

EPS User Guide

Updated Spring 2026

EPS User Guide

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1. Introduction

The Entity Profile System (EPS) serves as the directory for Illinois educational entities and other miscellaneous organizations. All other ISBE systems are populated with information entered in EPS. Additionally, all EPS information is compiled into an Excel workbook that is updated nightly and publicly available on the [ISBE Directories webpage](#).

EPS stores information, such as entity name and address, administrator names and contact information, and program information.

It is essential that information in EPS always be current since it is publicly reported and used for other systems as well as notifications for webinars, due dates, etc.

These are the types of entities that are in EPS and if they can make updates themselves:

#	EPS Category	Can Update EPS?
A	Regional Programs	Yes
B	Charter School Campuses	No
C	Nonpublic Special Education Operating Agencies	No
D	Nonpublic Special Education Programs	No
E	Early Childhood Attendance Sites	No
G	Professional Development Organizations	No
1	Regional Offices of Education and Intermediate Service Centers	Yes
2	Public Districts	Yes
3	Nonpublic Districts/Schools	Yes
4	Public Schools	Yes
5	Miscellaneous Payees	No
6	Special Education Districts/Cooperatives	No
7	Spec Education Schools	No
8	Other State-Funded Entities and Hybrid High School Districts	Yes
9	CTE Area Career Centers/Education for Employment	No

Someone whose entity category can update EPS may be granted access to EPS. To request access, log in to [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?** link, search for Entity Profile System, then follow the signup instructions.

If your entity cannot update EPS **STOP!** Contact your category's gatekeeper (available on [ISBE's Gatekeeper List](#)) or email your change request on official organization letterhead to EPSChange@isbe.net including:

- RCDTS code
 - An organization's RCDTS code can be found on the ISBE [RCDTS Code Lookup webpage](#).
- Administrator's name
- Current address/phone number
- Previous address/phone number
- FEIN

Specific change request types require different pieces of information.

Requests for administrator changes must be on organization letterhead and include:

- RCDS code
- New administrator's name
- New administrator's email
- New administrator's title
- Outgoing administrator's name
- 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.

Refer to [Updating Primary Contacts & IWAS Administrators in EPS](#) for more information about updating an entity's administrators.

Requests for address and/or phone number change must include:

- RCDS code
- Administrator's name
- Current address/phone number
- Previous address/phone number
- FEIN

Please note that ISBE no longer accepts EPS change requests that are sent through the postal system.

2. Levels of Access in EPS & Primary Contacts

These are the four levels of access in EPS:

1. School (Read Only) – Can view information in EPS but cannot make updates.
2. RCDT Admin – Can view and edit information in EPS for own entity and that entity's child 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 child entities.

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. 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 access to IWAS apps for all IWAS users for their own entity and the entities that their own entity oversees (child entities). 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. For Category D entities, the primary contact would be the site's primary administrator.

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.

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. This email 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, check your junk or spam folder before contacting ISBE. The outgoing administrator's account will then be deactivated.

Even though an administrator change has been finalized in EPS, the new administrator will need to activate and set up their IWAS administrator account.

IWAS questions should be directed to the ISBE Help Desk by calling 217-558-3600 or submitting a [ServiceNow ticket](#).

2.1 Updating District Superintendent/Primary Contact for Category 2 (Public District) or Category 8 District Entity

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 administrators for their districts and schools. Category 8 school entities may update their contacts directly in EPS.

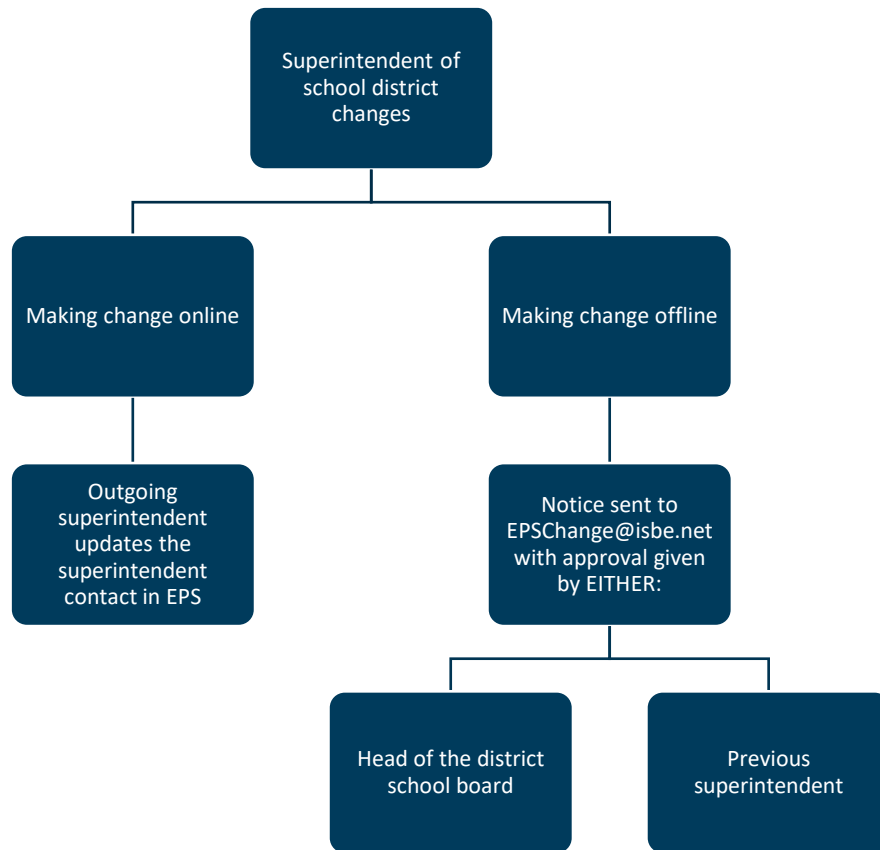
The outgoing district superintendent may update the superintendent contact field that is marked as the primary contact in EPS for their district with their successor's information. This is the most efficient way to update the primary contact of a public district.

If the outgoing district superintendent cannot update EPS with the incoming superintendent's contact information, the district must submit a request on official organization 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 salutation (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
 - 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.

Below is a flowchart visualizing how to update Public District Superintendent Contacts:



2.2 Updating Primary Contacts for Category B, C, D, E, G, 3, 5, 6, 7, or 9

All 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 or the appropriate ISBE gatekeeper (preferably with your organization's name in the subject line). ISBE does NOT accept EPS change requests that are sent through the postal system.

Once ISBE receives notice of the new administrator, ISBE will process the change in EPS and then email the entity an IWAS administrative account letter. Please note that it may take up to two business days to receive this email.

Even though an administrator change has been finalized in EPS, the new administrator will need to activate and set up their IWAS administrator account.

IWAS questions should be directed to the ISBE Help Desk by calling 217-558-3600 or submitting a [ServiceNow ticket](#).

2.3 Updating Primary Contacts for Category 1 or A

For Category 1, the primary contact is the Regional Superintendent of the ROE/ISC. The regional superintendent and the primary contact of a Category A entity can be updated in EPS directly. Refer to [Editing Contact Information](#) for detailed instructions on updating a contact in EPS.

If a Category 1 or A entity is unable to update their new primary contact in EPS, they may request to update it via email at EPSChange@isbe.net.

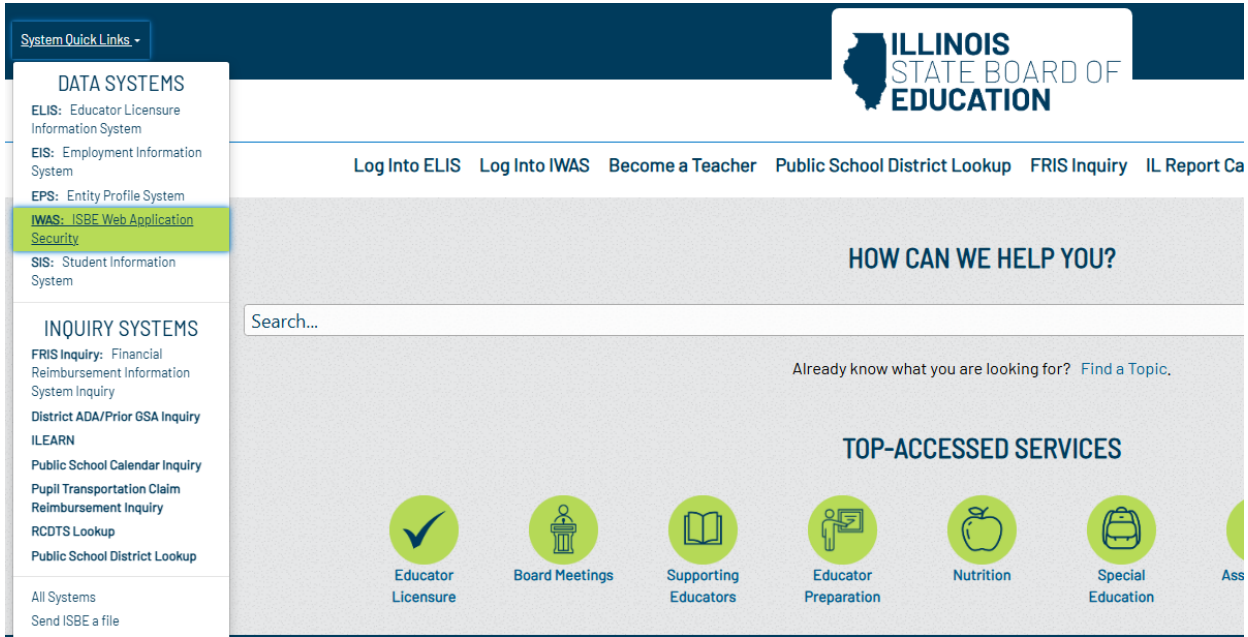
They will need to include the following on organizational letterhead:

- Name of new administrator
- Email address of new administrator
- Name of former administrator
- RCDTS code
- Effective date of change

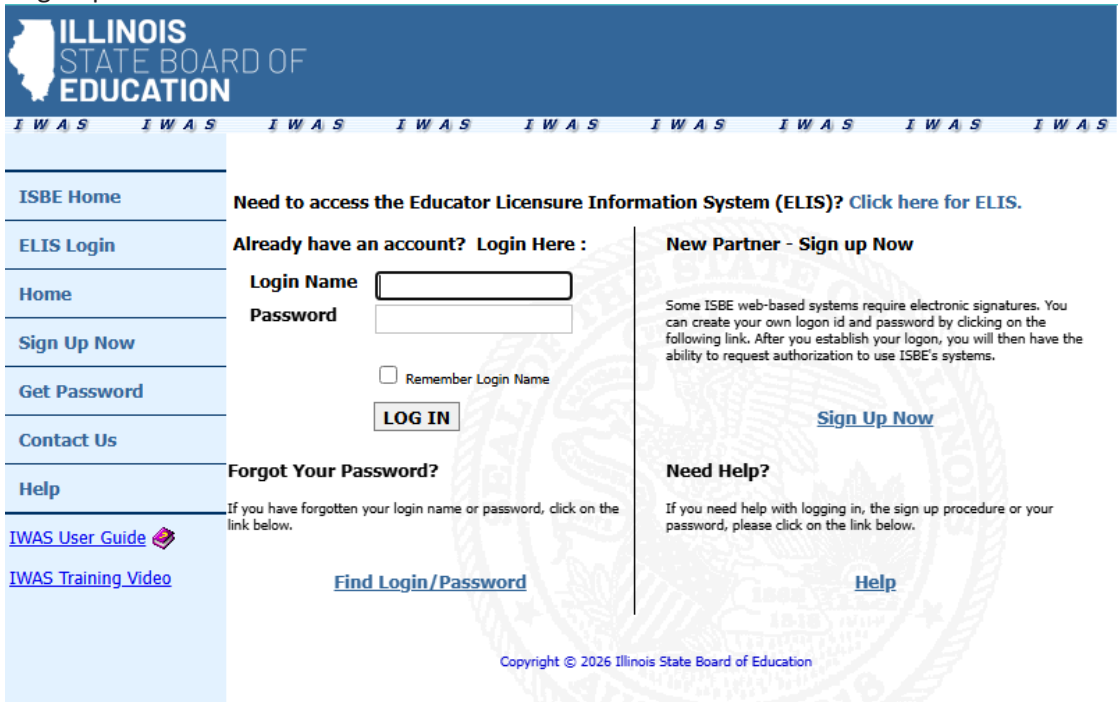
3. Accessing EPS

1. These instructions are for entity categories that can access EPS.

Navigate to the [IWAS login page](#) or click "Systems Quick Links" in the top left corner of the [ISBE homepage](#), then click "IWAS: ISBE Web Application Security" in the dropdown.



2. Log in to IWAS with the user's Login Name and Password. If a user does not have an IWAS account, click "Sign Up Now."



- Once the user has successfully logged in, they will be redirected to the IWAS homepage. Click "System Listing" from the left column.

- The user will be brought to the My Systems page. Click "Entity Profile System" under the "Reporting" section. If the user does not have access to the Entity Profile System, they will need to contact their system administrator.

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

5. Below is the welcome screen of EPS. Click “Continue” in the bottom left corner to access the welcome page of the school or district as seen here.

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

Now the user can edit the EPS information of their school or district.

4. Making Minor Changes

Minor 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

Some 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

All of these changes will be reviewed and approved by the EPS team.

This section details how to make minor changes in EPS for entities that have access to EPS via IWAS.

1. To edit information in EPS, select “New Change” or “Review/Verify” next to the entity that requires edits. Note that only users with RCDT Admin Access or School Admin Access level rights will be able to make changes to the entity.
 - a. Users with School Admin Access will be able to edit their school’s information in EPS.

The screenshot shows the 'Entity Profile System' interface. At the top, it displays 'User: Sample District' and 'RCDTS: 01-010-0101-01-0000'. Below this is a table with columns: RCDTS, Entity Name, Contact Name, Status, and Effective Date. The first row is highlighted with a red box around the 'Review/Verify' link. Below the table is a 'Schools' section with a search bar and another table with columns: RCDTS, Category, Entity Name, Contact Name, Status, and Effective Date. The 'Schools' table lists five sample schools with their respective principals.

2. This will redirect to the school or district entity profile.

Note: If the user’s school or district participates in a nutrition program, they will be able to edit the contact information for those programs in their respective tabs.

The screenshot shows the 'Sample SD 101 (01-010-0101-0000)' entity profile page. It features several sections: 'Request a Change' with 'Effective Date' (01/1/2023) and 'Notes' fields; 'Entity Information' with fields for Entity Name, Website URL, Acc. Ploimt. Policy, and Open Date; 'EPS Information' with 'RCDTS' and 'Region' fields; 'Addresses' with 'Mailing' and 'Delivery' addresses; 'Phone Numbers' with 'Business' and 'Fax' numbers; 'Contacts' with 'District Superintendent' and 'Homeless Liaison' entries; and 'Other Information' with fields for Charter, Indicator, State Rep, State Senator, and Fed Congress. There is also a 'Grades Served' section with checkboxes for grades B-3 through U.

4.1 Editing Contact Information

In this example, "District Superintendent" will be the edited field.

1. Click the pencil icon to make changes of the contact that needs to be updated.

[Back](#)

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

Request a Change

Effective Date
2/8/2016 Cancel Save Request

Notes

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 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"/>	<input type="checkbox"/>

Entity Profile System (EPS)

Addresses [+](#)

Mailing
Sample Address [✎](#)

Phone Numbers [+](#)

Business
(000) 000-0000 [✎](#)

Fax
(000) 000-0000 [✎](#) [✕](#)

Contacts [+](#)

District Superintendent [✎](#)
Sample Superintendent
samplesoup@samplesoup.edu

[+ Address](#) [+ Phone](#)

Entity Attributes

NCES ID (LEA) 0000000
DUNS 000000000
EFE 000

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

- A screen will pop up on which edits can be made. The user may edit the salutation, first name, last name, contact type, and email address. When edits are finished, click "Save."

Edit Contact

Existing Contact

District Superintendent
Ms. Sample Superintendent
Superintendent
samplesoup@samplesoup.edu

Salutation: Ms. | First Name: Sample | Middle Name: | Last Name: Superintendent

Contact Type: District Superintendent | Title: Superintendent | Email: samplesoup@samplesoup.edu

Save Close

- Once all edits are made, the user may enter an "Effective Date" and save the request for submission. This is done in the top-most box of the entity's profile.

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

Request a Change

Effective Date: 1/2023 | **Save Request** | **Close Entity**

Notes: [Text Area]

Requested by: [User Name]

Entity Profile System (EPS)

Addresses: Mailing (123 School St, Whiteville, IL 65432), Delivery (123 School St, Whiteville, IL 65432)

Phone Numbers: Business (217) 125-4563, Fax (217) 125-4578

Contacts: District Superintendent (Dr. Jane Superintendent), Homeless Liaison (Dr. Robert Smith)

Entity Information

EntityId, Entity Name, Website Url, Acc. Plcmnt, Policy, Open Date (1/1/1970), Entity Relationships

EPS Information

RCSDTS, Region, County, District, Type, School, Category

Grades Served

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

Other Information

Charter, Indicator, State Rep, State Senator, Fed Congress

Request a Change

Effective Date: 2/8/2016 | Cancel | **Save Request**

Notes: Updated Supt. contact information

From April 1-July 1, the default effective date is July 1 in anticipation for the upcoming school year. Before April and after July, the default effective date is the day the change has been requested and saved.

Notes can be added to explain certain circumstances (e.g., when the person's name doesn't match their email address).

When a date has been chosen, click "Save Request."

4.2 Adding a New Contact

In this example, a “FAFSA Coordinator” contact type will be added.

1. Click on the + icon next to Contacts to add a contact. The Contacts section is below the Address and Phone Numbers sections in the entity’s profile.

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

Request a Change

Effective Date: 9/1/2023 Save Request Close Entity

Notes

Requested by: on 9/1/2023 2:57:41 PM

Entity Information

EntityId
Entity Name
Website Url
Acc. Plcmt. Policy
Open Date: 1/1/1970
[Entity Relationships](#)

Last updated by rpllogger on 7/21/2023 8:44:36 AM
[See Change History](#)

Entity Profile System (EPS)

Addresses **+**

Mailing: 123 School St, Whoville, IL 65432
Delivery: 123 School St, Whoville, IL 65432

Phone Numbers **+**

Business: (217) 125-4563
Fax: (217) 125-4578

Contacts **+**

District Superintendent: Dr. Jane Superintendent, superintendent@school.org
Homeless Liaison: Dr. Robert Smith, smith@school.org

EPS Information

RCDTS
Region
County
District
Type
School
Category

Grades Served

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

Other Information

Charter Indicator
State Rep
State Senator
Fed Congress

2. Add in the new contact's information, including salutation, first and last name, contact type, title, and email address.

The screenshot shows a 'Create New Contact' form with the following fields and values:

Salutation	First Name	Middle Name	Last Name
Dr.	Jane		Superintendent

Contact Type	Title	Email
Regional Superintendent	Superintendent	superintendent@school.org

CDS Name: [Empty field]

Buttons: Save, Close

3. Click on the down arrow next to Contact Type to make a selection. The user may need to scroll down to see all possible contact types.

Edit Contact

Existing Contact

Principal
Mrs. Jana Masten
Principal
janamasten@nokomis.k12.il.us

Salutation: Dr. First Name: Jane Middle Name: Last Name: Superintendent

Contact Type: Principal Title: Email: superintendent@school.org

Save Close

Director of Special Education
Director of Technology
Director of Technology
District Public Information Officer
District Superintendent
District Test Coordinator
District Test Coordinator
District Test Coordinator
DLM-AA Coordinator
DLM-AA Coordinator
Executive Director
Executive Director
Executive Director
FAFSA Coordinator
FAFSA Coordinator
FAFSA Coordinator
FFVP
FFVPSecondary
Food Service Director
Foster Care Contact

4. Click on the green “Save” button to save the new contact. Clicking the “Close” button will discard any changes. The “Save” button is in the lower right corner next to the white “Close” button.

Create New Contact

Salutation: Dr. First Name: Jane Middle Name: Last Name: Superintendent

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

CDS Name:

Save Close

5. Click on “Save Request” to submit the change request in the Request a Change box.

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

Request a Change

Effective Date: 9/1/2023

Notes:

Requested by: on 9/1/2023 2:57:41 PM

[Save Request](#) [Close Entity](#)

Entity Information

EntityId
Entity Name
Website Url
Acc. Plcmt. Policy
Open Date: 1/1/1970
[Entity Relationships](#)

Last updated by rplogger on 7/21/2023 8:44:30 AM
[See Change History](#)

Entity Profile System (EPS)

Addresses +

Mailing: 123 School St, Whoville, IL 65432

Delivery: 123 School St, Whoville, IL 65432

Phone Numbers +

Business: (217) 125-4563

Fax: (217) 125-4578

Contacts +

District Superintendent: Dr. Jane Superintendent, superintendent@school.org

Homeless Liaison: Dr. Robert Smith, smith@school.org

EPS Information

RCDTS

Region
County
District
Type
School
Category

Grades Served

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

Other Information

Charter Indicator
State Rep
State Senator
Fed Congress

4.3 Editing an Address

Changing an address is considered a minor change in the Entity Profile System. However, an entity's RCDTS code may need to be changed if the entity has moved to a different county; this depends on the entity's category. Consult with the appropriate category gatekeeper (available on [ISBE's Gatekeeper List](#)) or email EPSChange@isbe.net with further questions.

Note that the Addresses section is the first section on the left side to edit in an entity's profile.

In this example, a Mailing Address will be edited.

1. Click on the pencil icon of the address to edit. The pencil icon is in the upper right corner of the box that contains the Address labeled "Mailing."

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

The screenshot displays the Entity Profile System (EPS) interface for Sample SD 101 (01-010-0101-0000). The interface is divided into several sections:

- Entity Information:** Includes fields for EntityId, Entity Name, Website Url, Acc. Plcmt. Policy, and Open Date (1/1/1970). A link for Entity Relationships is also present. The last update was by sbloethe12 on 9/26/2023 9:13:53 AM.
- EPS Information:** Includes RCDTS, Region, County, District, Type, School (0000), and Category (2 - Public Districts).
- Addresses:** The 'Mailing' address is highlighted with a red circle and a pencil icon. The address is 123 School St., Whoville, IL 65432.
- Phone Numbers:** Includes Business (217) 125-4563 and Fax (217) 125-4578.
- Contacts:** Includes District Superintendent Dr. Jane Superintendent (jsuper@samplesd.org) and ISA Coordinator Dr. Robert Smith (rsmith@samplesd.org).

2. This will open the Edit Address window. Update the address information.
 - a. If the entity's address is also used for nutrition programs, such as the National School Lunch Program, and for other entities, the user will see the option to update those other addresses. The list of addresses at other entities and/or nutrition sites is below the address information. The user may check the boxes on the left side with the corresponding address at each entity and site to change. In this example, no other addresses will be changed.

Edit Address
×

Existing Address

Mailing
 123 School St.
 Whoville, IL 65432

Address Type

Mailing
▼

Additional Name

Street Address

987 Main St.

City

Whoville

State

Illinois
▼

Zip

65432

1234

CDS Address

987 Main St

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

Search:

Print

	Program Code	Type	RCDTS	Entity Name	Address For
<input type="checkbox"/>	CONT	Mailing		Sample SD 101	Default
<input type="checkbox"/>	NSLP	Delivery	01-010-0101-00-0000	Sample SD 101	Default
<input type="checkbox"/>	SFSP	Delivery	01-010-0101-00-0000	Sample SD 101	Default
<input type="checkbox"/>	CACC	Delivery	01-0101-0101-00-0000	Sample SD 101	Default

Showing 1 to 4 of 4 entries

Save

Close

3. Click the "Save" button in the bottom-right corner. This will close the Edit Address window and save your updates.

Edit Address

Existing Address

Mailing
123 School St.
Whoville, IL 65432

Address Type
Mailing

Additional Name

Street Address **City** **State** **Zip**

987 Main St. Whoville Illinois 65432 1234

CDS Address

987 Main St

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"/>	CONT	Mailing		Sample SD 101	Default
<input type="checkbox"/>	NSLP	Delivery	01-010-0101-00-0000	Sample SD 101	Default
<input type="checkbox"/>	SFSP	Delivery	01-010-0101-00-0000	Sample SD 101	Default
<input type="checkbox"/>	CACC	Delivery	01-0101-0101-00-0000	Sample SD 101	Default

Showing 1 to 4 of 4 entries

Save Close

- The user must click the green "Save" in the Request a Change box to save and submit the changes. If the user does not see the green "Save Request" button at the top of the screen, they may not have access to make these changes and must contact their IWAS administrator to be granted access.

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

Request a Change

Effective Date
01/1/2023

Notes

Requested by: on 01/1/2023 2:57:41 PM

Entity Information

EntityId
Entity Name
Website Url
Acc. Plcmt. Policy
Open Date: 1/1/1970
[Entity Relationships](#)

Last updated by: on 7/21/2023 8:44:35 AM
[See Change History](#)

EPS
NSLP
Add New

Entity Profile System (EPS)

Addresses +

Mailing

987 Main St.
Whoville, IL 65432

Phone Numbers +

Business

(217) 125-4563

Fax

(217) 125-4578

Contacts +

District Superintendent

Dr. Jane Superintendent

superintendent@school.org

+ Address + Phone

ISA Coordinator

Dr. Robert Smith

smith@school.org

+ Address + Phone

EPS Information

RCDTS

Region
County
District
Type
School
Category

Grades Served

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

Other Information

Charter Indicator
State Rep
State Senator
Fed Congress

4.4 Adding an Address

An entity may have up to three different addresses on its EPS page:

- Mailing
- Delivery
- Serving

One of these addresses must be a non-PO Box address. If the entity uses a PO Box address, a physical address also must be provided.

In this example, a Serving Address will be added.

1. Click on the + icon next to Addresses.

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

Entity Profile System (EPS)

Addresses **+**

Mailing
123 School St.
Whoville, IL 65432

Phone Numbers **+**

Business (217) 125-4563 Fax (217) 125-4578

Contacts **+**

District Superintendent
Dr. Jane Superintendent
jsuper@samplesd.org
Business (217) 567-9999

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

Entity Information

EntityId
Entity Name
Website Url
Acc. Plcmt. Policy
Open Date 1/1/1970
[Entity Relationships](#)

Last updated by sbloethe12 on 9/20/2023 9:13:53 AM
[See Change History](#)

EPS Information

RCDTS
Region
County
District
Type
School
Category

2. The Create New Address window will open. Choose the type of address to add to the entity.

Create New Address

Address Type
Delivery
Delivery
Serving

Additional Name

State Illinois Zip

CDS Address

Save Close

3. Input the entity's new address information: Street Address, City, State, and ZIP code.

The screenshot shows a 'Create New Address' form with the following fields and values:

- Address Type:** Serving (dropdown menu)
- Additional Name:** (empty text box)
- Street Address:** 415 Whoville St
- City:** Whoville
- State:** Illinois (dropdown menu)
- Zip:** 65432
- CDS Address:** (empty text box)

At the bottom right, there is a green 'Save' button and a grey 'Close' button.

If the submitted address information is incorrect, the user will receive a notification that EPS' address validation service could not validate the address inputted. Double-check that the address is input correctly before clicking on the "Override Validation" checkbox (circled in red and in the lower left portion of the box) and re-save.

The screenshot shows the same 'Create New Address' form as above, but with a red error message at the top:

• Our address validation service could not validate the address inputted. If the address entered is correct, please select the "Override Validation" checkbox below and re-save"

The 'Override Validation' checkbox is circled in red. The form fields and buttons are the same as in the previous screenshot.

4. Click on the green “Save” button in the lower right corner to save the address. Clicking the white “Close” button in the right bottom corner will discard any changes. Note that the “Save” button is just left of the “Close” button.

Create New Address

Address Type: Serving

Additional Name: [Empty]

Street Address: 415 Whoville St

City: Whoville

State: Illinois

Zip: 65432

CDS Address: [Empty]

Save Close

5. Click on “Save Request” in the Request a Change box to submit the change request. The Request a Change box is the top left box and above an entity’s profile.

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

Request a Change

Effective Date: 1/2023

Notes: [Empty]

Requested by: [Empty] on 1/2023 2:57:41 PM

Save Request Close Entity

Entity Information

EntityId

Entity Name

Website Url

Acc. Plcmt. Policy

Open Date: 1/1/1970

Entity Relationships

Last updated by: [Empty] on 7/21/2023 8:44:35 AM

See Change History

EPS Information

RCDS

Region

County

District

Type

School

Category

Entity Profile System (EPS)

Addresses +

Mailing: 123 School St, Whoville, IL 65432

Serving: 415 Whoville St, Whoville, IL 65432

Phone Numbers +

4.5 Editing Virtual School Indicator

The Virtual School Indicator is a school-level indicator. Public school districts and parent-level entities do NOT have this indicator. This is a required field for federal reporting.

This indicator applies to the following entities:

- Public schools
- Other state-funded entities and hybrid high schools
- CTE Area Career Centers/Education for Employment schools
- Special education schools
- Regional programs with an RCDTS code that does NOT end in “00”

The default value for the Virtual School Indicator is “Not Virtual.”

Value Abbreviation	Value Description	Comments
FULLVIRTUAL	Exclusively virtual	All instruction offered by the school is virtual. This does not exclude students and teachers meeting in person for field trips, school-sponsored social events, or assessment purposes. All students receive all instruction virtually.
FACEVIRTUAL	Primarily virtual	The school’s major purpose is to provide virtual instruction to students, but some traditional classroom instruction also is provided. Most students receive all instruction virtually.
SUPPVIRTUAL	Supplemental virtual	Instruction is directed by teachers in a traditional classroom setting; virtual instruction supplements face-to-face instruction by teachers. Students vary in the extent to which their instruction is virtual.
NOTVIRTUAL	No virtual instruction	The school does not offer any virtual instruction.

Please contact Data Strategies and Analytics at 312-814-9192 or DataHelp@isbe.net for further assistance or if you have any questions. Include the district and school’s name and “Virtual School Indicator” in the subject line with a detailed description of the issue.

1. Click on Review/Verify to begin the change for the school/program. The Review/Verify button is to the left of the displayed entities' RCDTS code.

The Virtual School Indicator is NOT a district-level indicator. It can only be edited for schools/programs. We will be updating Sample High School's Virtual School indicator.

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	01-010-0101-01-0001	4	Sample High School	Dr. Alex Principal	
Review/Verify	01-010-0101-01-2001	4	Sample Elem School	Dr. Taylor Admin	

Showing 1 to 2 of 2 entries

Previous 1 Next

2. Click on the pencil icon in the EPS Information box. The EPS Information box is the uppermost box on the right side. The pencil icon to edit EPS information is in the upper right corner of this box.

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

Request a Change

Effective Date: Cancel Save Request

No Changes for upcoming school year:

Notes:

EPS Information

Website Url:

Acc. Plcmnt. Policy:

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 U

Entity Profile System (EPS)

Addresses +

Mailing: ✎

Entity Attributes

NCES ID (LEA):

EFE:

Geographic Area:

NCES Locale:

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

3. Navigate to Virtual Indicator in the Edit EPS Information box and select the option that best describes the school's setting. The Virtual Indicator is below the Block Schedule, Magnet School, and County Detention Center indicators.

Edit EPS Information

Website Uri:

Acc. Picmt. Policy:

Block Schedule?

Magnet School?

Co Det Center

Virtual Indicator:

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.

Virtual Indicator

- Supplemental Virtual
- Exclusively virtual**
- Primarily virtual
- Supplemental Virtual
- No virtual instruction

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.

Save Close

- Click on the green “Save” button to save this information. The green “Save” button is in the bottom right.

Virtual Indicator

Supplemental Virtual

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.

Save Close

- For this change to be effective **before** July 1, the user must change the Effective Date to either the day

- Click on the green "Save Request" button in the Request a Change box to save your changes.

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

Request a Change

Effective Date: 05/15/2024 Cancel **Save Request** Cancel Request

No Changes for upcoming school year:

Notes:

EPS Information

Website Url: www.samplehighschool.org

Acc. Plcmt. Policy:

Block Schedule?:

Magnet School?:

Co Det Center: No

Virtual Indicator: Supplemental Virtual

Grades Served

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

Entity Profile System (EPS)

Addresses

Mailing

123 Main St.
Whoville, IL 65432

Phone Numbers

Business (217) 123-4567

Fax (217) 123-4568

Entity Attributes

NCES ID (LEA)
EFE
Geographic Area
NCES Locale

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

4.6 Add or Edit Website URL

Only users with district-level or RCDT Admin Access can add or modify website URL in EPS. It is crucial that the website URL be accurate as this information is publicly posted by ISBE.

- Search and select the entity to add/modify website URL by clicking on the Review/Verify button on the left side.

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	01-010-0101-01-0001	4	Sample High School	Dr. Alex Principal		
Review/Verify	01-010-0101-01-2001	4	Sample Elem School	Dr. Taylor Admin		

Showing 1 to 2 of 2 entries

Previous 1 Next

- The user can find the Accelerated Placement URL right under the Website URL in the box as shown below. Click on the pencil icon in the EPS information box to add or modify the Website URL.



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

Request a Change

Effective Date
7/1/2024 Cancel Save Request

No Changes for upcoming school year

Notes

EPS Information

Website Url

Acc. Plcmt. Policy

Block Schedule?

Magnet School?

Co Det Center

Virtual Indicator

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 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"/>

EPS **NSLP**

Entity Profile System (EPS)

Addresses

Mailing

Entity Attributes

NCES ID (LEA)

EFE

Geographic Area

NCES Locale

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

3. The user can add or edit the Accelerated Placement URL field below. Once finished, click the green “Save” button in the lower right corner.

Edit EPS Information

Website Url:

Acc. Plcmt. Policy:

Block Schedule?

Magnet School?

Co Det Center

Virtual Indicator:

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.

4. The Accelerated Placement URL will be displayed below the Website URL as shown below. If the URL is too long for the field, shorten it using websites such as Bit.ly or TinyURL.

Entity Information

EntityId

Entity Name: Sample SD 101

Website Url: www.samplehighschool.org

Acc. Plcmt. Policy:

Open Date: 1/1/1970

[Entity Relationships](#)

Last updated by
[See Change History](#)

5. Click on "Save Request" to submit the change request.

Request a Change

Effective Date

[Save Request](#) [Close Entity](#)

Notes

Requested by: on 8/1/2023 2:57:41 PM

Entity Information

EntityId
Entity Name
Website Url: www.samplehighschool.org/acclplacement
Acc. Plcmt. Policy
Open Date: 1/1/1970
[Entity Relationships](#)

Last updated by: on 7/21/2023 8:44:35 AM
[See Change History](#)

Entity Profile System (EPS)

Addresses [+](#)

Mailing: 123 School St, Whoville, IL 65432

Serving: 415 Whoville St, Whoville, IL 65432

Phone Numbers [+](#)

EPS Information

RCDTs
Region
County
District
Type
School
Category

4.7 Add or Edit Website or Accelerated Placement Policy URL

Only users with district-level or RCDT Admin Access can add or modify the Accelerated Placement Policy URL in EPS. Please note that it is crucial that the website URL be accurate as this information is publicly posted by ISBE.

1. Search and select the entity to add/modify the website URLs.

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	01-010-0101-01-0001	4	Sample High School	Dr. Alex Principal		
Review/Verify	01-010-0101-01-2001	4	Sample Elem School	Dr. Taylor Admin		

Showing 1 to 2 of 2 entries

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

The user can find the Accelerated Placement URL right under the Website URL in the box as shown below. Click on the pencil icon to add or modify the Accelerated Placement URL.

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

Request a Change

Effective Date: [Cancel](#) [Save Request](#)

No Changes for upcoming school year:

Notes:

Entity Profile System (EPS)

Addresses [+](#)

Mailing [✎](#)

EPS Information

Website Url [✎](#)

Acc. Plcmnt. Policy

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 U

Entity Attributes

NCES ID (LEA)

EFE

Geographic Area

NCES Locale

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

2. The user can add or edit their website URL or Accelerated Placement URL field below. Once finished, click the green “Save” button.

Edit EPS Information

Website Uri

Acc. Plcmt. Policy

Block Schedule?

Magnet School?

Co Det Center

Virtual Indicator

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.

3. The URLs that have been updated will be displayed will be highlighted in yellow as shown below. If the URL is too long for the field, shorten it using websites such as Bit.ly or TinyURL.

Entity Information

EntityId

Entity Name Sample SD 101

Website Uri www.samplehighschool.org

Acc. Plcmt. Policy

Open Date 1/1/1970

[Entity Relationships](#)

Last updated by
[See Change History](#)

4. Click on "Save Request" to submit the change request.

Request a Change

Effective Date

[Save Request](#) [Close Entity](#)

Notes

Requested by: on 8/1/2023 2:57:41 PM

Entity Information

EntityId
Entity Name
Website Url www.samplehighschool.org
Acc. Plcmt. Policy www.samplehighschool.org/acclplacement
Open Date 1/1/1970
[Entity Relationships](#)

Last updated by: on 7/21/2023 8:44:35 AM
[See Change History](#)

Entity Profile System (EPS)

Addresses [+](#)

Mailing [✎](#)
123 School St.
Whoville, IL 65432

Serving [✎](#)
415 Whoville St.
Whoville, IL 65432

Phone Numbers [+](#)

EPS Information

RCCTS [✎](#)

Region
County
District
Type
School
Category

5. Making Major Changes

Grade changes, school additions, school closures, and RCDTS code changes are major changes in EPS.

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).

If an entity is in Category **2, 4, or 8**, the user will need to complete the appropriate major EPS change form and send the completed form to EPSChange@isbe.net. The forms for requesting grade changes, school additions, school closures, RCDTS code changes are available on ISBE's [EPS webpage](#). Major EPS changes for public schools and districts 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.

Major EPS change requests for **all other EPS categories** (refer to [ISBE's Gatekeeper List](#)) must be made on the organization's letterhead, signed by the chief administrator, and emailed to the appropriate ISBE contact or EPSChange@isbe.net (preferably with the organization's name in the subject line). The gatekeeper for that category will then review those change requests and decide 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.

5.1 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.

Public schools and districts and other state-funded entities and hybrid high school districts must submit a [grade change form](#) with the following information:

- RCDTS code
- 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

If your entity is **NOT** a public school or district, submit the following on organizational letterhead:

- Facility name/RCDTS code/address/phone/email
- Administrator's name
- Effective date of grade change
- Grade levels currently served
- Grade levels being added/removed

ALL grade changes should be submitted to EPSChange@isbe.net. Please note that ISBE does NOT accept change requests for EPS sent via the postal system.

To determine which grades are served in your organization, ask these two questions:

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.

5.2 RCDTS Code 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.

To request a RCDTS code change, school districts must submit a completed [RCDTS code change request form](#) to EPSChange@isbe.net.

5.3 Notification Process for Closing and Adding Schools for Category 2, 4, 8

ISBE requires the following information on the appropriate 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 school(s) 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 are found on the [EPS webpage](#) should be filled out electronically and sent to ISBE at EPSChange@isbe.net. To open an entity, submit a completed [Entity Addition form](#). To close an entity, submit a completed [Entity Closure form](#). School and entity openings and closings are no longer accepted via the postal system.

5.4 Notification Process for Closing and Adding Schools/Entities for 3, 5, 6, 7, 9, A, B, C, D, E, G
 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.

ISBE requires the following information on the organizational letterhead to open or close an entity:

- Facility name/address/phone/email
- RCDTS code(s)
- Administrator’s name and email
- Effective opening/closing date of school, program, or entity
- Grade levels that will be served (if applicable)

Note that entity openings and closings are no longer accepted via the postal system. These notifications should be emailed to EPSChange@isbe.net or the appropriate ISBE contact.

5.5 Guidelines for Category 4 School Codes

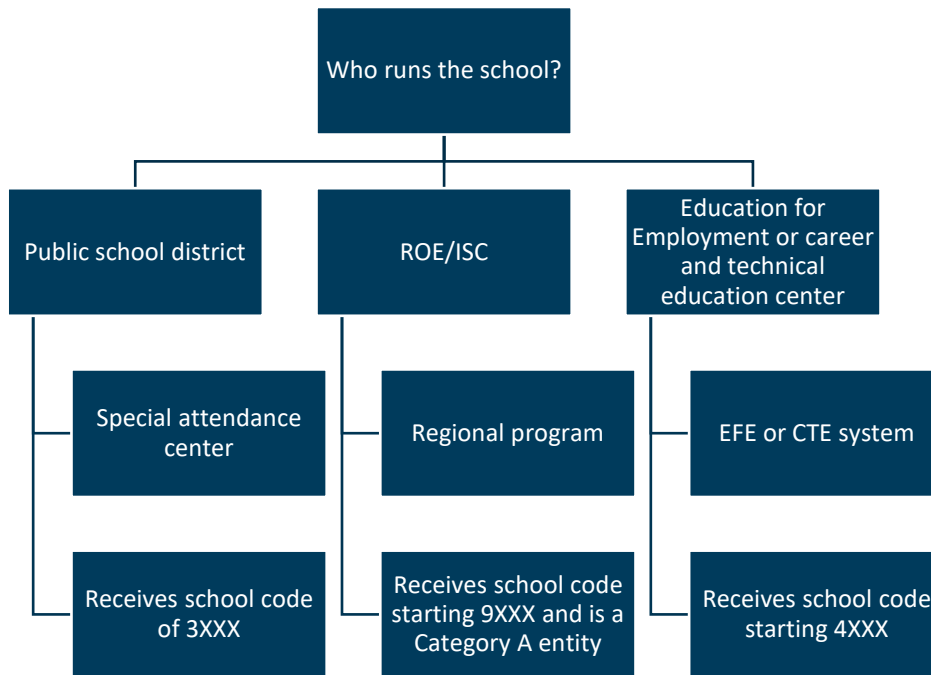
ISBE uses these guidelines when determining whether a public school is a high school, middle/junior high school, elementary school, or special education/preschool. Refer to the [Keys to Coding](#) for more information about RCDTS codes.

School type	Students/grades included
Special Attendance Center or Pre-K	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:

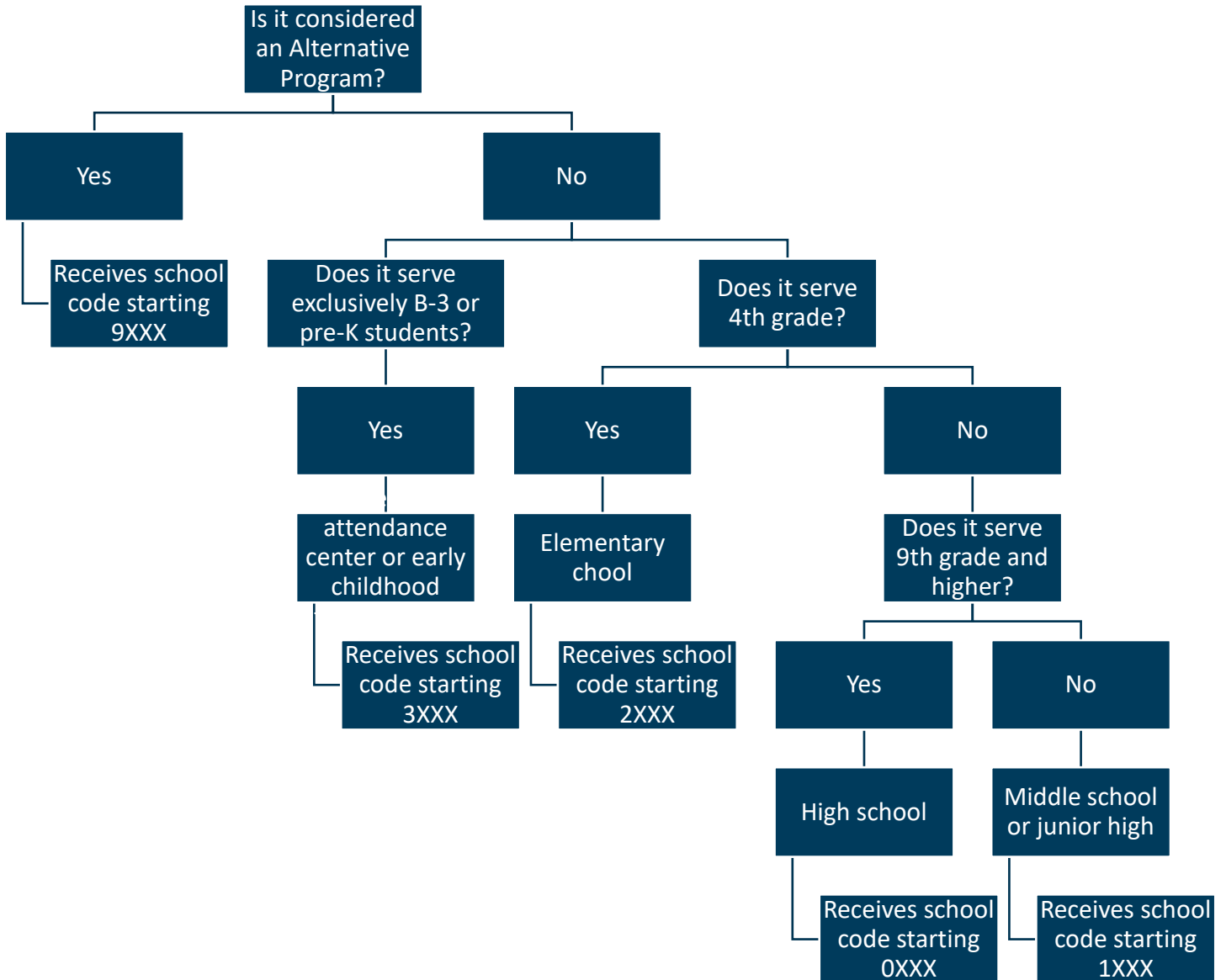
- A school that serves Grades 4-6 would not be considered a middle/junior high school; it would be considered an elementary school because it serves fourth grade.
- A school that serves Grades 5-9 would be considered a middle/junior high school because it does not serve Grade 4 or lower and it does not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

5.6 Flowchart for Schools/Programs That Do NOT Serve General Education Student Population
 The below flowchart explains how the last 4 characters of a RCDTS code is determined if that entity does NOT serve the general education student population.



5.7 Flowchart for Schools That Serve General Education Population

The below flowchart explains how the last four characters of a RCDS code is determined if that entity does NOT serve the general education student population.



6. Entity Name Changes

End users cannot change their entity's name in EPS even if they have access to EPS. Only ISBE administrators may change entity names in EPS.

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

EPS allows entity names to be up to 58 characters long. Entity names CANNOT have commas in them. EPS 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.

Due to the character limits in 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
CCSD	Community Consolidated School District
Elem	Elementary
HS	High School
HSD	High School District
IL	Illinois
Sch	School
SD	School District
Twp	Township

7. 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.

The following is a list of contact types in alphabetical order. Contact types in **bold** are used mainly for primary contacts.

- 504 Coordinator
- Assessing Comprehension and Communications in English State-to-State (ACCESS) Coordinator
- **Administrator**
- Assistant District Superintendent
- Assistant Principal
- **Authorized Representative**
- CCPE
- **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)
- FFVP Secondary
- Food Service Director
- Foster Care Contact
- High School Test Coordinator
- Homeless Liaison
- IL 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

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.

8. Other EPS Resources

- [EPS Webpage](#)
- [EPS Webinar](#)
- [Keys to Coding RCDTS Codes](#)
- [RCDTS Code Lookup](#)
- [Directory of Educational Entities](#)

For major changes or EPS-related questions, contact:

- EPSChange@isbe.net
- 312-814-9192

For technical issues with IWAS and EPS, contact the ISBE Help Desk:

- [ServiceNow ticket](#)
- 217-558-3600

For general questions, reach out to:

- DataHelp@isbe.net
- 312-814-9192