ILLINOIS STATE BOARD OF EDUCATION

RCDTS CODE CHANGE 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 that will be considered on a case-by-case basis.

This form is used specifically for changing an RCDTS code. All major EPS change forms can be found on the ISBE EPS webpage:

- If an entity is changing its grades served, please fill out the **Grade Change Form**.
- If an entity is opening, 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.

RCDTS Code Change Request

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?* ☐ YES ☐ NO	If it is a serving-only entity, then it can NOT be a home school. ☐ Home Entity ☐ Serving-Only Entity
Is this a stand-alone Special Education school? ☐ YES ☐ NO	Does it only serve grades pre-K and/or B-3? ☐ YES ☐ NO
Is it an elementary school? ☐ YES ☐ NO	Is it a junior high or middle school? ☐ YES ☐ NO / Is it a high school? ☐ YES ☐ NO
ADMINISTRATOR NAME	ADMINISTRATOR EMAIL
PHONE NUMBER	FAX NUMBER
ADDRESS (Include City, State, and ZIP Code)	GRADE LEVELS SERVED ☐ B-3 ☐ P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 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.

ISBE 87-19 (7/25)

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

Reasons implementing change(s):

Old RCDTS Code to Close

ENTITY NAME	RCDTS CODE
ZIP CODE	GRADE LEVELS SERVED ☐ B-3 ☐ P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ U

Explain which entities' attendance in the district 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