

SCHOOL DISTRICT	DISTRICT CODE*	
HSAA NAME	COUNTY	
DISTRICT CONTACT	PHONE	EMAIL

*Enter the five-digit District Code and the two-digit High School Attendance Area (HSAA) number assigned by OPSC. If the school district only has one Districtwide HSAA, enter "00" for the HSAA number.

GENERAL INSTRUCTIONS

The following checklist is designed to guide the school district through the process to update School Facility Program (SFP) new construction eligibility either districtwide or within an HSAA. This is only a list of documents required, for more detailed information please contact your OPSC Project Manager. Applications to update new construction eligibility are typically processed shortly before or conjunction with the processing of new construction funding applications. More information about the New Construction Funding Program, including eligibility, can be found at <https://www.dgs.ca.gov/OPSC/Services/Page-Content/Office-of-Public-School-Construction-Services-List-Folder/Obtain-New-Construction-Funding>.

The school district is encouraged to use the OPSC Online System to submit all forms and to upload any required supporting documentation. OPSC advises the district to have these documents available in digital format when they are ready to submit the application in OPSC Online so they can be uploaded with the application. Additional information and access to the OPSC Online System is available on the OPSC Online Application Tools for School Construction Projects page at: <https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/Online-Application-Links>. Alternately, school district may submit required forms and supporting documents in pdf format via email to OPSCApplicationReviewTeam@dgs.ca.gov. Hard copy forms and documents are not required.

If you have questions, please contact your OPSC Project Manager. Contact information for OPSC Project Managers is available on the OPSC website at <https://www.dgs.ca.gov/OPSC/Contact>.

Enrollment Projection/Certification, Form SAB 50-01

All applications to update new construction eligibility are based on a projection of enrollment either five years or ten years into the future. The Form SAB 50-01 is used to generate these projections using a method known as the Cohort Survival Projection. The school district may choose to submit either a five year projection with standard weighting, a five year projection with modified or alternate weighting, or a ten year projection. An enrollment calculator is available on OPSC's website for calculating the school district's enrollment projection. The enrollment calculator also allows the use of alternate methods of projecting enrollment for comparison to see which way benefits the school district the most. You can find the enrollment projection calculator in the OPSC Online Applications and Tools at: <https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/Online-Application-Links>.

Required documents to Update New Construction Eligibility Check boxes and complete fields below as applicable.

- Enrollment Certification/Projection, Form SAB 50-01.** Available on the Forms page of the OPSC website at: <https://www.dgs.ca.gov/OPSC/Forms>. The form offers several options for projecting enrollment. Depending on the chosen option, the school district will need to provide either 4, 8, or 18 years' worth of enrollment data. Please refer to the instructions on the Form SAB 50-01 for details on enrollment reporting. Check a box to indicate the option selected:
 - Standard fifth-year projection:** The school district must provide 4 years (the current year and the three previous years) worth of enrollment.
 - Standard tenth-year projection:** The school district must provide 8 years, (the current year and the seven previous years) worth of enrollment.
 - Modified or alternate weighting fifth-year projection:** The school district must provide a total of 18 years (the current year and the seventeen previous years) worth of enrollment. The form includes space for 8 years' worth of enrollment (the current year and the seven previous year), and the school district must provide the additional ten years on a separate attachment.
- Supplemental enrollment documentation:** For new construction updates submitted before the current year enrollment data is available on the California Department of Education's California Basic Educational Data System (CBEDS):
 - If the enrollment data for the current year is not yet available on CBEDS, please submit a copy of the school district's California Longitudinal Pupil Achievement Data System (CALPADS) report for the school year.

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- For fifth-year projections only, the school district may supplement the projections with some or all of the following: Birth-Attendance Rate Adjustment:** The school district must provide either:
- The county birth rate by residence as reported by the Department of Health Services (DHS) for the current and previous eight years, or
 - The births by residence as reported by the DHS for ZIP Codes served by the school district for the current and eight previous years. If the school district chooses to report births by zip code, it must report the zip codes on a separate page.
- Dwelling Unit Augmentation:** On a separate page or pages, the school district must provide the dates the local planning commission or approval authority approved each tract map, the number of dwelling units approved excluding *either* those dwelling units that have been occupied *or* those dwelling units for which construction permits have been pulled twelve months or more prior to the date the Form SAB 50-01 is submitted, and one of the following:
- An approved and valid tentative or final subdivision map for each tract reported with the local planning commission or approval authority stamp located on the map, or
 - An approved and valid tentative or final subdivision map for each tract reported with supporting documentation, or
 - A spreadsheet or the OPSC dwelling unit worksheet (available on the Forms page of the OPSC website at <https://www.dgs.ca.gov/OPSC/Forms>) listing all of the subdivisions reported on the Form SAB 50-01 that either has been signed and dated by a representative of the appropriate local planning commission or approval authority and includes contact information for that representative or is accompanied by a letter from a representative of the appropriate local planning commission or approval authority that references the attached spreadsheet.
- Student Yield Factor (for Dwelling Unit Augmentation):** The standard Student Yield Factor per dwelling unit is 0.5 students for an Elementary School District, 0.2 students for a High School District, and 0.7 for a Unified School District. If the school district reports any Student Yield Factor other than the standard for the type of district, the school district must submit a copy of a study that justifies the alternate Student Yield Factor based on the historical student generation rates of new residential units constructed during the previous five years that are of a similar type of unit to those anticipated to be constructed within the school district boundaries.
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