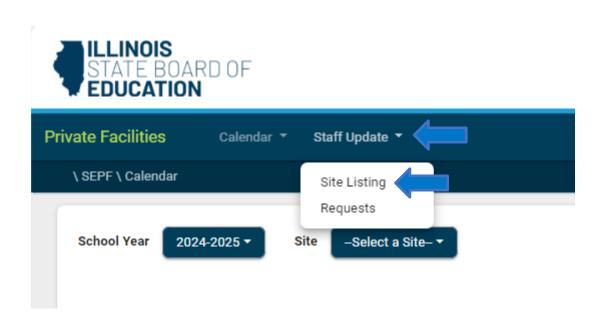
## **Special Education Private Facility (SEPF)**

Staff Update and Requests

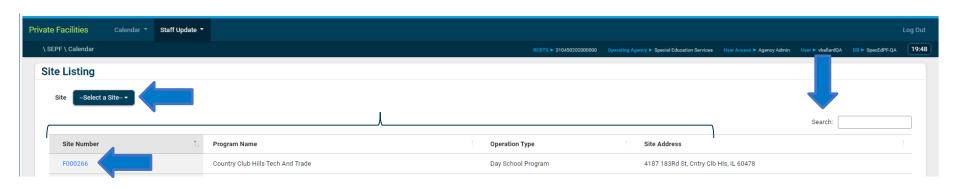


- This training explores:
  - How to create a request
    - Add staff, update existing staff and licensure, different types of staff
  - How to submit requests to ISBE
  - How to check the status of a request
    - Cancelling a request
  - Notification emails
- Test environment was used

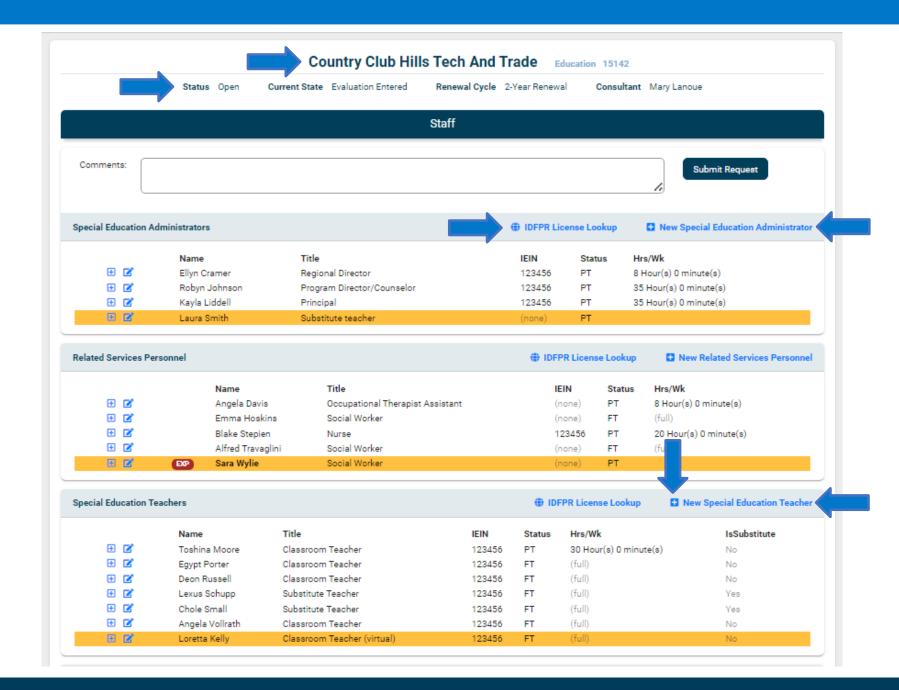


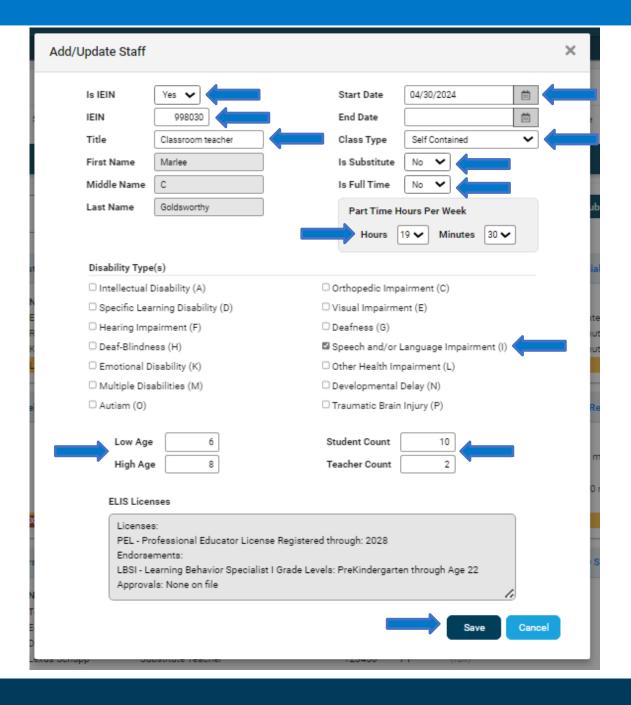


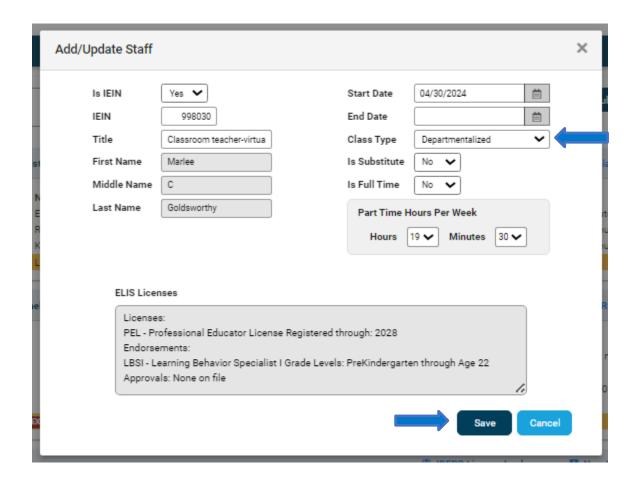




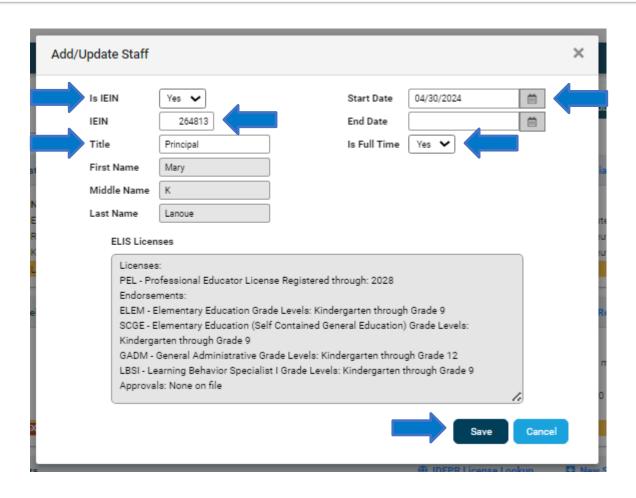




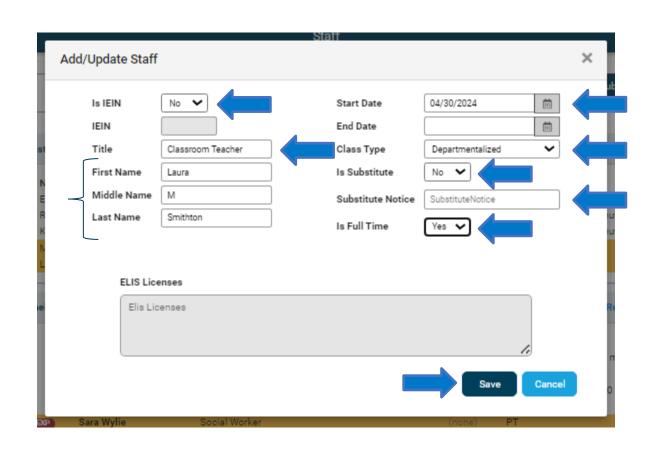




ial Education Administrators			# IDFPR License Lookup		New Special Education Administrate	
	Name	Title	IEIN	Status	Hr	
⊞ 🗷	Ellyn Cramer	Regional Director	123456	PT	8 F (s) 0 minute(s)	
⊞ 🗷	Robyn Johnson	Program Director/Counselor	123456	PT	35 nour(s) 0 minute(s)	
⊞ 🗷	Kayla Liddell	Principal	123456	PT	35 Hour(s) 0 minute(s)	
⊞ 🕜	Laura Smith	Substitute teacher	(none)	PT		





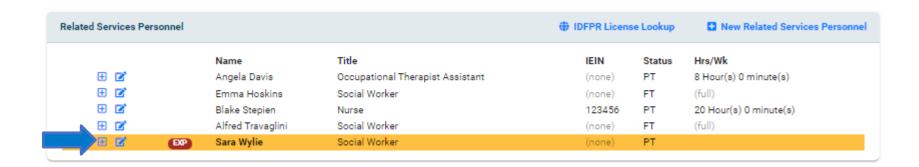


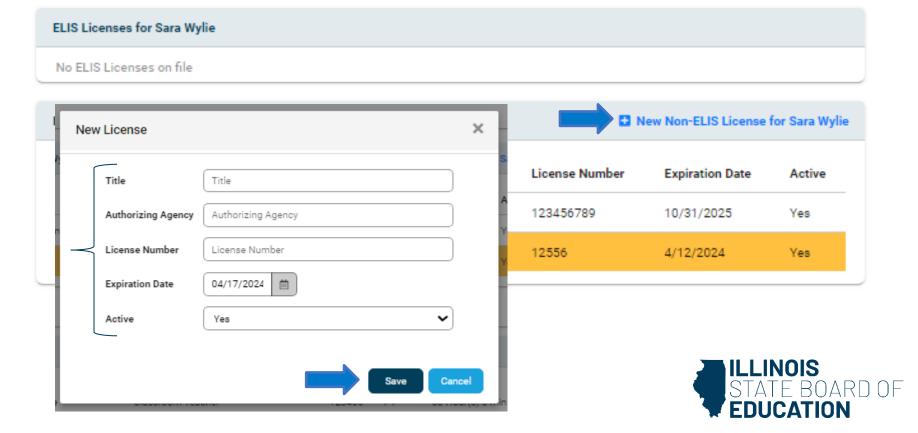


ial Education Teachers				(f) IDFPR License Lookup		New Special Education Teacher	
	Name	Title	IEIN	Status	Hrs/Wk	IsSubstitute	
<b>E</b>	Toshina Moore	Classroom Teacher	123456	PT	30 Hour(s) 0 minute(s	s) No	
<b>E</b>	Egypt Porter	Classroom Teacher	123456	FT	(full)	No	
⊞ 🗷	Deon Russell	Classroom Teacher	123456	FT	(full)	No	
⊕ 🗷	Lexus Schupp	Substitute Teacher	123456	FT	(full)	Yes	
<b>±</b> 🗷	Chole Small	Substitute Teacher	123456	FT	(full)	Yes	
<b>E</b>	Angela Vollrath	Classroom Teacher	123456	FT	(full)	No	
⊞ 🗹	Marlee Goldsworthy	lassroom teacher	998030	PT		No	
<b>3</b>	Loretta Kelly	Classroom Teacher (virtual)	123456	FT	(full)	No	
<b>(4)</b>	Laura Smithton	Classroom teacher	(none)	FT	(full)	No	

al Education Administrators		IDFPR License Lookup		New Special Education Administrato	
	Name	Title	IEIN	Status	Hrs/Wk
<b>±</b> 🗷	Ellyn Cramer	Regional Director	123456	PT	8 Hour(s) 0 minute(s)
<b>🕀 📝</b>	Robyn Johnson	Program Director/Counselor	123456	PT	35 Hour(s) 0 minute(s)
<b>🕀 📝</b>	Kayla Liddell	Principal	123456	PT	35 Hour(s) 0 minute(s)
⊞ 🗹	Mary Lanoue	Principal	264813	FT	(full)
⊞ 🗹	Laura Smith	Substitute teacher	(none)	PT	









Add/Update Staff				×				
Is IEIN s License#	No 🗸	Start Date End Date						
Title	Social Worker	Service Type	Speech	~				
First Name	Sara	Is Full Time	No 🕶					
Middle Name		Part Time Ho	ours Per Week					
Last Name	Wylie	Hours	12 <b>M</b> inutes 0 <b>V</b>					
ELIS Lice	ELIS Licenses							
Elis Lice	enses							
rs			6					
N Ti	Save Cancel							
Deon Kussell	Classroom Leacher	123400	FI (TUII)					



Comments:

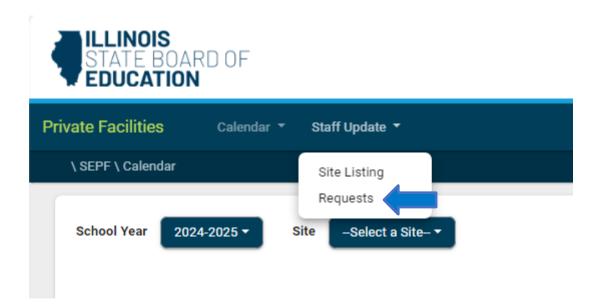
Share updates, provide informational feedback and indicate other important details here. Provide a summary of the changes to help your consultant understand the modifications.

Submit Request

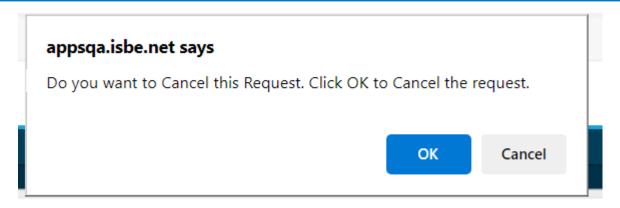


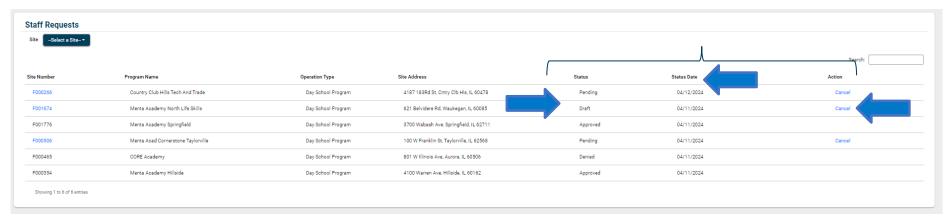
10











A draft request indicates that changes are in progress but have not been formally submitted.

Pending requests have been formally submitted and are in a review queue.

Draft and pending requests can be cancelled.

An approved request cannot be changed.

A denied request was not approved by the entity's consultant.





ISBE-NoReply

To:

Thu 3/28/2024 11:19 AM

Staff changes have been submitted for your approval.

Site: F000266 - Country Club Hills Tech And Trade

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ISBE-NoReply

To:

Wed 2/14/2024 3:56 PM

All personnel updates approved. Updated application will be sent out.

Site: F000537 - Marklund Day School-Elgin Campus

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ISBE-NoReply To:

Tue 2/13/2024 9:22 AM

Site: F000186 - Easter Seals Therapeutic-South

The following staff(s) have been denied. For the staff approved you will receive an updated application Kamarajan vijayan

This message was automatically generated by the (Illinois State Board of Education) Special Education Private Facilities. Do not reply to this message; responses are not monitored.



For log in/IWAS assistance, contact <a href="mailto:support@isbe.net">support@isbe.net</a>.

For assistance with entering information in Special Education Private Facility (SEPF) and general staff/licensing inquiries, contact the assigned principal consultant.

