

Entity Addition Form

Directions

The deadline to submit major changes in the Entity Profile System (EPS) for school year 2025-26 is June 15, 2025. All major EPS changes submitted after that 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.

You may add extra rows as needed to explain which entities' attendance will be affected and how, and the reasons for the entity addition.

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.

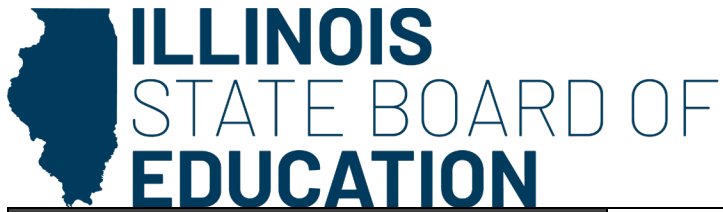
If you have questions, please consult the documentation posted on the [ISBE EPS webpage](#). If you have questions about the submission process, including which form(s) to fill out and submit, please contact the EPS team at 312-814-9192 or epschange@isbe.net.

School Addition

Effective Date of Change (e.g., 07/01/2025)		School Year Change Will be Implemented (e.g., SY 2025-26)	
District Name			
District RCDTS Code			

New RCDTS Code to Create

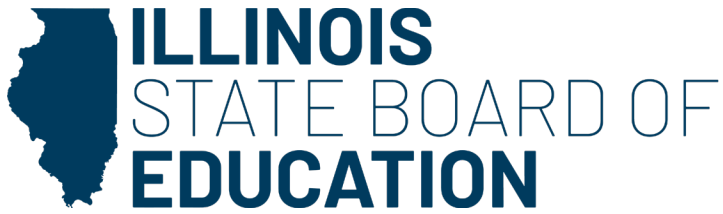
Entity name (max 58 characters)	
Short entity name (max 33 characters)	
Is it a new home entity and possible new serving entity? (Y/N)	
Is it a new serving only entity? (Y/N)	
Is this a stand-alone Special Education entity? (Y/N)	
Does it only serve grades pre-K and/or B-3? (Y/N)	
Is it an elementary school? (Y/N)	



Is it a junior high or middle school? (Y/N)	
Is it a high school? (Y/N)	
Administrator name	
Administrator email	
Phone number	
Fax number	
Address	
City	
ZIP code	
Grade levels served	
New RCDTS code (ISBE use only)	

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

Reasons implementing change(s)



ISBE Use Only

Due Dates

Date Added to Needs Approval Folder		Date Sent to Major Change Team		Approval Due Date	
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	Approve	Disapprove	Signature	Date
Accountability Representative	<input type="checkbox"/>	<input type="checkbox"/>		
School and District Improvement Representative	<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