



# Illinois State Board of Education

## **Entity Profile System (EPS) Changes and Procedures**

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# **Entity Profile System (EPS) Changes and Procedures**

## **Minor Entity Profile Changes**

Minor Entity Profile Changes for EPS Categories A (Regional Programs), 1 (Regional Offices), 2 (Public Districts), 3 (Nonpublic Districts and Schools) and 4 (Public Schools. Public Districts submit changes for Public Schools) can be submitted in EPS through IWAS by an authorized user who has been granted EPS Administrative access by their local IWAS administrator. (Administrator can go to IWAS > System Listing > Entity Profile System to access EPS in IWAS.)

Examples of minor Entity Profile changes:

- Administrator Name
- Address
- Phone Number
- Fax Number
- Email Address
- Grades Served

### ***Note: IWAS Administrator Changes***

If the Administrator has changed (including Regional/District Superintendent, Nonpublic School Administrator, Special Ed Director, etc.), ISBE will process the change in EPS and will email the entity an IWAS administrative account letter that contains IWAS setup instructions and an access code for the creation of a new IWAS administrative account. The outgoing administrator's account will be deactivated.

IWAS questions should be directed to the ISBE "IT Contact Center" at 217-558-3600, Option 2.

For all other Entity Profile Categories (see Entity Profile Code/Gatekeeper chart below), all requests must be made on the organization's letterhead, signed by the Chief Administrator and directed to:

Illinois State Board of Education  
Attention: Technology Support and Infrastructure S-395  
100 North First Street Springfield, IL 62777  
[EPSChange@isbe.net](mailto:EPSChange@isbe.net)

## **Situations Requiring RCDTS Code Change**

An Entity Profile Code changes only when there is a “significant” change in grades served.

- “Significant” means having grade level changes that by definition, would place a school in another category
- Example: changes a middle/junior high school to a high school.

Certain changes do *not* result in a change in school coding. Examples include:

- ✓ new principal
- ✓ new address
- ✓ new building
- ✓ minor changes in grades served
- ✓ new school name

School name changes must be reported to the ISBE Technology Support and Infrastructure (see previous contact information provided).

## **Adding a New School or Entity**

The ISBE Technology Support and Infrastructure department receives requests to add new schools or entities throughout the year, with many being between May and August of each year. A new school or entity for the upcoming school year will not be added to the *Entity Profile System* until the effective date (usually July 1<sup>st</sup>) indicated in the letter that ISBE receives.

It is important to have all entity information up-to-date by July 1<sup>st</sup>, so that any subsequent data submitted reflects the most updated information. For new schools, each district should contact ISBE before July 1<sup>st</sup> in preparation for the next school year. A district may also add a new school at some time mid-year, but it is not recommended and will have an impact on the reporting of ISBE data collections for the school year. The same ISBE notification process applies (see below).

**Note:** If a new school is added as a part of a restructuring process or if it impacts students attending a school in federal or state status, the request cannot be made through the annual update procedure. If an entity is in such a situation, contact ISBE to discuss and review potential changes, as every circumstance can be different.

## **Notification Process for New Schools**

ISBE requires the following information:

- Facility Name/Address/Phone/Email
- Administrator’s Name
- Effective Opening Date

- Grade Levels Served
- State Representative
- Senate District
- Federal Congressional District

New school notifications must be submitted on official District letterhead, signed by the organization's Chief Administrator and directed to ISBE at:

Illinois State Board of Education  
Attention: Technology Support and Infrastructure S-395  
100 North First Street  
Springfield, IL 62777  
[EPSChange@isbe.net](mailto:EPSChange@isbe.net)

### **Closing a School or Entity**

The ISBE IT/Computer Operations department typically receives requests to close existing schools or entities between May and August of each year. A school or entity closure for the upcoming school year will not be reflected in the *Entity Profile System* until the effective date (usually July 1<sup>st</sup>) indicated in the letter or fax that ISBE receives.

For school closures, each District should contact ISBE before July 1<sup>st</sup> in preparation for the next school year. A District may also close a school at some time mid-year, but it is not recommended and will have an impact on the reporting of several data collections for the school year. The same ISBE notification process applies.

### **Notification Process for School Closures**

ISBE requires the following information:

- RCDTS code
- Facility Name/Address/Phone/Email
- Effective Closing Date
- RCDTS/Facility Name of the School(s) the students will be attending (by grade level)

School or entity closure notifications must be submitted on official District letterhead, signed by the organization's Chief Administrator and directed to ISBE at:

Illinois State Board of Education  
Attention: Technology Support and Infrastructure S-395  
100 North First Street  
Springfield, IL 62777  
[EPSChange@isbe.net](mailto:EPSChange@isbe.net)

## **EPS Contact Types**

Many different contact types are available in EPS and may be added, deleted, or edited by the district's EPS administrator at any time. Contact types are used by ISBE to easily communicate with those particular contacts at the districts.

### **Leadership**

Regional Superintendent  
District Superintendent  
Assistant District Superintendent  
Superintendent  
Principal  
Assistant Principal  
Executive Director  
Director  
Administrator  
CEO  
Chairperson

### **General**

Site Contact  
Secondary Site Contact  
Sponsor Contact  
Secondary Sponsor Contact  
Sponsor Claim Contact  
Contractor Contact  
Authorized Representative

### **Food Programs**

Food Service Director  
Local Wellness Policy Contact  
Seamless Contact  
FFVP  
FFVPSecondary

### **Support**

Director of Technology  
Foster Care Contact  
Homeless Liaison  
District Public Information Officer  
Charter Management

### **Coordinators**

ACCESS Coordinator  
DLM-AA Coordinator  
ISA Coordinator  
KIDS Coordinator  
NAEP Coordinator  
IL Assessments of Readiness Coordinator (IAR)  
Title IX Coordinator

**EPS Categories and ISBE Gatekeepers:**

#	EPS Category	Gatekeeper	Responsible ISBE Division	Organization Chief Administrator
A	Regional Programs	Jen Saba	ROE/ISC 217-782-3001	Regional Superintendent
B	Charter School Campuses	Jennifer Thomas	General Counsel 312-814-2236	Chartering Entity
C	Nonpublic Spec Ed Operating Agencies	Melanie Archer	Special Education 217-782-5589	Directors
D	Nonpublic Spec Ed Programs	Melanie Archer	Special Education 217-782-5589	Directors
E	Early Childhood Attendance Sites	Alicia Lynch-Deatherage	Early Childhood 217-524-4835	Organization Administrator
0	Intermediate Service Centers	Ann Plogger	Information Technology 217-782-4313	Board President
1	Regional Offices of Education	Derreck Langwith	ROE/ISC 217-782-3001	Regional Superintendent
2	Public Districts	Matthew Jacobs	Data Strategies and Analytics 312-814-9192	District Superintendent
3	Nonpublic Districts/Schools	Steve Parrott	ROE/ISC 217-782-3001	School Principal/Admin
4	Public Schools	Matthew Jacobs	Data Strategies and Analytics 312-814-9192	District Superintendent
5	Misc. Payees	Dara Strode	Funding & Disbursements 217-782-5256	Organization Administrator CEO/President, etc.
6	Spec Ed Districts/ Cooperatives	Dara Strode	Funding & Disbursements 217-782-5256	Director of Special ED
7	Spec Ed Schools	Jackie Ruenzi	Special Education 217-782-5589	Director of Special Ed or District Superintendent
8	Other State Funded Entities & Hybrid H.S. Districts	Ann Plogger	Information Technology 217-782-4313	Chief Administrator
9	CTE Area Career Centers/ Education for Employment (EFE)	Staci Hardin	CTE 217-524-4832	EFE System Director
	<b>Last updated 01/06/2022</b>	by MCI, DSA		