**Transitional English Portability Course Submission Worksheet**

*NOTE: This worksheet is an internal document for the college to provide the college’s submitter with the necessary information to input into the iPlacement system as high schools apply for portability. It is advised that the college maintain a document with the contents of each submission worksheet’s information to allow for easy reference over time.*

For each high school in your partnership that has been approved for portability by the local advisory panel between submission years provide the following information:

* School District
* High School Name
* RCDTS Code
* City
* Transitional English Course to be added.

To find the Region County District Type Schools (RCDTS) code, go to www.isbe.net. In the *System Quick Links* menu at the top of the page, locate the *RCDTS Lookup* page.

Completed forms must be submitted to the following agencies.

* Illinois State Board of Education (ISBE) – This ensures that school districts have been identified as approved and added to the partnership lists. ([TRInstruction@isbe.net](mailto:TRInstruction@isbe.net))
* Illinois Community College Board (ICCB) – This ensures that school districts are appropriately included in iPlacement. ([iccb.i.placement@illinois.gov](mailto:iccb.i.placement@illinois.gov))

***Partnership community college name: Date:***

| **High school name** | **RCDTS code** | **City** | **Portability Code** |
| --- | --- | --- | --- |
| *Example: Johnson High School* | *010010010260001* | *Johnsonville* |  |
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