Entity Profile System Guidelines

Updated Jan. 2024

ILLINOIS
STATE BOARD OF
EDUCATION

Entity Profile System Changes and Procedures

Contents

Minor Entity Profile Changes

Minor changes in the Entity Profile System (EPS) can be submitted via the ISBE Web Application Security (IWAS) system by an authorized user. This user must be granted EPS administrative access by their local IWAS administrator. An authorized administrator can go to IWAS > System Listing > Entity Profile System to access EPS in IWAS. These changes will be reviewed and approved by the EPS team.

Examples of minor changes in EPS include:
- Adding new administrator/primary contact.
- Adding new EPS contact (e.g., homeless liaison, key IT personnel).
- Changing phone number or email address.
- Adding contact information for a food program, such as the National School Lunch Program.

The following entity categories may make changes in EPS:

EPS Category	Organization Type
A	Regional Programs
1	Regional Offices of Education
2	Public Districts
3	Nonpublic Districts/Schools
4	Public Schools
8	Other State-Funded Entities & Hybrid High School Districts

IWAS Administrator Changes

If the IWAS administrator has changed (including regional/district superintendent, nonpublic school administrator, special ed director, etc.), ISBE will process the change in EPS and will email the entity an IWAS administrative account letter that contains IWAS setup instructions and an access code for the creation of a new IWAS administrative account. The outgoing administrator's account will be deactivated. This is NOT the same as changing the primary contact of the entity.

IWAS questions should be directed to the ISBE IT Contact Center at 217-558-3600.

Requests for all other Entity Profile categories (see Gatekeepers chart) must be made on the organization's letterhead, signed by the chief administrator, and emailed to epschange@isbe.net (preferably with your organization's name in the subject line). ISBE will no longer accept EPS change requests that are sent through the postal system after Jan. 31, 2024.

Changing Principal/Superintendent of Entity

The EPS team must be notified if there is a change in school or district leadership. Email the request to epschange@isbe.net (preferably with the organization's name in the subject line).
Submit the following on organizational letterhead:
- Name of New Administrator
- Email Address of New Administrator
- Name of Former Administrator
- RCDTS Code

- Effective Date of Change
- Signature of New Administrator
- Federal Employer Identification Number Found on W-9

It is most convenient if the information is emailed in PDF format; however, Word format is acceptable.
Principal and superintendent would be examples of the primary leadership positions for a school or district.
Organizations that are in Categories A, 1, 2, 3, 4, and 8 may make the changes directly in EPS via IWAS.

Major Changes in EPS

Submit major EPS changes **before June 15** to ensure timely entry. It is important to have all entity information up to date BEFORE July 1, so that any subsequent data and reporting submitted reflects the most updated information. Districts should contact ISBE before June 15 with any major EPS changes as they prepare for the next school year. If requests are sent AFTER June 15, there may be a delay in processing changes before the beginning of the school year (July 1). When ISBE receives a major EPS change request from a public school or district, the EPS team will send a major EPS change form to fill out. The sole exception for such a change is a school name change. See School Name Changes on page 4.

Grade Changes

Grade changes (addition or removal) must be submitted **before June 15** of each year to ensure timely entry by July 1.

Early submission of grade changes in April or May is recommended. This ensures that Title, Systems of Support, and EPS teams can review and approve the grade change in a timely manner.

You must include the following in a grade change request:
- Facility Name/Address/Phone/Email
- Administrator's name
- Effective Opening Date
- Grade Levels Currently Served
- Grade Levels Being Added/Removed
- Which Schools Students are Coming from if Adding Grade(s)
- Which Schools Students will Go to if Removing Grade(s)
- Reasons Why School is Changing Grades Served in Detail

The information should be on organizational letterhead, preferably in PDF format. Word format is acceptable. Grade changes should be submitted via email to epschange@isbe.net. ISBE will no longer accept any change requests for EPS, including grade changes, sent via the postal system after Jan. 31, 2024.

Ask these two questions to determine which grades are served in your organization:
1. Does my organization serve these grade(s) for the general student population in your area?
2. Are all the grades that we serve a full, complete, and standard grade?

If the answer is "yes" to both of those questions, then your organization serves that grade.

Significant Grade Changes

An RCDTS 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. Changing a RCDTS code may change which grants an entity is eligible for. For example, a middle/junior high school becomes a high school.

School Name Changes

School name changes must be reported to the ISBE Technology Support and Infrastructure Department at epschange@isbe.net. Notice of a school name change must be sent on organizational letterhead to epschange@isbe.net with the following information:
- Current Facility Name
- New Facility Name
- Facility Address/Phone/Email

- Administrator's Name
- Effective Date of Name Change

Adding a New School or Entity

The ISBE Technology Support and Infrastructure Department receives requests to add new schools or entities throughout the year, with many arriving between May and August. 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 1) that is indicated in the letter ISBE receives.

It is important to have all entity information up to date BEFORE July 1, so that any subsequent data that will be submitted reflects the most updated information. A district should contact ISBE about a new school before June 15 in preparation for the next school year. If requests are sent AFTER June 15, there may be a delay in processing changes before the beginning of the school year (July 1).
A district also may add a new school at some time during the year, but it is not recommended and will have an impact on the reporting of ISBE data collections for the school year (including funding).

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. If an entity is in such a situation, contact ISBE to discuss and review potential changes because circumstances can be different.

Notification Process for New Schools

ISBE requires the following information on organization letterhead to create a new school:
- Facility Name/Address/Phone/Email
- Administrator's Name
- Effective Opening Date
- Grade Levels That Will be Served
- Which Schools Students are Coming From
- How Attendance at Other Schools Will be Affected

Notifications about new schools should be submitted on official district letterhead, signed by the organization's chief administrator, and sent to ISBE at epschange@isbe.net. School and entity openings and addition notifications sent via the postal system will not be processed after Jan. 31, 2024.

Closing a School or Entity

ISBE 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 1) indicated in the letter that ISBE receives.

Districts should contact ISBE about a school closure before June 15 to ensure timely processing before the new school year. A district also may close a school at some time during the year, but it is not recommended and will have an impact on the reporting of several data collections for the school year. The same ISBE notification process applies.

Notification Process for School Closures

ISBE requires the following information on official organizational letterhead:

- RCDTS Code
- Facility Name/Address/Phone/Email
- Effective Closing Date
- RCDTS Code and Name of the School(s) the Students will be Attending (by grade level) after School Closure
- Which Entities/Schools Students will Attend after School Closure
- Detailed Reasons for School Closure

School or entity closure notifications should be submitted on official district letterhead, signed by the organization's chief administrator, and submitted to epschange@isbe.net. School and entity closure notifications sent via the postal system will not be processed after Jan. 31, 2024.

It is most convenient if the information is emailed in PDF format; however, Word format is acceptable.

EPS Contact Types

Many different contact types are available in EPS and may be added, deleted, or edited by the district's EPS administrator at any time. This information is used by ISBE to easily communicate with contacts at the districts.

Primary Contacts

Leadership
Regional Superintendent
District Superintendent
Assistant District Superintendent
Superintendent
Principal
Assistant Principal
Executive Director
Director
Administrator
Chief Executive Officer
Chairperson

Secondary Contacts

General		Food Programs
Site Contact		Food Service Director
Secondary Site Contact		Local Wellness Policy Contact
Sponsor Contact		Seamless Summer Option Contact
Secondary Sponsor Contact		Fresh Fruit/Vegetable Program (FFVP) Contact
Sponsor Claim Contact		FFVP Secondary Contact
Contractor Contact		
Authorized Representative		**Support**
		Director of Technology
Coordinators		Foster Care Contact
ACCESS Coordinator		Homeless Liaison
Dynamic Learning Maps Alternate Assessment Coordinator		District Public Information Officer
Illinois Science Assessment Coordinator		Charter Management
Kindergarten Individual Development Survey Coordinator		
National Assessment of Educational Progress Coordinator		
Illinois Assessments of Readiness Coordinator		
504 Coordinator		
FAFSA Coordinator		
Title IX Coordinator		