ILLINOIS STATE BOARD OF EDUCATION

GRADE CHANGE REQUEST FORM

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 changing grades for an already-open 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 **Entity Addition 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.

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

Entity Name(s)	Home Entity?*	Serving-only Entity?	RCDTS Code	Current Grades Served	Grades Removed	Grades Added	After Change, New Grades Served
	☐Yes ☐No	☐Yes ☐No					
	☐Yes ☐No	☐Yes ☐No					
	☐Yes ☐No	☐Yes ☐No					
	☐Yes ☐No	☐Yes ☐No					
	☐Yes ☐No	☐Yes ☐No					
	☐Yes ☐No	☐Yes ☐No					
	☐Yes ☐No	☐Yes ☐No					
	☐Yes ☐No	☐Yes ☐No					
	☐Yes ☐No	☐Yes ☐No					
	☐Yes ☐No	☐Yes ☐No					

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

ISBE 87-17 (7/25)

For each grade added/removed, explain which entities' attendance will be affected and how:

Reasons implementing change(s):

Due Dates

DATE ADDED TO NEEDS APPROVAL FOLDER	DATE SENT TO MAJOR CHANGE TEAM	APPROVAL DUE DATE

	Approve	Disapprove	Signature	Date
Accountability Representative	☐	☐		
School and District Improvement Representation	☐	☐		
EPS Team	☐	☐		
Title Representative	☐	☐		

Reasoning for Disapproval

NAME	DATE

REASON