

# OFFICE OF PUBLIC SCHOOL CONSTRUCTION

## DEPARTMENT OF GENERAL SERVICES

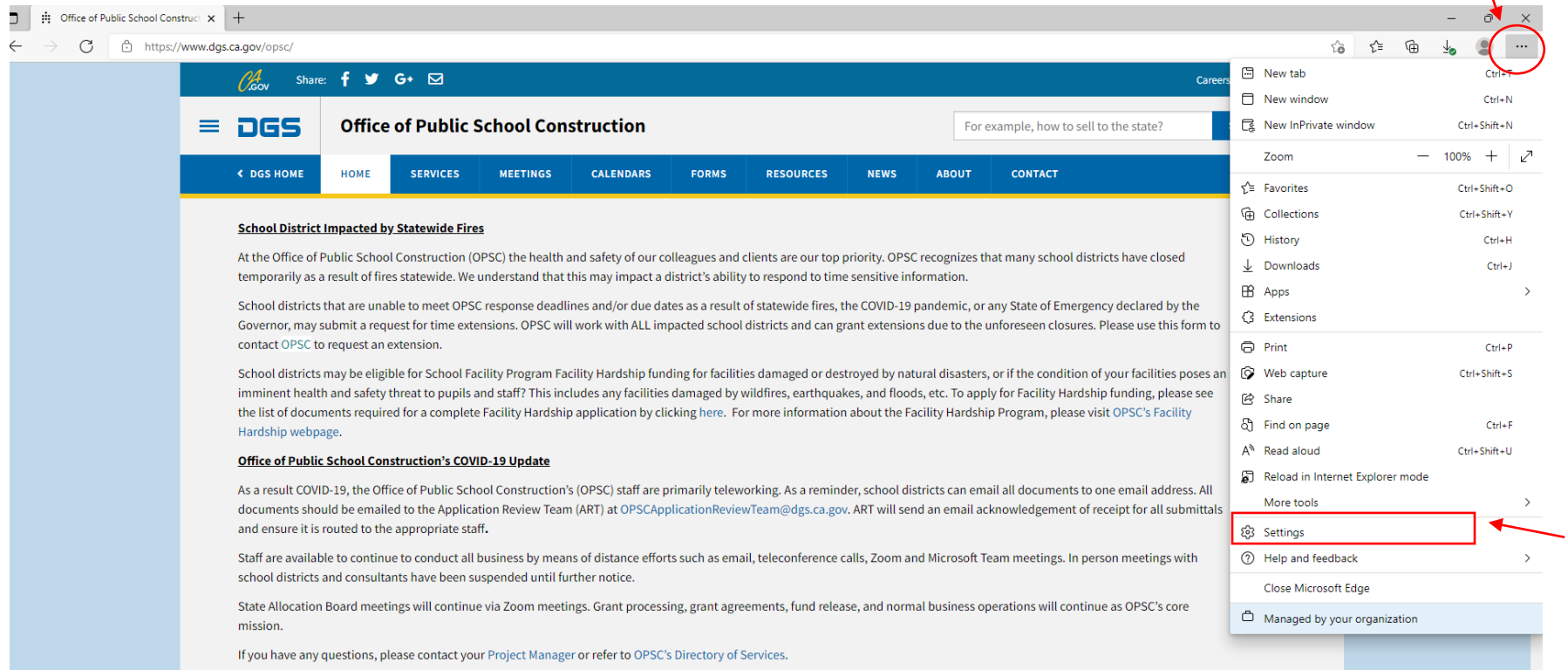
### Guide to Use Microsoft Edge to Generate a PDF of the Enrollment Projection (Form SAB 50-01)

#### Purpose

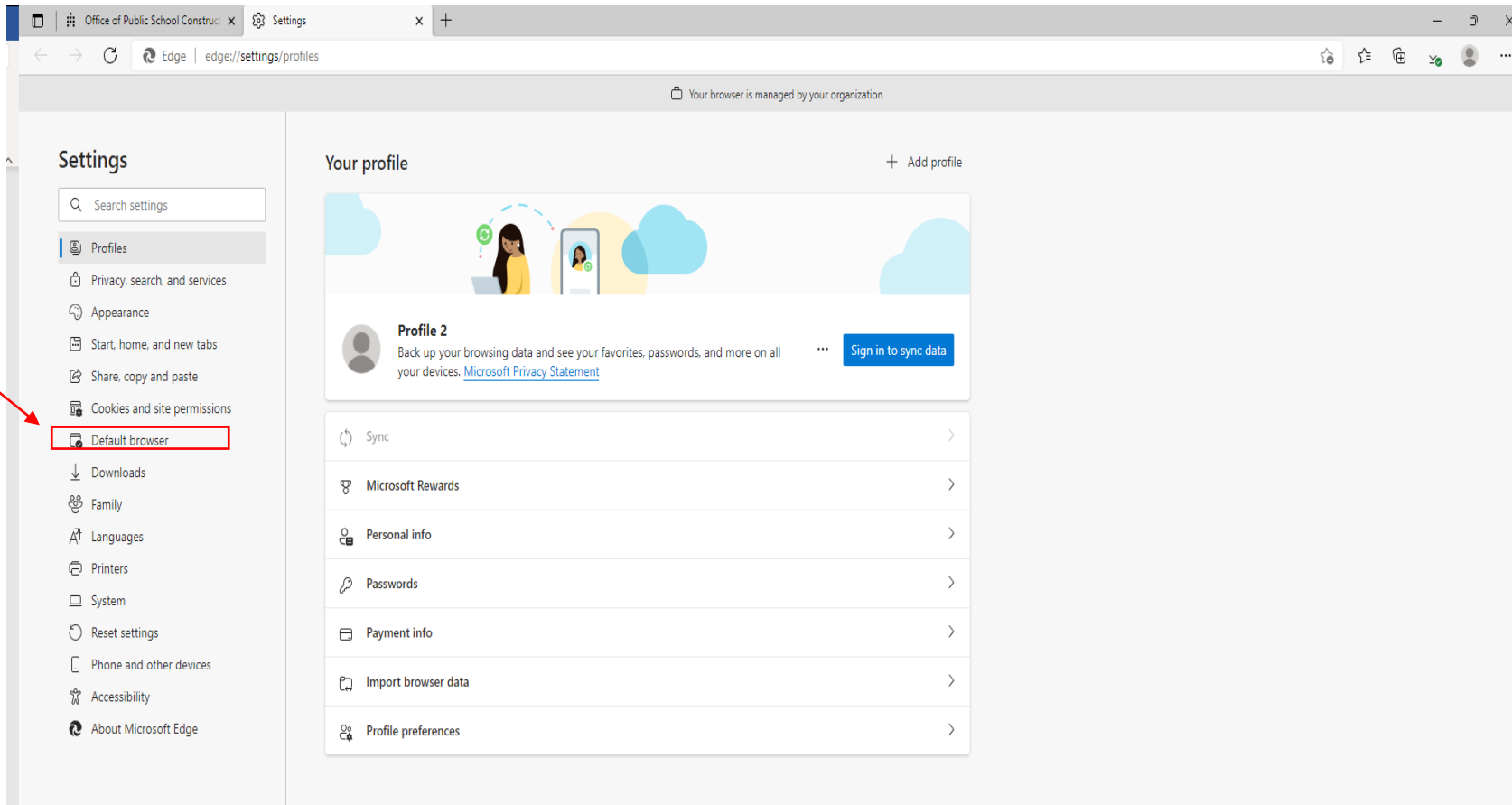
The data entered on the Office of Public School Construction's (OPSC) [SAB 50-01 Enrollment Projection Calculator](#) can be exported into a PDF of the *Enrollment Projection (Form SAB 50-01)*. Microsoft Internet Explorer is the preferred application to be used for inputting data and values to appear on the exported PDF. Internet Explorer will no longer be supported by Microsoft on June 15, 2022. However, Microsoft Edge does allow you to use Internet Explorer as a mode option. The following information is to provide a guide on how to activate and switch to Internet Explorer mode to create a data populated Form SAB 50-01 that can be printed and saved.

#### Setting Change on Microsoft Edge to Allow the Ability to switch to "Internet Explorer mode".

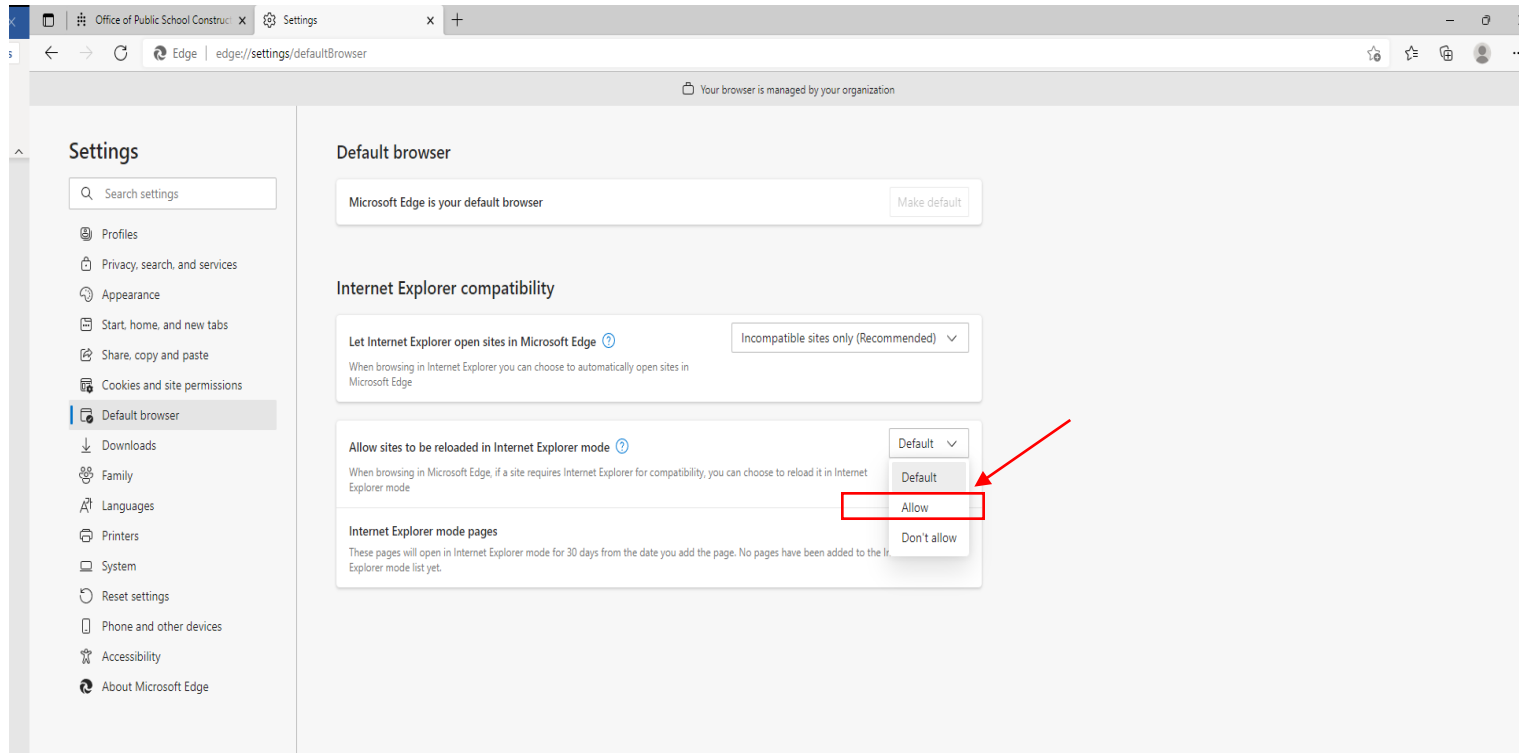
- 1) First, open your Microsoft Edge browser.
- 2) Click on the ellipsis (...) on the right side.
- 3) Then move cursor and select 'Settings'



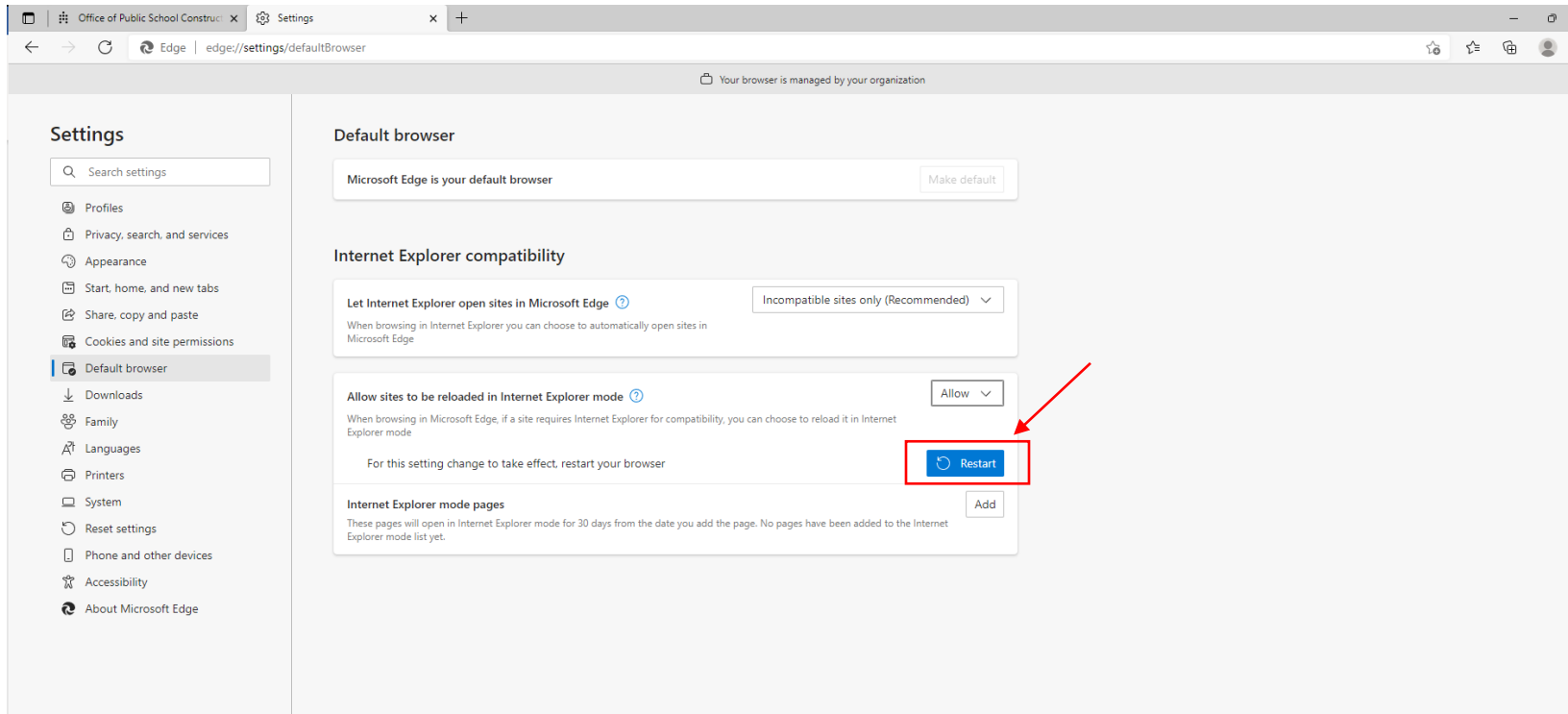
4) On the left-hand side, click on 'Default Browser'



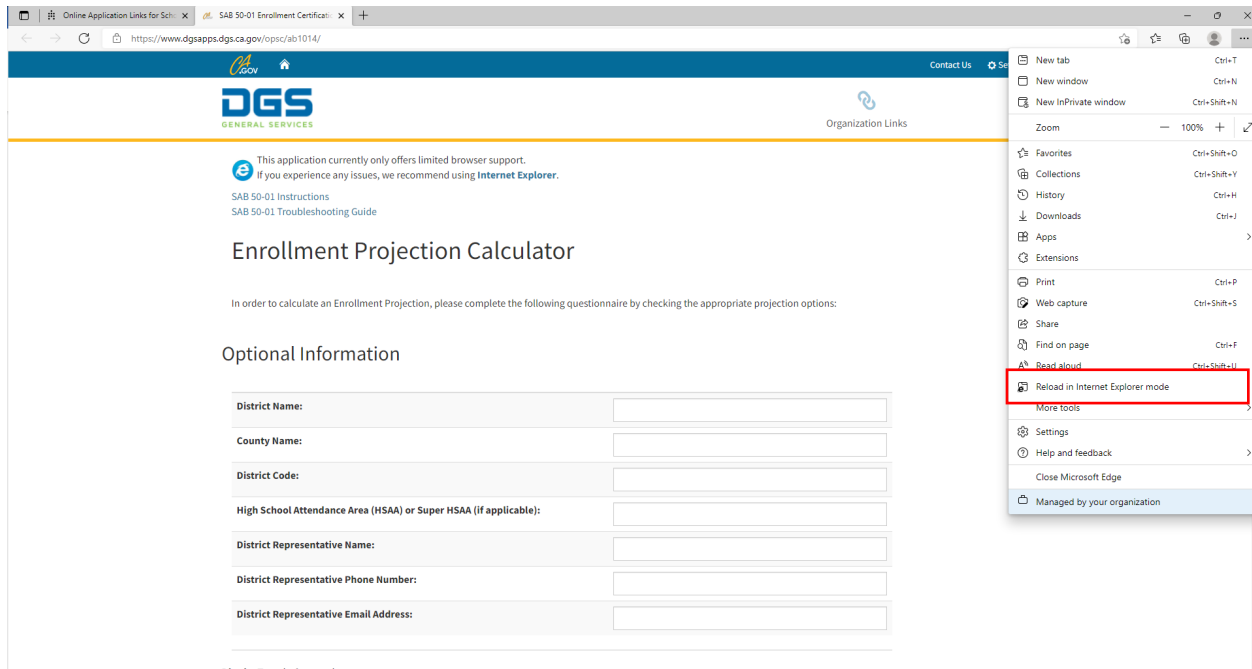
- 5) After clicking on 'Default browser', the Internet Explorer compatibility section will come up.
- 6) On the right-hand side, under "Allow sites to be reloaded in Internet Explorer mode", open the selection box and change it from 'Default' to 'Allow'.



7) Now click on the 'Restart' button.



- 8) After it reloads, you can get out of Settings section of the browser.
- 9) Go to the 'Enrollment Projection Calculator' section of the OPSC website ([SAB 50-01 Enrollment Certification/Projection Calculator](https://www.dgsapps.dgs.ca.gov/opsc/ab1014/)) and click on the ellipsis.
- 10) Under the drag down selection, choose 'Reload In Internet Explorer Mode.'



11) This page below will come up. Move the dot to the right to always open in this mode.

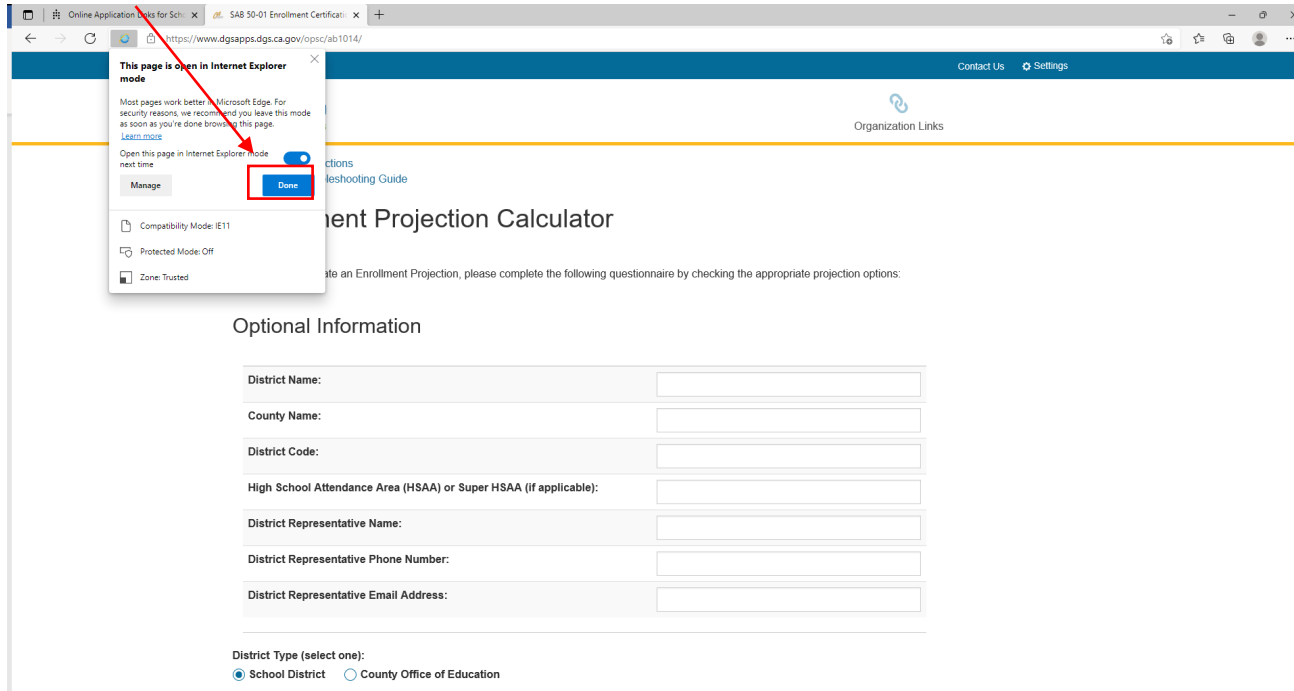
The screenshot shows a Microsoft Edge browser window with a notification box open. The notification reads: "This page is open in Internet Explorer mode. Most pages work better in Microsoft Edge. For security reasons, we recommend you leave this mode as soon as you're done browsing this page. Search more. Open this page in Internet Explorer mode next time." A red arrow points to a toggle switch in the notification, which is currently turned off. The background page is titled "Enrollment Projection Calculator" and includes a section for "Optional Information" with several input fields and radio buttons for "District Type".

**Optional Information**

District Name:	<input type="text"/>
County Name:	<input type="text"/>
District Code:	<input type="text"/>
High School Attendance Area (HSAA) or Super HSAA (if applicable):	<input type="text"/>
District Representative Name:	<input type="text"/>
District Representative Phone Number:	<input type="text"/>
District Representative Email Address:	<input type="text"/>

District Type (select one):  
 School District  County Office of Education

12) Select 'Done' after you move the dot to the right.



13) Now enter all your data in the calculator and then click on the 'Calculate Projections' button.

14) Then click on 'Create SAB 50-01' button. It'll generate a PDF.





16) On the left-hand side, click on the symbol that looks like an exclamation mark in a circle.

You're in Internet Explorer mode. Most pages work better in Microsoft Edge. Leave Show in toolbar

STATE OF CALIFORNIA  
**ENROLLMENT CERTIFICATION/PROJECTION**  
 SAB 00-01 (REV 05/06)

STATE ALLOCATION BOARD  
 OFFICE OF PUBLIC SCHOOL CONSTRUCTION  
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5th-Year Enrollment Projection     10th-Year Enrollment Projection  
 HSAA Districts Only - Check one:     Attendance     Residency  
 Residency - COB Districts Only - (Fib-Year Projection Only)  
 Modified Weighting - (Fib-Year Projection Only)    3rd Prev. to 2nd Prev. to Prev. to Current  
 Alternate Weighting - (Fill in boxes to the right)

**Part A. K-12 Pupil Data**  

Grade	7th Prev.	6th Prev.	5th Prev.	4th Prev.	3rd Prev.	2nd Prev.	Previous	Current
6								
1								
2								
3								
4								
5								
8								
7								
8								
9								
10								
11								
12								
TOTAL								

**Part B. Pupils Attending Schools Chartered By Another District**  

	7th Prev.	6th Prev.	5th Prev.	4th Prev.	3rd Prev.	2nd Prev.	Previous	Current
No-Schools								
Schools								
TOTAL								

**Part C. Continuation High School Pupils - (Districts Only)**  

Grade	7th Prev.	6th Prev.	5th Prev.	4th Prev.	3rd Prev.	2nd Prev.	Previous	Current
9								
10								
11								
12								
TOTAL								

**Part D. Special Day Class Pupils - (Districts or County Superintendent of Schools)**  

	Elementary	Secondary	TOTAL
No-Schools			
Schools			
TOTAL			

**Part E. Special Day Class Pupils - (County Superintendent of Schools Only)**  

	7th Prev.	6th Prev.	5th Prev.	4th Prev.	3rd Prev.	2nd Prev.	Previous	Current
No-Schools								
Schools								
TOTAL								

**Part F. Birth Data - (Fib-Year Projection Only)**  
 County Birth Data     Birth Data by District ZIP Codes     Current     Current     Current  

8th Prev.	7th Prev.	6th Prev.	5th Prev.	4th Prev.	3rd Prev.	2nd Prev.	Previous	Current

**Part G. Number of New Dwelling Units (Fib-Year Projection Only)**

**Part H. District Student Yield Factor (Fib-Year Projection Only)**

**Part I. Projected Enrollment**  
**1. Fib-Year Projection - Enrollment/Residency - (except Special Day Class pupils)**  

K-4	5-8	9-12	TOTAL

**Special Day Class pupils only - Enrollment/Residency**  

Elementary	Secondary	TOTAL
No-Schools		
Schools		
TOTAL		

**2. Tenth-Year Projection - Enrollment/Residency - (except Special Day Class pupils)**  

K-4	5-8	9-12	TOTAL

**Special Day Class pupils only - Enrollment/Residency**  

Elementary	Secondary	TOTAL
No-Schools		
Schools		
TOTAL		

**Part G. Continuation High School Pupils - (Districts Only)**  

Grade	7th Prev.	6th Prev.	5th Prev.	4th Prev.	3rd Prev.	2nd Prev.	Previous	Current
9								
10								
11								
12								
TOTAL								

**Part H. Special Day Class Pupils - (Districts or County Superintendent of Schools)**  

	Elementary	Secondary	TOTAL
No-Schools			
Schools			
TOTAL			

**Part I. Special Day Class Pupils - (County Superintendent of Schools Only)**  

	7th Prev.	6th Prev.	5th Prev.	4th Prev.	3rd Prev.	2nd Prev.	Previous	Current
No-Schools								
Schools								
TOTAL								

**Part J. Birth Data - (Fib-Year Projection Only)**  
 County Birth Data     Birth Data by District ZIP Codes     Current     Current     Current  

8th Prev.	7th Prev.	6th Prev.	5th Prev.	4th Prev.	3rd Prev.	2nd Prev.	Previous	Current

I certify, as the District Representative, that the information reported on this form and, when applicable, the High School Attendance Area Residency Reporting Worksheet attached, is true and correct and that:  
 - I am designated as an authorized district representative by the governing board of the district.  
 - If the district is requesting an augmentation in the enrollment projection pursuant to Regulation Section 1855.42.1 (a), the local planning commission or approval authority has approved the tentative subdivision map used for augmentation of the enrollment and the district has identified dwelling units in that map to be constructed. All subdivision maps used for augmentation of enrollment are available at the district for review by the Office of Public School Construction (OPSC).  
 - This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction. In the event a conflict should arise, then the language in the OPSC form will prevail.

NAME OF DISTRICT REPRESENTATIVE (PRINT OR TYPE) \_\_\_\_\_  
 SIGNATURE OF DISTRICT REPRESENTATIVE \_\_\_\_\_  
 TITLE \_\_\_\_\_  
 DISTRICT NUMBER \_\_\_\_\_  
 MAIL ADDRESS \_\_\_\_\_

17) A message in a yellow banner will pop up.

18) Click on the 'Options' button.

The screenshot shows a web browser interface. At the top, there is a toolbar with various icons for file operations and navigation. A yellow banner at the top of the page contains a security warning: "Data from this site is blocked to avoid potential security risks. If you trust this document, add the host 'www.dgsapps.dgs.ca.gov' to Privileged Locations (in Enhanced Security preferences) to receive data." To the right of this banner, there is a red box highlighting an "Options" button with a dropdown arrow, and a "Sign In" button. Below the banner, the main content area displays a form titled "STATE OF CALIFORNIA ENROLLMENT CERTIFICATION/PROJECTION" and "STATE ALLOCATION BOARD OFFICE OF PUBLIC SCHOOL CONSTRUCTION". The form includes various sections for data entry, such as "Part A. K-12 Pupil Data", "Part B. Pupils Attending Schools Chartered by Another District", "Part C. Continuation High School Pupils", "Part D. Special Day Class Pupils", "Part E. Special Day Class Pupils", and "Part F. Birth Data". The form also includes a "Part G. Number of New Dwelling Units" and "Part H. District Student Yield Factor". A red arrow points from the top right corner of the browser window towards the "Options" button.

19) After clicking on the 'Options' button, two selections (Trust this document one time only and Add host to Privileged Locations) will show up.

20) On the right-hand side of the message, select 'Add host to Privileged Locations' so that the data will always be populated.

The screenshot shows a web browser window with a security warning at the top. The warning text reads: "Data from this site is blocked to avoid potential security risks. If you trust this document, add the host 'www.dgsapps.dgs.ca.gov' to Privileged Locations (in Enhanced Security preferences) to receive data." To the right of the warning are two buttons: "Options" and "Help".

Below the warning is a form titled "STATE OF CALIFORNIA ENROLLMENT CERTIFICATION/PROJECTION" from the "STATE ALLOCATION BOARD OFFICE OF PUBLIC SCHOOL CONSTRUCTION". The form is divided into several sections:

- Part A. K-12 Pupil Data:** A table with columns for Grade (K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12) and rows for 7th Year, 8th Year, 9th Year, 10th Year, 11th Year, 12th Year, Previous, and Current.
- Part B. Pupil Attending Schools Chartered By Another District:** A similar table to Part A.
- Part C. Continuation High School Pupils - (Districts Only):** A table with columns for Grade (9, 10, 11, 12) and rows for 7th Year, 8th Year, 9th Year, 10th Year, 11th Year, 12th Year, Previous, and Current.
- Part D. Special Day Class Pupils - (Districts or County Superintendent of Schools):** A table with columns for Elementary, Secondary, and TOTAL.
- Part E. Special Day Class Pupils - (County Superintendent of Schools Only):** A table with columns for 7th Year, 8th Year, 9th Year, 10th Year, 11th Year, 12th Year, Previous, and Current.
- Part F. Birth Data - (9th-Year Projection Only):** A table with columns for County Birth Date, Birth Date by District ZIP Codes, and rows for 9th Year, 10th Year, 11th Year, 12th Year, Previous, and Current.

On the right side of the form, there are several input fields and sections:

- Part G. Number of New Dwelling Units (9th-Year Projection Only):** An input field.
- Part H. District Student Yield Factor (9th-Year Projection Only):** An input field.
- Part I. Projected Enrollment:** A section with sub-sections for 1. 9th-Year Projection and 2. 10th-Year Projection, each with a table for Enrollment/Residency - Special (Special Day Class pupils) and Special Day Class pupils only - Enrollment/Residency.

A red box highlights the "Options" button, and a red arrow points to the "Add host to Privileged Locations" button in the security warning.

21) Now the data has been populated to the PDF, you can now print or save it.

STATE OF CALIFORNIA  
**ENROLLMENT CERTIFICATION/PROJECTION**  
 SAB 50-01 (REV 05/09)

STATE ALLOCATION BOARD  
 OFFICE OF PUBLIC SCHOOL CONSTRUCTION  
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<b>SCHOOL DISTRICT</b> ABD USD	<b>FIVE DIGIT DISTRICT CODE NUMBER</b> (see California Public School Directory) 78785
<b>COUNTY</b> Los Angeles	<b>HIGH SCHOOL ATTENDANCE AREA (HSAA) OR SUPER HSAA</b> (if applicable) 02-Lilac

**Check one:**  **Fifth-Year Enrollment Projection**  **Tenth-Year Enrollment Projection**

**HSAAs Districts Only - Check one:**  **Attendance**  **Residency**  
 **Residency - COS Districts Only - (Fifth Year Projection Only)**

**Modified Weighting** (Fifth-Year Projection Only)  
 **Alternate Weighting** - (Fill in boxes to the right):

	3rd Prev. to 2nd Prev.	2nd Prev. to Prev.	Previous to Current

**Part A. K-12 Pupil Data**

Grade	7th Prev.	6th Prev.	5th Prev.	4th Prev.	3rd Prev.	2nd Prev.	Previous	Current
	/	/	/	/	2018 / 2019	2019 / 2020	2020 / 2021	2021 / 2022
K					15	10	12	20
1					41	45	48	51
2					32	35	37	31
3					18	15	12	24
4					22	24	25	27
5					12	15	16	17
6					15	17	19	21

**Part G. Number of New Dwelling Units**  
(Fifth-Year Projection Only) 658

**Part H. District Student Yield Factor**  
(Fifth-Year Projection Only) 0.5

**Part I. Projected Enrollment**  
**1. Fifth-Year Projection**  
**Enrollment/Residency - (except Special Day Class pupils)**

K-6	7-8	9-12	TOTAL
533	0	0	533

**Special Day Class pupils only - Enrollment/Residency**

	Elementary	Secondary	TOTAL
Non-Severe	0	0	0
Severe	0	0	0
<b>TOTAL</b>	0	0	0

**Technical Support**

If the issue continues to occur, please contact OPSC at [OPSCcommunications@dgs.ca.gov](mailto:OPSCcommunications@dgs.ca.gov) for assistance.