

EPS 2026 Webinar Q&A

Thursday, May 1, 2025

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

Webinar Question	Webinar Response
Are there any significant updates to the Entity Profile System for us veteran/seasoned users?	No, not for public districts.
<p>It was briefly mentioned, but can you expand on what each contact type (e.g., Authorized Representative, Site Contact, etc.) means?</p> <p>For example, as an information systems specialist, I'm heavily involved in assessment coordination, but I'm not sure I'd be considered the actual District Test Coordinator. Is there a place where I can find what each role means and what effects it has if someone is listed there?</p>	<p>Information about contact types is available in the EPS Guidelines.</p> <p>Please contact assessment@isbe.net to confirm needs for this role in EPS.</p>
We have an old audit from 2018 that is showing up as red inside the system. Says that there are items missing. Who can we talk to about this problem?	Please reach out to our Federal and State Monitoring single audit team. Its main line is 217-782-7970 or we can also forward the message if you email GATA@isbe.net
How do we make a change in administrator if the name of the incoming administrator is unknown?	<p>Please update the outgoing administrator's information with the current interim administrator in EPS. if possible. It's preferred that the outgoing administrator update the administrator's contact info in EPS with the current/incoming interim administrator's info.</p> <p>If the outgoing administrator is unable to update the contact info in EPS, please email epschange@isbe.net the following on official organization letterhead:</p> <ul style="list-style-type: none">• Organization's RCDTS Code• Outgoing Administrator's Name• Incoming Administrator's Name and Email Address. <p>If this is for a public district, the letterhead must be signed by the head of the district school board or the outgoing district superintendent.</p>
How long after you submit an EPS request change (new building/number) will we be notified of approval or acceptance of the request?	Major EPS changes, such as a school addition, typically require about two weeks to process the request once epschange@isbe.net receives a major EPS change form that has

	been completed correctly. RCDTS codes for new schools will be created in early July; ISBE will contact districts once the RCDTS code(s) are created.
Are kindergarten grade children only age 5? Would it be correct to say that age 3 or 4 would not be considered kindergarten?	Please contact the ISBE Standards and Instruction Department at standards@isbe.net .
We will have a new superintendent. Can I change the superintendent information prior to superintendent certification in the Educator Licensure Information System (ELIS)?	Please contact the ELIS team. See the ISBE Licensure Messenger Center webpage .
Where can we find the links to the resources on slide 80 of your PowerPoint.	These resources are available on the ISBE EPS webpage .
Will this presentation be shared or posted for future reference?	Yes, the webinar and EPS 2026 Webinar Q&A are posted.
I'm currently listed as Authorized Representative, but don't really know what that means.	An Authorized Representative is the individual who is the highest-ranking official that is legally and financially responsible for all areas of the school district or organization. This would be the district superintendent for public schools. It's the school administrator for nonpublic schools.