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Executive Director

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**To:** School District Personnel

**From:** Arizona School Facilities Board Staff

**RE:** Online Forms for Annual SFB Reporting; Capital Report due July 1

Most of the online forms for annual reporting due to the School Facilities Board on July 1, September 1, November 1, and December 1 are available on the web at [www.azsfb.gov](http://www.azsfb.gov). Forms for **Vacant Space, Preventative Maintenance, and Bond Elections** will be available in the near future.

**INSTRUCTIONS:** From the home page, click on "District Access", select your district from the drop-down menu, and then select Annual Reporting from the menu across the top of the page. If the Report year shown is not "2019 – Currently Due" then select it from the drop-down menu. You will see a list of all of the reports due, with links to each form. Instructions are on each screen.

The statutory requirements for these reports are in A.R.S. [§15-189.A.](#), [§15-213.01.](#), [§15-910.02.](#), [§15-2002.A.](#), and [§15-2041.](#)

If using Internet Explorer, please remove [www.azsfb.gov](http://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 renew existing school facilities. AZSFB staff is a partner and advocate for school districts in facilitating successful grant requests.