

Closing a School or Entity

Closing a School or Entity The ISBE IT/Computer Operations section typically receives requests to close existing schools or entities between May and August of each year. A school or entity closure for the upcoming school year will not be reflected in the Entity Profile System until the effective date (usually July 1st) indicated in the letter or fax that ISBE receives.

For school closures, each District should contact ISBE before July 1st in preparation for the next school year. A District may also close a school at some time mid-year. The same ISBE notification process applies (see below).

Notification Process for School Closures ISBE requires the following information:

- RCDTS code
- Facility Name/ Address/Phone/Fax/Email
- Effective Closing Date
- RCDTS/Facility Name of the School(s) the students will be attending (by grade level)

School or entity closure notifications must be submitted on official District letterhead, signed by the organization's chief administrator and directed to ISBE at:

Illinois State Board of Education
Attention: IT/Computer Operations S-395
100 North First Street
Springfield, IL 62777
Fax: 217-782-1976