

New Jersey Department of Education  
Union County Office

**Anticipated Facility Requests for 2023-2024 School Year**

ALL DISTRICTS MUST COMPLETE THIS FORM EVEN IF NO CHANGE FROM THE PRIOR SCHOOL YEAR

DUE DATE: JULY 17, 2023

EMAIL TO: CAMILLE.BUSICHIO@DOE.NJ.GOV

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 may submit the specific facility request form (dual use, change of use, etc.) at a future time.*

**Temporary (MUST check one):**

I **will not** have a temporary instructional space for the 2023-2024 school year.

I anticipate the need to **renew** a temporary instructional space for the 2023-2024 school year.

I anticipate the need to use a **new** temporary instructional space for the 2023-2024 school year.

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

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**Dual Use (MUST check one):**

I anticipate requesting dual use of instructional space for the 2023-2024 school year.

No dual use of instructional space will be requested for the 2023-2024 school year.

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**Change of Use (MUST check one):**

I anticipate applying for a change-of-use for the 2023-2024 school year.

I **do not** anticipate applying for a change-of-use for the 2023-2024 school year.

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**Toilet Waiver (MUST check one):**

I will be requesting approval of alternate method of compliance for the 2023-2024 school year.

All Early Intervention, Pre-K and Kindergarten classrooms being used in 2023-2024 **have their own** toilet facility.

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District

\_\_\_\_\_  
School Business Administrator

\_\_\_\_\_  
Date



WPS Studio for  
Rm 115

