



# Change in Facilities Status Changes Form Local Education Agency Instructions

October 2021

# Record of Changes

<b>Version</b>	<b>Description</b>	<b>Publish Date</b>
1.0	Initial Publication	October 2021
1.1	Update to MDP Contact Information	December 2022

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## Form Access

The Facilities Status Changes Form should be used to report facilities status changes or to request approval of changes from the IAC.

The goal of the form and submission process is to make sure all necessary information is provided and available so that the IAC can efficiently process your requests for approval. This new SmartSheets form replaces the 501.1 Form submitted through SharePoint.

The form can be accessed through the IAC website or at [this direct link](#).

Requests should be received at least 3 weeks prior to an IAC meeting (visit the [IAC website](#) for upcoming meeting dates), or it will be held until the following meeting to allow sufficient time for processing.

Statute and regulation require LEAs to report:

- School name changes
- Change in school use

LEAs and Counties are required to request State approval to:

- Grant easements or rights-of-way on a school property
- Lease a portion of a school
- Transfer a school site or school building
- Disposal of an educational facility or former school property by selling, leasing, or other disposition

Transferring or disposing of a school facility or former school property may result in a requirement for reimbursement of outstanding bond debt or a requirement to pay the State a proportional share of disposition proceeds based on the proportion of the State's investment in the property. See COMAR 14.39.02.21-.25 or contact IAC staff for additional information.

LEAs are also required to receive approval from the IAC, with recommendation from the Maryland Department of Planning, for acquisition of a new site for a new or replacement school, use of an existing site for a new or replacement school that adds capacity, or redesignation of an existing site for a new school or replacement school that adds capacity.

The form allows for submission of the following types of requests:

- Change of Name
- Change of Educational Function
- Program or School Closure
- Grade Reconfiguration
- Grant of Easement or Right of Way

- Transfer of Property to Local Government
- Disposal of Property (Sale/Gift)
- Leasing or Renting Property
- Site Approval and/or Acquisition
  - Please note that this is a request for IAC approval after completion of the clearinghouse process. See the IAC's Administrative Procedures Guide for more information.
  - For IAC school site approvals, please be reminded that:
    - All required documentation, including the [104.1](#) and [104.2](#) Forms will need to be submitted electronically to the Maryland State Clearinghouse via [mdp.clearinghouse@maryland.gov](mailto:mdp.clearinghouse@maryland.gov), prior to the site materials being submitted to the IAC for approval.
    - An email requesting IAC site approval and a copy of the Clearinghouse endorsement package should be sent to the IAC via [iac.msde@maryland.gov](mailto:iac.msde@maryland.gov).
    - A copy of the Clearinghouse endorsement package should be uploaded.
    - The LEA must request a site visit by a representative of the Maryland Department of Planning.

## Complete Form

The SmartSheets form will walk you through each step of the process. To determine what information you will need to provide, we encourage you to visit the form and click through the requirements before submitting.

Sections in the form cover:

- LEA and Requester Details
- Additional information depending on the type of request submitted, such as:
  - Request description;
  - Size of site (in acres);
  - Effective date; and
  - The opportunity to upload supporting documentation.

## After Submitting

It is not possible for you to edit a form after submission. Please email IAC staff at [iac.pscp@maryland.gov](mailto:iac.pscp@maryland.gov) if changes to your submission are required.

Staff of the IAC and the Maryland Department of Planning will contact the identified requester if any additional information is needed. Items will be presented at the next regular meeting of the

IAC in accordance with the submission deadline memo. All items will be included in a future IAC meeting agenda.

Please contact IAC staff at [iac.pscp@maryland.gov](mailto:iac.pscp@maryland.gov) or (410) 767-0617 with any questions.