

555 W. Monroe St.
Chicago, Illinois 60661

DATA STRATEGIES AND ANALYTICS DEPARTMENT

DIRECTIONS: Please see the [Data Collections Key Dates](#) for the deadline to submit major EPS changes for the upcoming school year. All major EPS changes submitted after the deadline will be considered on a case-by-case basis.

This form is used specifically for opening or adding an entity. All major EPS change forms can be found on the [ISBE EPS webpage](#):

- If an entity is changing its RCDTS code, please fill out the **RCDTS Code Change Form**.
- If an entity is changing its grades served, please fill out the **Grade Change Form**.
- If an entity is closing, please fill out the **Entity Closure Form**.

To complete this form, please fill out the blank fields electronically. The last page of this document is for ISBE use only.

Once you have completed the appropriate major EPS change form(s) electronically, please email it to epschange@isbe.net. Please allow for at least two weeks to process each major EPS change request.

If you have questions, please consult the documentation posted on the [ISBE EPS webpage](#). If you have questions about the submission process, including which form(s) to fill out and submit, please contact the EPS team at 312-814-9192 or epschange@isbe.net.

School Addition	
EFFECTIVE DATE OF CHANGE	SCHOOL YEAR CHANGE WILL BE IMPLEMENTED (e.g., SY 2025-2026)
DISTRICT NAME	DISTRICT RCDTS CODE

New RCDTS Code to Create		
ENTITY NAME (max 58 characters)	SHORT ENTITY NAME (max 33 characters)	
Is it a new home entity and possible new serving entity?*	Is it a new serving only entity?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Is this a stand-alone Special Education entity?	Does it only serve grades pre-K and/or B-3?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Is it an elementary school?	Is it a junior high or middle school?	Is it a high school?
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
ADMINISTRATOR NAME	ADMINISTRATOR EMAIL	
PHONE NUMBER	FAX NUMBER	
ADDRESS (Include City, State, and ZIP Code)	GRADE LEVELS SERVED <input type="checkbox"/> B-3 <input type="checkbox"/> P <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> U	
NEW RCDTS CODE (ISBE USE ONLY)		

* A home entity is the entity a student attends or would attend if not placed/transferred to another school/program to receive needed services.

Explain which entities' attendance will be affected and how for each grade added to the entity:

Reasons implementing change(s):

FOR ISBE USE ONLY

Due Dates

DATE ADDED TO NEEDS APPROVAL FOLDER	DATE SENT TO MAJOR CHANGE TEAM	APPROVAL DATE
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	Approve	Disapprove	Signature	Date
Accountability Representative	<input type="checkbox"/>	<input type="checkbox"/>		
School and District Improvement Representation	<input type="checkbox"/>	<input type="checkbox"/>		
EPS Team	<input type="checkbox"/>	<input type="checkbox"/>		
Title Representative	<input type="checkbox"/>	<input type="checkbox"/>		

Reasoning for Disapproval

NAME	DATE
REASON	