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MEMORANDUM – October 7, 2021

To: Facility Planners

From: Robert A. Gorrell
Executive Director

Re: Change in Status of School Facility Form and Requests for Site Approval

Please be advised that effective **October 18, 2021**, the Change in Status of School Facility 501.1 Form has been replaced with an online form. The form and attachments will need to be submitted electronically via our website [here](#).

The new SmartSheets form will walk you through each step of the process.

Please be advised that it is not possible for you to edit the form after submission. Please email IAC staff at iac.pscp@maryland.gov if changes to your submission are required.

Please do not hesitate to contact our office at 410-767-0617 or iac.pscp@maryland.gov if you have questions or experience technical difficulties.