

# Editing Virtual School Indicator

## in the Entity Profile System

The Virtual School Indicator is a school-level indicator. Public school districts and their counterparts 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 school districts
- 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 is also 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 <u>datahelp@isbe.net</u> if you need further assistance or have questions. It is best to include your district's name and "Virtual School Indicator" in the subject line with a detailed description of your issue.

ILLINOIS STATE BOARD OF EDUCATION

#### Instructions

Step 1	Log in to IWAS w	vith your username and password	. As a reminder, users with district-level access in					
	the Entity Profile	e System (EPS) may make these ch	anges.					
	ILLINOIS STATE BOA EDUCATIO	ARD OF N S IWAS IWAS IWAS	IWAS IWAS IWAS IWAS					
	ISBE Home	Need to access the Educator Licensure Inform	nation System (ELIS)? Click here for ELIS.					
	ELIS Login	Already have an account? Login Here :	New Partner - Sign up Now					
	Home	Login Name Password	Some ISBE web-based systems require electronic signatures. You can create your own loopo id and nassword by dirking on the					
	Sign Up Now	83	following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.					
	Get Password	C Remember Login Name						
	Contact Us	LOG IN	<u>Sign Up Now</u>					
	Help	Forgot Your Password?	Need Help?					
	IWAS User Guide 🛷	If you have forgotten your login name or password, click on the link below.	If you need help with logging in, the sign up procedure or your password, please click on the link below.					
	IWAS Training Video	Find Login/Password	Help					
		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.						
		Copyright © 2024 Illin	ois State Board of Education					

Step 2	Click on System L	isting.				
	ILLINOIS					
	STATE BOARD	DOF				
	IWAS IWAS	IWAS IWAS IWAS IW	AS IWAS II	WAS I	WAS	
	Login: SBLOETHE12	ISBE Admin	istrator			
	Home Home	ello Sarah, you last logged in 4/9/2024 1:52:39 PM.				
	System Listing	lessages :				
	Pending Sign Ups	2 unread Inbox message(s)				
	Pending Documents R	equire Action :	We have your email addre sbloethe@isbe.u	ess listed as:		
	Change Password	0 Sign-ups pending your approval	If this is NOT correct, click h	ere to update.		
	Messages - Inbox	O Feedback messages pending review				
	Messages - Archived	News Ite	ns			
	Search	changes in IWAS Administrative Accounts				
	Mala	lany organizations that do electronic business with Is	BE have new administrators	that officially	take	
	е	nect on July 1	Comparison of	Mo	re	
	Log Out K	Ceep Your IWAS Account Active!				
	IWAS Training Video P a	lease keep your IWAS account active. By logging int ccount being deactivated for lack of use. Thank you!!	o your account more often,	you can avoid	the	
	_					
Stop 2	Click on Entity Dr	ofile System under Deporting				
step s		ome system under Reporting.				
	STATE BOA	RDOF				
	EDUCATIO	N				
	IWASTRAIN I	WASTRAIN IWASTRAIN IN	VASTRAIN IWA	ASTRAII	N IWASTRA.	IN
	Login: RCDT168	M_1	y Systems			
	Home	Below are systems that you are either at either your district (Pending-District), Re	ithorized to use or are DE (Pending-ROE) or IS	awaiting au SBE (Pendin	thorization from g-ISBE). Once you	r/
	System Listing	are "Authorized" to access a system, sim	ply click on the system	description	to use it.	
	Pending Sign Ups	- A	a B Brand		Click Here for Due Dates	
	Deading Desuments	Categories - Click to Expand/Collapse Tree			Authorization	
	Pending Documents	- Surveys				
	Change Password	Health Life Safety Survey - QA		0 📑 🔮	Authorized	
	Messages - Inbox	<b>⊡</b> Reporting				
	Messages - Archived	- American Recovery and Reinvestment	Act (ARRA) Reporting	0 📑 🔮	Authorized	
		- District Spec Ed Profile	(	0 📑 🔮	Authorized	
	Preferences	Electronic Expenditure Reports -		0 🖬 🔮	Authorized	
	Help	Entity Profile System		0 🖬 🔮	Authorized	
	Log Out	È- Annual				
	IWAS Training Video	- 0-3 Prevention Initiative Outcomes (	Questionnaire	0 📰 🔮	Authorized	
	<u>TWAS Hannig Hace</u>			<b>N</b>		
		Legend: (1): System Description - Detailed	📺 : Due Dates 🦉 : Pi	rofile		
			Want	t to Signup	for Other Systems?	8.
		Copyright © 20	24 Illinois State Board of Educatio	n		

Welco	Welcome to the Entity Profile System (EPS)								
The Entity • Requ • The r	Profile System has the follo lires an "Effective Date" for a requirement of an "Effective I	wing features for <b>all EPS Profile</b> III EPS profile changes. This allo Date" also allows for multiple per	es : ws for the post dating of chang nding changes to be requested	ges for the next schoo d for an EPS profile in	ol year (e.g. July 1st). one sitting.				
The Entity • Allow • Allow • Send • Inclue • Inclue	Profile System has the follo vs authorized ROE personne vs authorized Public School I ts automatic emails to all rele des a report showing all distr des a report showing all scho	wing features for <b>ROEs</b> and <b>Put</b> I to electronically update ROE pr District personnel to electronically evant ROE and District EPS user ict and school information for R bool information for Public District	blic Districts : offile information and view all I y update profile information for s when an Entity Profile is upo DE staff. Staff.	Districts and Schools i r their District or Scho dated.	n their ROE. ols.				
The Entity • Allow	Profile System has the follo vs authorized Non-Public Sch	wing features for Non-Public So nool personnel to electronically u	chools : pdate EPS profile information.						
For all curre	ent procedures please consu	It the document at the following I	ink:						
CDS Codes	s: Guidelines and Procedures	s for Changes							
Contine	ue								
Contine	ue								
Continu Click on Re	ue eview/Verify to b	begin the change fo	r your school/pro	ogram.					
Contin Click on Re The Virtua	ue eview/Verify to b Il School Indicato	begin the change fo or is NOT a district-l	r your school/pro	ogram. can only be e	edited for each				
Contin Click on Re The Virtua school/pro	eview/Verify to b Il School Indicato ogram.	begin the change fo or is NOT a district-l	er your school/pro evel indicator. It	ogram. can only be e	edited for each				
Contin Click on Re The Virtua school/pro	eview/Verify to b Il School Indicato ogram.	pegin the change fo or is NOT a district-l	er your school/pro	ogram. can only be e	edited for each				
Contin Click on Re The Virtua school/pro	eview/Verify to b Il School Indicato ogram.	begin the change fo or is NOT a district-l	or your school/pro evel indicator. It	ogram. can only be e	edited for each				
Contin Click on Re The Virtua school/pro	eview/Verify to b Il School Indicato ogram.	begin the change fo or is NOT a district-l	er your school/pro	ogram. can only be e Home	edited for each History Reports				
Contin Click on Re The Virtua school/pro	eview/Verify to b al School Indicato ogram.	begin the change foor is NOT a district-loor is NOT a district-loop sample School District 101	or your school/pro evel indicator. It <u>Contact Name</u> Dr. Jane Superintendent	ogram. can only be e Home Status Effec	edited for each History Reports				
Contin Click on Re The Virtua school/pro User: RCDTS:	eview/Verify to b al School Indicato ogram.	begin the change foor is NOT a district-less structures where the structure	or your school/pro evel indicator. It <u>Contact Name</u> Dr. Jane Superintendent	ogram. can only be e Home Status Effec	edited for each History Reports tive Date				
Contin Click on Re The Virtua school/pro	eview/Verify to b al School Indicato ogram.	pegin the change fo or is NOT a district-l <u>Entity Name</u> Sample School District 101	or your school/pro evel indicator. It <u>Contact Name</u> Dr. Jane Superintendent	ogram. can only be e Home <u>Status Effec</u>	edited for each History Reports				
Contin Click on Re The Virtua school/pro User: RCDTS: Review/Verify Schools	eview/Verify to b al School Indicato ogram.	begin the change foor is NOT a district-less struct a district struct st	or your school/pro evel indicator. It <u>Contact Name</u> Dr. Jane Superintendent	Dgram. can only be e Home Status Effec	edited for each History Reports tive Date				
Contin Click on Re The Virtua school/pro <sup>User:</sup> RCDTS: Review/Verify	eview/Verify to b al School Indicato ogram. <u>RCDTS</u> 01-010-0101-01-0000	eegin the change fo or is NOT a district-l Entity Name Sample School District 101	or your school/pro evel indicator. It <u>Contact Name</u> Dr. Jane Superintendent	Dgram. can only be e Home Status Effec	edited for each History Reports tive Date				
Contin Click on Re The Virtua school/pro <sup>User:</sup> RCDTS: Review/Verify Schools	veview/Verify to b al School Indicato ogram. RCDTS 01-010-0101-01-0000 4	Degin the change for         or is NOT a district-l         Degin the change for         Or is NOT a district-l         Sample School District 101         Category       Entity Name         Sample High School	or your school/pro evel indicator. It Dr. Jane Superintendent	Dgram. can only be e Home Status Effec Search:	edited for each History Reports tive Date				
Contin Click on Re The Virtua school/pro <sup>User:</sup> RCDTS: Review/Verify Schools	RCDTS  RCDTS  RCDTS  OI-010-0101-01-0001  4  01-010-0101-01-001  4  01-010-0101-01-001  4  01-010-0101-01-001  4  01-010-0101-01-001  4  01-010-0101-01-001  4  01-010-0101-01-001  4  01-010-0101-01-001  4  01-010-0101-01-001  4  01-010-0101-01-001  4  01-010-0101-01-001  4  01-010-0101-010  4  01-010-0101-01  4  01-010  4  01-010  4  01-010  4  01-010  4  01-010  4  01-010  4  01-010  4  01-010  4  01-010  4  01-010  4  01-010  4  01-010  4  01-010  4  01-010  4  01-010  4  01-010  4  01  4  01-010  4  01  4  01  4  01  4  01  4  01  4  01  4  01  4  01  4  01  4  01  4  01  4  01  4  01  4  01  4  01  4  01  4  01  4  01  4  4  4  4  4  4  4  4  4  4  4  4  4	Degin the change for         or is NOT a district-l         or is NOT a district of a distret of a distret of a district of a district of a distrit of a dist	or your school/pro evel indicator. It Dr. Jane Superintendent	Dgram. can only be e Home Status Effective Search:	edited for each History Reports tive Date				

Step 6	Click on the pencil icon for EPS Information. Nokomis Jr/Sr High Sch (03-068-0220-2	26-0001)
	Request a Change	EPS Information
	Effective Date       7/1/2024     Cancel     Save Request       No Changes for upcoming school year     Notes	Website Uri       http://www.nokomis.k12.il.us         Acc. Plomt. 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 Entity Profile System (EPS) Addresses • Mailing 511 Oberle St Nokomis, IL 62075- 1015	Entity Attributes         NCES ID (LEA)       172856002990         EFE       410         Geographic Area       Southwest         NCES Locale       Rural, Fringe         To request a change to Entity Attributes, please email us at: help@labe.net

an 7 Go to Virtus	Indicator and select	t the ontion that	hast describes	vour school's s	otting
Edit EPS Inform			best describes		×
Website Url	http://www.nokomis.	k12.il.us			
Acc. Plcmt. Polic	У				
Block Schedule?	· · · · · · · · · · · · · · · · · · ·				
Magnet School?					
Co Det Center Virtual Indicator	Supplemental Virtual	~			
Grades Serve	d				
Current : Changes To Current: Note: when changing gra	B-3 P K 1 2	3 4 5	6 7 8 9	10 11 12	
Edit EPS Inform	ation			Close	
Website Url	http://www.nokomis.k1	2.il.us			
Acc. Plcmt. Polic	У				
Block Schedule?					
Co Det Center					
Virtual Indicator Grades Serve Current : Changes To Current: Note: when changing gra	Supplemental Virtual         Exclusively virtual         Primarily virtual         Supplemental Virtual         No virtual instruction         B-3       P         K       1         Q       Q         Image: Served - Fill in all grades served Not just changes	3 4 5 6	7 8 9	10 11 12 <b>V</b>	
				Save Close	
8 Click on the	green Save button to	o save your work.			

Website Url	http://www.nokomis.k12.il.us							
Acc. Plcmt. Policy								
	_							
Block Schedule?	✓							
Magnet School?								
Co Det Center								
Virtual Indicator Suppleme	ental Virtual	~						
Grades Served								
В-3 Р	K 1 2 3	4 5	6	7 8	9	10	11	12
B-3 P Current :	K 1 2 3	4 5	6	7 8	9	10	11	12
B-3 P Current :	K 1 2 3	4 5		7 8	9	10	11	12 ✓
B-3 P Current : Changes To Current: Note: when changing grades served - Fill in all gr	K 1 2 3	4 5	6	7 8	9	10		12
B-3 P Current : Changes To Current: Note: when changing grades served - Fill in all gr	K 1 2 3	4 5		7 8	9	10	11	12



Step 9For this change to be effective **before** July 1, 2024, you must change the Effective Date to either<br/>the day you're making the change or any other date after.<br/>For example, if today is May 15, 2024, the Effective Date can be May 15, 2024, or May 16, 2024.<br/>The effective date cannot be in the past.

### Sample Elem School (01-010-1010-00-2001)

Requ	est a	Cha	nge								
Effec	tive	Date	e				Ca	ncel	🖹 Save I	Request	Sancel Request
«		Ju	ily 203	24		»					
Su	Мо	Tu	We	Th	Fr	Sa					
30	1	2	3	4	5	6					
7	8	9	10	11	12	13					
14	15	16	17	18	19	20					
21	22	23	24	25	26	27					
28	29	30	31	1	2	3					
4	5	6	7	8	9	10					

## Sample Elem School (01-010-1010-00-2001)

fec	tive	Date	e			_	Cancel	B Save Request	Sancel Request
5/15	5/2024	4							
æ		M	ay 202	24		ж			
Su	Мо	Tu	We	Th	Fr	Sa			
28	29	30	1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30	31	1			
2	3	4	5	6	7	8			

Step 10	Double-check your work. Make sure that you've inp	ut the correct date and the correct Virtual
	Sample Elem School (01-010-1010-00-2001)	
	Request a Change	EPS Information
	Effective Date Cancel 🖹 Save Request 👇 Cancel Request	Website Url http://www.samplesd.org
	05/15/2024 No Changes for	Block Schedule?
	upcoming school year	Magnet School? Co Det Center No
	Notes	Virtual Indicator Supplemental Virtual Grades Served
		B-3 P K 1 2 3 4 5 6 7 8 9 10 11 12 U
	EPS NSLP	
	Entity Profile System (EPS)	NCES ID (LEA)
	Addresses 🛨	EFE Geographic Area
	Mailing 123 Main St. Whoville, IL 65432	To request a change to Entity Attributes, please email us at help@abe net
	Phone Numbers 🕂	
	Business Fax (217) 123-4567 (217) 123-4568	
Step 11	Click on the green Save Request button to save you	r edits.
	Sample Elem School (01-010-1010-00-2001)	
	Request a Change	EPS Information
	D5/15/2024         Cancel         Page         Cancel         Cance	Acc. Plomt. Policy
	No Changes for upcoming school	Magnet School?
	year Notes	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
		DDDDDDAARAAAD
	EPS NSLP	Entity Attributes
	Entity Profile System (EPS)	NCES ID (LEA) EFE
	Addresses 🛨	Geographic Area NCES Locale
	Mailing 123 Main St. Whoville, IL 65432	To request a change to Entity Attributes, please email us at: help@isbe.net
	Phone Numbers 🖶	
	Business Fax (217) 123-4567 (217) 123-4568	
Step 12	Congratulations! You have now finished editing you	r school/program's Virtual School Indicator!