

August 10, 2009

Due On or Before October 30, 2009

Dear Colleague:

This letter is a request to verify the enrollment status of Illinois Special Education Teacher Tuition Waiver (SETTW) Program recipients for whom our records indicate are enrolled at your school. Verification of enrollment is needed to meet compliance requirements for this program for the 2008-09 academic year.

The enclosed *2008-09 SETTW Enrollment Status Verification for Compliance* roster provides a listing of recipients in Social Security Number (SSN) order by SETTW initial award year. If the initial award year is blank, please provide any information you may have. Complete the "Enrollment Status" and "Status Date" columns for each recipient using the provided status codes that are part of the *2008-09 SETTW Program Enrollment Status Verification Form*. Please note that the codes have been revised from previous years.

For each recipient who is no longer attending school, a *Tuition Waiver Conversion Form* (TWCF) must be completed and submitted with the enclosed roster. You received this form at the time the initial award was announced and verified (or for transfer students from their previous school).

The following forms can be mailed or faxed to ISAC and must be returned to ISAC on or before **October 30, 2009**.

- Completed *2008-09 Verification for Compliance* roster;
- Signed and dated *2008-09 Enrollment Status Verification Form*; and
- Completed *Tuition Waiver Conversion Forms* for recipient's no longer attending school.

D-2A, School Services
Illinois Student Assistance Commission
1755 Lake Cook Road
Deerfield, IL 60015
FAX: 847.831.8549

If you have any questions concerning the TESP, SETTW, or DTSS Programs, do not hesitate to contact a School Services Representative at schoolservices@isac.org or at 866.247.2172. Additional information regarding teaching requirements is available at collezone.com.

School Services Department
Illinois Student Assistance Commission

Enclosures