



## Illinois State Scholar Program (SSP) Sixth Semester Academic Information Request

A *Sixth Semester Academic Information Request* form must be completed for any student who should be considered for an SSP designation but does not appear on the *SSP Sixth Semester SSP Student List Eligibility* screen. This form may also be used to notify ISAC of issues that require exceptions processing (i.e., duplicate student records on the *SSP Student List Eligibility* screen). Instructions provided on reverse side.

High School Name \_\_\_\_\_

ACT High School Code \_\_\_\_\_

High School Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP Code \_\_\_\_\_

6<sup>th</sup> Semester Class Size  
(as of June 2023) \_\_\_\_\_

Unweighted Grade Point Average (GPA)  
Scale \_\_\_\_\_

List students **alphabetically by last name.**

Student's Name (Last, First, Middle Initial)	Address City, State, ZIP Code	Date of Birth (DOB) (mm/dd/yy)	Provide one of the following:		Test Score & Test Date*	Is this a Duplicate Record?
			Class Rank	If school does not rank, then <b>Unweighted GPA</b>		
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

**\*Submit a copy of the Score Report for each student's highest test score** (only the highest score will be used to determine SSP eligibility).

Signature and Date: \_\_\_\_\_

## SSP Sixth Semester Academic Information Request Instructions and Reminders

Some reasons a student would be added to the *Sixth Semester Academic Information Request* form include:

- a student who ranks in the top 50% of the class as of the sixth semester (i.e., as of June 30, 2023), but does not appear on the *SSP Sixth Semester SSP Student List Eligibility* screen (student listed the wrong school code on test);
- a student whose test results include an invalid graduation date and/or invalid grade level.

Reporting a duplicate record:

- a student appears as a duplicate record on the *SSP Student List Eligibility* screen (i.e., student provided different name, date of birth (DOB) on multiple tests).

All academic information provided must be based on sixth semester data as of June 30, 2023. The sixth semester is defined as the third semester prior to graduation.

Provide all of the required information on page 1 of this *SSP Sixth Semester Academic Information Request* form.

- Provide a student's name, address, and birthdate. **List students alphabetically by last name.**
- For schools that do not rank, provide an **Unweighted GPA**. Weighted GPAs cannot be accepted.
- Test Score and Test Date – Provide the student's highest test score and test date from the ACT and SAT exams taken **between August 1, 2022 and June 30, 2023**, as well as a copy of the Score Report for each student's highest test score.
- If a duplicate record displays on the *SSP Student List Eligibility* screen (i.e., student provided different name or DOB on multiple tests), provide the correct name, address, and DOB, then indicate "Y" in the "Duplicate Record Column".

**E-mail form to ISAC**

After providing all required information on this form, keep a copy for your records, and **e-mail the completed document (as well as required Score Reports) to [isac.schoolservices@illinois.gov](mailto:isac.schoolservices@illinois.gov).**