

UNUSED BUILDING NOTIFICATION FORM

Pursuant to IC 20-26-7-1.1, not later than ten (10) days after passing a resolution or taking other official action to close, no longer use, or no longer occupy a school building that was previously used for classroom instruction, the governing body shall notify the Indiana Department of Education (Department) of the official action and the effective date that the school building will be closed, no longer used, or no longer occupied in order for the Department to provide written notice to all charter school authorizers and statewide charter organizations of the available building.

In order to comply with Indiana Code regarding unused buildings you must complete this form in its entirety. The completed form shall be submitted by e-mail to [unusedbuildings@doe.in.gov](mailto:unusedbuildings@doe.in.gov). If, within thirty (30) days of notification from the Department, a charter school submits a preliminary request to the Department to purchase or lease the building, your public school corporation shall either sell or lease the building to the interested charter school for \$1. If the Department does not receive a preliminary request, the Department will inform your school corporation that it may sell or otherwise dispose of the building subject to all applicable laws.

School Corporation: \_\_\_\_\_

Unused School Building Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date Building will become unused: \_\_\_\_\_

Official action taken (please attach documents): \_\_\_\_\_

Date of official action: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_