





OPSC ONLINE USER GUIDE



Section 13. Unused Sites

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Unused Sites

Introduction

The Unused Site Program became Law in 1974 and requires that School Districts and County Superintendents of Schools be subject to the fee for district properties that are not used for school purposes after specific time periods.

The provisions of this program are governed by the Education Code (EC) Sections 17219 through 17224. In addition, the SAB has adopted regulations set forth in Title 2, Subgroup 10, California Code of Regulations, commencing with Sections 1864.1 through 1864.10 which effect the administration of this program.

OPSC now requires the Certification of Unused Sites (Form SAB 423) and the Modification of Unused Sites Status (Form SAB 424) to be submitted electronically through the OPSC Online Application System.

All District Representatives and Superintendents on record with OPSC automatically have a user account in OPSC Online. If you do not have a user account, send a request by email to OPSCOnlineSupport@dgs.ca.gov.

OPSC Online login page:							
Ciecov *					Contact Us	Settings	원 Log In
n Public School Construction		¢				₽≡	
		Project Reporting Beta	Resources	Grants	Enrollment Projection	District	Dashboard
Dashboard / Login							
	Different Public School Construction						
	SIGN IN TO CONTINUE						
	Enter email						
	This field is required						
	Password						
	Reset your password or other trouble signing in?						
	Don't have an account? Request a new account						
	Online User Guide						

General Navigation of OPSC Online

Upon login, the user is directed to the Dashboard. On the top right corner of the dashboard, there are seven main buttons: Dashboard, District, Users, Enrollment Projection, Grants, Resources, and Project Reporting.

Dashboard Buttons:							
Chern *				Contact U	s 🔅	Settings	Welcome Joe 🔻
Public School Construction	¢		Ħ		20 2		Â
	Project Reporting βeta	Resources	Grants	Enrollment Projection	Users	District	Dashboard

Dashboard – Unused Sites

The *Dashboard* displays a list of the Unused Sites that have been reported for a given fiscal year. District Representatives will be able to view any of the Unused Sites reported and allows users to Add sites, Delete sites, and/or Request a Waiver for sites.

The "First Assessable Year" column represents the year the District will start to be assessed fees for a particular site.

Dashboard	d / District / U	nused Sites											
6743 Sacramento	9 Sacrar	nento Cit	y Unified		_								
Eligibility	Manage Sites	District Contact	s District Uploa	ded Docs Finand	cial Hardship U	nused Sites Proje	ect Tracking Number						
U	nused Site	s - Reportin	g Fiscal Ye	ar 2023/202	24 🚯								
							Тур	e to filter					
	Site Name 🗘	County 🗘	Grade 🗘	# of Acres 🗘	Acquisition Date 🗘	Total Actual Purchase Price ≎	Parcel ID 🗘	Total Current Assessed Value ≎	Total Assessed Fee ≎	First Assessable Year ≎	Reviewed Sites? 0	\$	\$
	Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 52,454.00	\$ 525.00	2023		Delete Site	Request Waiver
	Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202- 005,025-0231- 009	\$ 107,308.00	\$1,073.00	2022		Delete Site	Request Waiver
	2 Total Add New Site	Items Per Page	25 🗸									First Pre	v 1 Next Last

Add New Site

To Add a New Site, click on the *District Tile* on the *Dashboard* page. Once selected, access to the District's Unused Sites page will be available by selecting the District.

Cheov *					Contact U	s 🔅	Settings	Welcome Joe 🔻
Public School Construction		¢				2 24		*
		Project Reporting Beta	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard / District								
Select A District								
District 0	Role 0		Company 0					
67439 Sacramento City Unified	Local Educational Agency Repres	entative						

The user will click "Unused Sites" from the options on the District's page.

Chicon *				Contact U	s 🔹 S	Settings	Welcome Joe 🔫
Public School Construction	¢				22	â≡	*
	Project Reporting Beta	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard / District							
67439 Sacramento City Unified							
Sacramento County							
Eligibility Manage Sites District Contacts District Uploaded Docs Financial Hardship Unused Sites	Project Tracking Number						

The *Unused Sites Dashboard* will open and populate a list of the Unused Sites that have been reported for a given fiscal year. The user will then select "Add New Site".

Unused Sites	- Reportin	g Fiscal Ye	ar 2023/202	24 📵								
						Тур	e to filter					
Site Name 🗘	County 0	Grade 🗘	# of Acres 🗘	Acquisition Date û	Total Actual Purchase Price ≎	Parcel ID 🗘	Total Current Assessed Value ≎	Total Assessed Fee ≎	First Assessable Year ≎	Reviewed Sites? 0	*	*
Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 52,454.00	\$ 525.00	2023		Delete Site	Request Waiver
Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202- 005,025-0231- 009	\$ 107,308.00	\$1,073.00	2022		Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00			Delete Site	Request Waiver
3 Total Add New Site	tems Per Page	25 🗸									First Pres	v 1 Next Last

The following page gives a brief description and information concerning Unused Sites. The user will then click "Continue" to proceed to adding a new site by submitting a Form SAB 424.

Cov *					Contact U	is 💠 s	Settings	Welcome Joe
Public School Construction		Project Reporting per	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Eligibility Manage Sites District Contacts Distric	Autored box Financial Handbay Drussed Ster Project Tacking Number Form SAB 424 Starty serve between July 1 and August 31, all school districts must certify to the number of Unused Site owned by the school school districts self-certify requests for walvers and reduction of fees based on certain criteria outlined in Education Code Se Unless the school district meets certain criteria, the school district is assessed an annual fee equivalent to one (1) percent of unless of the school district meets certain criteria outlined in Education Code Se Unless the school district meets certain criteria outlined on the size is corporated by the school district. How OPSC adjusts it sead was not (1) percent of unless of the school district meets certain criteria outlined on the size compared by the school district. How School district has added new sizes, it detection of size, requested a few valves, or reviewed and confirmed no changes med to be made, the school district spenin autorized district presentative, may click "Create Form S&B 423" to complete the annual automisation. The following is information concerning unusuad attes and what is considered "mused." • The size is currently used for the specific purposes for which the as acquired. This meass use as an active K-12 school substitute as its acquired for use at an or grade level for use at another grade level. • In size is currently used for the specific purposes for which the as acquired. This meass use as an active K-12 school substitute as its acquired for use at an or a cultimotic Bayeriant of Education program (including Adult Edu autorized by the legislature, and operated by public school districts for which the district is reeeving State School for approxements. <td>Project Reporting or district. The ction 17219. the current age rate of wquested the temodent or A district may cation) and</td> <td>2 Resources</td> <td>Grants</td> <td>Enrollment Projection</td> <td>Users</td> <td>District</td> <td>Dashboard</td>	Project Reporting or district. The ction 17219. the current age rate of wquested the temodent or A district may cation) and	2 Resources	Grants	Enrollment Projection	Users	District	Dashboard
	The site is currently used for failting tambinistical purposes including such support services as warehousing and ma facilities. The site is currently used for preschool or child care centers when operated by or under contract with a public school county superintendent of schools. The site is currently used for a community college if attendance is allowed for high school students in the 11th or 12th If you have any questions, please contact the OPSC program analyst over the Unused Site Program. The current program and found on OPSC's Directory of Services here. Cancel	intenance district or a grade. Ilyst can be						

The Form SAB 424 comprises of nine sections as listed on the navigation pane on the left-hand side of the screen.



The first section of the form is *Add Site*. The user will select one of the applicable options (Site newly acquired, Site received through donation, Site not previously reported, Site no longer qualifies as used site) for the added site. For more information regarding adding a site, please refer to the Unused Sites Program Handbook by clicking here: <u>Report Unused School Sites</u>. Additionally, the user may click on the "?" and a help text dialog box will appear as shown below.

Section I -Add Site

If the District is not adding any new sites, click "Continue" below.

Section I - Add A New Site - Refer to Education Code Section 17219(a)

X

Please select one:	
	Site newly acquired
	Site received through donation
	Site note previously reported
	Site no longer qualifies as used site Refer to General Information, "Type of User, item 1-6"

0

Section I – Add A New Site is used if the school district is adding a new site that does not meet the definition of "Used". Prior to submital, the District will be required to upload supporting documentation to support the purchase information (escrow settlement statement, emininent domain documents, appraisals).

"Used" for the purposes of the Unused Site Program means any site meeting the below criteria:

1. The site is currently used for the specific purpose for which it was acquired. This is deemed to mean used as an

Next the user will *Enter date last used*, *Site Name*, *Grade Level*, and the *County Assessor Parcel Information* shown below.

Count Assessor Parcel Information:

County Assessor's Parcel Details

County Assessor Parcel Number	
Number of Acres	
Date Site was Acquired	MM/DD/YYYY
Actual Purchase Price	
Current Assessed Value	
Appraised Value at Purchase	
	Add

Once all applicable fields have been completed, the user will click "Continue" to proceed.

Enter date last used	MM/DD/YYYY
Site Name	Please make a selection 🗸 🗸 🗸 🗸 🗸 🗸 🗸
Grade Level	Please make a selection 🗸 🗸
County Assessor Parcel Information	
	Add/Edit Parcel Info
Show 5 v entries	Type to filter the parcel number co
County Assessor Parcel I Number of Acres Date Site was Acquired Actual Purchase	P Current Assessed Appraised Value a
0 total	×.
	Continue 🔶

The following sections, *Delete Site*, *Basic Aid District*, *Waive Fee*, *Reduce Fee*, *and Miscellaneous* can be skipped, and the user can click on "Certification" on the navigation pane on the left-hand side.



Certification

Only the authorized District Representative/Superintendent may complete the certification section. The user will click "Yes" to agree to the terms of the certification and enter District Representative information such as title, full name, phone number, and signature date. The user will select "Continue" to proceed to the *Review* section.

I certify that I am authorized to represent the Governing Board of the District, that the information is true and correct and that the District has no additional sites which are unused. If any of the information is incorrect, omitted, or an unused site is not listed, I have attached Form(s) indicating additional sites or changes to the above information.	Yes No
Authorized Agent / District Representative Title	Representative
Authorized Agent / District Representative Name	Joe Smith
Phone	(555) 123-4567
Date	06/17/2025

Review

After completing the certification section, the user will review all previous sections, as applicable, and make any final edits if necessary.

Any incomplete sections will be flagged with an orange exclamation point, and the missing required field(s) must be completed



Once all required entries are completed, the navigation pane on the left will display only green checkmarks, and the user will click "Continue" to proceed to the *Submit* section.

SAB Form 424	Review		
 Section I -Add Site Section II -Delete Site 	Section I -Add Site		
Section III - Basic Aid District	If the District is not adding any new sites, click "Continue	" below.	
 Section IV - Waive Fee Section V - Reduce Fee 	Section I - Add A New Site - Refer to Education Code Sec	ction 17219(a) 😧	
Miscellaneous	Please select one:		
Certification	Site newly acquired		Yes
Review	Site received through donation		No
Submit	Site note previously reported		No
Authorized Agent / [District Representative Title	Representative	
Authorized Agent / [District Representative Name	Joe Smith	
Phone		(555) 123-4567	
Date		06/17/2025	
		Edit Page →	
← Previous			Continue 🔶

Submit

Next, the user will continue to the *Submit* page. The user will complete the final certification and mark the boxes checked as completed and click "Submit Paperless Application."

Reminder: only an Authorized District Representative can submit the application.



After submittal, the user will proceed to a confirmation page displaying the Form SAB 424 has been submitted. The user may then click on "Go To Unused Sites Dashboard" and a list of the school sites will populate there.

Dashboard / District / Unused Sites	/ Addsite
Created On 06/17/202 Unused Sites • Form SAB 424 @	5 Submitted
SAB Form 424	Submit
Section I -Add Site	
Section II -Delete Site	This paperless application was successfully submitted to Office of Public School Construction (OPSC).
Section III - Basic Aid Dist	Submittal Date: 06/17/2025
Section IV - Waive Fee	Go To Unused Sites Dashboard
Section V - Reduce Fee	Previous

Unused Sites Dashboard

67439 Sacramento	37439 Sacramento City Unified														
Eligibility	Eligibility Manage Sites District Contacts District Uploaded Docs Financial Hardship Unused Sites Project Tracking Number														
Ur	Unused Sites - Reporting Fiscal Year 2023/2024 3														
							Тур	e to filter							
	Site Name 🗘	County 0	Grade 0	# of Acres 🗘	Acquisition Date	Total Actual Purchase Price ≎	Parcel ID 0	Total Current Assessed Value	Total Assessed Fee≎	First Assessable Year 0	Reviewed Sites?	¢	¢		
	Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 52,454.00	\$ 525.00	2023		Delete Site	Request Walver		
	Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202- 005,025-0231- 009	\$ 107,308.00	\$ 1,073.00	2022		Delete Site	Request Waiver		
	Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00			Delete Site	Request Waiver		
	C. K. Mcclatchy High	Sacramento	9-12	5.00	07/01/2020	\$ 1,500,000.00	1234-56-7890	\$ 1,750,000.00	\$ 17,500.00			Delete Site	Request Waiver		
	4 Total Ite	ms Per Page 25	~									First Pr	ev 1 Next Last		
Submi	ted/Draft - S	SAB423 /SA	B 424 Forms	3											

Repo All	rting Fiscal Y Type to filter	fear:				~											
sii ¢	te Name	County 0	Form ¢	Status 🗘	Grade 0	॥ of Acres ्	Acquisition Date 0	Total Actual Purchase Price ≎	Parcel ID	Total Current Assessed Value ≎	Total Assessed Fee≎	First Assessable Year ©	Waiver 0	Delete Site	New Site	Reporting FY û	Submitted Date 0
Fr	uit Ridge ementary	Sacramento	424	Submitted	K-6	8.30	01/10/1958	\$ 0.00	020-0301- 001	\$ 52,454.00	\$ 525.00	2023		*		2023/2024	06/17/2025
C. Me Hi	K. cclatchy gh	Sacramento	424	Submitted	9-12	5.00	07/01/2020	\$ 1,500,000.00	1234-56- 7890	\$ 1,750,000.00	\$17,500.00				*	2023/2024	06/17/2025

Delete Site

To Delete a Site, click on the *District Tile* on the *Dashboard* page. Once selected, access to the District's Unused Sites page will be available by selecting the District.

C.cov *						Contact U	s 🌻	Settings	Welcome Joe 🔻
Public Schoo	I Construction		¢				::::	A=	*
			Project Reporting βeta	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard / Distric	* District								
	District 0	Role 0		Company 0					
	67439 Sacramento City Unified	Local Educational Agency Representat	ive						

The user will click "Unused Sites" from the options on the District's page.



The *Unused Sites Dashboard* will open and populate a list of the Unused Sites that have been reported for a given fiscal year. The user will then select "Delete Site" for the school site.

Unused Sites - Reporting Fiscal Year 2023/2024 🟮												
Type to filter												
Site Name 🗘	County 0	Grade 🗘	# of Acres 🗘	Acquisition Date ¢	Total Actual Purchase Price≎	Parcel ID 🗘	Total Current Assessed Value ≎	Total Assessed Fee ≎	First Assessable Year ≎	Reviewed Sites? û	°,	÷
Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 52,454.00	\$ 525.00	2023		Delete Site	Request Waiver
Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202- 005,025-0231- 009	\$ 107,308.00	\$1,073.00	2022		Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00			Delete Site	Request Waiver
3 Total	Items Per Page	25 🗸									First Pre	v 1 Next Last

The following page gives a brief description and information concerning Unused Sites. The user will then click "Continue" to proceed to deleting a site by submitting a Form SAB 424.

Clasov *					Contact U	is 🗢	Settings	Welcome Joe 🔻
Public School Construction		Project Report	ing pero Resources	Grants	Enrollment Projection	U sers	District	A Dashboard
Eligibility Manage Sites District Contacts District Upl	aaded Docs Financial Hardship Unueed Stes Project Tracking Number Form SAB 424 Each yeak, between July 1 and August 31, all school districts must certify to the number of Unused Ste owned by the school: school districts effectively requests for wakers and reduction of fees based on certain criteria outlined in Education code Se	district. The ction 17219.	0.					
	Unless the school district meets certain criteria, the school district is assessed an annual fee exploadent to one (1) percent of value of the site. Original value of the site is reported by the school district, then OPSC adjusts it each year based on the aver change in value for all land in the state. The sites listed on the site table are the sites currently being tracked by OPSC. Once the school district has added new sites, deletion of sites; requested a fee values; or reviewed and confirmed no changes end to be made, the school district superin authorized district representative, may click "Create Form SAB 423" to complete the annual submission.	the current age rate of requested the tendent or						
	The following is information concerning unused sites and what is considered "unused." The site is currently used for the specific purposes for which it was acquired. This means use as an active K-12 school, substitute a lea equired for use at one grade level for use at another specific evel. The site is currently used to house students for any California Department of Education grogram (including Adult Edu authorized by the Legislature, and operated by public school districts for which the district is receiving State School Fi apportionments. The site is currently used to house Special Education purposes including such support services as warehousing and ma	A district may cation) und iintenance						
	facilities. The site is currently used for preschool or child care centers when operated by or under contract with a public school county superintendent of schools. The site is currently used for a community college if attendance is allowed for high school students in the 11th or 12th If you have any questions, please contact the OPSC program analyst over the Unused Site Program. The current program and found on OPSC's Directory of Services here.	district or a I grade. alyst can be						
	X Cancel	Continue 🔶						

The Form SAB 424 comprises of nine sections as listed on the navigation pane on the left-hand side of the screen.



The user may proceed to "Section II – Delete Site" and will select one of the applicable options (Site was Sold, Site is being used for school purpose, Site is being used for the construction of school facilities) for the deleted site. Please note, depending on the option selected, additional questions may be prompted to answer before continuing. For more information regarding deleting a site, please refer to the Unused Sites Program Handbook by clicking here: <u>Report</u> <u>Unused School Sites</u>. Additionally, the user may click on the "?" and a help text dialog box will appear as shown below.

Once the user has selected on option for deleting a site, select "Continue" to proceed.

Section II -Delete Site

2

	If no site is bein	a deleted, please select Continue.		
	Section II - De	elete This Site - Refer to EC 17223 🕡		
	Please select one:			
		Site was Sold		
		Site is being used for school purpose		
		Site is being used for the construction of school facilities		
÷	Previous		Continue	→

X

Section II – Delete This Site is used if the school district is removing a site that meet the definition of "Used". Prior to submital, the District will be required to upload supporting documentation to support the sale of the site, usage, or commencement of construction.

"Used" for the purposes of the Unused Site Program means any site meeting the below criteria:

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

The following sections, *Basic Aid District*, *Waive Fee*, *Reduce Fee*, *and Miscellaneous* can be skipped, and the user can click on "Certification" on the navigation pane on the left-hand side.



Certification

Only the authorized District Representative/Superintendent may complete the certification section. The user will click "Yes" to agree to the terms of the certification and enter District Representative information such as title, full name, phone number, and signature date. The user will select "Continue" to proceed to the *Review* section.



Review

After completing the certification section, the user will review all previous sections, as applicable, and make any final edits if necessary.

Once all required entries are completed, the navigation pane on the left will display only green checkmarks, and the user will click "Continue" to proceed to the *Submit* section.

SAB Form 424	Review	
 Section I - Add Site Section II - Delete Site 	 Section I -Add Site 	
 Section III - Basic Aid District Section IV - Waive Fee Section V - Reduce Fee Miscellaneous Certification Review Submit 	If the District is not adding any new sites, click "Continue". Section I - Add A New Site - Refer to Education Code Section Please select one: Site newly acquired Site received through donation Site note previously reported	below. on 17219(a) 😧 Yes No No
Authorized Agent	/ District Representative Title	Representative
Authorized Agent	/ District Representative Name	Joe Smith
Phone		(555) 123-4567
Date		06/17/2025
		Edit Page →
Previous		Continue 🔶

Submit

Next, the user will continue to the *Submit* page. The user will complete the final certification and mark the boxes checked as completed and click "Submit Paperless Application."

Reminder: only an Authorized District Representative can submit the application.

Section I -Add Site	OPSC now accepts the Unused Site Forms SAB 423 and Form SAB 424 to be submitted electronically through OPSC Online.
Section II -Delete Site	Please verify all sites listed above on the District's dashboard.
	 All offused sites must be verified and submitted between July 1 and Adgust 31, of each year. Applications may only be submitted by a District Superintendent or Authorized Representative who is signed in OPSC
Section III - Basic Aid Dist	Online with their corresponding OPSC Online User ID. Submittal from these authorized accounts is considered to be a unique electronic signature for purposes of application submittal. A printed wet-signature form does not need to be
Section IV - Waive Fee	mailed to OPSC.
Section V - Reduce Fee	I have uploaded all required documents, (as necessary).
Miscellaneous	I certify that the above information is true and correct and all additional unused sites have been reported.
Certification	
Poviow	I certify that I am authorized to represent the Governing Board of the District, and that the above information is true an correct.
Review	
Submit	A Submit Paperless Application

After submittal, the user will proceed to a confirmation page displaying the Form SAB 424 has been submitted. The user may then click on "Go To Unused Sites Dashboard" and a list of the school sites will populate there.

Dashboard / District / Unused Site	s / Addeite
Created On 06/17/20 Unused Sites • Form SAB 424 @	25 Jubmitted
SAB Form 424	Submit
 Section I -Add Site Section II -Delete Site 	This paperless application was successfully submitted to Office of Public School Construction (OPSC).
Section III - Basic Aid Dist	Submittal Date: 06/17/2025
Section IV - Waive Fee	Go To Unused Sites Dashboard
Section V - Reduce Fee	Previous

Unused Sites Dashboard

67439 Sacramento () Sacram	ento City l	Jnified											
Eligibility	Manage Sites	District Contacts	District Uploaded Doc	s Financial Hardsł	Unused Sites	Project Tracking N	umber							
Un	Unused Sites - Reporting Fiscal Year 2023/2024 🚯													
							Тур	e to filter						
	Site Name 0	County 0	Grade 0	#of Acres 0	Acquisition Date	Total Actual Purchase Price ≎	Parcel ID 0	Total Current Assessed Value	Total Assessed Fee≎	First Assessable Year ≎	Reviewed Sites?	÷	\$	
	Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 52,454.00	\$ 525.00	2023		Delete Site	Request Waiver	
	Maple Elementary	Sacramento	К-б	5.60	01/09/1951	\$ 0.00	025-0202- 005,025-0231- 009	\$ 107,308.00	\$ 1,073.00	2022		Delete Site	Request Waiver	
	Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00			Delete Site	Request Waiver	
	C. K. Mcclatchy High	Sacramento	9-12	5.00	07/01/2020	\$ 1,500,000.00	1234-56-7890	\$ 1,750,000.00	\$ 17,500.00			Delete Site	Request Waiver	
	4 Total Ite	ms Per Page 25	~									First Pr	rev 1 Next Last	
Submit	ted/Draft - S	SAB423 /SA	B 424 Forms	;										

Reporting Fiscal All Type to filte	Year:				~											
Site Name	County 0	Form 0	Status 0	Grade 0	# of Acres	Acquisition Date 🗘	Total Actual Purchase Price ≎	Parcel ID	Total Current Assessed Value ≎	Total Assessed Fee≎	First Assessable Year ≎	Waiver 0	Delete Site	New Site	Reporting FY 0	Submitted Date 0
Fruit Ridge Elementary	Sacramento	424	Submitted	K-6	8.30	01/10/1958	\$ 0.00	020-0301- 001	\$ 52,454.00	\$ 525.00	2023		v		2023/2024	06/17/2025
C. K. Mcclatchy High	Sacramento	424	Submitted	9-12	5.00	07/01/2020	\$ 1,500,000.00	1234-56- 7890	\$ 1,750,000.00	\$ 17,500.00				~	2023/2024	06/17/2025

Basic Aid District

To request *Basic Aid District*, click on the *District Tile* on the *Dashboard* page. Once selected, access to the District's Unused Sites page will be available by selecting the District.

Cheov *						Contact U	s 🌼 S	ettings	Welcome Joe 🔻
Public Sch	ool Construction		¢				: ::		*
			Project Reporting βeta	Resources	Grants	Enrollment Projection	Users	<u>District</u>	Dashboard
Dashboard / Dis	trict								
Select	A District								
								_	
	District 0	Role 0		Company 0				1	
	67439 Sacramento City Unified	Local Educational Agency Represental	tive						

The user will click "Unused Sites" from the options on the District's page.



The *Unused Sites Dashboard* will open and populate a list of the Unused Sites that have been reported for a given fiscal year. The user will then select "Request Waiver" for the school site.

Unused Sites	- Reportir	ig Fiscal Y	′ear 2023/202	24 🚯								
						Тур	e to filter					
Site Name 🗘	County 0	Grade 🗘	# of Acres 🗘	Acquisition Date ¢	Total Actual Purchase Price≎	Parcel ID 🗘	Total Current Assessed Value ¢	Total Assessed Fee ≎	First Assessable Year ≎	Reviewed Sites? ≎	* *	\$
Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 52,454.00	\$ 525.00	2023		Delete Site	Request Waiver
Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202- 005,025-0231- 009	\$107,308.00	\$1,073.00	2022		Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00			Delete Site	Request Waiver
3 Total	tems Per Page	25 🗸									First Pre	v 1 Next Last

The following page gives a brief description and information concerning Unused Sites. The user will then click "Continue" to proceed to request *Basic Aid District* by submitting a Form SAB 424.

Chern *				Contact U	Js 🗢	Settings	Welcome Joe 🔻
Public School Construction		5					*
Eligibility Manage Sites District Contacts District Uploaded Docs Financial Hardship Unuced Sites Project Tracking Number Form SAB 424 Each yeap, between July 1 and August 31, all school districts must certily to the number of Unused Sites under School districts self-certify requests for valves and reduction of fees based on certain criteria outlined in Edu Unues the school district meets certain criteria, the school districts must certily to the number of Unused Sites under the United Site Original United Sites and Sites Sites and Sites an	Project Report	ting βreo Resourr	es Grants	Enrollment Projection	Users	District	Dashboard
value of the site. Original value for all land in the state. The sites listed on the site a site site site site site site site site	ed on the average rate of Jed new sites, requested the Jistrict superintendent or re K-12 school. A district may						
The life is currently used to house students for any califormic planatment of Education program (inclus authorized by the Legislature, and operated by public school districts for which the district is receiving: apportionments. The life is currently used to house Special Education students. The life is currently used to indicate the district and ministration purposes including such support services as wateh facilities. The life is currently used for preschool or child care centers when operated by or under contract with a country superintendent of schools. The life is currently used for preschool or child care centers when operated by or under contract with a country superintendent of schools.	ding Adult Education) State School Fund ousing and maintenance public school district or a						
Interview is currently used for a community conegor in attendance is a lowered for ingits (crono students in the If you have any questions, please contact the OPSC program analyst over the Unused Site Program. The current found on OPSC's Directory of Services here. Cancel	nt program analyst can be	I					

The Form SAB 424 comprises of nine sections as listed on the navigation pane on the left-hand side of the screen.



The user may proceed to "Section III – Basic Aid District" and will select the option pertaining to Basic Aid District. For more information regarding Basic Aid District, please refer to the Unused Sites Program Handbook by clicking here: <u>Report Unused School Sites</u>. Additionally, the user may click on the "?" and a help text dialog box will appear as shown below.

Once the user has selected the option for *Basic Aid District*, select "Continue" to proceed.



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Section III – Basic Aid District is used if site does not meet the definition of "Used"; however, the school district is a Basic Aid District requesting a waiver of the fee.

"Used" for the purposes of the Unused Site Program means any site meeting the below criteria:

 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.
 The site is currently used to house students for any

The following sections, *Waive Fee, Reduce Fee, and Miscellaneous* can be skipped, and the user can click on "Certification" on the navigation pane on the left-hand side.

×



Certification

Only the authorized District Representative/Superintendent may complete the certification section. The user will click "Yes" to agree to the terms of the certification and enter District Representative information such as title, full name, phone number, and signature date. The user will select "Continue" to proceed to the *Review* section.

I certify that I am authorized to represent the Governing Board of the District, that the information is true and correct and that the District has no additional sites which are unused. If any of the information is incorrect, omitted, or an unused site is not listed, I have attached Form(s) indicating additional sites or changes to the above information.	Yes No
Authorized Agent / District Representative Title	Representative
Authorized Agent / District Representative Name	Joe Smith
Phone	(555) 123-4567
Date	06/17/2025

Review

After completing the certification section, the user will review all previous sections, as applicable, and make any final edits if necessary.

Once all required entries are completed, the navigation pane on the left will display only green checkmarks, and the user will click "Continue" to proceed to the *Submit* section.

SAB Form 424	Review						
 Section I -Add Site Section II -Delete Site 	Section I -Add Site						
Section III - Basic Aid District	If the District is not adding any new sites, click "Continue" L	below.					
 Section IV - Waive Fee Section V - Reduce Fee 	Section I - Add A New Site - Refer to Education Code Section	on 17219(a) 😧					
Miscellaneous Please select one:							
Certification	Site newly acquired		Yes				
Review	Site received through donation		No				
Submit	Site note previously reported		No				
Authorized Agent /	District Representative Title	Representat	tive				
Authorized Agent /	District Representative Name	Joe Smit	h				
Phone		(555) 123-4	567				
Date		06/17/202	25				
	(Edit Page	→				
Previous			Continue 🔶				

Submit

Next, the user will continue to the *Submit* page. The user will complete the final certification and mark the boxes checked as completed and click "Submit Paperless Application."

Reminder: only an Authorized District Representative can submit the application.



After submittal, the user will proceed to a confirmation page displaying the Form SAB 424 has been submitted. The user may then click on "Go To Unused Sites Dashboard" and a list of the school sites will populate there.



Unused Sites Dashboard

	ento City l	Jnified											
Manage Sites	District Contacts	District Uploaded Doc	s Financial Hardsl	Unused Sites	Project Tracking N	umber							
used Sites	- Reporting F	Fiscal Year 20)23/2024 🕄										
							Type t	o filter					
Site Name 🗘	County 0	Grade 0	#of Acres 0	Acquisition Date	Total Actual Purchase Price ≎	Parcel ID 🗘		Total Current Assessed Value	Total Assessed Fee≎	First Assessable Year 0	Reviewed Sites?	0	÷
Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-00	01	\$ 52,454.00	\$ 525.00	2023		Delete Site	Request Walver
Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202- 005,025-023 009	31-	\$ 107,308.00	\$ 1,073.00	2022		Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00			\$ 0.00	\$ 0.00			Delete Site	Request Waiver
C. K. Mcclatchy High	Sacramento	9-12	5.00	07/01/2020	\$ 1,500,000.00	1234-56-789	90	\$ 1,750,000.00	\$ 17,500.00			Delete Site	Request Waiver
4 Total Ite	ms Per Page 25	~										First Pr	ev 1 Next Last
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	Sacrame County Manage Sites Manage Sites Site Name 0 Fuit Ridge Elementary Maple Elementary Albert Einstein Middle C. K. McLatchy High 4 Total Ketod/Draft - 4	Sacramento City I County Manage Sites District Contacts Hussed Sites - Reporting R Site Name : County : Fruit Ridge Sacramento Elementary Sacramento Madele Sacramento Hiddle Sacramento Kiddle Sacramento High Sacramento 4 Total Terms Per Page 25 Add New Site Satter	Sacramento City Unified County Manage Sites District Contacts District Uploaded Doc HUSED Sites - Reporting Fiscal Year 20 Site Name : County : Grade : Fruit Ridge Sacramento K-6 Elementary Sacramento K-6 Albert Enstein Sacramento 7-8 Kidale C.K. McClatchy Sacramento 9-12 High Items Per Page 25 • Kod New Stee Sate Albert Formation Sate Albert Formation	Sacramento City Unified County Manage Sites District Contacts District Uploaded Docs Financial Handsi Hused Sites - Reporting Fiscal Year 2023/2024 Image Sites Financial Handsi Site Name C County C Grade C # of Acres C Fuil Bidge Sacramento K-6 8.30 Elementary Sacramento K-6 5.60 Albert Enterion Sacramento 7-8 0 Middle Sacramento 9-12 5.00 Ligh Sacramento 9-12 5.00 High Sacramento 9-12 5.00 I total Tenne Prage 25 Total Attacta Tenne State Acres State Sacramento Sacramento Kiddle Sacramento 9-12 5.00 Kiddle Sacramento 9-12 5.00 Kiddle Sacramento 9-12 5.00 Kiddle Sacramento 9-12 Sacramento Kiddle Sacramento 9-12 Sacramento Kiddle Sacramento 9-12 S	Sacramento City Unified County Manage Sites District Contacts District Uploaded Docs Financial Handship Cunced Sites Susced Sites - Reporting Fiscal Year 2023/2024 • Site Name : County : Grade : # of Acres : Acquisition Date : Fruit Ridge Elementary Sacramento K-6 8.30 01/10/1958 Albele Elementary Sacramento 7-8 0 01/00/1951 Albele Totstein Sacramento 7-8 0 07/01/2020 Import Net Sites 9-12 5.00 07/01/2020 Import Net Sites Years Sites Years Years Years Years	Sacramento City Unified County Manage Sites District Contacts District Uploaded Docs Financial Hardship Unused Sites Project Tracking N Site Name C County C Grade C #of Acres C Acquisition Date Total Actual Site Name C County C Grade C #of Acres C Acquisition Date Total Actual Finit Bidge Sacramento K-6 8.30 0.1/09/1951 \$0.00 Identification Sacramento 7-8 0 \$0.00 Albert Enstein Sacramento 9-12 \$0.00 \$1,500,000.00 High Sacramento Sacramento \$1.2 \$0.00 \$1,500,000.00 Modele Sacramento Sacramento \$1.2 \$0.00 \$1,500,000.00 \$1,500,000.00 \$1,500,000.00 \$1,500,000.00 \$1,500,000.00 \$1,500,000.00 \$1,500,000.00 \$1,500,000.00	Sacramento City Unified County Manage Sites District Contacts District Uploaded Docs Financial Hardbillo Unuced Sites Project Tracking Number Site Name : County : Grade : #ofAcres : Acquisition Date Total Actual Parcel ID : Site Name : County : Grade : #ofAcres : Acquisition Date Total Actual Parcel ID : Finit Bidge Sacramento K-6 8.30 0.1/01/1951 \$0.00 020-0301-0 Elementary Sacramento K-6 5.60 0.1/09/1951 \$0.00 025-0202-000-0 Albert Elementary Sacramento 7-8 0 \$0.00 024-0301-0 Albert Elementary Sacramento 9-12 \$0.00 07/01/2020 \$1.500,000.00 1234-56-78 Madele Sacramento 9-12 \$0.00 07/01/2020 \$1.500,000.00 1234-56-78 Madele Terms Par Page 25 * * * * Albert Elementary Sacramento 9-12 \$0.00 07/01/2020 \$1.500,000.00 1234-56-78	Sacramento City Unified Comp Manage Sites District Contacts District Uploaded Docs Financial Haidship Project Tracking Humber Hussed Sites - 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Reporting Fiscal Year 2023/2024 (*) Site Name ° County ° Grade ° Project Tracking Number Site Name ° County ° Grade ° Project Tracking Number Site Name ° County ° Grade ° Project Tracking Number Site Name ° County ° Grade ° Project Tracking Number Site Name ° County ° Grade ° Project Tracking Number Site Name ° County ° Grade ° Project Tracking Number Site Name ° County ° Grade ° Project Tracking Number Site Name ° County ° Fee ° Total Accessed Name ° Project Tracking Name ° Addee Site Site Site Site Site Site Site Si</td><td>Sacaramento City Unified Manage Siles District Contacts District Uploaded Docs Financial Handbille Munde Siles Project Tracking Number Successed Siles - Reporting Fiscal Year 20/2024 (*) Image Siles County C Grade C # of Acres C Acquisition Date Total Actual Parcel D Total Actual Total Actual Total Actual Total Actual Fee C Wer C Were C Science C First Assessable Reviewed Siles - File Reame C County C Grade C # of Acres C Acquisition Date Fore ID C Total Actual Fee C : First Assessable Reviewed Siles - 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File Reame C County C Grade C # of Acres C Acquisition Date Fore ID C Total Actual Fee C : Not Assessed Reviewed Siles - File Reamentary Sacramento K-6 8.30 0.1/01/1959 Soco Coope C Soco Coope C	Sacramento City Unified District Contacts District Contacts

eporting Fiscal Ye	ear:				~											
Type to filter Site Name	County 0	Form 0	Status 0	Grade 0	∦ of Acres ≎	Acquisition Date 0	Total Actual Purchase Price ≎	Parcel ID	Total Current Assessed Value ≎	Total Assessed Fee≎	First Assessable Year ≎	Waiver 0	Delete Site	New Site	Reporting FY \$	Submitted Date 0
Fruit Ridge Elementary	Sacramento	424	Submitted	K-6	8.30	01/10/1958	\$ 0.00	020-0301- 001	\$ 52,454.00	\$ 525.00	2023		~		2023/2024	06/17/2025
C. K. Mcclatchy High	Sacramento	424	Submitted	9-12	5.00	07/01/2020	\$ 1,500,000.00	1234-56- 7890	\$ 1,750,000.00	\$17,500.00				*	2023/2024	06/17/2025

Waive Fee

To request a *Waiver*, click on the *District Tile* on the *Dashboard* page. Once selected, access to the District's Unused Sites page will be available by selecting the District.

Cison *					Contact U	ls 🔅	Settings	Welcome Joe 🔻
		Ģ				222 		*
		Project Reporting Beta	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard / District								
Select A District								
District 0	Role 0		Company 0					
67439 Sacramento City Unified	Local Educational Agency Represe	entative						

The user will click "Unused Sites" from the options on the District's page.



The *Unused Sites Dashboard* will open and populate a list of the Unused Sites that have been reported for a given fiscal year. The user will then select "Request Waiver" for the school site.

Unused Sites	- Reportin	ig Fiscal Y	⁄ear 2023/202	24 📵								
						Тур	e to filter					
Site Name 🗘	County 🗘	Grade 0	# of Acres 🗘	Acquisition Date 🗘	Total Actual Purchase Price ≎	Parcel ID 🗘	Total Current Assessed Value ≎	Total Assessed Fee ≎	First Assessable Year ≎	Reviewed Sites? 0	÷	¢
Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 52,454.00	\$ 525.00	2023		Delete Site	Request Waiver
Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202- 005,025-0231- 009	\$107,308.00	\$1,073.00	2022		Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00			Delete Site	Request Waiver
3 Total	tems Per Page	25 🗸									First Pre	ev 1 Next Last

The following page gives a brief description and information concerning Unused Sites. The user will then click "Continue" to proceed to request fee waiver by submitting a Form SAB 424.

Cheon *					Contact	Js 💿	Settings	Welcome Joe 🔻
Dublic School Construction		Project Report	ing pero Resour	es Grants	Enrollment Projection	Users	District	A Dashboard
Eligibility Manage Sites District Contacts District Uplo	aaded Docs Financial Hardship Unused Sites Project Tracking Number							
	<section-header><text><text><text><list-item><list-item><list-item><list-item><list-item><list-item></list-item></list-item></list-item></list-item></list-item></list-item></text></text></text></section-header>	istrict. The tion 17219, be current up estated the endent or adistrict may ation) ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation ation at						

The Form SAB 424 comprises of nine sections as listed on the navigation pane on the left-hand side of the screen.



The user may proceed to "Section IV – Waive Fee" and will select the option pertaining to Waive the Fee for the site. Please note, depending on the option selected, additional questions may be prompted to answer before continuing. For more information regarding waiving the fee, please refer to the Unused Sites Program Handbook by clicking here: <u>Report Unused School Sites</u>. Additionally, the user may click on the "?" and a help text dialog box will appear as shown below.

Once the user has selected an option for a fee waiver, select "Continue" to proceed.



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

- 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.

The following sections, *Reduce Fee and Miscellaneous* can be skipped, and the user can click on "Certification" on the navigation pane on the left-hand side.



Certification

Only the authorized District Representative/Superintendent may complete the certification section. The user will click "Yes" to agree to the terms of the certification and enter District Representative information such as title, full name, phone number, and signature date. The user will select "Continue" to proceed to the *Review* section.

Certification	
I certify that I am authorized to represent the Governing Board of the District, that the information is true and correct and that the District has no additional sites which are unused. If any of the information is incorrect, omitted, or an unused site is not listed, I have attached Form(s) indicating additional sites or changes to the above information.	Yes
Authorized Agent / District Representative Title	Representative
Authorized Agent / District Representative Name	Joe Smith
Phone	(555) 123-4567
Date	06/17/2025
Previous	Continue

Review

After completing the certification section, the user will review all previous sections, as applicable, and make any final edits if necessary.

Once all required entries are completed, the navigation pane on the left will display only green checkmarks, and the user will click "Continue" to proceed to the *Submit* section.

SAB Form 424	Review
Section I -Add Site	
Section II -Delete Site	Section I -Add Site
Section III - Basic Aid District	If the District is not adding any new sites, click "Continue" below.
Section IV - Waive Fee	Section L-Add A New Site - Refer to Education Code Section 17219(a)
Section V - Reduce Fee	
Miscellaneous	Please select one:
Certification	Site newly acquired Yes
Review	Site received through donation No
Submit	Site note previously reported No

Authorized Agent / District Representative Title	Representative
Authorized Agent / District Representative Name	Joe Smith
Phone	(555) 123-4567
Date	06/17/2025
(Edit Page →
← Previous	Continue 🔶

Submit

Next, the user will continue to the *Submit* page. The user will complete the final certification and mark the boxes checked as completed and click "Submit Paperless Application."

Reminder: only an Authorized District Representative can submit the application.

SAB Form 424	Submit
Section I -Add Site	OPSC now accepts the Unused Site Forms SAB 423 and Form SAB 424 to be submitted electronically through OPSC Online. Please verify all sites listed above on the District's dashboard.
Section II -Delete Site	 All Unused Sites must be verified and submitted between July 1 and August 31, of each year. Applications may only be submitted by a District Superintendent or Authorized Representative who is signed in OPSC
Section III - Basic Aid Dist	Online with their corresponding OPSC Online User ID. Submittal from these authorized accounts is considered to be a unique electronic signature for purposes of application submittal. A printed wet-signature form does not need to be
Section IV - Waive Fee	mailed to OPSC.
Section V - Reduce Fee	I have uploaded all required documents, (as necessary).
Miscellaneous	I certify that the above information is true and correct and all additional unused sites have been reported.
Certification	I certify that I am authorized to represent the Governing Board of the District, and that the above information is true and
• Review	correct.
Submit	A Submit Paperless Application
	← Previous

After submittal, the user will proceed to a confirmation page displaying the Form SAB 424 has been submitted. The user may then click on "Go To Unused Sites Dashboard" and a list of the school sites will populate there.

Dashboard / District / Unused Sites	/ Addsite
Created On 06/17/202 Unused Sites • Form SAB 424 @	25 Submitted
SAB Form 424	Submit
Section I -Add Site Section II -Delete Site	This paperless application was successfully submitted to Office of Public School Construction (OPSC).
Section III - Basic Aid Dist	Submittal Date: 06/17/2025
Section IV - Waive Fee	Go To Unused Sites Dashboard
Section V - Reduce Fee	Previous

Unused Sites Dashboard

6743	9 Sacram	ento City l	Jnified										
Eligibility	Manage Sites	District Contacts	District Uploaded Doc	s Financial Hardsl	Unused Sites	Project Tracking N	umber						
U	nused Sites	- Reporting F	-iscal Year 20	023/2024 🟮									
							Г	ype to filter					
	Site Name 🗘	County 0	Grade 🗘	# of Acres 🗘	Acquisition Date	Total Actual Purchase Price	Parcel ID 🗘	Total Current Assessed Value û	Total Assessed Fee ≎	First Assessable Year ©	Reviewed Sites?	÷	0
	Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 52,454.00	\$ 525.00	2023		Delete Site	Request Waiver
	Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202- 005,025-0231- 009	\$ 107,308.00	\$ 1,073.00	2022		Delete Site	Request Walver
	Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00			Delete Site	Request Waiver
	C. K. Mcclatchy High	Sacramento	9-12	5.00	07/01/2020	\$ 1,500,000.00	1234-56-7890	\$ 1,750,000.00	\$ 17,500.00			Delete Site	Request Waiver
	4 Total Ite	ems Per Page 25	~									First Pr	ev 1 Next Last
Submi	tted/Draft -	SAB423 /SA	B 424 Forms	3									
Reporti	ng Fiscal Year:												
All				~									

Site Name ¢	County 0	Form û	Status 🗘	Grade 🗘	# of Acres	Acquisition Date 🗘	Total Actual Purchase Price ≎	Parcel ID ¢	Total Current Assessed Value 0	Total Assessed Fee≎	First Assessable Year 0	Waiver 🗘	Delete Site	New Site	Reporting FY ≎	Submitted Date 🗘
Fruit Ridge Elementary	Sacramento	424	Submitted	K-6	8.30	01/10/1958	\$ 0.00	020-0301- 001	\$ 52,454.00	\$525.00	2023		~		2023/2024	06/17/2025
C. K. Mcclatchy High	Sacramento	424	Submitted	9-12	5.00	07/01/2020	\$ 1,500,000.00	1234-56- 7890	\$ 1,750,000.00	\$17,500.00				*	2023/2024	06/17/2025

Reduce Fee

To request a *Reduced Fee*, click on the *District Tile* on the *Dashboard* page. Once selected, access to the District's Unused Sites page will be available by selecting the District.

Cleav *						Contact U	s 🔹 S	Settings	Welcome Joe 🔻
Public Schoo	l Construction		Ģ				* 2*		*
			Project Reporting βeta	Resources	Grants	Enrollment Projection	Users	<u>District</u>	Dashboard
Dashboard / Distrie	t								
Select A	District								
	District 0	Role 0		Company 0					
	67439 Sacramento City Unified	Local Educational Agency Represe	entative						

The user will click "Unused Sites" from the options on the District's page.



The *Unused Sites Dashboard* will open and populate a list of the Unused Sites that have been reported for a given fiscal year. The user will then select "Request Waiver" for the school site.

Unused Sites	- Reportir	ng Fiscal Y	′ear 2023/202	24 🚺								
						Тур	e to filter					
Site Name 🗘	County 🗘	Grade 0	# of Acres 🗘	Acquisition Date 🗘	Total Actual Purchase Price≎	Parcel ID 🗘	Total Current Assessed Value ≎	Total Assessed Fee ≎	First Assessable Year ≎	Reviewed Sites? 0	*	\$
Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 52,454.00	\$ 525.00	2023		Delete Site	Request Waiver
Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202- 005,025-0231- 009	\$ 107,308.00	\$1,073.00	2022		Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00			Delete Site	Request Waiver
3 Total Add New Site	tems Per Page	25 🗸									First Pre	ev 1 Next Last

The following page gives a brief description and information concerning Unused Sites. The user will then click "Continue" to proceed to request a reduced fee by submitting a Form SAB 424.

(A.Gov	*																	Contact U	s 🔹 s	Settings	Welcome Joe 🔻
â) Pi	blic Scho	ool Constr	uction										¢			Ħ	I		ئەن	≜ ≡	*
													Project Repo	rting pero	Resources	Grants	Enrollme	ent Projection	Users	District	Dashboard
Eligibili	y Mani	age Sites	District Contacts	District Uplo	aded Docs	Financial Hardship	Unused Sites	P	Project Tracking Number												
					Form	SAB 424															
					Each year school di Unless th value of t change ir	r, between July 1 and Au stricts self-certify reques te school district meets o the site. Original value of a value for all land in the	gust 31, all school o ts for waivers and o ertain criteria, the the site is reported state.	l distri d reduc e scho ed by t	ricts must certify to the nu uction of fees based on cer ool district is assessed an a the school district, then O	umber of Unu ertain criteria annual fee ec OPSC adjusts	ised Site owned by outlined in Educat quivalent to one (1 it each year based	the school dist ion Code Sectio) percent of the on the average	rict. The in 17219. current rate of								
					The sites deletion authorize	listed on the site table an of sites, requested a fee v ad district representative	e the sites current vaiver, or reviewed , may click "Create	ntly bei ed and te Forn	eing tracked by OPSC. Onc d confirmed no changes ne rm SAB 423" to complete th	nce the school need to be ma the annual su	l district has added ade, the school dist ibmission.	l new sites, requ rict superinten	Jested the dent or								
					The follo	wing is information conc	erning unused site	tes and	nd what is considered "unu	used:"											
					 The sum of the sum o	he site is currently used for abstitute a site acquired for e site is currently used to thorized by the Legislatu oportionments. He site is currently used to he site is currently used for cilities.	or the specific purp or use at one grade o house students for re, and operated b o house Special Ed or district administ	rposes de leve for any I by pu iducati stratio	es for which it was acquirec rel for use at another grade ny California Department o ublic school districts for wi tion students. on purposes including sucl	ed. This mean de level. of Education which the dist ch support se	s use as an active H program (includin rrict is receiving Sta ervices as warehou:	K-12 school. A d g Adult Educati ite School Fund sing and mainte	istrict may on) enance								
					• Th co	ne site is currently used to nunty superintendent of s	r preschool or chi chools.	hild car	are centers when operated	d by or under	r contract with a pu	iblic school dist	rict or a								
					• Th	ne site is currently used for	or a community col	ollege	e if attendance is allowed f	l for high scho	ol students in the	11th or 12th gra	ide.								
					If you hav found on	ve any questions, please OPSC's Directory of Serv	contact the OPSC p ices here.	: progr	gram analyst over the Unus	used Site Prog	gram. The current p	orogram analys	t can be								
					× Ca	incel						Co	ntinue 🔶								

The Form SAB 424 comprises of nine sections as listed on the navigation pane on the left-hand side of the screen.



The user may proceed to "Section V – Reduce Fee" and will select the option pertaining to the reduced fee for the site. Please note, depending on the option selected, additional questions may be prompted to answer before continuing. For more information regarding Reduce Fee, please refer to the Unused Sites Program Handbook by clicking here: <u>Report Unused School</u> <u>Sites</u>. Additionally, the user may click on the "?" and a help text dialog box will appear as shown below.

Once the user has selected an option for a reduced fee, select "Continue" to proceed.

Section V - F	Section V - Reduce Fee									
If reduced fee is not being requested for this site, please select Continue.										
Please select one:	duce The Fee For This Site O 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 17 4. (Refer to the Unused Site Program Handbook, "Reduction of the Fee") 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")									
+ Previous		Continue 🔶								
0	×									

Section V – Reduce the Fee For This Site is used if site does not meet the definition of "Used"; however, the school district is requesting a reduced fee. Prior to submital, the District will be required to upload supporting documentation to support reduction of fee request.

"Used" for the purposes of the Unused Site Program means any site meeting the below criteria:

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 The following section, *Miscellaneous* can be skipped, and the user can click on "Certification" on the navigation pane on the left-hand side.



Certification

Only the authorized District Representative/Superintendent may complete the certification section. The user will click "Yes" to agree to the terms of the certification and enter District Representative information such as title, full name, phone number, and signature date. The user will select "Continue" to proceed to the *Review* section.

Certification I certify that I am authorized to represent the Governing Board of the District, that the information is true and correct and that the District has no additional sites which are unused. If any of the information is incorrect, omitted, or an unused site is not listed, I have attached Form(s) indicating additional sites or changes to the above information.	Yes						
Authorized Agent / District Representative Title	Representative						
Authorized Agent / District Representative Name	Joe Smith						
Phone	(555) 123-4567						
Date	06/17/2025						
Previous	Continue 🔶						

Review

After completing the certification section, the user will review all previous sections, as applicable, and make any final edits if necessary.

Once all required entries are completed, the navigation pane on the left will display only green checkmarks, and the user will click "Continue" to proceed to the *Submit* section.

SAB Form 424	Review
Section I -Add Site	
Section II -Delete Site	Section I -Add Site
Section III - Basic Aid District	If the District is not adding any new sites, click "Continue" below.
Section IV - Waive Fee	Section L-Add A New Site - Refer to Education Code Section 17219(a)
Section V - Reduce Fee	
Miscellaneous	Please select one:
Certification	Site newly acquired Yes
Review	Site received through donation No
Submit	Site note previously reported No

Authorized Agent / District Representative Title	Representative
Authorized Agent / District Representative Name	Joe Smith
Phone	(555) 123-4567
Date	06/17/2025
(Edit Page →
← Previous	Continue 🔶

Submit

Next, the user will continue to the *Submit* page. The user will complete the final certification and mark the boxes checked as completed and click "Submit Paperless Application."

Reminder: only an Authorized District Representative can submit the application.

SAB Form 424	Submit
Section I -Add Site	OPSC now accepts the Unused Site Forms SAB 423 and Form SAB 424 to be submitted electronically through OPSC Online. Please verify all sites listed above on the District's dashboard.
Section II -Delete Site	 All Unused Sites must be verified and submitted between July 1 and August 31, of each year. Applications may only be submitted by a District Superintendent or Authorized Peoresentative who is signed in OPSC
Section III - Basic Aid Dist	Online with their corresponding OPSC Online User ID. Submittal from these authorized accounts is considered to be a unique electronic signature for purposes of application submittal. A printed wet-signature form does not need to be
Section IV - Waive Fee	mailed to OPSC.
Section V - Reduce Fee	I have uploaded all required documents, (as necessary).
Miscellaneous	I certify that the above information is true and correct and all additional unused sites have been reported.
Certification	I certify that I am authorized to represent the Governing Board of the District, and that the above information is true and
• Review	correct.
Submit	Submit Paperless Application
	Previous

After submittal, the user will proceed to a confirmation page displaying the Form SAB 424 has been submitted. The user may then click on "Go To Unused Sites Dashboard" and a list of the school sites will populate there.

Dashboard / District / Unused Sites / Addsite							
Created On 06/17/202 Unused Sites • Form SAB 424 @	25 Submitted						
SAB Form 424	Submit						
Section I -Add Site Section II -Delete Site	This paperless application was successfully submitted to Office of Public School Construction (OPSC).						
Section III - Basic Aid Dist	Submittal Date: 06/17/2025						
Section IV - Waive Fee	Go To Unused Sites Dashboard						
Section V - Reduce Fee	Previous						

Unused Sites Dashboard

6743	9 Sacram	ento City l	Jnified										
Eligibility	Manage Sites	District Contacts	District Uploaded Doc	s Financial Hardsl	Unused Sites	Project Tracking N	umber						
U	nused Sites	- Reporting F	-iscal Year 20	023/2024 🟮									
							Г	ype to filter					
	Site Name 🗘	County 0	Grade 🗘	# of Acres 🗘	Acquisition Date	Total Actual Purchase Price	Parcel ID 🗘	Total Current Assessed Value û	Total Assessed Fee ≎	First Assessable Year ©	Reviewed Sites?	÷	0
	Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 52,454.00	\$ 525.00	2023		Delete Site	Request Waiver
	Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202- 005,025-0231- 009	\$ 107,308.00	\$ 1,073.00	2022		Delete Site	Request Walver
	Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00			Delete Site	Request Waiver
	C. K. Mcclatchy High	Sacramento	9-12	5.00	07/01/2020	\$ 1,500,000.00	1234-56-7890	\$ 1,750,000.00	\$ 17,500.00			Delete Site	Request Waiver
	4 Total Ite	ems Per Page 25	~									First Pr	ev 1 Next Last
Submi	tted/Draft -	SAB423 /SA	B 424 Forms	6									
Reporti	ng Fiscal Year:												
All				~									

Site Name ¢	County 0	Form û	Status 🗘	Grade 🗘	# of Acres	Acquisition Date 🗘	Total Actual Purchase Price ≎	Parcel ID ¢	Total Current Assessed Value 0	Total Assessed Fee≎	First Assessable Year 0	Waiver 🗘	Delete Site	New Site	Reporting FY ≎	Submitted Date 🗘
Fruit Ridge Elementary	Sacramento	424	Submitted	K-6	8.30	01/10/1958	\$ 0.00	020-0301- 001	\$ 52,454.00	\$525.00	2023		~		2023/2024	06/17/2025
C. K. Mcclatchy High	Sacramento	424	Submitted	9-12	5.00	07/01/2020	\$ 1,500,000.00	1234-56- 7890	\$ 1,750,000.00	\$17,500.00				*	2023/2024	06/17/2025

Form SAB 423

After the District has completed the Addition, Deletion, or Request of Waivers for all Unused Sites, the user may complete the Form SAB 423 to finish the annual report certification and submittal.

To submit a Form SAB 423, click on the *District Tile* on the *Dashboard* page. Once selected, access to the District's Unused Sites page will be available by selecting the District.

C.Gov *						Contact U	s 🔅 Se	ttings	Welcome Joe 🔻
Public Schoo	I Construction		C Project Reporting βeta	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / Distric	t								
Select A	District								
	District 🗘	Role 0		Company 🗘]	
	67439 Sacramento City Unified	Local Educational Agency Representa	tive						

The user will click "Unused Sites" from the options on the District's page.

Ceor *				Contact U	ls 🔅	Settings	Welcome Joe 🔻
Diversific School Construction	¢				202	≜ ≡	*
	Project Reporting Beta	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard / District							
67439 Sacramento City Unified							
Sacramento County							
Eligibility Manage Sites District Contacts District Uploaded Docs Financial Hardship Unused Sites	Project Tracking Number						

The *Unused Sites Dashboard* will open and populate a list of the Unused Sites that have been reported for a given fiscal year. To complete the annual report certification and submittal the user must click the boxes under "Reviewed Sites" for Additions, Deletions, Request of Waivers, and those Unused Sites with no changes.

Unused Sites	Inused Sites - Reporting Fiscal Year 2023/2024 1											
						Тур	e to filter					
Site Name 🗘	County 0	Grade 0	# of Acres 0	Acquisition Date ≎	Total Actual Purchase Price≎	Parcel ID 🗘	Total Current Assessed Value ≎	Total Assessed Fee ≎	First Assessable Year ≎	Reviewed Sites? 0	*	0
Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 52,454.00	\$ 525.00	2023		Delete Site	Request Waiver
Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202- 005,025-0231- 009	\$ 107,308.00	\$1,073.00	2022		Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00			Delete Site	Request Waiver
3 Total Add New Site	tems Per Page	25 🗸									First Pre	1 Next Last

Once all the sites have been marked as reviewed, the "SAB Form 423" tile in blue will activate for the user to select.



The Form SAB 423 comprises of three sections as listed on the navigation pane on the lefthand side of the screen with the first section *Certification*.



The table on the certification page reflects all the New Sites Added and the Waiver/Deleted sites.

	intres						
Site Name 🗘	County 🗘	Grade 🗘	# of Acres $\hat{\boldsymbol{\varsigma}}$	Acquisition Date	Total Actual Purch	Parcel ID 🗘	Tota
Fruit Ridge Elementary	Sacramento	K-6	8.30		\$ 0.00	020-0301-001	\$ <mark>5</mark> 2
Maple Elementary	Sacramento	K-6	5.60		\$ 0.00	025-0202- 005,025-0231- 009	\$ 10
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.0
C. K. Mcclatchy High	Sacramento	9-12	5.00		\$ 1,500,000.00	1234-56-7890	\$ 1,7
		-					Þ

Unused Sites

Certification

Only the authorized District Representative/Superintendent may complete the certification section. The user will click "Yes" to agree to the terms of the certification and enter District Representative information such as title, full name, phone number, and signature date. The user will select "Continue" to proceed to the *Review* section.

C	or	tif	ica	tio	n
\mathbf{C}	ei	un	lua	uo	11

I certify that I am authorized to represent the Governing Board of the District, that the above information is true and correct and that the District has no additional sites which are unused.	Yes No
Authorized Agent / District Representative Title	Representative
Authorized Agent / District Representative Name	Joe Smith
Phone	(555) 123-4567
Date	06/27/2025

Review

After completing the certification section, the user will review the section and make any final edits if necessary.

Once the certification section has been reviewed, the user will click "Continue" to proceed to the submittal section.

Submit

The navigation pane on the left will display only green checkmarks. The user will complete the final certification and mark the boxes checked as completed and click "Submit Paperless Application."

Reminder: only an Authorized District Representative can submit the application.

SAB Form 423	Submit
Certification	OPSC now accepts the Unused Site Forms SAB 423 and Form SAB 424 to be submitted electronically through OPSC Online.
Review	Upload all supporting documentation prior to clicking Submit.
Submit	 All officies inforce of the vehicle of the
	 I have uploaded all required documents, (as necessary). I certify that the above information is true and correct and all additional unused sites have been reported.
	I certify that I am authorized to represent the Governing Board of the District, and that the above information is true and correct.

After submittal, the user will proceed to a confirmation page displaying the Form SAB 423 has been submitted. The user may then click on "Go To Unused Sites Dashboard" and this will bring you back to the Unused Sites Main Dashboard.

Dashboard / District / Unused Sites	s / Review423					
Created On 06/27/202 Unused Sites • SAB Form 423 @	25 🖌 Submitted					
SAB Form 423	Submit					
Certification Review	This paperless application was successfully submitted to Office of Public School Construction (OPSC).					
Submit	Submittal Date: 06/27/2025					
	Go To Unused Sites Dashboard					

The Form SAB 423 will now appear in the Submitted/Draft section on the bottom part of the *Dashboard*.

Submitted/Draft - SAB423 /SAB 424 Forms

Reporting Fisca	al Year:								
All				~					
Type to fi	lter								
Site	County	Form 0	Status 🗘	Grade 0	# of Acres	Acquisition	Total	Parcel ID	Total
Name 🗘	\$				÷	Date 🗘	Actual	\$	Current
							Purchase Price 🗘		Assessed Value ≎
	Sacramento	423	Submitted		0		\$ 0.00		\$ 0.00