ILLINOIS STATE BOARD OF EDUCATION

Entity Closure 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 closing 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 opening, please fill out the **Entity Addition 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 closure.

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.

Entity Closure

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			

Entity Closing

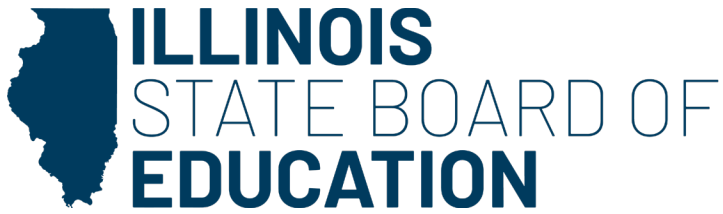|	
Entity name (max 58 characters)	
Short entity name (max 33 characters)	
RCDTS code to close	
Is it a home entity and possible serving entity? (Y/N)	
Is it a serving only entity? (Y/N)	
Is it a stand-alone special education school? (Y/N)	
Does it only serve grades pre-K and/or B-3? (Y/N)	
Is it an 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	

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 Representative	☐	☐		
EPS Team	☐	☐		
Title Representative	☐	☐		

Reasoning for Disapproval

Name	Date	Reason