UNUSED BUILDING NOTIFICATION FORM

Pursuant to IC 20-26-7.1-4, 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, statewide charter organizations, and state educational institutions 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 or state educational institution 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 information your school corporation that it may sell or otherwise dispose of the building subject to all applicable laws.

Additionally, in order to ensure your school corporation’s compliance with Indiana code you must receive a certification from the Attorney General. Pursuant to IC 20-26-7.1-8.5 the governing body of the school corporation shall submit an application, no later than fifteen (15) days after the governing body passes the resolution to close, no longer use, or occupy a school building, in a matter prescribed by the attorney general. To comply with this requirement please visit <https://www.in.gov/attorneygeneral/about-the-office/advisory-and-opinions/> . The attorney general’s office can also be reached at [schoolbuildingcertification@atg.in.gov](mailto:schoolbuildingcertification@atg.in.gov)

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: