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# CDS CODES: GUIDELINES AND PROCEDURES FOR CHANGES

## 1. What is an RCDTS code?

ISBE identifies all entities by a unique **Region-County-District-Type-School** code (or **RCDTS** code) that is broken down as follows:

Take the *Chicago District 299* RCDTS code as an example:

15-016-2990-25-0000

(RR-CCC-DDDD-TT-SSSS)

- 15 is the region code
- 016 is the county code
- 2990 is the district code
- 25 is the type code
- 0000 represents the district office (otherwise know as the school code – all public school district-level records have all zeros for a school code)

## 2. What is a school?

A school:

1. Is a collection of grade levels determined by the local school board, and
2. Has students served in one or more grades, and
3. Has one or more teachers, and
4. Is an administrative unit with only one principal; may have asst. principals, and
5. May be physically located in one or more buildings, and
6. May share a building with another school.

## CDS CODES: GUIDELINES AND PROCEDURES FOR CHANGES

### 3. How are schools coded? (The four-character 'S' in the RCDTS code)

According to the Illinois rules and past practice, the following will be considered (and must meet all conditions in bullets on previous page) when a school code is assigned:

**High School** – Code begins with 0

- Contains any combination of grade 9 or above, OR Contains grades 9-12 plus any combination of grades 5-8

**Middle or junior high school** – Code begins with 1

- Must have grade 7 or 8
- Must not have grade 4 or lower
- May have grade 9 but not any higher grade

**Elementary** – Code begins with 2 (Includes all others by default)

Contains grades K-8 OR other combinations not covered by the above two categories.

**Special Attendance Centers or PreK** – Code begins with 3

This indicates either a Special Attendance Center or PreK only. In the latter case, if the preschool is in a building sharing other grades, the other grades will have priority over the preschool in coding the school building.

## CDS CODES: GUIDELINES AND PROCEDURES FOR CHANGES

### 4. How should minor CDS changes (Entity Profile changes) be handled?

Example of minor CDS (or entity profile) changes are as follows:

Administrator Names, Addresses, Phone Numbers, Fax Numbers, Email Addresses, Grades Served, etc.

**For *EPS Categories A, 1, 2, 3 and 4* (see chart on page 5), 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.**

For all other CDS Categories, all requests for changes need to be sent to:

Illinois State Board of Education,  
Attention: Jo Ellen Danenberger S-395  
100 North First Street  
Springfield, IL 62777

Or, you may email Jo Ellen at [jdanenbe@isbe.net](mailto:jdanenbe@isbe.net) or fax her at 217-782-1976. The changes need to be faxed on your organization's letterhead and signed by the organization's chief administrator (see chart on Page 5).

#### **Note: IWAS Administrator Changes**

If your entity has changed administrators which include Regional/District Superintendents; Nonpublic School Administrators; Special Ed Directors, etc., an IWAS administrative account letter will be emailed or faxed to you after your changes have been processed in EPS. The letter contains setup instructions and an access code for the creation your new IWAS administrative account. The outgoing administrator's account will be deactivated.

If you have any questions regarding IWAS, contact the ISBE Helpdesk at 217-558-3600 or email ISBE at [help@isbe.net](mailto:help@isbe.net).

## CDS CODES: GUIDELINES AND PROCEDURES FOR CHANGES

### 5. When is a change in CDS coding necessary?

A change in school coding may be effected 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, e.g. changes a middle/junior high school to a high school.

Certain changes should not result in a change in school coding. Examples include: new principal, new address, new building, minor changes in grades served, new school name, etc. School name changes must be reported to the Technology Support division (see page 4 for contact information).

Because of the need to track schools for various programs or reasons, 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.](#)

## CDS CODES: GUIDELINES AND PROCEDURES FOR CHANGES

### 6. Who are the gatekeepers for the various Entity categories?

EPS Category	Gatekeeper	Responsible ISBE Division	Organization Chief Administrator
<b>A</b> Regional Programs	Sally Veach	Special Education	Regional Superintendent
<b>B</b> Charter School Campuses	Jennifer Saba	General Counsel	Chartering Entity
<b>C</b> Nonpublic Spec Ed Operating Agencies	Kathy Stratton	Special Education	Directors
<b>D</b> Nonpublic Spec Ed Programs	Kathy Stratton	Special Education	Directors
<b>E</b> Early Childhood Attendance Sites	Deb Scheiter Alicia Lynch-Deatherage	Early Childhood	Organization Administrator
<b>0</b> Intermediate Service Centers	Jo Ellen Danenberger Ann Plogger	Technology Support	Board President
<b>1</b> Regional Offices of Education	Shangte Shen	Career Dev & Preparation	Regional Superintendent
<b>2</b> Public Districts	Jim Sweeney	Data Analysis & Progress Reporting	District Superintendent
<b>3</b> Nonpublic Districts/Schools	Gayle Johnson	Data Analysis & Progress Reporting	School Principal
<b>4</b> Public Schools	Jim Sweeney	Data Analysis & Progress Reporting	District Superintendent
<b>5</b> Misc. Payees	Judy Conboy Dara Strode (P and N - schools)	Funding & Disbursements	Organization Administrator (CEO/President)
<b>6</b> Spec Ed Districts/Cooperatives	Beth Burkhalter Judy Conboy	Funding & Disbursements	Director of Special Ed
<b>7</b> Spec Ed Schools	Kathy Stratton	Special Education	Director of Special Ed or District Superintendent
<b>8</b> Other State Funded Entities and Hybrid H.S. Districts	Jo Ellen Danenberger Ann Plogger	Technology Support	Chief Administrator
<b>9</b> Vocational Districts/Schools	Shangte Shen	Career Dev & Preparation	System Director or Area Voc Ed Director

### Phone numbers for “Responsible ISBE Division” listed in the table above:

Career Dev & Preparation	217-782-4620
Data Analysis & Progress Reporting	217-782-3950
Funding & Disbursements	217-782-5256
General Counsel	312-814-2236
Special Education	217-782-5589
Technology Support	217-782-4313

Please note – this document will be updated periodically and ISBE encourages districts to check back for current information.

## CDS CODES: GUIDELINES AND PROCEDURES FOR CHANGES

### 7. What is the formal procedure for adding a **new school** or entity to the *Entity Profile System*?

Computer Operations (an area within the Technology Support division) typically receives requests to add new schools or entities between May and August of each year. A new school for the upcoming school year will not be added to the *Entity Profile System* until the effective date (usually July 1<sup>st</sup>) indicated in the fax or letter that ISBE receives.

For new schools, each district should contact ISBE before July 1<sup>st</sup> in preparation for the next school year. A district may also add a new school at some time mid-year. The same notification process to ISBE applies (see below). **If a new school is being added as a part of a restructuring process or impacts students attending a school in federal or state status, that request cannot be made through the annual update procedure. See section 9 for more information on changes to codes that affect schools in status.**

#### ISBE Notification Process for New Schools

ISBE requires the following information on official District letterhead and signed by the organization's chief administrator (see chart on Page 5):

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

See the Gatekeeper Table (previous page) for contacts in the various CDS (Entity) categories.

Any letters may be sent to:

Illinois State Board of Education,  
Attention: Jo Ellen Danenberger S-395  
100 North First Street  
Springfield, IL 62777

Or, you may email Jo Ellen at [jdanenbe@isbe.net](mailto:jdanenbe@isbe.net) or fax her at 217-782-1976.

## CDS CODES: GUIDELINES AND PROCEDURES FOR CHANGES

### 8. What is the formal procedure for **closing a school (or entity)** on the *Entity Profile System*?

Computer Operations (an area within the Technology Support division) typically receives requests to close existing schools or entities between May and August of each year. A school closure for the upcoming school year will not be reflected in the *Entity Profile System* until the effective date (usually July 1<sup>st</sup>) indicated in the fax or letter that ISBE receives.

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

#### ISBE Notification Process for School Closures

ISBE requires the following information on official District letterhead and signed by the organization's chief administrator (see chart on Page 5):

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)

See the Gatekeeper Table (previous page) for contacts in the various EPS categories.

Any letters may be sent to:

Illinois State Board of Education,  
Attention: Jo Ellen Danenberger S-395  
100 North First Street  
Springfield, IL 62777

Or, you may email Jo Ellen at [jdanenbe@isbe.net](mailto:jdanenbe@isbe.net) or fax her at 217-782-1976.

## CDS CODES: GUIDELINES AND PROCEDURES FOR CHANGES

### 9. How is the Improvement Status for Reconfigured Schools and Districts determined?

#### Schools

When two or more schools combine to form a new school, the new school may petition the State Superintendent to assume the lowest school improvement status level – at each of the state and federal levels – of the combining schools. For example, if School A is a Title I-funded school which must offer public school choice to its students (Year 1 of *NCLB* sanctions) combines with School B, another Title I-funded school which must offer public school choice and Supplemental Educational Services (SES) to its students (Year 2 of *NCLB* sanctions), the new School AB must offer public school choice to its students.

However, per direction from the US Department of Education, if any of the combining schools are in either the planning or implementing stage of Restructuring under *NCLB*, the new school will be considered to have implemented Restructuring and must continue to offer both public school choice and SES to its students until it makes Adequate Yearly Progress for 2 consecutive years.

The petition to the State Superintendent should include, on District letterhead:

Information about each new school:

- Facility Name/ Address/Phone/Fax/Email
- Administrator(s) Name(s)
- Effective Opening Date
- Grade levels Served at each school
- State Representative District
- State Senate District
- Congressional District

Information about the previous schools:

- Applicable RCDTS codes
- Facility Names
- Effective Closing Dates
- RCDTS/Facility Name of the School(s) students will be attending (by grade level)

#### Districts

When two or more districts are involved in a school district reorganization that results in the formation of one or more new districts, the new district(s) will assume the lowest improvement status level – at each of the state and federal levels – of the districts involved in the reorganization. For example, if District D is in the third year of improvement status, and it combines with District E which is in the fifth year of improvement status, the new District DE will assume the third year of improvement status.

Please note – this document will be updated periodically and ISBE encourages districts to check back for current information.

## CDS CODES: GUIDELINES AND PROCEDURES FOR CHANGES

### **10. If a Public School District will undergo consolidation or annexation this year – what should be done about electronic data collections that are due before the consolidation/annexation takes place?**

If a public school district is going through consolidation or annexation, the information below may be used as a guideline for keeping records current at ISBE.

District consolidations and annexations typically take effect July 1<sup>st</sup>. Consolidations and annexations affect the identifier that ISBE assigns a district (typically the RCDT code). This identifier is used to track all users in IWAS, all grant projects, and all business that a district does with the Illinois State Board of Education.

The recommendations below can be used as a guide:

#### **District Annexation**

ISBE recommends that in April (when most grant applications are being drafted) the target district submit a grant and amends the grant in the first week of July after allocations have been merged into that target school district.

#### **District Consolidation**

A new district will not legally exist until after July 1st. Until then, no one has legal signatory authority for the new district. Consequently, all IWAS accounts for the new district (including the local IWAS administrator account) cannot be set up until the new district exists in ISBE's records in the *Entity Profile System*. ISBE therefore recommends that the new district (under the new RCDT code) fills out and submits its grants in the first week of July after allocations have been established by ISBE. The date of any initial grant submitted after July 1st will become the official start date for obligating funds.

If a July 1st start date is critical for a district's application and the district needs to begin obligating funds as of that date, an abbreviated paper application may be submitted on or before July 1st. Please contact the ISBE division that administers the grant to obtain a paper application. The application should be signed by the district superintendents/chief administrative officials of the districts that will be consolidating.