



New Jersey Department of Education

Anticipated Facility Requests for 2025-2026 School Year

ALL DISTRICTS MUST COMPLETE AND RETURN THIS FORM TO THEIR DOE COUNTY OFFICE **BY JULY 31ST**

The purpose of this form is to notify the county office of anticipated changes to facility use for the upcoming school year. Some facility changes require a site visit prior to county office approval.

A district shall submit the specific facility request form (dual use, change of use, etc.) with the Anticipated Facility Request Form.

All applications must be original and include an original extract.

Temporary (check one):

_____ I **will not** have any temporary spaces for the school year. (TCU or rented)

_____ I anticipate the need to **renew** temporary spaces for the school year.

_____ I anticipate the need to use **new** temporary spaces for the school year.

Note: Off-site facilities are considered temporary and require an annual application and inspection.

Dual Use (check one):

_____ I anticipate requesting dual use of instructional space for the school year.

_____ There will be **no dual use** of instructional space during the school year.

Change of Use (check one):

_____ I anticipate applying for a change of use for the school year.

_____ I do not anticipate applying for a change of use for the school year.

Kindergarten Toilet (check one):

☒ I will be requesting approval of alternate method of compliance for the school year.

_____ All Kindergarten and Pre-K Classrooms being used in have their own toilet facility.

Twop of Union BOE / Union
County/ District

School Business Administrator

8/12/25
Date