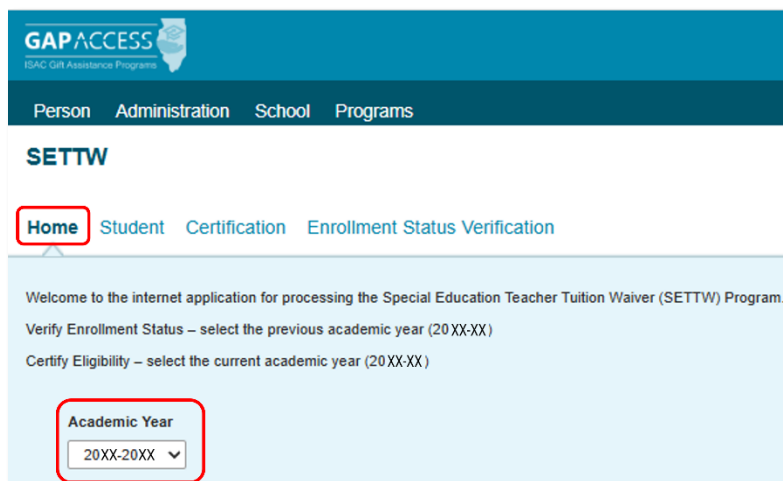
Users must have the appropriate program privileges for all applicable programs to complete the certification process for SETTW. The Primary Administrator of the institution is responsible for granting appropriate access to all users (see the [GAP Access User Guide](#) for guidance on granting program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

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



## Certification Process

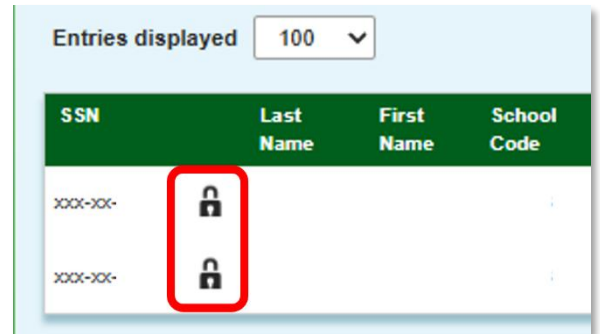
Once the user is within the SETTW program, from the “Home” tab the current academic year must be selected to complete certification.



If you are completing Enrollment Status Verification (ESV), the previous academic year is selected. To see the process of ESV, see the [Enrollment Status Verification for the Teacher Programs User Guide](#).

The SETTW Certification List includes students who have been newly awarded program benefits for the current academic year, as well as those who have transferred to your institution. To see a student's full SSN, click the padlock next to the student's name.

The tuition waiver process is completed on the Certification List screen by certifying each student's eligibility based on whether the student is enrolled and continuing to meet eligibility requirements.



SSN	Last Name	First Name	School Code
xxx-xx-			
xxx-xx-			

Students who applied for other ISAC teacher programs (i.e. Golden Apple) are identified with a "Y" indicator in the Dual Awarded columns to warn schools of a potential conflicting scholarship since students cannot receive both SETTW and GA or any other ISAC teaching program during the same award year. Schools can check other systems in GAP Access to **ensure the student does not receive benefits from more than one ISAC teacher program in an academic year.**

The Transfer Indicator column will be populated with a "T" when the student has received benefits in a prior term or year at a different school and has now transferred to your institution.

The Transfer Start Term column will show the term the student can begin using the SETTW benefits at your institution. The start term indicator will show a 1, 2, or 3.

- 1= Fall term
- 2 = Spring term
- 3 = Summer term

Certifying a student's record starts with indicating if the student is eligible or ineligible for SETTW by selecting either Y (yes) or N (no) in the Certified column. The other certification items will remain grayed out until a Y or N is selected.

## Student Certification: Eligible

To certify a student as eligible, **Y** is selected. Here are the steps to certify a student as eligible:

1. Select Y from the Certified column.
2. The Academic Level column will be activated, and you must then select the appropriate option to complete the certification for a student record.
3. After you've certified the record(s), click on the Save/Submit button at the bottom of the page. Once you've saved your entries, they are considered submitted and certification is complete.

Entries displayed 100

SSN	Last Name	First Name	School Code	Dual Awarded MTI	Dual Awarded GA	Certified	Academic Level	Disqualified Reason	Transfer Indicator	Transfer Start Term
xxx-xxx	🔒					Y	Graduate	- Select -		
xxx-xxx	🔒					N	- S			

1 2

## Student Certification: Ineligible

To certify that a student is ineligible, N is selected. Here are the steps to certify a student as ineligible:

1. Select N from the Certified column.
2. The Disqualified Reason information box will be activated, and you will need to provide the reason for the student's ineligibility by choosing the appropriate option from the drop-down list:
  - The recipient did not enroll within ten days after the beginning of the term for which ISAC had initially awarded the waiver
  - The recipient is enrolled at this school but is not seeking an initial special education teacher licensure
  - The recipient accepted the Minority Teachers of Illinois (MTI) Scholarship Program or the Golden Apple Scholars of Illinois Program rather than the SETTW Program
  - Recipient declined the tuition waiver
  - Recipient is not an Illinois resident

- Recipient is not a United States citizen or eligible noncitizen
  - Recipient is not making satisfactory academic progress
  - Recipient is in default on a student loan, or owes a refund on any state or federal grant
3. After you've certified the record(s), click on the Save/Submit button at the bottom of the page. Once you've saved your entries, they are considered submitted and certification is complete.

Entries displayed 100

SSN	Last Name	First Name	School Code	Dual Awarded MTI	Dual Awarded GA	Certified	Academic Level	Disqualified Reason	Transfer Indicator	Transfer Start Term
xxx-xx	🔒					N	- Select -	The recipient is enrolled at t		
xxx-xx	🔒					Y	Graduate	- Select -		

### Student Certification: Corrections

Schools cannot make a correction to a certification once it has been submitted in the SETTW system. All certification corrections must be submitted to School Services by sending an e-mail to [isac.schoolservices@illinois.gov](mailto:isac.schoolservices@illinois.gov).

**If an error has been made in certifying a student record and/or a correction is needed, schools should contact School Services as soon as possible for assistance.**

### Certification List: Filter Screen

The Certification List: View screen's default view is to display records that have not been certified. The Certified status will show as blank (no certified option selected), indicating that the student records have not yet been certified.

If you would like to see a different group of students on the Certification List: View screen, you can use the Filter option to create a customized view. Select "Filter" to create a filtered list of students.



When using the filter options, be sure to select the appropriate Certified status for the record(s) need to be accessed or simply select **All** to see all of the students.

The options that can be selected are:

1. Certified – option to show students based on the following status.
  - Y- certified as eligible
  - N- certified as not eligible
  - Blank
  - All
2. Transfer Indicator – Can be used to show only transfer students. (You can leave this blank if you do not want to filter by transfer status).
3. Once selections have been made, click list to see the filtered list of students based on the selected criteria.

**SETTW 20XX-20XX: Certification List: Filter**

Home Student **Certification** Enrollment Status Verification

List **Filter**

SSN

Last Name  
=

First Name  
=

Certified  
- Select -  
- Select -  
Y  
N  
Blank  
All

Transfer Indicator  
- Select -  
- Select -  
T

**List** **Reset**

## Certification List: Filter List

After creating your filter list, the customized list can be viewed and exported into Notepad or an Excel Report. These will be downloaded as documents to your computer. To access and download these reports click either:

- View Report- this will generate a notepad document.
- Excel Report- this will generate an Excel document of the report.

**Reminder:** To view the student's full SSN, click on the padlock to unmask the SSNs. The full SSN will not appear on reports.

Entries displayed: 100

SSN	Last Name	First Name	School Code	Dual Awarded MTI	Dual Awarded GA	Certified	Academic Level	Disqualified Reason	Transfer Indicator	Transfer Start Term
xxx-xx-						Y	Graduate	- Select -		
xxx-xx-						Y	Graduate	- Select -		

Showing 1 to 2 of 2 entries

Navigation: << 1 >>

Buttons: View Report, Excel Report

**Example Report:** Below is an example of the Excel list that is generated from a filtered list:

#	SSN	Last Name	First Name	School Code	Dual Awarded MTI	Dual Awarded GA	Certified	Academic Level	Disqualified Reason	Transfer Indicator	Transfer Term
1	xxx-xx-B	M		000000			N		The recipient did not en		
2	xxx-xx-B	R		000000			N		Recipient is not an Illino		
3	xxx-xx-C	M		000000			N		The recipient accepted t		
4	xxx-xx-CH	T		000000			N		Recipient is not a Unite		
5	xxx-xx-D	S		000000			N		Recipient is not an Illino		
6	xxx-xx-F	J		000000			N		Recipient is not a Unite		
7	xxx-xx-Z	H		000000			N		Recipient is not a Unite		