



Regional Office of Education

Mason-Tazewell-Woodford Counties

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Adding a New Degree to Your ELIS Account

You can no longer add a newly acquired degree to the state system on your own, as you were able to do in the previous IL licensure system. Please follow these recommended steps to get your degree entered.

Order a transcript conferring the degree from your college or university, and have it sent directly to you. DO NOT open it. Bring the transcript in the original unopened envelope to the Regional Office. We will open the transcript, scan it, and upload it to ELIS. We will then hand back the transcript and you should be good to go!

OR

You can request to have official transcripts mailed directly to our office here in Pekin. We can upload transcripts to your account and add the appropriate degree information. Our mailing address is:

Regional Office of Education #53

414 Court Street, Suite 100

Pekin, IL 61554

OR

If your university sends electronic transcripts, you can give them this email address to send it to transcripts@roe53.net. As long as the email comes directly from the university or designated service with a link for verification we can upload transcripts to your account and add the appropriate degree information.