



# 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:

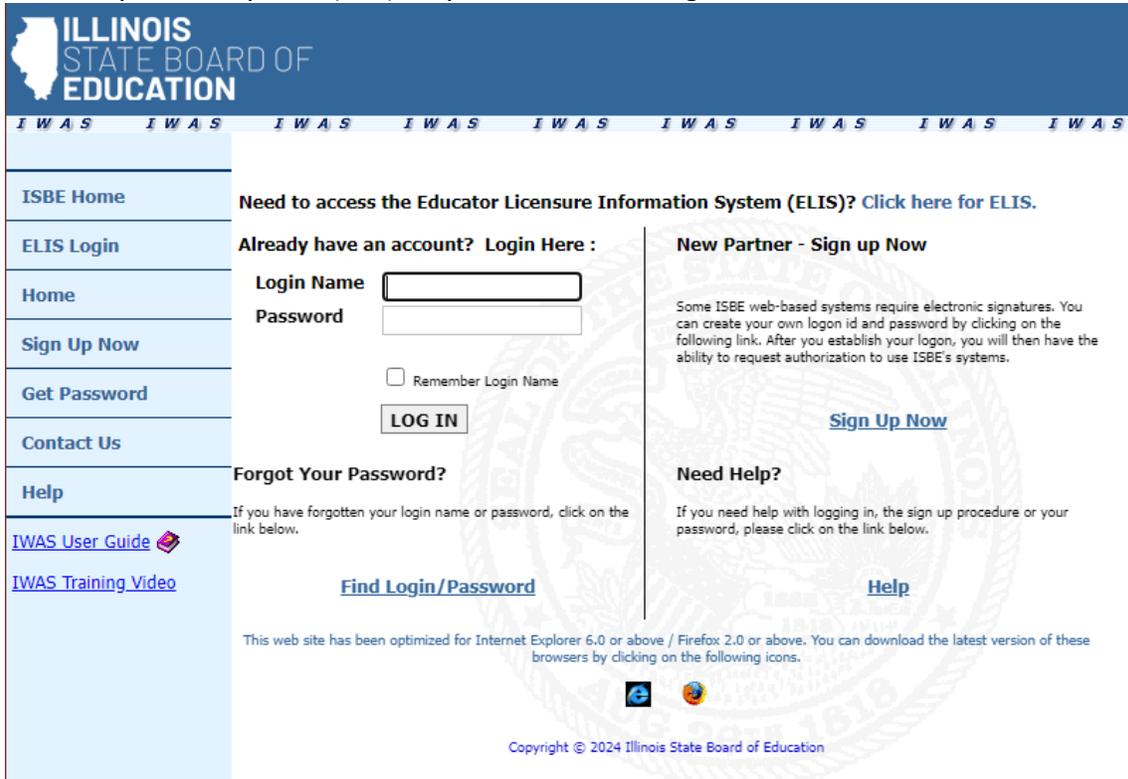
- Public schools
- Other state-funded entities and hybrid high school districts
- CTE Area Career Centers/Education for Employment schools
- Special education schools
- Regional programs with an RCDTS code that does NOT end in “00”

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

Value Abbreviation	Value Description	Comments
<b>FULLVIRTUAL</b>	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.
<b>FACEVIRTUAL</b>	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.
<b>SUPPVIRTUAL</b>	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.
<b>NOTVIRTUAL</b>	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](mailto:datahelp@isbe.net) 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.

**Step 1** Log in to IWAS with your username and password. As a reminder, users with district-level access in the Entity Profile System (EPS) may make these changes.



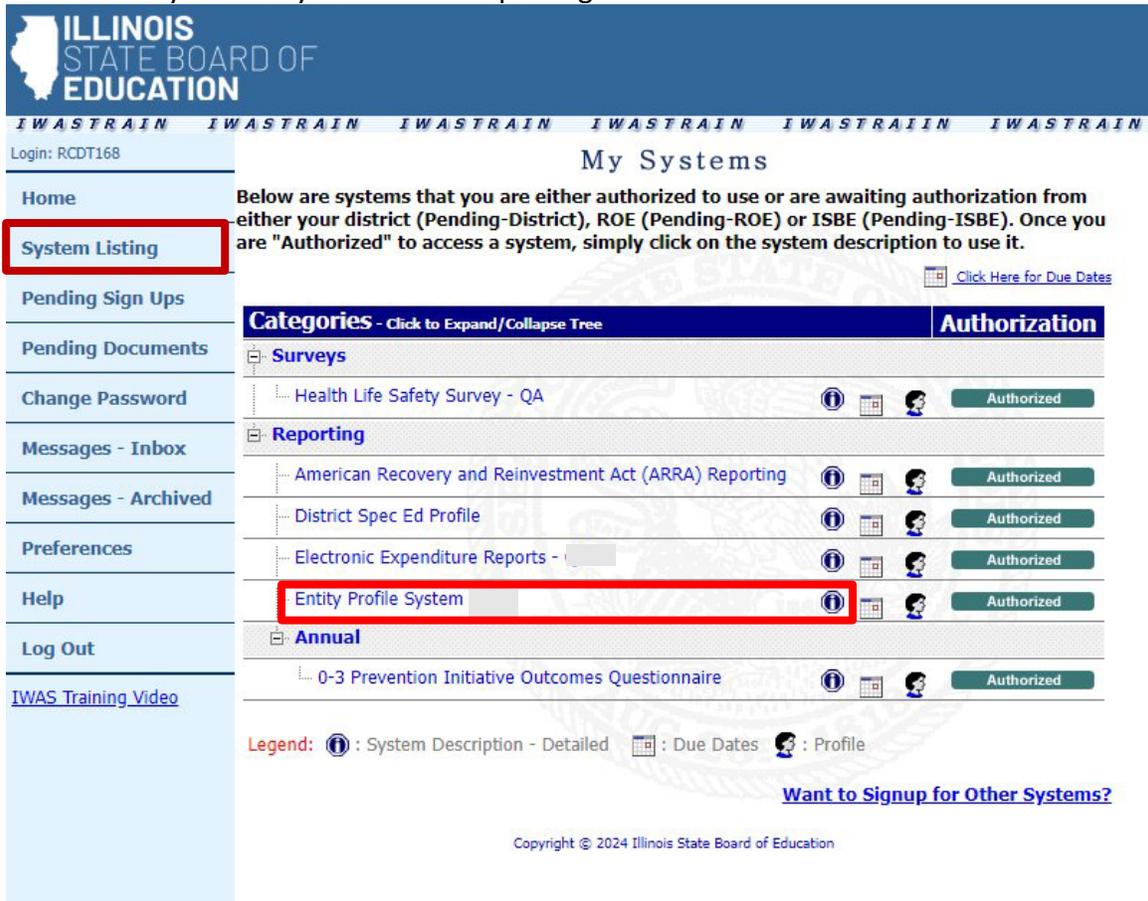
The screenshot shows the IWAS login interface. At the top is the Illinois State Board of Education logo and the text 'ILLINOIS STATE BOARD OF EDUCATION'. Below this is a navigation bar with 'IWAS' repeated. A left sidebar contains links: ISBE Home, ELIS Login, Home, Sign Up Now, Get Password, Contact Us, Help, IWAS User Guide, and IWAS Training Video. The main content area is titled 'Need to access the Educator Licensure Information System (ELIS)? Click here for ELIS.' and 'Already have an account? Login Here :'. It features input fields for 'Login Name' and 'Password', a 'Remember Login Name' checkbox, and a 'LOG IN' button. There is also a 'Forgot Your Password?' link. To the right, under 'New Partner - Sign up Now', there is a 'Sign Up Now' link and a 'Need Help?' section with a 'Help' link. At the bottom, there is a browser optimization notice and icons for Internet Explorer and Firefox, along with a copyright notice for 2024 Illinois State Board of Education.

Step 2 Click on System Listing.



The screenshot shows the ISBE Administrator dashboard for user SBL0ETH12. The left sidebar contains a menu with 'System Listing' highlighted in a red box. The main content area displays a welcome message, a 'Messages' section with 2 unread inbox messages and 0 unread archived messages, a 'Require Action' section with 0 sign-ups pending approval, 0 documents pending approval, and 0 feedback messages pending review. Below this is a 'News Items' section with a heading 'Changes in IWAS Administrative Accounts' and a paragraph stating that many organizations have new administrators effective July 1st. A 'Keep Your IWAS Account Active!' notice is also present, advising users to log in frequently to avoid deactivation.

Step 3 Click on Entity Profile System under Reporting.



The screenshot shows the 'My Systems' dashboard for user RCDT168. The left sidebar has 'System Listing' highlighted in a red box. The main content area features a table of systems categorized under 'Reporting'. The 'Entity Profile System' is highlighted in a red box. The table includes columns for system name, icons for details, due dates, and profile, and an 'Authorization' column. A legend at the bottom explains the icons: a person icon for 'System Description - Detailed', a calendar icon for 'Due Dates', and a person icon for 'Profile'. A link 'Want to Signup for Other Systems?' is also visible.

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

Step 4 On the welcome screen, click on the Continue button.

## 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.

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

Step 5 Click on Review/Verify to begin the change for your school/program.  
 The Virtual School Indicator is NOT a district-level indicator. It can only be edited for each school/program.

User:  
 RCDTS:

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

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

### Schools

Search:

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

Showing 1 to 2 of 2 entries

Previous
1
Next

Step 6

Click on the pencil icon for EPS Information.  
 Nokomis Jr/Sr High Sch (03-068-0220-26-0001)

**Request a Change**

Effective Date:  Cancel Save Request

No Changes for upcoming school year:

Notes:

**EPS Information**

Website Url: <http://www.nokomis.k12.il.us> 

Acc. Plcmt. Policy:

Block Schedule?:

Magnet School?:

Co Det Center: No

Virtual Indicator: No virtual instruction

Grades Served

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

EPS | NSLP

**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@sbe.net](mailto:help@sbe.net)

**Step 7**

Go to Virtual Indicator and select the option that best describes your school's setting.

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 checked="" type="checkbox"/>													
Changes To	<input type="checkbox"/>	<input checked="" type="checkbox"/>													
Current:	<input type="checkbox"/>	<input checked="" type="checkbox"/>													

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

Save
Close

Edit EPS Information
✕

Website Url

Acc. Plcmt. Policy

Block Schedule?

Magnet School?

Co Det Center

Virtual Indicator

- 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 checked="" type="checkbox"/>													
Changes To	<input type="checkbox"/>	<input checked="" type="checkbox"/>													
Current:	<input type="checkbox"/>	<input checked="" type="checkbox"/>													

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

Save
Close

**Step 8**

Click on the green Save button to save your work.

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 checked="" type="checkbox"/>													
Changes To	<input type="checkbox"/>	<input checked="" type="checkbox"/>													
Current:	<input type="checkbox"/>	<input checked="" type="checkbox"/>													

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

Step 9

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

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

Request a Change

**Effective Date**

July 2024						
Su	Mo	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)

Request a Change

**Effective Date**

May 2024						
Su	Mo	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 input the correct date and the correct Virtual Indicator.

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

**Request a Change**

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

No Changes for upcoming school year:

Notes:

**EPS Information**

Website Uri: <http://www.samplesd.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](mailto:help@isbe.net)

Step 11

Click on the green Save Request button to save your edits.

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

**Request a Change**

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

No Changes for upcoming school year:

Notes:

**EPS Information**

Website Uri: <http://www.samplesd.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](mailto:help@isbe.net)

Step 12

Congratulations! You have now finished editing your school/program's Virtual School Indicator!