

**EASTERN ILLINOIS UNIVERSITY / DEPARTMENT OF EDUCATIONAL LEADERSHIP**  
**ENTITLEMENT REQUEST FORM**

**RETURN COMPLETED FORM(S) TO ...** Department of Educational Leadership, Eastern Illinois University,  
 2320 Buzzard Hall, 600 Lincoln Avenue, Charleston, IL 61920 ...  
 ... email **edadmin@eiu.edu** or call **(217) 581-2919** for inquiries or assistance in filling out form

**STUDENT INFO**

**STUDENT NAME** \_\_\_\_\_  
 (Last) (First) (MI)

**E-Number** (on Panther Card) \_\_\_\_\_ **IEIN #** (ELIS) \_\_\_\_\_

**Address** \_\_\_\_\_  
 (Street) (City) (State) (Zip)

**Phone #** (\_\_\_\_\_) \_\_\_\_\_ **EIU Email** (@eiu.edu / for official emails) \_\_\_\_\_

**Personal Email(s)** \_\_\_\_\_

**What SEMESTER / YEAR do you expect to complete your EDS studies?** \_\_\_\_\_

**PROGRAM**

**Specialist Degree in Education / Superintendent Endorsement (EDS)**  
 ... Also need to fill-out and submit the 'EIU EDS Verification of Experience Form':  
[https://www.eiu.edu/edadmin/pdf/EIU\\_EDS-verification-of-experience-form.pdf](https://www.eiu.edu/edadmin/pdf/EIU_EDS-verification-of-experience-form.pdf)

*I understand that to be issued a license/endorsement I must complete all required coursework and pass all required tests as established by the Illinois State Board of Education (ISBE). Furthermore, I understand that I will be notified by email when my entitlement has been processed and that I will need to follow the instructions provided to complete my endorsement application online. Finally, I also understand that it will be my responsibility to supply final transcripts to the ISBE.*

\_\_\_\_\_  
 Printed Name Signature Date

**FOR EDUCATIONAL LEADERSHIP OFFICE USE ONLY**

Program Info \_\_\_\_\_  
 On-Task to Completion? ...  Yes  No (if NO, hold form; don't submit to COE)

Testing Verification ...  ILTS 195 \_\_\_\_\_  ILTS 196 \_\_\_\_\_  ILTS 225 \_\_\_\_\_  Other \_\_\_\_\_

Verification of Experience (EIU of ISBE) \_\_\_\_\_ **NOTES:**

**FOR COLLEGE OF EDUCATION OFFICE USE ONLY**

**Processing ...**  
 Application Received \_\_\_\_\_  Entitlement/State List \_\_\_\_\_  Grad/Completion Date \_\_\_\_\_  Completed/Notified Student & EDL \_\_\_\_\_

**Verification ...**  
 Basic Skills/Tap \_\_\_\_\_  Teaching Experience \_\_\_\_\_  Administrative Experience \_\_\_\_\_

Content Test(s)... **NOTES:**  
 Principal Endorsement ... ILTS 195 \_\_\_\_\_ ILTS 196 \_\_\_\_\_  
 Superintendent Endorsement ... ILTS 225 \_\_\_\_\_