

Minor Entity Profile Changes

For *EPS Categories A, 1, 2, 3 and 4* (see following CDS Code/Gatekeeper Chart), all minor changes can be made in the new *Entity Profile System (EPS)* in IWAS by an authorized user who has been granted EPS access by their local IWAS administrator.

Examples of minor Entity Profile changes:

- Administrator Name
- Address
- Phone Number
- Fax Number
- Email Address
- Grades Served

Note: IWAS Administrator Changes

If the Administrator has changed (including Regional/District Superintendent, Nonpublic School Administrator, Special Ed Director, etc.), ISBE will process the change in EPS and will email or fax the entity an IWAS administrative account letter that contains IWAS setup instructions and an access code for the creation a new IWAS administrative account. The outgoing administrator's account will be deactivated.

IWAS questions should be directed to the ISBE "IT and Educator Licensure Call Center" at
217-558-3600, Option 2.

For all other Entity Profile Categories, all requests must be made on the organization's letterhead, signed by the chief administrator (see following Entity Profile Code/Gatekeeper chart, and directed to:

Illinois State Board of Education
Attention: IT Division/Computer Operations S-395
100 North First Street
Springfield, IL 62777
FAX: 217-782-1976

Situations Requiring Code Change

An Entity Profile Code changes only when there is a "significant" change in grades served.

- “Significant” means having grade level changes that by definition, would place a school in another category
 - Example: changes a middle/junior high school to a high school.

Certain changes do not result in a change in school coding. Examples include:

- ✓ new principal
- ✓ new address
- ✓ new building
- ✓ minor changes in grades served
- ✓ new school name

School name changes must be reported to the ISBE IT Division/Computer Operations (see previous contact information provided).

Because of ISBE’s various tracking needs, school code changes will not be made for schools that are on any academic watch/warning/school improvement list (including schools not making AYP) without the approval of policy-level management. See section 9 for more information on requesting changes to codes that affect schools in status.

Section 6:

EPS Categories and ISBE Gatekeepers:

#	EPS Category	Gatekeeper	Responsible ISBE Division	Organization Chief Administrator
A	Regional Programs	Cara Wiley	Special Education 217-782-5589	Regional Superintendent
B	Charter School Campuses	Jennifer Thomas	General Counsel 312-814-2236	Chartering Entity
C	Nonpublic Spec Ed Operating Agencies	Sara Friedrich	Special Education 217-782-5589	Directors
D	Nonpublic Spec Ed Programs	Sara Friedrich	Special Education 217-782-5589	Directors
E	Early Childhood Attendance Sites	Alicia Lynch-Deatherage	Early Childhood 217-524-4835	Organization Administrator
F	Additional Testing Sites	Megan Forness	Assessment & Accountability 217-782-4823	School Principal
0	Intermediate Service Centers	Ann Plogger	Information Technology 217-782-4313	Board President
1	Regional Offices of Education	Brenda Umek	Data Analysis – Center for Performance 217-782-3950	Regional Superintendent
2	Public Districts	Brenda Umek	Data Analysis - Center for Performance 217-782-3950	District Superintendent
3	Nonpublic Districts/Schools	Brenda Umek	Data Analysis - Center for Performance 217-782-3950	School Principal
4	Public Schools	Brenda Umek	Data Analysis - Center for Performance 217-782-3950	District Superintendent
5	Misc. Payees	Dara Strode	Funding & Disbursements 217-782-5256	Organization Administrator CEO/President, etc.
6	Spec Ed Districts/ Cooperatives	Tim Imler -Dara Strode	Funding & Disbursements 217-782-5256	Director of Special ED
7	Spec Ed Schools	Jackie Ruenzi	Special Education 217-782-5589	Director of Special Ed or District Superintendent
8	Other State Funded Entities & Hybrid H.S. Districts	Ann Plogger	Information Technology 217-782-4313	Chief Administrator
9	Vocational Districts/Schools	Brenda Umek	Data Analysis - Center for Performance 217-782-3950	System Director or Area Voc Ed Director
	Last updated 6/25/2019			

Adding a New School or Entity

The ISBE IT/Computer Operations section typically receives requests to add new schools or entities between May and August of each year. A new school or entity for the upcoming school year will not be added to the *Entity Profile System* until the effective date (usually July 1st) indicated in the letter or fax that ISBE receives.

For new schools, each district should contact ISBE before July 1st in preparation for the next school year. A district may also add a new school at some time mid-year. The same ISBE notification process applies (see below).

Note: However, if a new school is added as a part of a restructuring process or if it impacts students attending a school in federal or state status, the request cannot be made through the annual update procedure. See Section 9 for more information.

Notification Process for New Schools

ISBE requires the following information:

- Facility Name/ Address/Phone/Fax/Email
- Administrator's Name
- Effective Opening Date
- Grade Levels Served
- State Representative
- Senate District
- Federal Congressional District

New school notifications must be submitted on official District letterhead, signed by the organization's chief administrator (see chart in Section 6), and directed to ISBE at:

Illinois State Board of Education
Attention: IT/Computer Operations S-395
100 North First Street
Springfield, IL 62777
Fax: 217-782-1976

Closing a School or Entity

The ISBE IT/Computer Operations section typically receives requests to close existing schools or entities between May and August of each year. A school or entity closure for the upcoming school year will not be reflected in the *Entity Profile System* until the effective date (usually July 1st) indicated in the letter or fax that ISBE receives.

For school closures, each District should contact ISBE before July 1st in preparation for the next school year. A District may also close a school at some time mid-year. The same ISBE notification process applies (see below).

Notification Process for School Closures

ISBE requires the following information:

- RCDTS code
- Facility Name/ Address/Phone/Fax/Email
- Effective Closing Date
- RCDTS/Facility Name of the School(s) the students will be attending (by grade level)

School or entity closure notifications must be submitted on official District letterhead, signed by the organization's chief administrator (see chart in Section 6), and directed to ISBE at:

Illinois State Board of Education
Attention: IT/Computer Operations S-395
100 North First Street
Springfield, IL 62777
Fax: 217-782-1976