



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
www.isbe.net

James T. Meeks
Chairman

Tony Smith, Ph.D.
State Superintendent of Education

Creating Foster Care Contact in Entity Profile System

Log in to Entity Profile System and select **New Change** for the entity to which you would like to add the foster care contact.

User: Educational Partner (RCDT168) Version: 4.000
RCDTS: 03-068-0220-26-0000 DB = EPSTest

Home History Reports

RCDTS	Entity Name	Contact Name	Status	Effective Date
New Change	District 000	Superintendent		

Schools

Search:

RCDTS	Category	Entity Name	Contact Name	Status	Effective Date
New Change	4	High School	Principal		
New Change	4	Elementary School	Principal		

Showing 1 to 2 of 2 entries

Click the "+" sign next to Contacts to add a new contact.

EPS NSLP

Entity Profile System (EPS)

Addresses +

Mailing ✎

123 Main Street
Anywhere, US 99999

Phone Numbers +

Business ✎

(555) 555-5555

Fax ✎

(555) 555-5555 ✕

Contacts + →

Superintendent ✎

Mr. John Smith
Superintendent
john.smith@district.edu

+ Address + Phone

Enter the contact's information and select Foster Care Contact from the Contact Type dropdown list.

Create New Contact

Salutation:

First Name: Middle Name: Last Name:

Contact Type:

- Regional Superintendent
- District Superintendent
- Principal
- Director
- Administrator
- Sponsor Contact
- Sponsor Claim Contact
- Site Contact
- Executive Director
- Chairperson
- Seamless Contact
- Contractor Contact
- Authorized Representative
- CEO
- Secondary Site Contact
- ACCESS Coordinator
- DLM-AA Coordinator
- ISA Coordinator
- KIDS Coordinator
- NAEP Coordinator
- PARCC Coordinator
- Foster Care Contact

Title: Email:

on

Grades Served

P	K	1	2	3	4	5	6	7	8	9	10	11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

After you click Save you will return to that previous page and will see the new contact you created.

EPS NSLP

Entity Profile System (EPS)

Addresses

Mailing

123 Main Street
Anywhere, US 99999

Phone Numbers

Business **Fax**

(555) 555-5555 (555) 555-5555

Contacts

Superintendent

Mr. John Smith
Superintendent
john.smith@district.edu

Foster Care Contact

Mrs. Jane Doe
Counselor
jane.doe@district.edu

Now, if necessary, you can add addresses and phone numbers to the contact by clicking "+ Address" or "+Phone".