

Entity Profile System Guidelines

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I. Introduction to EPS

The Entity Profile System (EPS) serves as the directory for Illinois educational entities and other miscellaneous organizations.

These are the types of entities that are in EPS:

#	EPS Category
A	Regional Programs
B	Charter School Campuses
C	Nonpublic Special Education Operating Agencies
D	Nonpublic Special Education Programs
E	Early Childhood Attendance Sites
G	Professional Development Organizations
1	Regional Offices of Education and Intermediate Service Centers
2	Public Districts
3	Nonpublic Districts/Schools
4	Public Schools
5	Miscellaneous Payees
6	Special Education Districts/Cooperatives
7	Spec Education Schools
8	Other State-Funded Entities and Hybrid High School Districts
9	CTE Area Career Centers/ Education for Employment

EPS stores information, such as:

- Entity name and address.
- Administrator names and contact information.
- Program information.

Most systems in the ISBE Web Application Security ([IWAS](#)) system are populated with information entered into EPS. The data entered into EPS also is used to determine who an entity's IWAS administrator and primary contact is.

II. Primary Contacts & IWAS Administrators in EPS

An entity's primary contact is the person who, by default, manages the EPS data for the entity itself and the entities that are considered the entity's children. There is only one primary contact per entity. Please note that an entity's primary contact cannot manage the parent entity of their own entity unless given permission and access to do so. For example, the primary contact of a Category 4 entity (public school) can manage and update their own entity's information in EPS, but they cannot do so for the Category 2 entity (public district) that is that entity's parent entity.

The IWAS administrator is the primary contact of a parent entity of these categories: 1, 2, 3, 5, 6, 8, 9, B, C, G. They have the administrative account for their entity in IWAS. Using the administrative account, the IWAS administrator can grant and revoke IWAS access to all IWAS users for their own entity and the entities that their own entity oversees (child(ren) entity). They also determine which users can have what type of access to each application in IWAS that they have access to. For example, the IWAS administrator of a Category 2 entity oversees the data and IWAS access for all of the users that are part of its Category 4 children's entities.

Please note that the default IWAS administrator for a public district is the district superintendent or superintendent, and the default IWAS administrator of a Regional Office of Education (ROE)/Intermediate Service Center (ISC) is a regional superintendent.

a. Updating Primary Contacts for Category 2 (Public district) in EPS

The primary contact of a public district is the district superintendent. The burden of proof to change a district superintendent is higher because of their position's importance. District superintendents are also the IWAS administrator for their district and their schools.

The outgoing superintendent must update the superintendent contact field that is marked as the primary contact in EPS for their district with their successor's information. This is the most efficient way to update the primary contact of a public district.

If the outgoing superintendent cannot update EPS with the incoming superintendent's contact information, the district must submit a request on official organizational letterhead to change the superintendent to epschange@isbe.net.

This request can be submitted by the outgoing superintendent, incoming superintendent, or the district school board and must include the following information:

- New superintendent's name and courtesy title (e.g., Dr., Ms., etc.).
- New superintendent's email address.
- RCDTS code of the public district.
- Effective date of change.
- Signature from one of the following:
 - The outgoing superintendent.
 - The head of the district school board.
 - The incoming superintendent. If the request is submitted by the incoming superintendent, there must be proof that the district school board approved the incoming superintendent. One example of acceptable proof is a website link to public minutes that gives the name of the incoming superintendent AND the effective date of the change.

b. Updating Primary Contacts for Category 1, A, B, C, D, E, G, 3, 5, 6, 7, 9 in EPS

All of these requests must be made on the organization's letterhead and signed by the new or previous primary contact. The letterhead attachment must include:

- Name of new administrator.
- Email address of new administrator.
- Name of former administrator.
- RCDTS code.
- Effective date of change.
- Signature of new administrator.
- Federal Employer Identification Number (FEIN).
 - This may be found on your organization's W-9 form, which is used to provide your correct Taxpayer Identification Number.
- Grades served (for early childhood attendance sites).

These requests must be emailed to epschange@isbe.net (preferably with your organization's name in the subject line). Please note that ISBE has not accepted EPS change requests that are sent through the postal system since Jan. 31, 2024.

Once ISBE receives notice that the IWAS administrator has changed (including regional/district superintendent, nonpublic school administrator, special ed director, etc.), ISBE will process the change in EPS and then 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. Please note that it may take up to two business days to receive this email. If you

haven't received an email to set up your IWAS administrative account by then, please check your junk or spam folder before contacting ISBE. The outgoing administrator's account will be deactivated.

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

III. Levels of Access in EPS

These are the four levels of access in EPS:

1. School (Read Only) - Can only view information in EPS and cannot make updates in EPS.
2. RCDT Admin – Can view and edit information in EPS for own entity and that entity's children entities. This is equivalent to district-level access for public districts and public schools.
3. ROE Admin – This is specific to ROE/ISC entities. Can view own school district's information but cannot edit it. Can make updates to Category A entities in EPS.
4. ISBE Admin – This level of access is for ISBE personnel only.

Someone who has RCDT Admin access in EPS can make updates in EPS for their entity and that entity's children entities. Such changes include:

- Updating address, phone, and website URL information.
- Adding, deleting, and editing contact information for key personnel (e.g., homeless liaison, key IT personnel).
- Updating virtual school indicator for appropriate categories (e.g., public schools).
- Updating whether public school or district uses block scheduling.

These would be considered minor EPS changes.

Some more specific examples of minor changes in EPS are:

- Adding new EPS contact (e.g., homeless liaison, key IT personnel).
- Changing business phone number.
- Adding contact information for a food program, such as the National School Lunch Program.

These changes will be reviewed and approved by the EPS team.

See [Instructions to Update EPS for more information](#).

IV. Entity Category Access to EPS

These entity categories have access to EPS by default:

Cat.	Entity Category
A	Regional Programs
1	Regional Offices of Education
2	Public Districts
3	Nonpublic Districts/Schools
4	Public Schools
8	Other State-Funded Entities and Hybrid High School Districts

An IWAS user whose entity is in one of the above categories may be granted access to EPS. To request access, log into [IWAS](#), click on **System Listing**, then **Entity Profile System** to access EPS in IWAS. To request access in EPS, click on the **Want to Sign Up for Other Systems?** button.

These entity categories may request access to EPS by emailing epschange@isbe.net:

Cat.	Entity Category
C	Nonpublic Special Education Operating Agency
D	Nonpublic Special Education Program
6	Special Education District/Cooperative
7	Special Education Schools

These entity categories cannot make changes in EPS:

EPS Category	Organization Type
B	Charter School Campus
E	Early Childhood Attendance Site
G	Professional Development Organizations
5	Miscellaneous Payee
9	CTE Area Career Center/Education for Employment System

To make updates in EPS or confirm that your entity's information in EPS is correct, please contact the EPS team at epschange@isbe.net or 312-814-9192.

To update your information in EPS, please send the following on official organization letterhead to epschange@isbe.net:

- [RCDTS code](#)
- Administrator's name
- Current address/phone number
- Previous address/phone number
- FEIN

You may look up your organization's RCDTS code on the ISBE [RCDTS Code Lookup](#) webpage.

A user can go to [IWAS](#) > System Listing > Entity Profile System to access EPS in IWAS. To request access in EPS, click on the **Want to Sign Up for Other Systems?** button.

V. Major Changes in EPS

Major EPS changes must be submitted **before June 15** to ensure timely entry for the upcoming school year. Public schools and districts must electronically fill out a Major EPS Change Form and send it to epschange@isbe.net for processing. If the EPS team believes that there is key information missing, it will contact the school or district for further clarification.

Entities in Categories 2, 4, or 8 must submit a filled-out [Major EPS Change Form](#) to epschange@isbe.net. The sole exception for such a change is an entity name change. See the section on [Entity Name Changes](#) for directions on how to update your entity's name.

Notice of major EPS changes in all other categories must be on organizational letterhead and emailed to epschange@isbe.net. The gatekeeper for that category will then review those change requests and make a determination as to whether the change requested will be implemented.

Please note that a district may request major EPS changes in the middle of the school year. However, it is not recommended and will have an impact on the reporting of ISBE data collections for the school year.

a. Grade Changes

Grade changes (addition or removal) must be submitted **before June 15** of each year to ensure timely entry by July 1. Early submission of grade changes in April or May is recommended. This ensures that ISBE's Title, School and District Improvement, Accountability, and EPS teams can review the grade change in a timely manner.

The following info must be included on a grade change request form:

- Facility name/RCDTS code/address/phone/email.
- Administrator's name.
- Effective date of grade change.
- Grade levels currently served.
- Grade levels being added/removed.
- Which schools students are coming from if adding grade(s).
- Which schools students are going to if removing grade(s).
- How attendance at the affected school(s) will change.
- Reasons why school is changing grades served in detail.

Grade changes should be submitted to epschange@isbe.net. Please note that ISBE has not accepted any change requests for EPS, including grade changes, sent via the postal system since Jan. 31, 2024.

Ask these two questions to determine which grades are served in your organization:

1. Does my organization serve these grade(s) for the general student population in the area?
2. Are all the grades that we serve a full, complete, and standard grade?

If the answer is "yes" to both of those questions, then your organization serves that grade.

i. Significant Grade Changes

An RCDTS code changes only when there is a significant change in grades served. For example, a middle/junior high school becomes a high school.

"Significant" means having grade-level changes that by definition would place change its designation (e.g., high school, junior high school). Changing a RCDTS code may change which grants an entity is eligible for.

b. Adding a New School or Entity

ISBE receives requests to add new schools or entities throughout the year, with many arriving between May and August. 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) that is indicated in the Major EPS Change Form ISBE receives.

It is important to have all entity information up to date BEFORE July 1, so that any subsequent data that will be submitted reflects the most updated information. A district should contact ISBE about a new school before June 15 in preparation for the next school year. If requests are sent AFTER June 15, there may be a delay in processing changes before the beginning of the school year (July 1).

c. Closing a School or Entity

A school or entity closure for the upcoming school year will not be reflected in the Entity Profile System until the effective date (usually June 30) indicated in the Major EPS Change Form that ISBE receives.

Districts should contact ISBE about school closures before June 15 to ensure timely processing before the new school year.

i. Notification Process for Closing and Adding Schools

ISBE requires the following information on a Major EPS Change Form to open or close a school:

- Facility name/address/phone/email.
- RCDTS code(s).
- Administrator's name and email.
- Effective opening/closing date of school or program.
- Grade levels that will be served (for new school).
- Whether school is/was a serving school only or if it is a home school (for public schools/districts).
- Which schools students are coming from.
- How attendance at other schools will be affected by school opening/closure.
- Detailed reasons for school opening/closing.

The Major EPS Change Form should be filled out electronically and sent to ISBE at epschange@isbe.net for more efficient processing. School and entity openings and closings sent via the postal system have not been accepted/processed by ISBE since Jan. 31, 2024.

VI. Guidelines for Category 4 School Codes

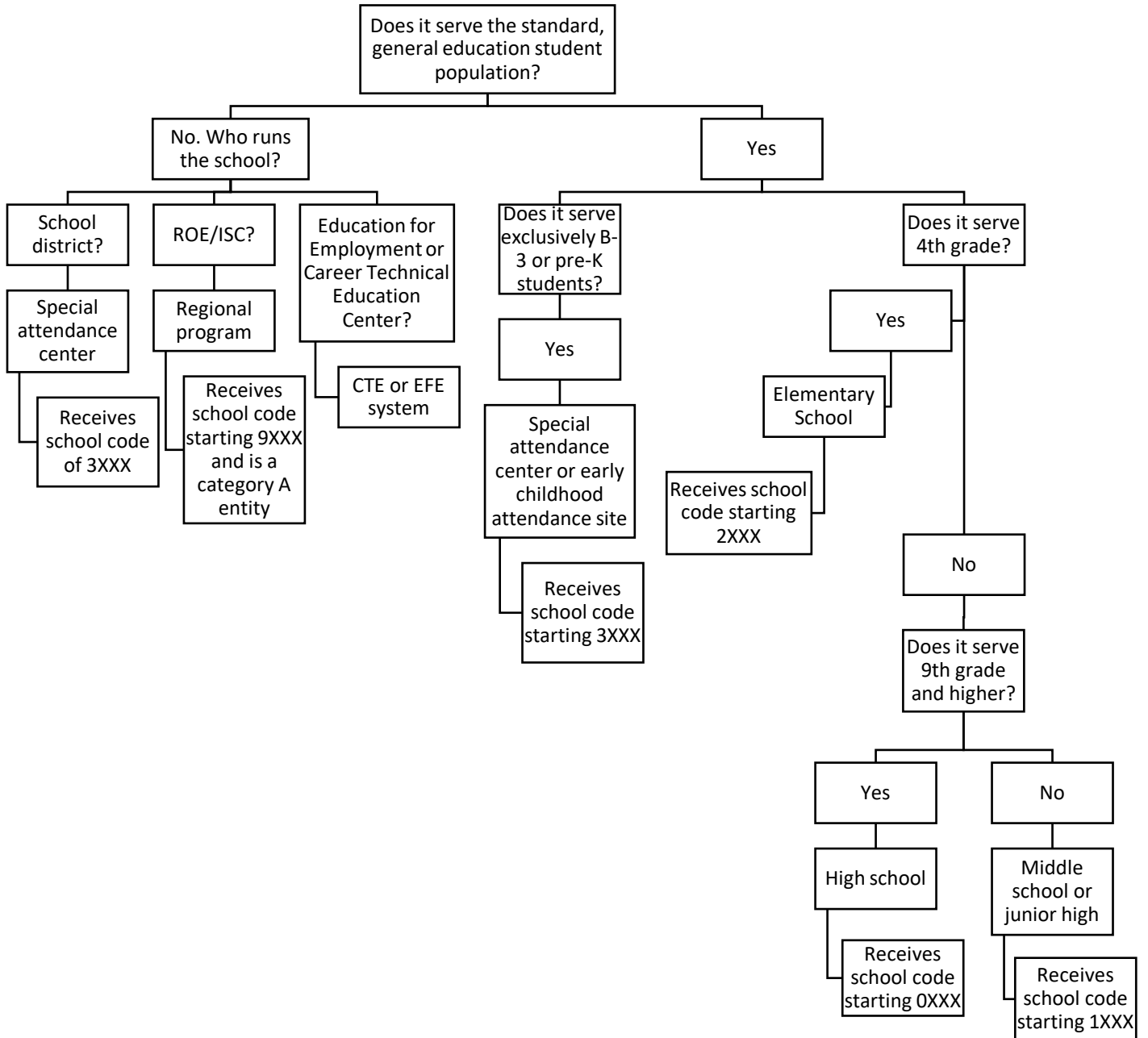
ISBE uses these guidelines when determining whether a public school is a high school, middle/junior high school, elementary school, or special education/preschool. See the [Keys to Coding](#) for more information about RCDTS codes.

School type	Students/grades included
Special Attendance Center or PreK	B-3 students in preschool Non-general education students
Elementary School	Grade 4 or lower
Middle/Junior High School	Should not contain Grade 4 or lower May contain Grade 9 but not any higher grade
High School	Contains any combination of Grade 9 or above -OR- Contains Grades 9-12 plus any combination of Grades 5-8

Examples:

- A school that serves Grades 4-6 would not be considered a middle/junior high school; it would be considered an elementary school because it serves fourth grade.
- A school that serves Grades 5-9 would be considered a middle/junior high school because it does not serve Grade 4 or lower and it does not serve higher than Grade 9.

a. Flowchart to Determine School Codes



VII. Entity Name Changes

All entity name changes must be reported to ISBE at epschange@isbe.net. Notice of an organizational name change must be sent on organizational letterhead to epschange@isbe.net with the following information:

- Current entity name.
- New entity name.
- RCDTS code.
- Facility address/phone/email.
- Administrator’s name.
- Effective date of name change.

Only ISBE administrators may change entity names in EPS. End users cannot change their entity’s name in EPS.

a. Character Limits

ISBE allows entity names to be up to 58 characters long. Entity names CANNOT have commas in them. ISBE also has a shortened name field; shortened names may be up to 33 characters long and CANNOT have commas in them.

For example: “Whoville, LLC” would be named “Whoville LLC” in EPS.

b. Common Name Abbreviations

Due to the character limits for the Entity Name field, many schools and districts have abbreviated their full entity’s name in EPS. Here is a list of common abbreviations:

Abbreviation	Full Spelling
Sch	School
SD	School District
Twp	Township
HSD	High School District
IL	Illinois
HS	High School
Elem	Elementary
CCSD	Community Consolidated School District

VIII. EPS Contact Types

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

a. Contact Type List

Here is the list of contact types in alphabetical order. Contact types in **bold** are contact types mainly used for primary contacts.

Entities do NOT need to list a person for every contact type. For example, a K-5 school would not list a High School Test Coordinator contact, because there are no high school students attending their school.

- 504 Coordinator
- Assessing Comprehension and Communications in English State-to-State (ACCESS) Coordinator
- **Administrator**
- Assistant District Superintendent
- Assistant Principal
- Authorized Representative
- College and Career Pathway Endorsement (CCPE) Coordinator
- **CEO**
- **Chairperson**
- Charter Management
- Contractor Contact
- Dean
- **Director**
- Director of Special Education
- Director of Technology
- District Public Information Officer
- **District Superintendent**
- District Test Coordinator
- Dynamic Learning Maps Alternate Assessment (DLM-AA) Coordinator
- **Executive Director**
- Free Application for Federal Student Aid (FAFSA) Coordinator
- Fresh Fruits and Vegetables Program (FFVP)
- Fresh Fruits and Vegetables Program (FFVP) Secondary
- Food Service Director
- Foster Care Contact
- High School Test Coordinator
- Homeless Liaison
- Illinois Assessments of Readiness (IAR) Coordinator
- Illinois Science Assessment (ISA) Coordinator
- Kindergarten Individual Development Survey (KIDS) Coordinator
- Local Wellness Policy Contact
- National Assessment of Educational Progress (NAEP) Coordinator
- **Principal**
- Program Assistant
- **Regional Superintendent**
- Seamless Contact
- Secondary Site Contact
- Secondary Sponsor Contact
- Site Contact
- Sponsor Claim Contact
- Sponsor Contact
- **Superintendent**
- Title IX Coordinator

IX. Helpful EPS Resources

Here is a list of helpful EPS links:

- [2025 EPS Webinar](#)
- [Directory of Educational Entities](#)
- [Instructions for Updating EPS in IWAS](#)
- [ISBE EPS page](#)
- [Keys to Coding](#) (for RCDTS codes)
- [RCDTS Code Lookup](#)

Further questions about the Entity Profile System should be directed to 312-814-9192 or epschange@isbe.net.