



New Jersey Department of Education

Anticipated Facility Requests for 2026-2027 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.

County/ District

School Business Administrator

Date



New Jersey Department of Education

Annual Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms 2026-2027 School Year

ONE FORM PER SCHOOL BUILDING

District/County: Township of Union/Union School: Franklin School

List Room(s) Number/Name: 104, 105, 106, 114, 119, 121, 123, 125, 201, 202, 203, 204, 205, 206, 210, 215, 216, 217, 218, 219, 220, 221 Pre-Kindergarten classes.

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C.

6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided **with approved supervision plan**, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

Students will be escorted to the girls or boys bathrooms as needed by an adult. Classroom supervision and instruction will continue simultaneously. Both boys' and girls' bathrooms are outside the classrooms but accessible with signage visible for the students. The bathrooms provided meet the applicable facility requirements.

Board of Education has approved this alternate method of compliance on _____ Date

****Attach Copy of Board Resolution****

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: _____ Date: _____

School Business Administrator: _____ Date: _____

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

NJAC 6A:26-6.3 (h) 4

4. Toilet facilities for preschool and kindergarten classrooms shall be provided as follows:

i. An individual toilet room shall be provided in each classroom and shall meet the following criteria:

- (1) Be located and equipped in such a way as to ensure privacy for the students;
- (2) Be accessible to physically disabled students and barrier free in design as per N.J.A.C. 5:23-7; 115
- (3) Be equipped with an open front seat with a flood rim height no greater than 14 inches from the floor, and a lavatory (sink) with a flood rim height no greater than 26 inches from the floor.

ii. In lieu of providing an individual toilet room in each classroom as required in (h)4i above, toilet rooms may be provided **with approved supervision plan** if the following criteria are satisfactorily addressed:

- (1) **No child or group of children shall be left unsupervised** at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- (2) **Toilet facilities shall be readily accessible** and the toilet room and signage shall be visible to a child
- (3) Toilet facilities shall be provided for both boys and girls and shall **meet the requirements of (h)4i(4) above.**

iii. If a school district chooses to provide toilet rooms adjacent to or outside the classroom in conformance with (h)4ii above, the chief school administrator shall certify to the executive county superintendent on forms prescribed by the Commissioner how the alternate method of compliance shall be addressed. The completed form and a copy of a resolution by the district board of education approving the alternate method of compliance shall be submitted to the executive county superintendent for approval. Thereafter, the chief school administrator **annually shall resubmit the form certifying how the alternate method of compliance will be addressed.** Any changes to the approved alternate method of compliance shall be submitted to the executive county superintendent for approval;



New Jersey Department of Education

Annual Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms 2026-2027 School Year

ONE FORM PER SCHOOL BUILDING

District/County: Township of Union/Union School: Livingston Elementary School

List Room(s) Number/Name: 115, Kindergarten class.

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C.

6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided **with approved supervision plan**, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
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District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

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Board of Education has approved this alternate method of compliance on _____.
Date

****Attach Copy of Board Resolution****

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: _____ Date: _____

School Business Administrator: _____ Date: _____

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

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