

## SY26-27 Entity Profile System Webinar Q & A

Thursday, May 7, 2026

### Webinar Questions

Questions are taken directly from the chat tool in the webinar; minor edits were made to improve readability.

| Webinar Question  | Webinar Response  |
|---|---|
| How should a change in superintendent be handled? For example, a superintendent goes on vacation prior to retirement, but the incoming superintendent will start before July 1. | Choose an Effective Date for when the new superintendent will begin their role. As a reminder, EPS information is not used for any employment or benefits calculations.   |
| If the superintendent is retiring in June, when should new superintendent be added?   | The new superintendent's contact information can be submitted today in EPS. Make sure to choose the appropriate "Effective Date" when submitting.<br><br>For the <a href="#">GATA Portal</a> , we can remove the former superintendent's profile. The new superintendent will need to create a new <a href="http://illinois.gov">illinois.gov</a> profile to access the portal. They will also need to gain access to <a href="#">SAM.gov</a> . |
| If you have a change in staff, is it better to edit the name and info or create a new name and delete the old name?   | For the <a href="#">GATA Portal</a> , you will need to create a new <a href="http://illinois.gov">illinois.gov</a> profile. In EPS, it's usually better to edit the contact information for an existing contact.  |
| If you notice something that is incorrect for the current system that happened about a month ago, do you backdate the effective date or use today's date?                       | Please use today's date if you need to correct contact information that was entered in the past.  |
| Is there a phone number for assistance with GATA?   | You may contact Danielle Marinelli at <a href="mailto:gata@isbe.net">gata@isbe.net</a> or 217-557-4986 or visit the <a href="#">ISBE Grants webpage</a> for more information.   |
| Is the superintendent the only one able to enter and update EPS contacts through IWAS as the administrator?   | Anyone with RCDT Admin access in EPS can make changes to your entities' profile. The superintendent automatically has this access level but can grant other users this access level via IWAS.   |
| We already made some changes effective 07/01/2026. Can we go ahead and make some additions effective June 2026? Will that affect the changes we made for July 1?                | You may need to cancel the existing request and resubmit the same request with the newer changes. You may contact the EPS team at <a href="mailto:EPSChange@isbe.net">EPSChange@isbe.net</a> or 312-814-9192.   |

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| We serve children 15 months-Kindergarten. Is there anything new in EPS for us to be concerned about?                           | There are no new policies/procedures for this specific entity type. Please make sure to keep your information up to date in EPS and submit any changes for the upcoming school year prior to June 30, 2026.                  |
| What type of school is a 26? I'm referring to my RCDTS code. 26 is listed in the type location.                                | Refer to the <a href="#">Keys to Coding document</a> . Type code 26 for a public district is used for "Community Unit" district.   |
| I do not see an "effective date" option.   | Refer to the directions in the <a href="#">EPS User Guide</a> on <a href="#">ISBE's EPS webpage</a> .  |
| I am not able to add a contact and change a contact at the same time.  | Please send us an email at <a href="mailto:EPSChange@isbe.net">EPSChange@isbe.net</a> and we will be happy to look into this for you as you should be able to add a contact and change a contact in the same change request. |
| I applied for a new RCDTS earlier this year that will go into effect July 1st. When should I expect to see this entity in EPS? | This entity will show up in EPS on the effective date when the addition is processed.  |
| Is there a list of Contact Types?  | EPS contact types are listed in the <a href="#">EPS User Guide</a> on page 46.   |
| Will this be available to watch again?   | Yes, the webinar will be posted on <a href="#">ISBE's EPS webpage</a> .  |