

Entity Profile System (EPS)

School Year 2025-2026

Presenters

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- Danielle Marinelli, *GATA Administration*

Agenda

- Introduction to EPS
- RCDTS Codes
- Making Changes in EPS
 - Making Minor Changes in EPS
 - Making Major Changes in EPS
- Grant Accountability and Transparency Act (GATA) Overview
- Resources and Contacts
- Questions

Introduction to EPS

What is EPS?

The Entity Profile System (EPS) serves as the directory for Illinois schools and districts.

Most IWAS systems are populated with information entered in EPS.

- EPS contains:
 - Entity name and address
 - Administrator names and contact information
 - Grades served
 - Program information
 - And much, much more!

Entity Category Types

#	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
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

Contact Information Data

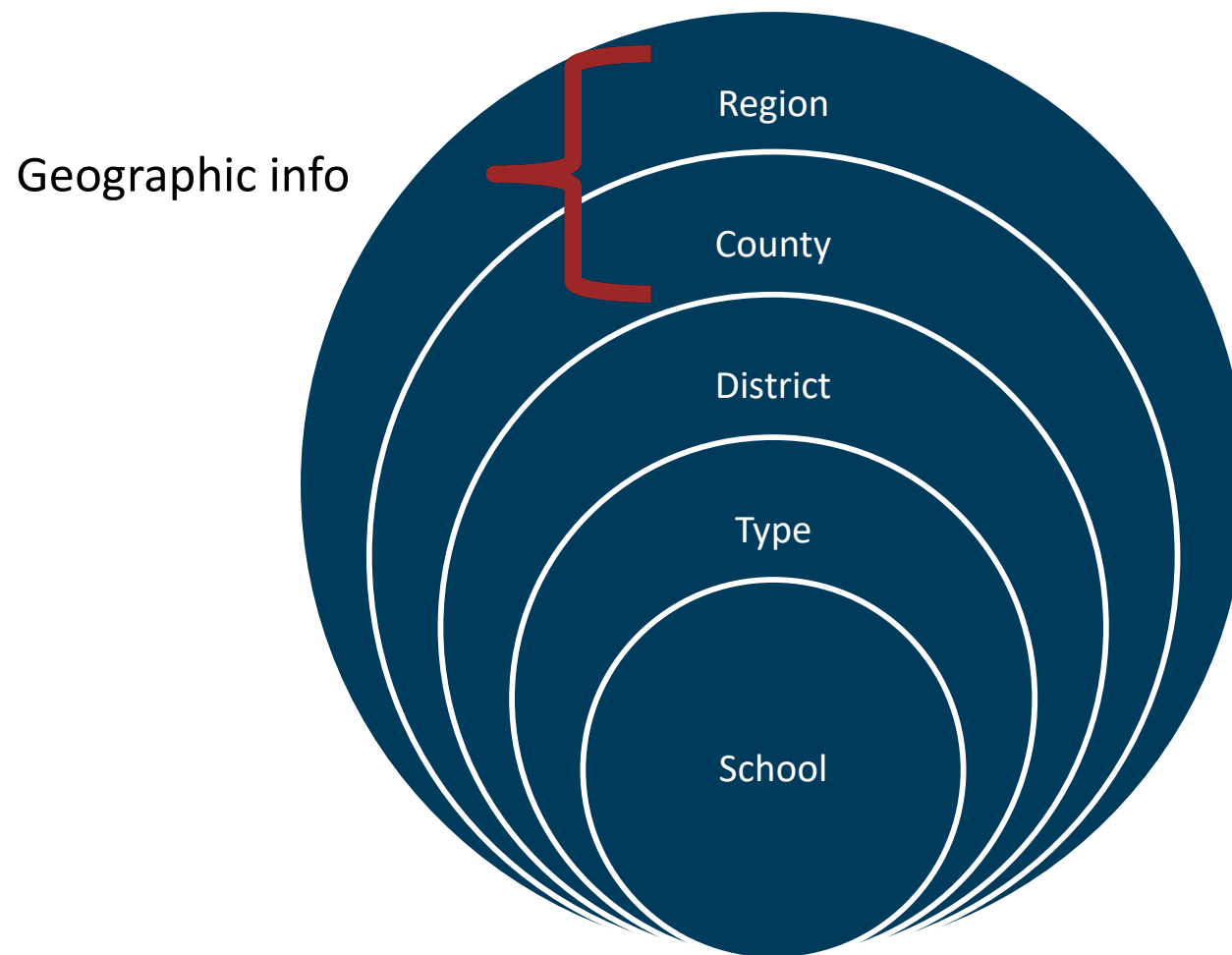
- Key Personnel
 - For example, principals, Title IX coordinators, etc.
- Addresses
- Phone/Fax Numbers
- Etc.

Grades Served Data

- Per [EPS Guidelines](#), grades served are:
 - For the general student population in your organization's area.
 - For a full, complete, and standard grade.
- If the grades served in EPS are different than the ones you are currently serving, fill out the appropriate EPS major change [form](#) available on the ISBE webpage and send it to epschange@isbe.net.

RCDTS Codes

RCDTS Codes



Example RCDTS Code

Public School	Region	County	District	Type	School
# of digits	2	3	4	2	4
Lake Park HS in Roselle	19	022	1080	16	0001
	DuPage Region	DuPage County	Lake Park CHSD 108	Community HS	High School

Total RCDTS code: 19-022-1080-16-0001

Example RCDTS Code

Public School	Region	County	District	Type	School
# of digits	2	3	4	2	4
Elmwood Elementary School	06	016	4010	26	2003
	Region 06 West Cook ISC 2	Cook County	Elmwood Park CUSD 401	Community Unit	Elementary School

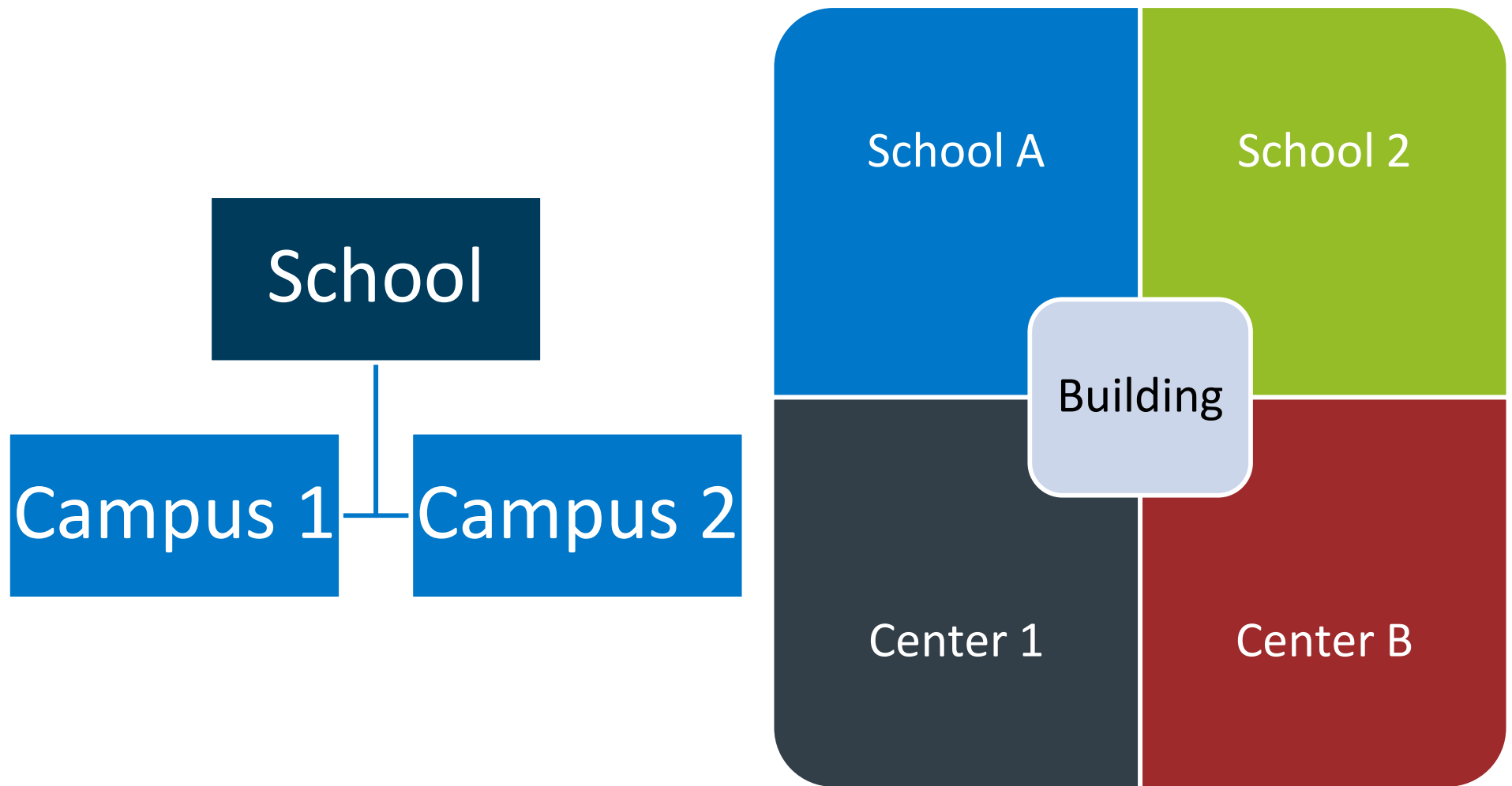
Total RCDTS code: 06-016-4010-26-2003

Example RCDTS Code

Public School	Region	County	District	Type	School
# of digits	2	3	4	2	4
East Peoria SD 86	53	090	0860	02	0000
	Mason/Tazewell /Woodford	Tazewell	East Peoria SD 86	Common -Other	School District

Total RCDTS code: 53-090-0860-02-0000

RCDTS Code vs. Building



Making Changes in EPS

Making Changes in EPS by Entity Category

Make changes in
EPS through IWAS.

- Public school/District
- Private/Nonpublic School
- Regional Office of Education/Regional Program
- Other State-Funded and Hybrid High School Districts

Make changes on
letterhead sent to
epschange@isbe.net.

- Charter School Campus (Category B)
- Nonpublic Special Education Operating Agency
- Nonpublic Special Education Program
- Early Childhood Attendance Site
- Miscellaneous Payee
- Special Education District/Cooperative
- Special Education Schools
- CTE Area Career Center/Education for Employment
- Professional Development Organizations

Major vs. Minor EPS Data Changes

Major Changes

- Changing RCDTS code
- Opening/adding/reopening an entity
- Closing an entity
- Grade changes*

Minor Changes

- Updates to entity website URLs, addresses, phone numbers, contact info
- Virtual school indicator
- Block schedule indicator
- Add/remove preK/B-3 grades

Letterhead Required:

- Entity name change:
 - Include current name, previous name, and effective date
- When outgoing district superintendent unable to update incoming superintendent information in EPS:
 - For public school districts, should be signed by either outgoing superintendent or head of district school board
 - District superintendent is IWAS administrator of public districts

Sample Admin Change Letter

Cat. 2 (Public District)

Sample School District

123 Whoville Street, Whoville, IL 65432 | 217-123-4567 | www.sampleschoolsd.org

April 11, 2025

I'm writing to you to let you know that Sample School District 101 has a new superintendent, Dr. Jane Superintendent.

- RCDTS Code: 01-010-0101-01-0000
- Phone: 217-123-4567
- New administrator: Dr. Jane Superintendent
- New administrator's email: superintendent@school.org
- Prior Administrator: Dr. Dakota Norwood
- Effective date: July 1, 2025

Sincerely,

Henry Harvard

Henry Harvard, Board President

Making Changes on Letterhead

Non-cat 2 entities

- Send letter on official organization letterhead to epschange@isbe.net with:
 - Organization's RCDTS Code
 - Organization's FEIN (Found on W-9.)
 - *Outgoing Administrator's Name
 - *Incoming Administrator's Name
 - *Incoming Administrator's Email/Phone
- PDF preferred.

* This information is needed only if changing administrators.

Sample Admin Change Letter

Non-cat 2 entities

Sample Special Ed Co-Op 101

123 Whoville Street, Whoville, IL 65432 | 217-123-4568 | www.samplesped.org

April 11, 2025

I'm writing to you to let you know that Sample Special Ed Co-Op 101 will have a new administrator, Dr. Jordan Crawford.

- RCDTS Code: 01-010-0101-61-6100
- Phone: 217-123-4568
- New administrator: Dr. Jordan Crawford
- New administrator's email: jcrawford@samplesped.org
- Prior Administrator: Ms. Nina Willow
- Effective Date: July 1, 2025

Sincerely,

Nina Willow

Nina Willow, Director

Making Minor Changes in EPS

Updating Info in EPS via IWAS

- Access EPS by logging in to [IWAS](#).
- Click on “Sign Up Now” to create a new Admin account.

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I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

ISBE Home

ELIS Login

Home

Sign Up Now

Get Password

Contact Us

Help

[IWAS User Guide](#)

[IWAS Training Video](#)

Need to access the Educator Licensure Information System (ELIS)? [Click here for ELIS.](#)

Already have an account? Login Here :

Login Name

Password

☐ Remember Login Name

LOG IN

New Partner - Sign up Now

Some ISBE web-based systems require electronic signatures. You can create your own login id and password by clicking on the following link. After you establish your login, you will then have the ability to request authorization to use ISBE's systems.

[Sign Up Now](#)

Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

Forgot Your Password?

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.

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Navigating to EPS in IWAS

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I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

Login: SBLOETHE12

ISBE Administrator

Hello Sarah, you last logged in 4/9/2024 1:52:39 PM.

Messages :

- [2 unread Inbox message\(s\)](#)
- [0 unread Archived message\(s\)](#)

Require Action :

- [0 Sign-ups pending your approval](#)
- [0 Documents pending your approval](#)
- [0 Feedback messages pending review](#)

We have your email address listed as:
sbloethe@isbe.net
If this is NOT correct, [click here](#) to update.

News Items

Changes in IWAS Administrative Accounts

Many organizations that do electronic business with ISBE have new administrators that officially take effect on July 1...

[More...](#)

Keep Your IWAS Account Active!

Please keep your IWAS account active. By logging into your account more often, you can avoid the account being deactivated for lack of use. Thank you!!

Navigating to EPS in IWAS

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Login: RCDT168

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
Surveys	
Health Life Safety Survey - QA	Authorized
Reporting	
American Recovery and Reinvestment Act (ARRA) Reporting	Authorized
District Spec Ed Profile	Authorized
Electronic Expenditure Reports - QA	Authorized
Entity Profile System	Authorized
Annual	
0-3 Prevention Initiative Outcomes Questionnaire	Authorized

Legend: ⓘ : System Description - Detailed 📅 : Due Dates 👤 : Profile

[Want to Signup for Other Systems?](#)

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Welcome Screen

Welcome to the Entity Profile System (EPS)

The **Entity Profile System** has the following features for **all EPS Profiles** :

- Requires an "Effective Date" for all EPS profile changes. This allows for the post dating of changes for the next school year (e.g. July 1st).
- The requirement of an "Effective Date" also allows for multiple pending changes to be requested for an EPS profile in one sitting.

The **Entity Profile System** has the following features for **ROEs** and **Public Districts** :

- Allows authorized ROE personnel to electronically update ROE profile information and view all Districts and Schools in their ROE.
- Allows authorized Public School District personnel to electronically update profile information for their District or Schools.
- Sends automatic emails to all relevant ROE and District EPS users when an Entity Profile is updated.
- Includes a report showing all district and school information for ROE staff.
- Includes a report showing all school information for Public District Staff.

The **Entity Profile System** has the following features for **Non-Public Schools** :

- Allows authorized Non-Public School personnel to electronically update EPS profile information.

For all current procedures please consult the document at the following link:

[CDS Codes: Guidelines and Procedures for Changes](#)

Continue

Welcome Screen

User:
RCDTS:

[Home](#) [History](#) [Reports](#)

RCDTS	Entity Name	Contact Name	Status	Effective Date
Review/Verify	01-010-0101-01-0000	Sample School District 101	Dr. Jane Superintendent	

Schools

Search:

RCDTS	Category	Entity Name	Contact Name	Status	Effective Date
Review/Verify	4	Sample High School	Dr. Alex Principal		
Review/Verify	4	Sample Elem School	Dr. Taylor Admin		

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

Editing EPS Information

Sample SD 101 (01-010-0101-0000)

EPSNSLPSFSPCACCAdd New

Entity Profile System (EPS)

Addresses +

Mailing123 School St.
Whoville, IL 65432

Phone Numbers +

Business(217) 125-4563

Fax(217) 125-4578

Contacts +

District Superintendent
Dr. Jane Superintendent
jsuper@samplesd.org


ISA Coordinator
Dr. Robert Smith
Director of Assessment
rsmith@samplesd.org
+ Address + Phone

Entity Information

EntityId
Entity Name
Website Url
Acc. Plcmt.
Policy
Open Date1/1/1970
[Entity Relationships](#)
Last updated by sbloethe12 on 9/20/2023 9:13:53 AM
[See Change History](#)

EPS Information

RCDTS
Region
County
District
Type
School0000
Category2 - Public Districts

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No Changes Checkbox

Sample School District (01-010-0101-01-0000)

Request a Change

Effective Date
4/23/2019

No Changes ☐

Notes

Cancel Save Request

EPS Information

Website Url www.sampledistrict.edu

Block Schedule? ☐

Magnet School? ☐

Grades Served

P	K	1	2	3	4	5	6	7	8	9	10	11	12	U
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Entity Attributes

NCES ID (LEA) 00000000

EFE 000

To request a change to Entity Attributes, please email us at: help@isbe.net

EPS NSLP

Entity Profile System (EPS)

Addresses +

Mailing

Sample Address

Phone Numbers +

Business

(000) 000-0000

Contacts +

Editing EPS Information











- Click on the pencil icon to edit.
- Click on the + icon to add an additional contact, phone/fax number, address.

The screenshot displays the 'Entity Profile System (EPS)' interface. At the top, there are tabs for 'EPS' and 'NSLP'. Below the tabs, the title 'Entity Profile System (EPS)' is shown. The interface is divided into three main sections: 'Addresses', 'Phone Numbers', and 'Contacts'. Each section has a plus icon (+) to the right of its title, indicating where to click to add a new entry. Below each title, there is a list of existing entries, each with a pencil icon (edit) to its right. The 'Addresses' section shows a 'Mailing' address with the text 'Sample Address'. The 'Phone Numbers' section shows a 'Business' phone number with the text '(000) 000-0000'. The 'Contacts' section shows a 'Principal' contact with the text 'Sample Principal'. At the bottom of the 'Contacts' section, there are links for '+ Address' and '+ Phone'.

Editing Contact

- Click on pencil icon of contact.

Contacts 

District Superintendent Dr. Jane Superintendent Superintendent jsuperintendent@samplesd.org  Address  Phone	
Homeless Liaison Dr. Jane Superintendent Superintendent jsuperintendent@samplesd.org Business (217) 543-2511  Address  Phone	    

Editing Contact Info

- Fill out:
 - Salutation
 - First Name
 - Last Name
 - Email Address
 - Contact Type

Edit Contact

Existing Contact

District Superintendent
Jane Smith
Superintendent
jsmith@sampledistrict.org

Salutation

First Name

Jane

Middle Name

Last Name

Smith

Contact Type

District Superintendent

Title

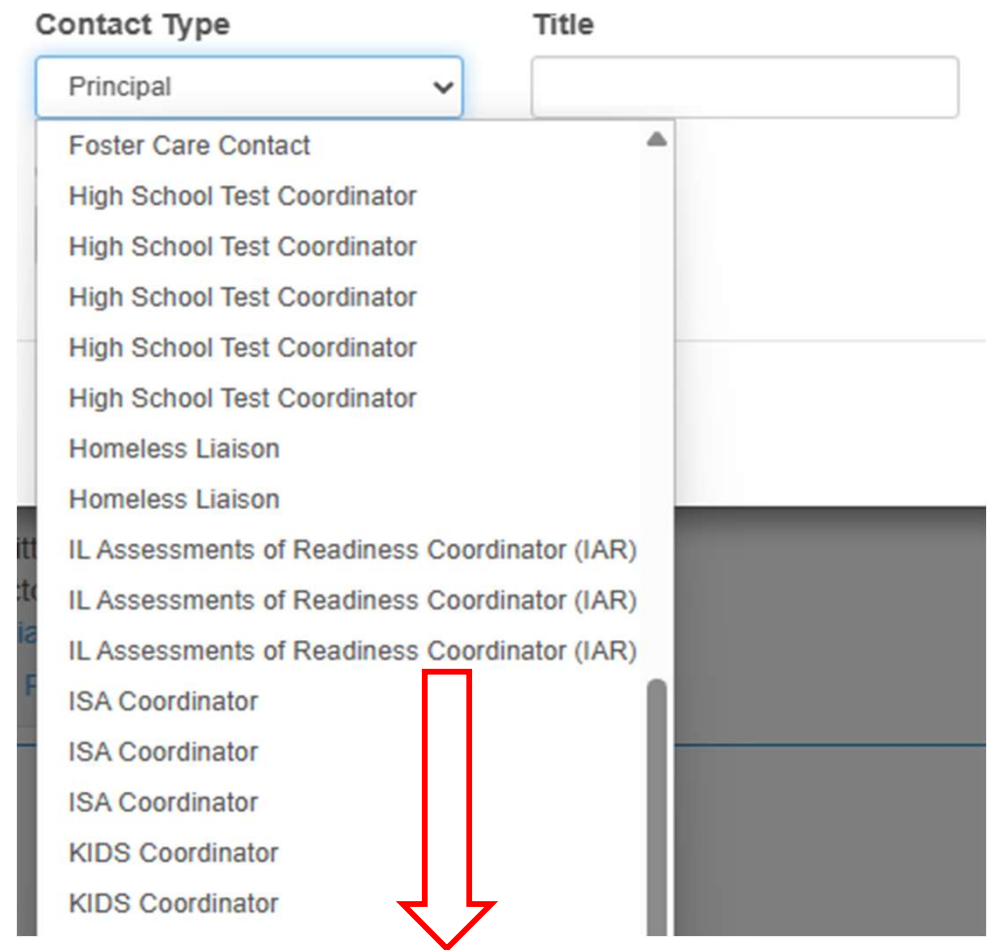
Superintendent

Email

jsmith@sampledistrict.org

Editing Contact Type

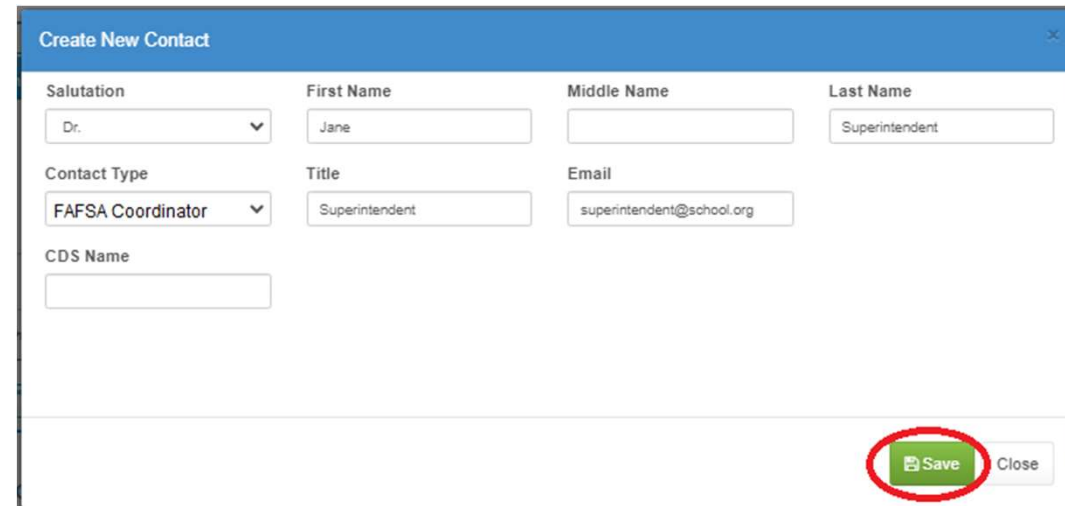
- Select the appropriate Contact Type using the dropdown menu.
- Can only have one of each Contact Type.
- Scroll down to see all options!



The screenshot shows a web form with two fields: 'Contact Type' and 'Title'. The 'Contact Type' dropdown menu is open, displaying a list of roles. The roles listed are: Principal (selected), Foster Care Contact, High School Test Coordinator (multiple instances), Homeless Liaison (multiple instances), IL Assessments of Readiness Coordinator (IAR) (multiple instances), ISA Coordinator (multiple instances), and KIDS Coordinator (multiple instances). A red arrow points to the bottom of the list, indicating that users should scroll down to see all options.

Save Contact

- Click on **green** “Save” button to save contact.
- Click on “Close” button to NOT save contact.



The screenshot shows a web form titled "Create New Contact" with a blue header bar. The form contains several input fields and dropdown menus. The "Salutation" dropdown is set to "Dr.". The "First Name" field contains "Jane", the "Middle Name" field is empty, and the "Last Name" field contains "Superintendent". The "Contact Type" dropdown is set to "FAFSA Coordinator". The "Title" field contains "Superintendent" and the "Email" field contains "superintendent@school.org". The "CDS Name" field is empty. At the bottom right of the form, there are two buttons: a green "Save" button with a document icon and a grey "Close" button. The "Save" button is circled in red.

Salutation	First Name	Middle Name	Last Name
Dr.	Jane		Superintendent

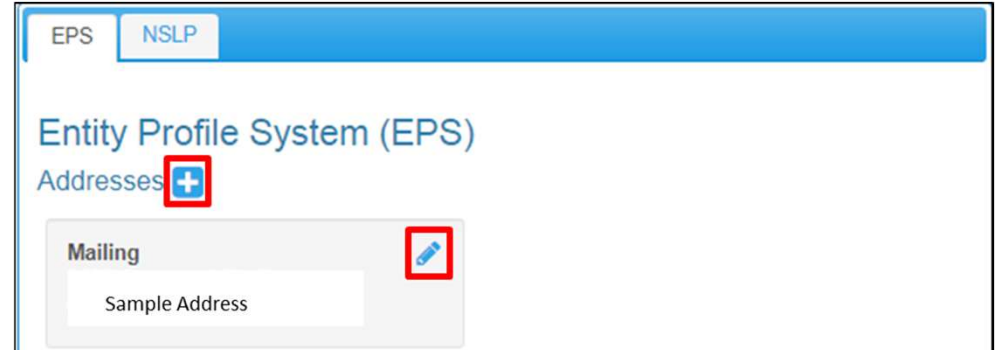
Contact Type	Title	Email
FAFSA Coordinator	Superintendent	superintendent@school.org

CDS Name

Save Close

Create New Address

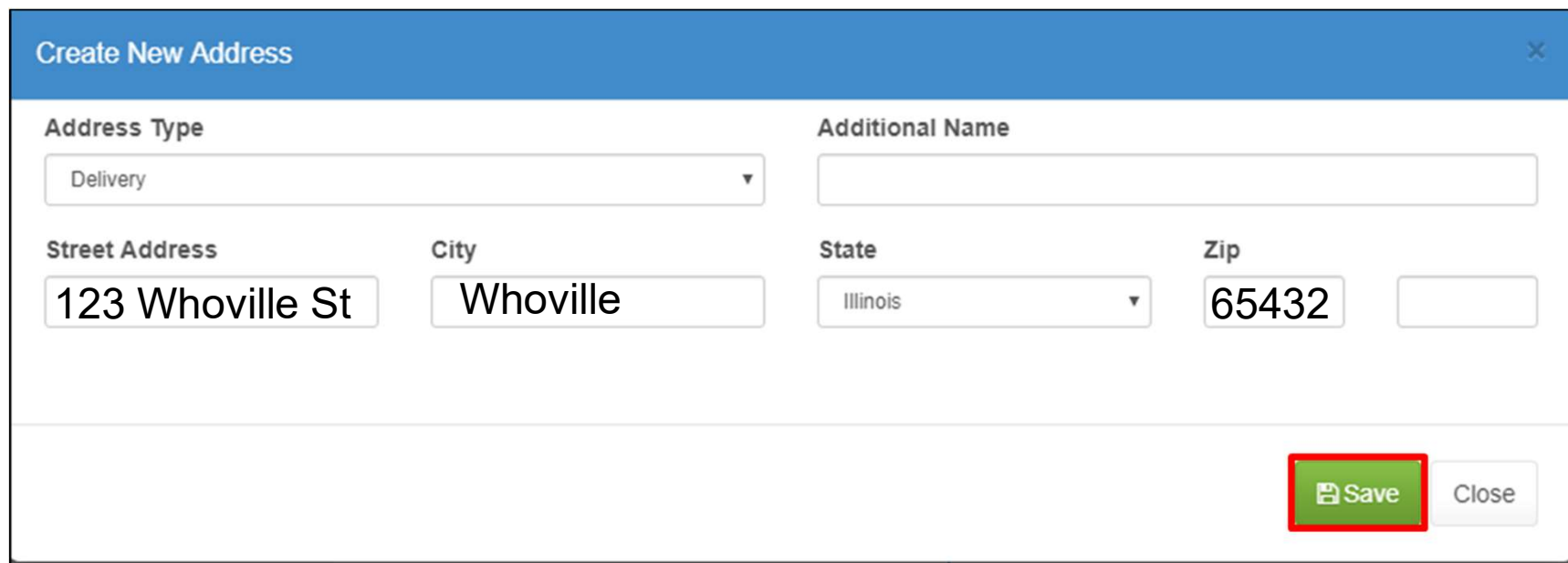
- 3 addresses per entity:
 - Mailing
 - Delivery
 - Serving
- + icon to add address.
- Pencil icon to edit address.



The screenshot shows the 'Entity Profile System (EPS)' interface. At the top, there are tabs for 'EPS' and 'NSLP'. Below the tabs, the title 'Entity Profile System (EPS)' is displayed. Underneath, the word 'Addresses' is followed by a blue square icon containing a white plus sign. Below this, there is a section labeled 'Mailing' which contains a text input field with the placeholder text 'Sample Address'. To the right of the 'Mailing' section is a red square icon containing a white pencil.

Adding Address

- Select Address Type:
 - Can only have one of each type!
- Input street address, city, and ZIP.
- Click green “Save” button!



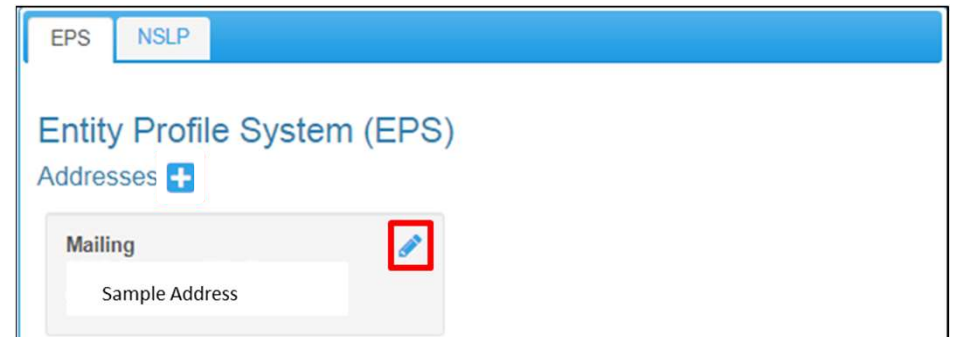
The screenshot shows a web form titled "Create New Address" with a blue header bar and a close button (X) in the top right corner. The form contains the following fields:

- Address Type:** A dropdown menu with "Delivery" selected.
- Additional Name:** An empty text input field.
- Street Address:** A text input field containing "123 Whoville St".
- City:** A text input field containing "Whoville".
- State:** A dropdown menu with "Illinois" selected.
- Zip:** A text input field containing "65432", followed by an empty space for additional digits.

At the bottom right of the form, there are two buttons: a green "Save" button with a floppy disk icon, which is highlighted with a red rectangular border, and a grey "Close" button.

Editing Address

- Click on pencil icon to edit selected address.



The screenshot shows a web interface for the Entity Profile System (EPS). At the top, there are two tabs: 'EPS' and 'NSLP'. Below the tabs, the text 'Entity Profile System (EPS)' is displayed. Underneath, there is a section labeled 'Addresses' with a plus icon. A 'Mailing' section is highlighted, containing a text input field with the placeholder text 'Sample Address'. To the right of this field is a pencil icon, which is highlighted with a red square, indicating it is the target for clicking to edit the address.

Editing Address

- Update Address info.
- You may change multiple records at once.
- Click on green “Save” button to save changes.

Edit Address

Existing Address

Mailing
123 Whoville St
Whoville, IL 65432

Address Type

Mailing

Additional Name

Street Address

456 Main Ln

City

Whoville

State

Illinois

Zip

65432

This same address exists in the following places as well. Check any records you wish to also change when saving.

Search:

Print

<input type="checkbox"/>	Program Code	Type	RCDTS	Entity Name	Address For
<input type="checkbox"/>	NSLP	Delivery	010101010110000	Sample SD 101	Default
<input type="checkbox"/>	EPS	Mailing	010101010110001	Whoville High School	Default
<input type="checkbox"/>	NSLP	Delivery	010101010110001	Whoville High School	Default

Showing 1 to 3 of 3 entries

Save

Close

Editing EPS Information

- Click on the pencil icon to edit EPS Information.

Sample High School (01-010-0101-11-0001)

Request a Change

Effective Date

7/1/2025

No Changes for upcoming school year

☐

Notes

Cancel

Save Request

Cancel Request

EPS Information

Website Url

<http://www.samplesd.org>

Acc. Plcmt. Policy

Block Schedule?

☒

Magnet School?

☐

Co Det Center

No

Virtual Indicator

No virtual instruction

Grades Served

B-3	P	K	1	2	3	4	5	6	7	8	9	10	11	12	U
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Editing Website and Accelerated Placement Link

- Input the URL for website and/or District Accelerated Placement Policy.

Edit EPS Information

Website Url:

Acc. Plcmt. Policy:

Block Schedule? ☒

Magnet School? ☐

Co Det Center ☐

Grades Served

	B-3	P	K	1	2	3	4	5	6	7	8	9	10	11	12
Current:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Changes to Current:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Note: when changing grades served - Fill in all grades served not just changes.

Editing Grades Served

- Fill in ALL grades served.
 - Not just changes.
- Grade changes are NOT automatically approved.

Edit EPS Information

Website Uri:

Acc. Plcmt. Policy:

Block Schedule? ☒

Magnet School? ☐

Co Det Center: ☐

Grades Served

	B-3	P	K	1	2	3	4	5	6	7	8	9	10	11	12
Current:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Changes to Current:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Note: when changing grades served - Fill in all grades served not just changes.

Edit EPS Information

Website Uri:

Acc. Plcmt. Policy:

Block Schedule? ☐

Magnet School? ☐

Co Det Center: ☐

Grades Served

	B-3	P	K	1	2	3	4	5	6	7	8	9	10	11	12
Current:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Changes to Current:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Note: when changing grades served - Fill in all grades served not just changes.

Editing Other EPS Information

- Block Schedule
- Magnet School
- County Detention Center
- Virtual School Indicator

Edit EPS Information

Website Url

http://samplesd.org

Acc. Plcmt. Policy

http://samplesd.org/advancedplcmt.aspx

Block Schedule?

☐

Magnet School?

☐

Co Det Center

☐

Virtual Indicator

No virtual instruction

Grades Served

	B-3	P	K	1	2	3	4	5	6	7	8	9	10	11	12
Current :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changes To	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

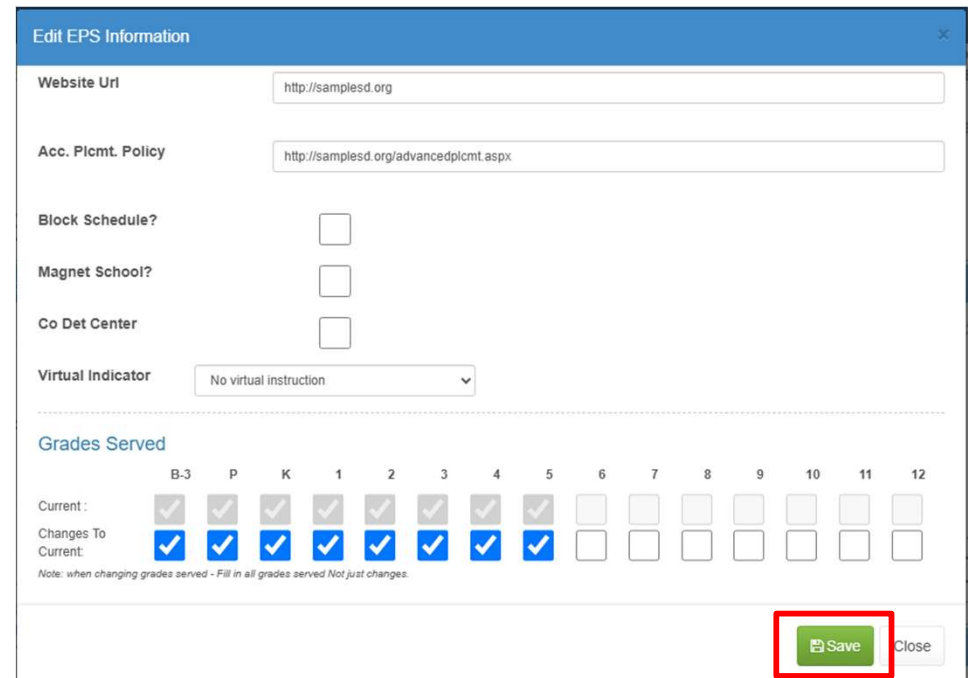
Note: when changing grades served - Fill in all grades served Not just changes.

Save

Close

Save Changes

- Click on green “Save” button to save changes.
- Clicking on “Close” button will NOT save your changes.



The screenshot shows a web form titled "Edit EPS Information". It contains several input fields and checkboxes. The "Website Uri" field has the value "http://samplesd.org". The "Acc. Picmt. Policy" field has the value "http://samplesd.org/advancedpicmt.aspx". There are checkboxes for "Block Schedule?", "Magnet School?", and "Co Det Center", all of which are currently unchecked. The "Virtual Indicator" dropdown menu is set to "No virtual instruction". Below these fields is a section titled "Grades Served" with a table of checkboxes for grades B-3 through 12. The "Current:" row shows checkboxes for B-3, P, K, 1, 2, 3, 4, and 5, all of which are checked. The "Changes To Current:" row shows checkboxes for B-3, P, K, 1, 2, 3, 4, and 5, all of which are checked. The "Save" button is highlighted with a red box, and the "Close" button is also visible.

	B-3	P	K	1	2	3	4	5	6	7	8	9	10	11	12
Current :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changes To Current:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: when changing grades served - Fill in all grades served Not just changes.

Second-to-Last Step

Double-check your work!

Sample SD (01-010-0101-11-0000)

Request a Change

Effective Date

7/1/2025

Cancel

Save Request

No Changes for upcoming school year

☐

Notes

EPS Information

Website Url

http://www.samplesd.org

Acc. Plcmt. Policy

Block Schedule?

☐

Magnet School?

☐

Co Det Center

No

Virtual Indicator

No virtual instruction

Grades Served

B-3 P K 1 2 3 4 5 6 7 8 9 10 11 12 U

☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐

EPS

NSLP

SFSP

Entity Profile System (EPS)

Addresses +

Mailing

Sample Address

Phone Numbers +

Business

(217) 123-4567


Entity Attributes

NCES ID (LEA)

Geographic Area

NCES Locale

To request a change to Entity Attributes, please email us at: help@isbe.net

 **ILLINOIS**
STATE BOARD OF
EDUCATION

45

Final Step – Save Request

Sample SD (01-010-0101-11-0000)

Request a Change

Effective Date

7/1/2025

Cancel

Save Request

No Changes for upcoming school year

☐

Notes

EPS Information

Website Url

http://www.samplesd.org

Acc. Plcmt. Policy

Block Schedule?

☐

Magnet School?

☐

Co Det Center

No

Virtual Indicator

No virtual instruction

Grades Served

B-3 P K 1 2 3 4 5 6 7 8 9 10 11 12 U

☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Entity Attributes

NCES ID (LEA)

172856002992

Geographic Area

Southwest

NCES

wn, Distant

To request

is, please email us at: help@isbe.net

EPS

NSLP

SFSP

Entity Profile System (EPS)

Addresses +

Mailing

Sample Address

Phone Numbers +

Business

(217) 123-4567

ISBE Process – What Happens Next?

- ISBE receives the requested changes from EPS.
- ISBE staff processes requests when they are received.
 - Processing may take several days.
- Newly added superintendents will receive an email containing instructions to set up their IWAS Administrator account a few days **after** the effective date.

ISBE Process – Grade Changes

- EPS team will reach out to your district for more information about grade changes.
- Questions asked:
 - How does this grade change affect attendance at other schools?
 - What are the reasons for the grade change?
- All grade changes are reviewed by ISBE's Title, Accountability, and School and District Improvement Departments.

Making Major Changes in EPS

Types of Major Changes

- Changing RCDTS Code
- Opening/Adding/Reopening an Entity
- Closing an Entity
- Grade Changes
 - Except for PreK and B-3

Categories 2, 4, and 8 Major Change Forms

Previous Policy

- Make a change via EPS or send an email change request to EPSChange@isbe.net.
- Have a response sent back from the EPS change team with a form.
- Send the form back with all questions answered electronically.

Categories 2, 4, and 8 Major Change Forms

New Policy

- Go to [EPS webpage](#) and download the forms provided.
 - The major change forms include additions, closures, grade changes, and RCDTS changes.
- Answer all the questions in light orange for each change form required and send them to EPSchange@isbe.net as a PDF or Word document.
 - Please do not fill out the forms by hand.

Categories 2, 4, and 8 Major Change Forms

Grade Change Example

Directions

This is for entities that are already open in the Entity Profile System (EPS). The deadline to submit major EPS changes for school year 2025-26 is June 15, 2025. All major EPS changes submitted after that will be considered on a case-by-case basis.

This form is used specifically for changing grades for an already-open school. All major EPS change forms can be found on the [ISBE EPS webpage](#):

- If a school is changing its RCDTS code, please fill out the **RCDTS Code Change Form**.
- If a school is opening, please fill out the **School Addition Form**.
- If a school is closing, please fill out the **School Closure Form**.

To complete this form, please fill out the light orange fields.

You may add extra rows as needed to explain which schools' attendance will be affected and how, and the reasons for the school closure. You also may add extra rows if you have over five schools that have grade changes or if you need more room to explain which schools' attendance will be affected and how, and the reasons for the grade change(s).

Once you have completed the appropriate major EPS change form(s) electronically, please email it to epschange@isbe.net. Please allow for at least two weeks to process each major EPS change request.

If you have questions on the submission process, including which form(s) to fill out and submit, please contact the EPS team at 312-814-9192 or epschange@isbe.net.

Categories 2, 4, and 8 Major Change Forms

Grade Change

Grade Change Request

Effective Date of Change (e.g., 07/01/2025)		School Year Change Will be Implemented (e.g., SY 2025-26)	
District Name			
District RCDTS Code			

Categories 2, 4, and 8 Major Change Forms

Grade Change

School Name(s)	Home School? (Y/N)	Serving School Only? (Y/N)	RCDTS Code	Current Grades Served	Grades Removed	Grades Added	After Change, New Grades Served

Categories 2, 4, and 8 Major Change Forms

Grade Change

For each grade added/removed, explain which schools' attendance will be affected and how:

Reasons implementing change(s):

Answering Major Change Questions

Your answers **should**:

- Have the correct school or entity names and, if possible, their respective RCDTS codes.
 - The RCDTS code makes it easier to confirm information.
- Be accurate and complete, but not necessarily long.

Answering Major Change Questions

Your answers **should not**:

- Contain inaccurate information.
- Have typos in school names, entity names, and RCDTS codes.
 - This makes it difficult to confirm information.
- Be incomplete or unclear.
 - Clear and precise answers help to make for an efficient review process.

All Other Categories

- Please continue to send your major EPS change requests to EPSchange@isbe.net.
 - Ensure that they are on official letterhead.

Making Major Changes on Letterhead

For categories 3, 5, 6, 7, 9, A, B, C, D, E, G

- Send a letter on official organization letterhead to epschange@isbe.net with:
 - Organization's name and RCDTS code.
 - Major change request (closure, addition, name change, changing grades served).
 - As much detail as possible.
- PDF preferred.
- Gatekeepers for your respective category will contact you.

Nonpublic Categories

For categories 3, 5, 6, 7, 9, A, B, C, D, E, G

"Hello,

We have built a new building and are adding 8th grade to Whoville Elementary School (xx-xxx-xxxx-xx-xxxx). Our previous building did not allow us to have an 8th grade, but now we have enough room to add the students to our school. Please let us know if you have any further questions."

Grant Accountability and Transparency Act (GATA) Overview

Annual GATA Information Review

- Entities must annually update contact information in third-party systems used by ISBE.
- [SAM.gov](https://sam.gov) and the GATA portal are third-party systems that integrate with ISBE as part of the grant-making process utilizing the Unique Entity ID (UEI).

GATA Portal Access

The school district office, a chief signing official, or other authorized individual should verify the following in the [GATA Grantee Portal](#):

1. Portal access:
 - New administrators/users must create an [Illinois.gov](#) account.
 - Approval can only be granted by the grantee or the governor's Grant Accountability and Transparency Unit (GATU).
 - ISBE can only remove portal access.
2. Up-to-date contact information, including names, email addresses, and telephone numbers.
3. The organization's UEI is consistent in the GATA Grantee Portal, SAM.gov, and EPS.
 - **UEI should never change.**

GATA Portal Access

1. Go to [GATA Grantee Portal](#).
2. Click “Create Account” to create an [Illinois.gov](#) account.
 - Follow the prompts to create and activate the user profile.



- UEI and GATA ID are needed to access the portal.
- Current administrator or GATU must grant access.
 - Email is sent to profile administrator.

GATA Grantee Portal

- Once logged into the portal, click the “Edit” button to view the UEI.
- Review the UEI and click “Cancel” to exit page.
 - UEI should never change.

Organization: **Illinois State Board of Education**

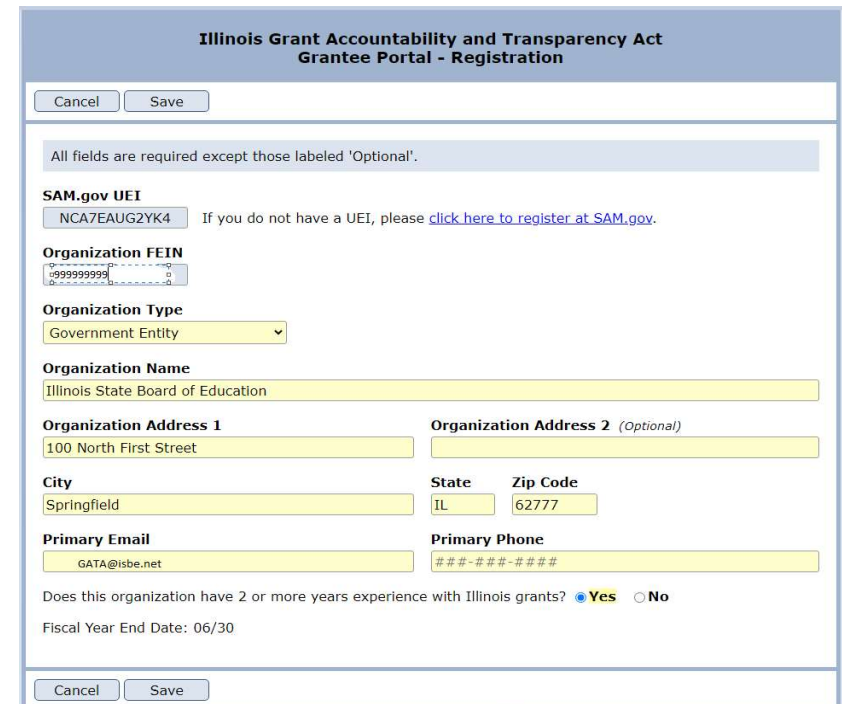


GATA ID: **671341**

State cognizant agency: **Human Services (444)**

Contact for assistance: DHS.GrantApp@illinois.gov

You are signed in as: **GATAISBETEST**

A screenshot of the "Illinois Grant Accountability and Transparency Act Grantee Portal - Registration" form. The form has a blue header with the title. Below the header are "Cancel" and "Save" buttons. A message states: "All fields are required except those labeled 'Optional'." The form contains several sections: "SAM.gov UEI" with a text field containing "NCA7EAUG2YK4" and a link to register at SAM.gov; "Organization FEIN" with a text field containing "999999999"; "Organization Type" with a dropdown menu set to "Government Entity"; "Organization Name" with a text field containing "Illinois State Board of Education"; "Organization Address 1" with a text field containing "100 North First Street"; "Organization Address 2 (Optional)" with an empty text field; "City" with a text field containing "Springfield"; "State" with a dropdown menu set to "IL"; "Zip Code" with a text field containing "62777"; "Primary Email" with a text field containing "GATA@isbe.net"; and "Primary Phone" with a text field containing "###-###-####". At the bottom, there is a question: "Does this organization have 2 or more years experience with Illinois grants?" with radio buttons for "Yes" (selected) and "No". Below this is the "Fiscal Year End Date: 06/30". At the very bottom are "Cancel" and "Save" buttons.

GATA Portal Contact Update Instructions

- Allow entity to manage the organization's contact and portal access lists.
 - Scroll down to the bottom of the main GATA page.
 - Lists should be updated regularly to ensure notifications are sent to correct contacts.

The screenshot displays two sections of the GATA Portal interface. The top section, 'Grantee Portal Access', features a table with columns: User Name, Name, Last Name, Last Access, and Access Type. It contains two rows of data with redacted names and dates from 2023. A 'Manage' button is highlighted with a red box. Below the table is a note: 'To manage alerts and notifications, click the "Manage" button then the "Select" button next to the user.' The bottom section, 'Organization Contacts', features a table with columns: Name, Title, Email, Roles, and Responsibilities. It contains one row of data with a CEO and CFO. A 'Manage' button is also highlighted with a red box. To the right of this table is a red text instruction: 'CLICK ON "MANAGE" BUTTON TO SETUP ORGANIZATION CONTACTS. MAKE SURE THESE ARE CURRENT.'

User Name	Name	Last Name	Last Access	Access Type
[REDACTED]	[REDACTED]	[REDACTED]	02-14-2023	Full
[REDACTED]	[REDACTED]	[REDACTED]	02-15-2023	Full

To manage alerts and notifications, click the "Manage" button then the "Select" button next to the user.

Name	Title	Email	Roles	Responsibilities
[REDACTED]	CEO	[REDACTED]	CFO	Indirect cost rate

CLICK ON "MANAGE" BUTTON TO SETUP ORGANIZATION CONTACTS. MAKE SURE THESE ARE CURRENT.

SAM.gov

- System for Award Management (SAM.gov).
- LEAs, ROEs, ISCs, EFEs, charter schools, co-ops, and other educational entities already have a UEI issued by SAM.
 - **Do NOT create a new UEI.**
- SAM accounts are valid for 12 months.
 - Begin the renewal process at least **10 weeks** prior to expiration, as it can take weeks or months to fully activate.
 - Expired, invalid, or private-view SAM accounts will stop an ISBE grant.
 - Per [Administrative Code 44 - 7000.70](#), SAM profiles **MUST** be set to public view.
- Ensure the SAM administrator and alternate(s) are current.
 - Assign new or secondary role with SAM.gov [Role Management Guide](#).
 - Follow [instructions](#) to submit [SAM New Administration Letter](#).
- Help Desk number at SAM.gov is 1-866-606-8220.
- SAM.gov is a free service.

SAM.gov Log In

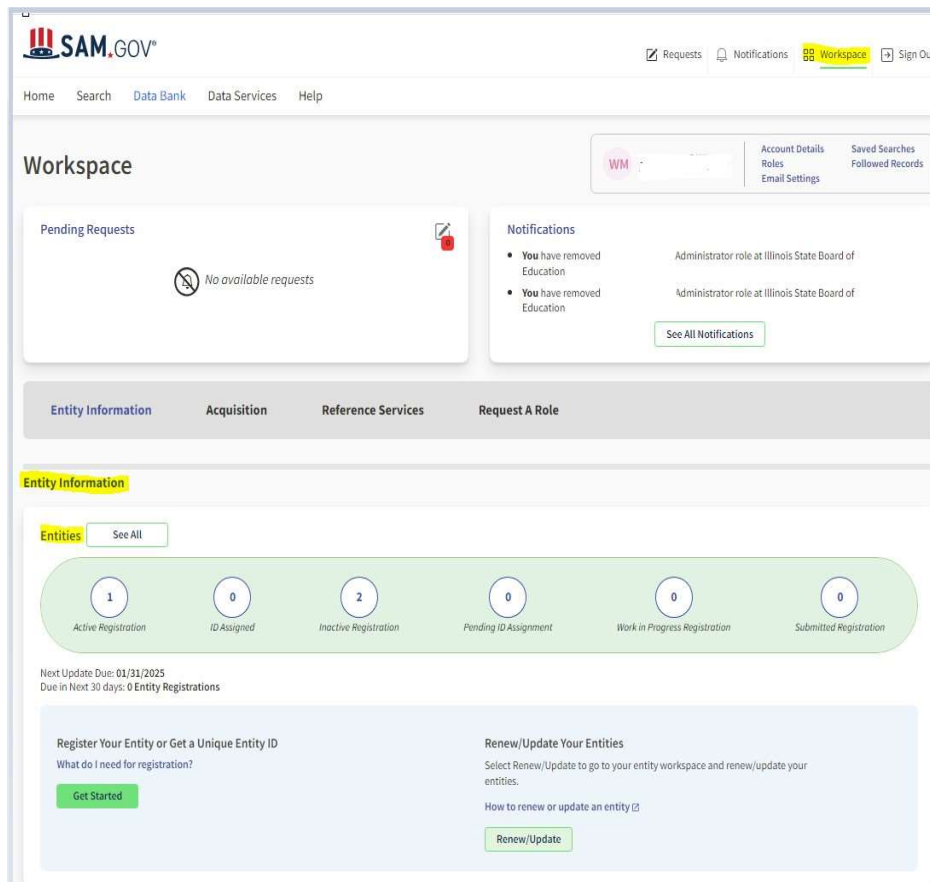
- Type [SAM.gov](https://sam.gov) in the web browser.
- Click “Sign in.”

The screenshot shows the SAM.gov homepage. At the top, there is a navigation bar with 'Home', 'Search', 'Data Bank', 'Data Services', and 'Help'. The main content area features the SAM.gov logo and a section titled 'The Official U.S. Government System for:' with links to 'Contract Opportunities', 'Contract Data', 'Wage Determinations', 'Federal Hierarchy', 'Assistance Listings', 'Entity Information', and 'Entity Reporting'. A 'Register Your Entity or Get a Unique Entity ID' section is also present, with buttons for 'Get Started', 'Renew Entity', and 'Check Entity Status'. A search bar at the bottom left contains the text 'e.g. 1606N020Q02'. On the right side, a red box highlights the 'Sign In' button in the top right corner, with an arrow pointing to a detailed view of the login interface.

The detailed view of the login interface shows the following elements:

- Header: 'An official website of the United States government' and 'Here's how you know'.
- Navigation: 'LOGIN.GOV' and 'SAM.GOV' logos.
- Illustration: A graphic showing a person's profile, a key, and a login icon.
- Text: 'sam.gov is using Login.gov to allow you to sign in to your account safely and securely.'
- Buttons: 'Sign in' and 'Create an account'.
- Section: 'Sign in for existing users'.
- Information: A note stating 'SAM.gov only recognizes one email address on Login.gov accounts. Adding email addresses to your Login.gov account may cause your SAM.gov login to fail.' and a link to 'rules of use'.
- Form: 'Email address' and 'Password' input fields, with a 'Show password' checkbox.
- Button: 'Sign in'.
- Links: 'Sign in with your government employee ID', 'Back to sam.gov', 'Forgot your password?', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

SAM.gov Workspace



- In the upper right, click the three dots for dropdown actions.



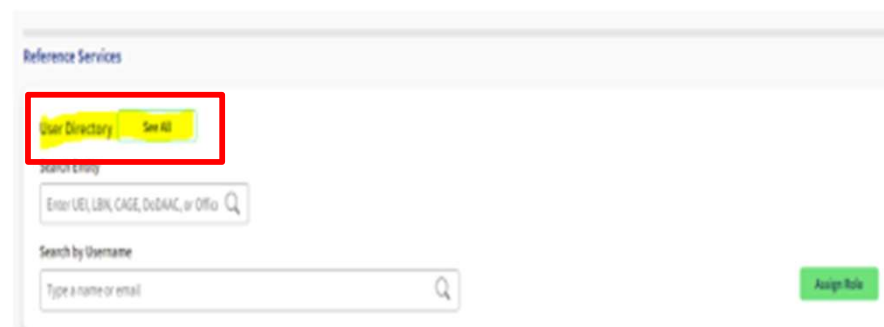
- Click the back arrow



Under Entity Information, click the numbered circle in the green bar to view your profile.

SAM User Directory

- To access the User Directory:
 - Log in to [SAM.gov](https://sam.gov).
 - Go to your **Workspace**.
 - Locate the **User Directory** widget.
 - Click **See All** to view users and roles on the account.
 - From this screen users can be sent a link to access SAM.
 - Delete users no longer with your organization.

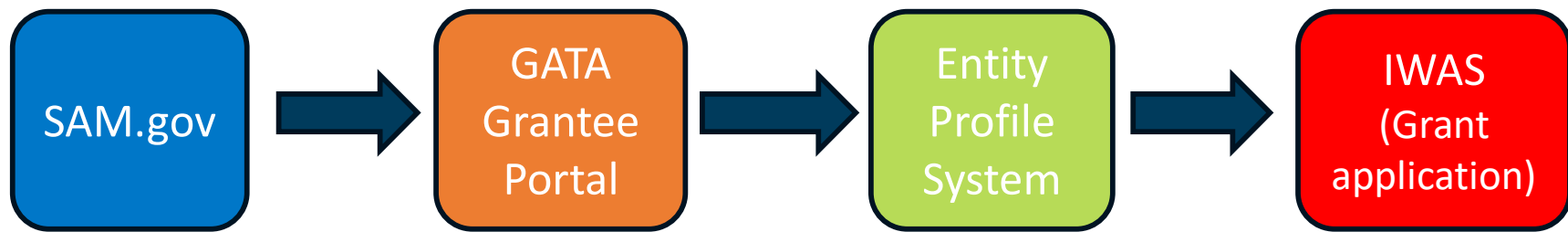


SAM User Directory

- Losing access to SAM.gov:
 - Delays processing of grant applications.
 - Before this occurs, assign new or secondary role.
 - See SAM.gov [Role Management Guide](#).
 - If access is lost, a SAM [New Administrator Letter](#) must be submitted according to these [instructions](#).

Information Usage

- SAM.gov/UEI information interfaces nightly with the GATA Grantee Portal.
 - Private or not valid UEIs do not populate into the GATA portal.
- The GATA Grantee Portal interfaces nightly with EPS/IWAS.
 - Populates grantee prequalification information into grant applications.
- Data imported into EPS should match information in eGMS.
- Note: **Missing or inaccurate UEI can cause problems importing information between the GATA Grantee Portal and EPS/IWAS.**



Unique Entity ID -- Profile Screens by System

SAM.gov

Illinois State Board of Education ● Active Registration

Unique Entity ID: NCA7EAUG2YK4

Doing Business As: (blank)

Purpose of Registration: All Awards

Expiration Date: Jan 31, 2025

CAGE/NCAGE: 348T8

Physical Address: 100 N 1ST ST
SPRINGFIELD, IL 62777-0002
USA



GATA Grantee Portal

GRANTEE INFORMATION		Add a note
Names:	GATA: Illinois State Board of Education SAM: Illinois State Board of Education IOC: ILLINOIS STATE BOARD OF EDUC	
ID Numbers:	GATA: 671341 UEI: NCA7EAUG2YK4 FEIN: 999999999 SOS: N/A DUNS: 123123123	
Address:	100 North First Street, Springfield, IL 62777	
FY End Date:	06/30	
Organization Type:	Government	
Cognizant Agency:	444 - Department Of Human Services Request to be cognizant	
State Agency Contacts:	Cog Change: DHS.GrantApp@illinois.gov Grantee Help: DHS.GrantApp@illinois.gov	



Entity Profile System

Entity Attributes	
NCES ID (LEA)	0012345678900
DUNS	123123123
EFE	410
Geographic Area	West Central
NCES Locale	City, Midsize
UEI	NCA7EAU2G2YK4



Unique Entity ID -- Profile Screens by System

IWAS – (Grant application prequalification screen)

The application has been approved. No more updates will be saved for the application.

Overview	Activity Dates	Amendments	FEATA	Information of Interest	Business Specific	Budget Pages	PRA: ISBE Specific	GATA Status	Bank Lock Control
Status of State Award				Uniform Grant Agreement					
ISBE Grant Information			ICQ Conditions		Program Risk Conditions			Prequalification Status	

Grantee Prequalification Status

Grantee Prequalification must be complete prior to submission of this grant.

GATA Grantee Prequalification is complete:

SAH Registration Expiration Date:

ICQ Status:

PRA Status:

Complete Grantee Prequalification Status includes the components above. This grant cannot be submitted to ISBE until the district/entity meets these requirements and the entity status above states Yes in the completion box. Review any deficiency above. Requests to remediate registration deficiencies may be obtained at the ISBE GATA web page, under the Prequalification and Registration Status tab, or at the links provided below for the components.

If a checkbox and Save Page button do not appear at the bottom of this page, compare your entity's status above to the following:

1. Grant Accountability and Transparency Act (GATA) Grantee Prequalification must be Yes. <https://gata.isbe.net/gata/>
2. System for Award Management (SAM) Registration date must be current. <https://www.sam.gov/>
3. Internal Control Questionnaire (ICQ) Status must be Approved.
4. Program Risk Assessment (PRA) and Organizational Risk Assessment (ORA) must be Approved.

☒ The district/entity assures that this page has been reviewed and the prequalification status is Yes. (Check the box and save the page.)*

*Required field

JUL 26, 2024

Resources and Contacts

Resources

- [EPS Webpage](#)
 - [Directory of Educational Entities](#)
 - [EPS Guidelines](#)
 - [Gatekeeper List](#)
 - [Keys to Coding](#)
 - [Instructions to Update EPS](#)

Contacts

- Data Strategies and Analytics
 - General questions: datahelp@isbe.net
 - EPS-related questions: epschange@isbe.net
- IWAS Technical Issues
 - 217-558-3600
 - support@isbe.net



Questions?

Thank you