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Executive Director

November 13, 2019

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To: School District Personnel
From: Arizona School Facilities Board Staff
RE: ACTION REQUIRED: Vacant Space Report Now Available, other Annual Reporting Due

As required by statute, school districts must submit a series of annual reports to the SFB on specified dates. The Vacant Space Report is now available for districts to complete and several other reports are due. Here is a list of reports and due dates:

Capital Plan	due July 1, 2019
Building Inventory	due September 1, 2019
Relocation of Square Footage	due September 1, 2019
New Square Footage	due September 1, 2019
Renovation Expenditures	due September 1, 2019
New School Facilities Expenditures	due October 15, 2019
Vacant Space	due December 1, 2019
Bond Elections	due December 1, 2019
Preventive Maintenance	TBD

If your district has not completed any of these reports, please do so immediately. To find the reports: Login at www.azsfb.gov and select "Annual District Reporting" under ANNUAL REPORTING. Reports and due dates are listed with links to each and instructions.

If using Internet Explorer, please remove www.azsfb.gov from compatibility view for full functionality. If you have any questions, please contact your SFB Liaison.

About the Arizona School Facilities Board

Created in 1998, the Arizona School Facilities Board (AZSFB) is a cabinet-level, state-government agency managing nearly \$300 Million in state funding appropriated for K-12 school district facilities. The 10-member board meets monthly to grant funding for new school construction and to correct deficiencies at existing school facilities. AZSFB staff is a partner and advocate for school districts in facilitating successful grant requests.