

# 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



Private Facilities

Calendar ▾

Staff Update ▾



\ SEPF \ Calendar

Site Listing

Requests



School Year

2024-2025 ▾

Site

—Select a Site— ▾



## Site Listing

Site -Select a Site- ▾

Search: 

Site Number	Program Name	Operation Type	Site Address
F000266	Country Club Hills Tech And Trade	Day School Program	4187 183Rd St, Cntry Clb Hls, IL 60478

## Country Club Hills Tech And Trade

Education 15142

Status Open

Current State Evaluation Entered

Renewal Cycle 2-Year Renewal

Consultant Mary Lanoue

### Staff









Comments:

Submit Request

#### Special Education Administrators

IDFPR License Lookup












New Special Education Administrator

	Name	Title	IEIN	Status	Hrs/Wk
 	Ellyn Cramer	Regional Director	123456	PT	8 Hour(s) 0 minute(s)
 	Robyn Johnson	Program Director/Counselor	123456	PT	35 Hour(s) 0 minute(s)
 	Kayla Liddell	Principal	123456	PT	35 Hour(s) 0 minute(s)
 	Laura Smith	Substitute teacher	(none)	PT	

#### Related Services Personnel

IDFPR License Lookup











New Related Services Personnel

	Name	Title	IEIN	Status	Hrs/Wk
 	Angela Davis	Occupational Therapist Assistant	(none)	PT	8 Hour(s) 0 minute(s)
 	Emma Hoskins	Social Worker	(none)	FT	(full)
 	Blake Stepien	Nurse	123456	PT	20 Hour(s) 0 minute(s)
 	Alfred Travaglini	Social Worker	(none)	FT	(full)
 	 Sara Wylie	Social Worker	(none)	PT	

#### Special Education Teachers

IDFPR License Lookup

New Special Education Teacher

	Name	Title	IEIN	Status	Hrs/Wk	IsSubstitute
 	Toshina Moore	Classroom Teacher	123456	PT	30 Hour(s) 0 minute(s)	No
 	Egypt Porter	Classroom Teacher	123456	FT	(full)	No
 	Deon Russell	Classroom Teacher	123456	FT	(full)	No
 	Lexus Schupp	Substitute Teacher	123456	FT	(full)	Yes
 	Chole Small	Substitute Teacher	123456	FT	(full)	Yes
 	Angela Vollrath	Classroom Teacher	123456	FT	(full)	No
 	Loretta Kelly	Classroom Teacher (virtual)	123456	FT	(full)	No

Add/Update Staff

Is IEIN

Yes

IEIN

998030

Title

Classroom teacher

First Name

Marlee

Middle Name

C

Last Name

Goldsworthy

Start Date

04/30/2024

End Date

Class Type

Self Contained

Is Substitute

No

Is Full Time

No

Part Time Hours Per Week

Hours

19

Minutes

30

Disability Type(s)

☐ Intellectual Disability (A)

☐ Specific Learning Disability (D)

☐ Hearing Impairment (F)

☐ Deaf-Blindness (H)

☐ Emotional Disability (K)

☐ Multiple Disabilities (M)

☐ Autism (O)

☐ Orthopedic Impairment (C)

☐ Visual Impairment (E)

☐ Deafness (G)

☒ Speech and/or Language Impairment (I)

☐ Other Health Impairment (L)

☐ Developmental Delay (N)

☐ Traumatic Brain Injury (P)

Low Age

6

High Age

8

Student Count

10

Teacher Count

2

ELIS Licenses

Licenses:

PEL - Professional Educator License Registered through: 2028

Endorsements:

LBSI - Learning Behavior Specialist I Grade Levels: PreKindergarten through Age 22

Approvals: None on file

Save

Cancel

Add/Update Staff

Is IEIN

Yes

IEIN

998030

Title

Classroom teacher-virtua

First Name

Marlee

Middle Name

C

Last Name

Goldsworthy

Start Date

04/30/2024

End Date

Class Type

Departmentalized

Is Substitute

No

Is Full Time

No

Part Time Hours Per Week

Hours

19

Minutes

30

ELIS Licenses

Licenses:

PEL - Professional Educator License Registered through: 2028









Endorsements:

LBSI - Learning Behavior Specialist I Grade Levels: PreKindergarten through Age 22

Approvals: None on file

Save

Cancel

	Name	Title	IEIN	Status	Hours
 	Ellyn Cramer	Regional Director	123456	PT	8 Hour(s) 0 minute(s)
 	Robyn Johnson	Program Director/Counselor	123456	PT	35 Hour(s) 0 minute(s)
 	Kayla Liddell	Principal	123456	PT	35 Hour(s) 0 minute(s)
 	Laura Smith	Substitute teacher	(none)	PT	

### Add/Update Staff

Is IEIN

Yes ▼

IEIN

264813

Title

Principal

First Name

Mary

Middle Name

K

Last Name

Lanoue

Start Date

04/30/2024

End Date

Is Full Time

Yes ▼

#### ELIS Licenses

Licenses:  
PEL - Professional Educator License Registered through: 2028  
Endorsements:  
ELEM - Elementary Education Grade Levels: Kindergarten through Grade 9  
SCGE - Elementary Education (Self Contained General Education) Grade Levels:  
Kindergarten through Grade 9  
GADM - General Administrative Grade Levels: Kindergarten through Grade 12  
LBSI - Learning Behavior Specialist I Grade Levels: Kindergarten through Grade 9  
Approvals: None on file

Save

Cancel



Staff

### Add/Update Staff

Is IEIN  Start Date  End Date

IEIN

Title  Class Type  Is Substitute

First Name  Substitute Notice

Middle Name

Last Name  Is Full Time



















ELIS Licenses

Elis Licenses

Sara Wylie Social Worker (none) PT











## Special Education Teachers












[IDFPR License Lookup](#)
[New Special Education Teacher](#)

	Name	Title	IEIN	Status	Hrs/Wk	IsSubstitute
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 	Chole Small	Substitute Teacher	123456	FT	(full)	Yes
 	Angela Vollrath	Classroom Teacher	123456	FT	(full)	No
 	Marlee Goldsworthy	Classroom teacher	998030	PT		No
 	Loretta Kelly	Classroom Teacher (virtual)	123456	FT	(full)	No
 	Laura Smithton	Classroom teacher	(none)	FT	(full)	No

## Special Education Administrators

[IDFPR License Lookup](#)
[New Special Education Administrator](#)

	Name	Title	IEIN	Status	Hrs/Wk
 	Ellyn Cramer	Regional Director	123456	PT	8 Hour(s) 0 minute(s)
 	Robyn Johnson	Program Director/Counselor	123456	PT	35 Hour(s) 0 minute(s)
 	Kayla Liddell	Principal	123456	PT	35 Hour(s) 0 minute(s)
 	Mary Lanoue	Principal	264813	FT	(full)
 	Laura Smith	Substitute teacher	(none)	PT	

Related Services Personnel		IDFPR License Lookup		New Related Services Personnel	
	Name	Title	IEIN	Status	Hrs/Wk
 	Angela Davis	Occupational Therapist Assistant	(none)	PT	8 Hour(s) 0 minute(s)
 	Emma Hoskins	Social Worker	(none)	FT	(full)
 	Blake Stepien	Nurse	123456	PT	20 Hour(s) 0 minute(s)
 	Alfred Travaglini	Social Worker	(none)	FT	(full)
  	Sara Wylie	Social Worker	(none)	PT	

ELIS Licenses for Sara Wylie	
No ELIS Licenses on file	

New License

Title

Title


Authorizing Agency

Authorizing Agency


License Number

License Number

Expiration Date


04/17/2024 

Active

Yes 

Save











Cancel

 New Non-ELIS License for Sara Wylie

License Number	Expiration Date	Active
123456789	10/31/2025	Yes
12556	4/12/2024	Yes

## Related Services Personnel

[IDFPR License Lookup](#)[New Related Services Personnel](#)

	Name	Title	IEIN	Status	Hrs/Wk
 	Angela Davis	Occupational Therapist Assistant	(none)	PT	8 Hour(s) 0 minute(s)
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 	Blake Stepien	Nurse	123456	PT	20 Hour(s) 0 minute(s)
 	Alfred Travaglini	Social Worker	(none)	FT	(full)
 	Sara Wylie	Social Worker	(none)	PT	

## Add/Update Staff

Is IEIN License# Title First Name Middle Name Last Name Start Date End Date Service Type Is Full Time 

## Part Time Hours Per Week

Hours  Minutes 

## ELIS Licenses

Elis Licenses

Save

Cancel

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





Private Facilities

Calendar ▾

Staff Update ▾

\ SEPF \ Calendar

Site Listing

Requests



School Year

2024-2025 ▾

Site

—Select a Site— ▾



**appsqa.isbe.net says**

Do you want to Cancel this Request. Click OK to Cancel the request.

OK

Cancel

#### Staff Requests

Site --Select a Site--

Site Number	Program Name	Operation Type	Site Address	Status	Status Date	Action
F000266	Country Club Hills Tech And Trade	Day School Program	4187 183Rd St, Cntry Clb Hls, IL 60478	Pending	04/12/2024	Cancel
F001674	Menta Academy North Life Skills	Day School Program	621 Belvidere Rd, Waukegan, IL 60085	Draft	04/11/2024	Cancel
F001776	Menta Academy Springfield	Day School Program	3700 Wabash Ave, Springfield, IL 62711	Approved	04/11/2024	
F000506	Menta Acad Cornerstone Taylorville	Day School Program	100 W Franklin St, Taylorville, IL 62568	Pending	04/11/2024	Cancel
F000465	CORE Academy	Day School Program	801 W Illinois Ave, Aurora, IL 60506	Denied	04/11/2024	
F000354	Menta Academy Hillside	Day School Program	4100 Warren Ave, Hillside, IL 60162	Approved	04/11/2024	

Showing 1 to 6 of 6 entries

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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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.





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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Do not reply to this message; responses are not monitored.



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

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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 [support@isbe.net](mailto:support@isbe.net).

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