

**INSTRUCTIONS**

This form is used for each site requiring attention and must be returned by July 1, of each year. Complete only those sections that are relevant to the district's needs. Refer to Education Code (EC) Sections 17219 and 17224.

**GENERAL INFORMATION**

The following are definitions and criteria used for unused sites.

**Type of Use (for Sections I, II and IV)**

1. The site is currently used for the specific purpose for which it was acquired. This is deemed to mean used as an active K–12 school. A site acquired for use at one grade level may be used at another grade level.
2. The site is currently used to house students for any California Department of Education program (including Adult Education) authorized by the Legislature, and operated by public school districts for which the district is receiving State School Fund apportionments.
3. The site is currently used to house special education students.
4. The site is currently used for district administration purposes including such support services as warehousing and maintenance facilities.
5. The site is currently used for preschool or child care centers when operated by or under contract with a public school district or a county superintendent of schools.
6. The site is currently used for a community college if attendance is allowed for high school students who have been recommended by the district, accepted by the college and are in the 11th and 12th grade (or in a lower grade and have received special approval). None of the class work may be used to supplant high school graduation required course work without special approval by both the district and the college.

**Waiver of Fee**

A district may have the unused site assessment fees waived for a site which is being utilized more than one-half the fiscal year for the following purposes:

1. The district or any governmental agency, pursuant to an agreement with the district uses the site for one of the following purposes:
  - for public school purposes as outline under Type of Use listed above.
  - as a civic center used for the purposes as outlined in the Education Code Section 38131.
  - as a community playground.
  - as a playing field.
  - for outdoor recreational purposes.
2. The State Allocation Board, pursuant to agreement with the district utilizes the site to store emergency portable classrooms.
3. The district, or any public or private agency pursuant to agreement with the district utilizes the site for operation of a child care program.

**MODIFICATION OF UNUSED SITE STATUS**

SCHOOL DISTRICT	COUNTY
SITE NAME	DATE

**SECTION I—ADD THIS SITE – Refer to EC 17219(a)**

Check one

- Site newly acquired.
- Site received through donation.
- Site not previously reported.
- Site no longer qualifies as a used site.  
(Refer to General Information, "Type of Use," items 1–6)
- » Enter date last used: \_\_\_\_\_

- Date Site was Acquired: \_\_\_\_\_
- Acquisition Price/Site Value: \_\_\_\_\_
- Number of Acres: \_\_\_\_\_
- Grade Level: \_\_\_\_\_
- County Assessor's Parcel Number: \_\_\_\_\_

**SECTION II—DELETE THIS SITE – Refer to EC 17223**

Check one

- Site was sold.  
» Enter date escrow closed: \_\_\_\_\_
- Site is being used for school purposes.  
» Enter date site began to be used: \_\_\_\_\_
- » Enter the type of use, 1–6: \_\_\_\_\_  
(Refer to General Information, "Type of Use")
- Site is being used for the construction of school facilities.  
» Enter date construction contract signed: \_\_\_\_\_

**SECTION III—BASIC AID DISTRICT – Refer to EC 17222**

The fee will not be withheld if it causes the district to receive less than \$120 per pupil of average daily attendance in apportionments during the fiscal year the fees are being withheld.

**SECTION IV—WAIVE THE FEE FOR THIS SITE – Refer to EC 17219(a)**

Check one

- Site will be used within \_\_\_\_\_ years (no more than three).  
District board resolution must be attached which included one of the uses outlined in "Type of Use."  
» Enter the type of use, 1–6: \_\_\_\_\_  
(Refer to General Information, "Type of Use")
- The district attempted to sell this site but received no acceptable bids. Refer to EC 17219(d).  
» Attempted sale date: \_\_\_\_\_
- The district is leasing this site for at least one-half of the fiscal year to a tenant who is paying possessory taxes for that year equal to or greater than one percent of the adjusted value of the site. Refer to EC 17219(f).  
The district is utilizing this site for at least one-half of the year for one of the purposes outlined on previous page. Refer to EC 17219(e).  
» Enter the type of waiver, 1–3: \_\_\_\_\_  
(Refer to General Information, "Waiver of Fee")

**SECTION V—REDUCE THE FEE FOR THIS SITE**

Check one

- The district is requesting a reduction in the fee for this site for debt service on local bonds used to directly pay for the construction of school facilities. Refer to EC 17224.  
(Refer to the *Unused Site Program Handbook*, "Reduction of the Fee")  
» Enter amount of reduction requested: \_\_\_\_\_  
(Amount cannot exceed bond debt service for that fiscal year assessed fee)
- » Enter date debt service payment was made: \_\_\_\_\_
- The district is requesting modification of the adjusted value for this site.  
(Refer to the *Unused Site Program Handbook*, "How to Determine the Value of a Site")  
» New Value: \_\_\_\_\_
- » Obtained by: \_\_\_\_\_  
Appraiser Date of Value: \_\_\_\_\_  
County Assessor

**MISCELLANEOUS CORRECTIONS**

**CERTIFICATION**

I certify that I am authorized to represent the Governing Board of the District, and that the above information is true and correct.

SIGNATURE OF AUTHORIZED AGENT	NAME OF AUTHORIZED AGENT (PRINTED OR TYPED)	DATE
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