

Grade Change Form

Directions

This is for entities that are already open in the Entity Profile System (EPS). The deadline to submit major EPS changes 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 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 opening, please fill out the **Entity Addition Form**.
- If an entity is closing, please fill out the **Entity Closure Form**.

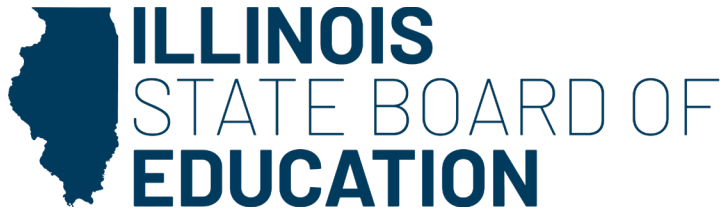
To complete this form, please fill out the blank fields **electronically**. The last page of this document is for ISBE use only.

You may add extra rows as needed to explain which entities' attendance will be affected and how, and the reasons for the grade change(s). You also may add extra rows if you have over five entities that have grade changes or if you need more room to explain which entities' attendance will be affected and how, and the reasons for the grade change(s).

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 on 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.

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.



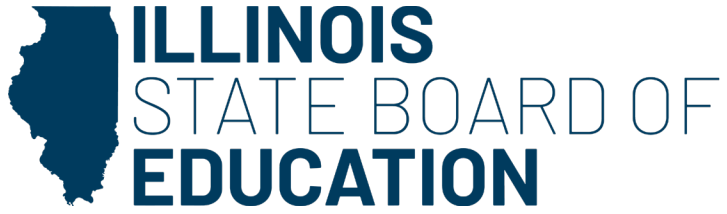
Grade Change Request

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

Entity Name(s)	Home Entity? (Y/N)	Serving Entity Only? (Y/N)	RCDTS Code	Current Grades Served	Grades Removed	Grades Added	After Change, New Grades Served

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

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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Approvals

	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