| Webinar Questions | Webinar Answers |
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| We have an elementary school that serves PK walk-in speech students.  These are the only PK students enrolled at that school.  Should we have PK marked as a grade in EPS? | Ask these two questions to determine which grades are served in your organization:<br><br>1. Does my organization serve these grade(s) for the general student population in the area?<br>2. Are all the grades that we serve a full, complete, and standard grade?<br><br>If the answer is "yes" to both of those questions, then your organization serves that grade.<br><br>Based on the questions above, this entity would not be serving PK in the Entity Profile System. |
| What is the added benefit of entering our various test coordinators into EPS? | It's important to keep your entity's profile updated so that communication is easier. If ISBE doesn't know who or how to contact the test coordinator, then it makes it difficult for us to do so.<br>Having the test coordinator identified for each test is most important for ISBE staff to be able to contact the test coordinator directly and provide them with any update information needed for testing. When that information is not known, testing communication blasts and updates are just sent to the superintendents and principals and then we must depend on them to pass that information on to the appropriate staff members. |
| Do we make administrator change in EPS and send the PDF to epschange@isbe.net or do we wait until approved with the letter going to the email? | If your entity is a public school/district, ROE/ISC, a regional program, nonpublic/private school, or other state-funded or hybrid high school district, then you have direct access to EPS via IWAS. Someone with District Admin EPS access would update the name and email of their successor in EPS. They would not need to send an email to epschange@isbe.net.<br>If your entity is NOT in one of the above-mentioned categories, then you will need to email your change request to epschange@isbe.net on official organization letterhead with:<br>&bull; Previous administrator's name<br>&bull; Current administrator's name |

| | • Current administrator's email |
| | • Effective date of change |

| If we are adding a new grade to our school for the next academic year, how would we process the request? | Please email epschange@isbe.net with this information:<br>• Organization's RCDTS code.<br>• Grades added/removed.<br>• Current grades served.<br>• How the grade change will affect attendance at other schools in your district.<br>• Reasons why the change is being implemented. |
| Who generally edits the school contact names? | If your entity is a public school/district, ROE/ISC, a regional program, nonpublic/private school that has direct access to EPS via IWAS, then someone with School or District Admin EPS access would update school contact names. In short, the person designated as the EPS administrator.<br>If your entity is not one of the categories listed above, you must make your change requests on official organization letterhead and email them to epschange@isbe.net. |
| Who are the required contacts that should be listed in each schools EPS system? | The names of the primary contact and administrator of the entity are required in the Entity Profile System.<br>The administrator listed in EPS is usually the IWAS administrator for that entity.<br>Public schools and districts should have these contacts listed in EPS:<br>• IWAS administrator (usually district superintendent)<br>• Principal of school<br>• Title IX coordinator<br>• FAFSA coordinator (if applicable)<br>• Homeless liaison or McKinney-Vento liaison<br>• Testing coordinators |
| When will the system open for changes effective July 1? | EPS is currently open for changes effective July 1. Please note that when requesting changes, the effective date can't be in the past. Change requests may have a future effective date. For example, you cannot make a change request |

| | with an effective date of May 1, 2024, but an effective date could be June 1, 2024. |
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| Does Pearson pull the address and contact information from EPS?  Pearson materials continue to be sent in our former superintendent's name.  I have called them several times with no change. | No, Pearson doesn't pull the address and contact information from EPS.<br>Those with District Test Coordinator and School Test Coordinator access are authorized to make these updates.<br><ul><li>Step-by-Step Instructions: Manage Contacts</li></ul><br>If they need assistance or have more questions regarding IAR, please contact Victoria Henderson at vhenders@isbe.net or 312-814-8967 |