
UNUSED DISTRICT FACILITY SURVEY

INFORMATION & INSTRUCTIONS



RSA 164:61 requires the New Hampshire Department of Education (NHED) to annually collect data from school districts regarding any unused facilities owned by the district. To facilitate this data collection, NHED has prepared an Unused Facility Collection survey to be posted to the Education Statistics System (ESS). Districts will be asked to complete the survey in ESS each year by the deadline of July 1. NHED is then required per RSA 164:61 to post the results of survey to the Department's website.

What is an Unused District Facility?

RSA 164:61 defines an unused facility as a school building owned by a school district which is not used for academic purposes, extracurricular activities, administrative school functions, or sports and for which the school district has no school board approved written plan for future use.

For more information on school district obligations under RSA 164:61, please see the legislation posted on the NH General Court [website](#).

What information is required on the Unused Facility Survey?

The survey consists of one question: Does the district have an unused facility?

If the district has no unused facilities, district staff will select 'no' and submit the survey. If the answer is yes, the following pieces of information will then be requested:

- A brief description of the facility
- The facility address
- The facility square footage

How do districts access/complete the Unused Facility Survey?

To complete the survey, district officials will need to login to [myNHDOE](#) and access ESS. The appropriate year will then need to be selected from the drop down menu at the top of the page. Scroll down the page until 'Unused Facility Collection' is located. Click on the arrow to enter the survey.

Entries must be made for each school district. If a district has multiple unused facilities, individual entries will need to be entered and saved for each facility. To save an entry, click on the green plus sign.

After all entries have been made, click on the box to confirm entries have been reviewed for accuracy and submit.

What is the submittal due date?

Surveys are due by July 1 each year.

Contact Information

Should districts have any questions, please contact:

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