

EPS Admin Change Instructions

This is from the [EPS Instructions](#) on ISBE's [EPS webpage](#).

Requests for administrator changes must be on organizational letterhead and include:

- RCDTS code
- New administrator's name
- New administrator's email
- New administrator's title
- Outgoing administrator's name
- Federal Employer Identification Number (FEIN)
 - This may be found on your organization's W-9 form, which is used to provide your correct Taxpayer Identification Number.

Requests for address and/or phone number change must include:

- RCDTS code
- Administrator's name
- Current address/phone number
- Previous address/phone number
- FEIN

Updating EPS for cat. 9 entities:

Please send the following information on official school or district letterhead:

- Organization's [RCDTS Code](#)
- Effective date of change
- New administrator's name
- New administrator's salutation
- New administrator's email/phone number
- Previous administrator's name

Pdf format is preferred.