

## Annexation of School Districts Summary of Steps

### Part 10 of the Revised School Code [MCL 380.901 – 380.922]

Step	Authority	Person Responsible	Time Frame
1.	A school district may be annexed to another school district (the “annexing district.”) [MCL 380.901]		
2.	A board of the annexing district adopts a resolution approving annexation. [MCL 380.901]	Board of the annexing district	
3.	A written request is submitted to the state superintendent for approval to proceed with annexation proceedings. [MCL 380.901]	Board of the annexing district	Before the election is scheduled
4.	An election is scheduled and conducted for school electors to determine question of annexation and the assumption of bonded indebtedness (see note below). [MCL 380.901]	Board of district in which an election is necessary	Within 120 days of passage of resolution by annexing district
5.	A certified statement of the vote for annexation is filed with board secretary of annexing district. [MCL 380.901(2)]	Secretary of board of district in which election is held	Within 10 days after election
6.	If the annexed district has no bonded indebtedness, the annexation would be effective on the date of election or the date specified in the board resolution, whichever is later. [MCL 380.901(4)]		
7.	If the annexed district has bonded indebtedness and the annexing district has no bonded indebtedness, the board’s resolution may provide that the annexation does not become effective unless the school electors of the annexing district approve the assumption of the indebtedness. In this case, the effective date of the annexation would be the date of the official canvass or the date specified on the board resolution, whichever is later. [MCL 380.904(1)] (See note below)		
8.	An accounting of the funds and property of the annexed district to annexing district is prepared. Upon receipt of funds and property, the board of the annexed district is released from liability for the funds and property and their offices are terminated. [MCL 380.901(3)]	Board of annexed and annexing district	Within 15 days after effective date of the annexation
9.	A written notice of annexation is submitted to the intermediate school district superintendent and state superintendent. [MCL 380.902]	Board secretary of annexing district	Within 15 days of effective date of annexation

Note: If there is a question of the assumption of bonded indebtedness in either the district(s) to be annexed or in the annexing district, the resolution of the board of the annexing district may provide that the annexation shall become effective only if voters in either the district(s) to be annexed and/or the annexing district approve the question of the assumption of bonded indebtedness.