



OPSC ONLINE USER GUIDE



Unused Sites

Table of Contents

Introduction	3
General Navigation of OPSC Online	3
Unused Sites Dashboard	4
No Unused Sites to Report or Listed - Submit only a Form SAB 423	5
Certification.....	6
Review	7
Submit	8
Add New Site.....	10
Certification.....	14
Review	15
Submit	16
Delete Site	17
Certification.....	20
Review	21
Submit	22
Basic Aid District.....	23
Certification.....	26
Review	27
Submit	28
Waive Fee	29
Certification.....	32
Review	33
Submit	34
Reduce Fee	35
Certification.....	38
Review	39
Submit	40
Form SAB 423	41
Certification.....	42
Review	43
Submit	44

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 affect 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:

Dashboard / User / Login

Office of Public School Construction

SIGN IN TO CONTINUE

Enter email

This field is required

Password

This field is required

SIGN IN

DGS STAFF CLICK HERE TO LOGIN

Forgot your password or other trouble signing in?
Reset your password
Don't have an account? Request a new account
For additional guidance please review the OPSC Online User Guide

General Navigation of OPSC Online

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

Dashboard Buttons:

CA.GOV

Office of Public School Construction

Contact Us Settings Welcome Joe

OPSC Directory Project Reporting Resources Grants Enrollment Projection Users District Dashboard

Unused Sites Dashboard

To navigate to the Districts Unused Sites Dashboard, click on “District” from the main Dashboard page and select a District.

The screenshot shows the top navigation bar with the CA.GOV logo and user information. Below it is the 'Office of Public School Construction' header. A secondary navigation bar contains icons for OPSC Directory, Project Reporting, Resources, Grants, Enrollment Projection, Users, District (highlighted with a red box), and Dashboard. The main content area shows a breadcrumb 'Dashboard / District' and a heading 'Select A District'. Below this is a table with columns: District Code, District, Role, and Company. A single row is visible, with '67439' in the District Code column, 'Sacramento City Unified' in the District column, and 'Local Educational Agency Representative' in the Role column. The Company column is empty. A pagination bar at the bottom indicates '1 districts total' and includes 'First', 'Prev', '1', 'Next', and 'Last' buttons.

District Code	District	Role	Company
67439	Sacramento City Unified	Local Educational Agency Representative	

The user will then click the “Unused Sites” link located near the top center of the page.

The screenshot shows the top navigation bar and the 'Office of Public School Construction' header. The secondary navigation bar includes 'Project Reporting Beta', Resources, Grants, Enrollment Projection, Users, District (highlighted with a red box), and Dashboard. The main content area shows a breadcrumb 'Dashboard / District' and a heading '67439 Sacramento City Unified'. Below this is the text 'Sacramento County'. A horizontal menu contains links for 'Eligibility', 'Manage Sites', 'District Contacts', 'District Uploaded Docs', 'Financial Hardship', 'Unused Sites' (highlighted with a red box), and 'Project Tracking Number'.

The Unused Sites Dashboard displays a list of the current Unused Sites that have been reported. If the District has no Unused Sites, the table will appear blank. District Representatives should review the listed sites and take any necessary actions, including adding new sites, deleting existing sites, or submitting waiver requests.

If the District needs to Add, Delete, or Request a Waiver for any site, a separate Form SAB 424 must be submitted for each site. Once any necessary actions are completed, the District must submit the Form SAB 423 to complete the annual Unused Sites certification.

The “First Assessable Year” column in the table indicates the year in which the District will begin being assessed fees for that specific site, as shown below. Please note that no Waiver requests are necessary for sites that are not subject to a fee in the current fiscal year certification.

Unused Sites - Reporting Fiscal Year 2024/2025

Type 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?		
Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 55,287.00	\$ 553.00	2023	<input type="checkbox"/>	Delete Site	Request Waiver
Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202-005,025-0231-009	\$ 113,103.00	\$ 1,131.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver

2 Total Items Per Page 25

First Prev 1 Next Last

Add New Site Submit Form SAB 423

No Unused Sites to Report or Listed- Submit only a Form SAB 423

If a District has no Unused Sites to report or listed, only the Form SAB 423 is required for certification. To submit a Form SAB 423, click on “District” from the main Dashboard page and select a District.

CA GOV Office of Public School Construction

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OPSC Directory Project Reporting Resources Grants Enrollment Projection Users **District** Dashboard

Dashboard / District

Select A District

District Code	District	Role	Company
67439	Sacramento City Unified	Local Educational Agency Representative	

1 districts total

First Prev 1 Next Last

The user will then click the “Unused Sites” link located near the top center of the page.

CA GOV Office of Public School Construction

Contact Us Settings Welcome Joe

Project Reporting 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

Next, the user will click the blue “Submit Form SAB 423” button to complete the certification.

Unused Sites - Reporting Fiscal Year 2024/2025 ⓘ

Type 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?
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No Unused Sites

0 Total Items Per Page 25

First Prev 1 Next Last

Add New Site **Submit Form SAB 423**

The Form SAB 423 consists of three sections, which are listed in the navigation pane on the left side of the screen. The first section, *Certification*, is displayed by default as shown below.

SAB Form 423

- Certification**
- Review
- Submit

Certification

Only an authorized District Representative/Superintendent may complete the certification section. The user will have two questions to answer before certifying “Yes” to agree to the terms of the certification and enter District Representative information such as title, full name, phone number, and signature date.

Certification

1. Do any of the sites listed above meet the conditions for a waiver as outlined in Section IV of the Form SAB 424? If YES, please complete a Form SAB 424 for each eligible site.

Yes No

2. Does the District have any new Unused Sites to Report? If YES, please complete a Form SAB 424 for each new site.

Yes No

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

06/02/2026


✕ Cancel

Continue →

The user will select “Continue” to proceed to the *Review* section.

Review

After completing the Certification section, the user should review the information and make any final edits if needed. Once the review is complete, the user clicks “Continue” to proceed to the Submittal section.

 **Certification**

1. Do any of the sites listed above meet the conditions for a waiver as outlined in Section IV of the Form SAB 424? If YES, please complete a Form SAB 424 for each eligible site. no

2. Does the District have any new Unused Sites to Report? If YES, please complete a Form SAB 424 for each new site. no

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

Authorized Agent / District Representative Title Representative

Authorized Agent / District Representative Name Joe Smith

Phone (555) 123-4567

Date 06/02/2026

[Edit Page →](#)




[← Previous](#) [Continue →](#)

Submit

Once all sections display green checkmarks in the navigation pane on the left side of the screen, the user will complete the final certification by checking the required confirmation boxes and selecting “Submit Paperless Application.”

Reminder: Only an Authorized District Representative is permitted to submit the Form SAB 423.

Form SAB 423

-  Certification
-  Review
-  **Submit**

SAB Form 423

Certification

Review

Submit

Submit

OPSC now accepts the Unused Site Forms SAB 423 and Form SAB 424 to be submitted electronically through OPSC Online.

Upload all supporting documentation prior to clicking Submit.

- 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 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 mailed to OPSC.
- Districts and OPSC staff will be able to access uploaded files at any time. Once a school district has uploaded a file, the file cannot be removed.

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.

[Submit Paperless Application](#)

After submittal, a confirmation page will appear indicating that the Form SAB 423 has been successfully submitted. The user may then select “Go To Unused Sites Dashboard” to return to the Unused Sites Dashboard.

Created On 06/02/2026

Submitted

Unused Sites • SAB Form 423

Form SAB 423

Certification

Review

Submit

Submit

This paperless application was successfully submitted to Office of Public School Construction (OPSC).

Submittal Date: 06/02/2026

[Go To Unused Sites Dashboard](#)

The Form SAB 423 will now appear in the “Submitted/Draft” section at the bottom of the Unused Sites Dashboard as shown below.

Submitted/Draft - Forms SAB 423/SAB 424

Reporting Fiscal Year:
All

Type to filter...

Site Name	County	Form	Status	Grade	# of Acres	Acquisition Date	Total Actual Purchase Price	Parcel ID
	Sacramento	423	Submitted		0		\$ 0.00	

Add New Site

To Add a New Site, click on "District" from the main Dashboard page and select a District.

The screenshot shows the 'Add New Site' page. At the top, there is a navigation bar with the CA.GOV logo and 'Office of Public School Construction'. A secondary navigation bar contains icons for 'OPSC Directory', 'Project Reporting', 'Resources', 'Grants', 'Enrollment Projection', 'Users', 'District' (highlighted with a red box), and 'Dashboard'. Below this, the breadcrumb 'Dashboard / District' is visible. The main heading is 'Select A District'. A table lists available districts with columns for 'District Code', 'District', 'Role', and 'Company'. The first row is highlighted with a red box: District Code 67439, District Sacramento City Unified, Role Local Educational Agency Representative. Below the table, it says '1 districts total' and includes pagination controls (First, Prev, 1, Next, Last).

The user will then click the "Unused Sites" link located near the top center of the page.

The screenshot shows the 'Unused Sites' page for District 67439 Sacramento City Unified. The breadcrumb is 'Dashboard / District'. The main heading is '67439 Sacramento City Unified' with 'Sacramento County' below it. A horizontal navigation bar contains several links: 'Eligibility', 'Manage Sites', 'District Contacts', 'District Uploaded Docs', 'Financial Hardship', 'Unused Sites' (highlighted with a red box), and 'Project Tracking Number'.

The Unused Sites Dashboard opens and displays a list of the current Unused Sites reported. From this table, click the green “Add New Site” button to begin entering a new site.

Unused Sites - Reporting Fiscal Year 2024/2025 ?

Type 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?		
Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 55,287.00	\$ 553.00	2023	<input type="checkbox"/>	Delete Site	Request Waiver
Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202-005,025-0231-009	\$ 113,103.00	\$ 1,131.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver

2 Total Items Per Page 25

First Prev 1 Next Last

[Add New Site](#) [Submit Form SAB 423](#)

The next page provides a brief overview of Unused Sites. After reviewing the information, select “Continue” to proceed with adding a new site by submitting a Form SAB 424.

Form SAB 424

Each year, between July 1 and August 31, all school districts must certify to the number of Unused Site(s) owned by the school district. The school districts self-certify requests for waivers and reduction of fees based on certain criteria outlined in Education Code Section 17219. Unless the school district meets certain criteria, the school district is assessed an annual fee equivalent to one (1) percent of the current value of the site. Original value of the site is reported by the school district, then OPSC adjusts it each year based on the average rate of 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, requested the deletion of sites, requested a fee waiver, or reviewed and confirmed no changes need to be made, the school district superintendent or authorized district representative, may click “Create Form SAB 423” to complete the annual submission.

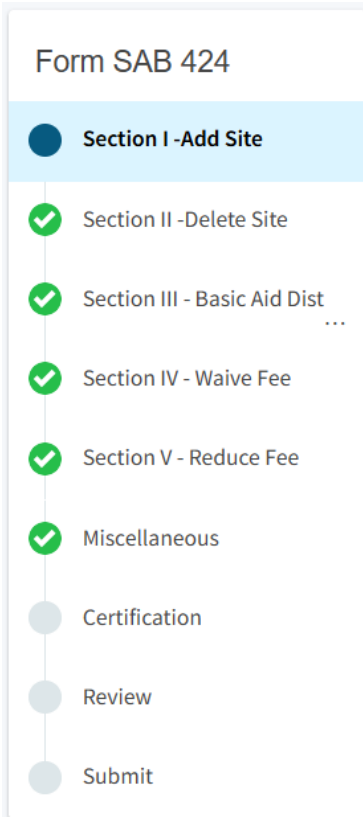
The following is information concerning unused sites and what is considered “unused:”

- The site is currently used for the specific purposes for which it was acquired. This means use as an active K-12 school. A district may substitute a site acquired for use at one grade level for use at another grade level.
- The site is currently used to house students for any California Department of Education program (including Adult Education) authorized by the Legislature, and operated by public school districts for which the district is receiving State School Fund apportionments.
- The site is currently used to house Special Education students.
- The site is currently used for district administration purposes including such support services as warehousing and maintenance facilities.
- The site is currently used for preschool or child care centers when operated by or under contract with a public school district or a county superintendent of schools.
- The site is currently used for a community college if attendance is allowed for high school students in the 11th or 12th grade.

If you have any questions, please contact the OPSC program analyst over the Unused Site Program. The current program analyst can be found on OPSC’s Directory of Services [here](#).

✕ Cancel Continue →

The Form SAB 424 consists of nine sections, which are listed in the navigation pane on the left side of the screen.



The first section of the form is Add Site. In this section, the user selects one of the applicable options for adding the site: *Site newly acquired*, *Site received through donation*, *Site not previously reported*, or *Site no longer qualifies as a used site*. For additional guidance on adding a site, refer to the Unused Sites Program Handbook by clicking here: [Report Unused School Sites](#). The user may also click the “?” icon to open a help dialog box.

The screenshot shows the 'Section I -Add Site' form. At the top, the title 'Section I -Add Site' is displayed. Below it, a blue italicized instruction reads: 'If the District is not adding any new sites, click "Continue" below.' The main heading is 'Section I - Add A New Site - Refer to Education Code Section 17219(a)', with a red box around a help icon (a question mark in a circle) to its right. Below the heading, the text 'Please select one:' is followed by a list of four radio button options: 'Site newly acquired', 'Site received through donation', 'Site not previously reported', and 'Site no longer qualifies as used site'. A red box highlights the 'Please select one:' text and the first three radio buttons. At the bottom, a reference note reads: 'Refer to General Information, "Type of User, item 1-6"'. The entire form is enclosed in a light grey border.

Once all applicable fields have been completed, the user will enter the Parcel information.

Enter date last used	<input type="text" value="MM/DD/YYYY"/>
Site Name	<input type="text"/>
Grade Level	<input type="text" value="Please make a selection"/>
County Assessor Parcel Information	
<input type="button" value="Add/Edit Parcel Info"/>	

County Assessor Parcel Information:

County Assessor's Parcel Details ×

County Assessor Parcel Number	<input type="text"/>
Number of Acres	<input type="text"/>
Date Site was Acquired	<input type="text" value="MM/DD/YYYY"/>
Actual Purchase Price	<input type="text"/>
Current Assessed Value	<input type="text"/>
Appraised Value at Purchase	<input type="text"/>
	<input type="button" value="Add"/>

Once all applicable fields have been completed, the user will click the “X” button in the top right of the County Assessor’s Parcel Details pop up window then “Continue” to proceed.

The following sections *Delete Site*, *Basic Aid District*, *Waive Fee*, *Reduce Fee*, and *Miscellaneous* may be skipped. The user can proceed directly to the Certification by selecting it from the navigation pane on the left side of the screen as shown below.

SAB Form 424

- ✓ Section I - Add Site
- ✓ Section II - Delete Site
- ✓ Section III - Basic Aid District
- ✓ Section IV - Waive Fee
- ✓ Section V - Reduce Fee
- ✓ Miscellaneous
- Certification**
- Review
- Submit

Certification

Only the authorized District Representative or Superintendent may complete the Certification section. The user must select “Yes” to agree to the certification terms, then enter the required District Representative information, including title, full name, phone number, and signature date. After completing these fields, 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
 No

Authorized Agent / District Representative Title

Authorized Agent / District Representative Name

Phone

Date

← Previous
Continue →

Review

After completing the Certification section, the user should review the information and make any final edits if needed. Any incomplete required fields will be flagged with an orange exclamation point in the navigation pane on the left side of the screen, indicating that the missing information must be completed before continuing.

Once the review is complete and all required entries have been completed, the navigation pane will display only green checkmarks. The user will then select “Continue” to proceed to the Submit section.

Form SAB 424

- ✓ Section I -Add Site
- ✓ Section II -Delete Site
- ✓ Section III - Basic Aid District
- ✓ Section IV - Waive Fee
- ✓ Section V - Reduce Fee
- ✓ Miscellaneous
- ✓ Certification
- Review**
- Submit

✓ 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.

Authorized Agent / District Representative Title	Yes
Authorized Agent / District Representative Name	Representative
Phone	Joe Smith
Date	(555) 123-4567
	06/03/2026

[Edit Page →](#)

← Previous

Continue →

Submit

The user will then complete the final certification by checking the required confirmation boxes and selecting “Submit Paperless Application.”

Reminder: Only an Authorized District Representative is permitted to submit the Form SAB 424.

SAB Form 424

- Section I -Add Site
- Section II -Delete Site
- Section III - Basic Aid Dist ...
- Section IV - Waive Fee
- Section V - Reduce Fee
- Miscellaneous
- Certification
- Review
- Submit**

Submit

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.

- 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 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 mailed to OPSC.

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.

[Submit Paperless Application](#)

[Previous](#)

After submittal, a confirmation page will appear indicating that the Form SAB 424 has been successfully submitted. The user may then select “Go To Unused Sites Dashboard” to return to the Unused Sites Dashboard.

Created On 06/03/2026 [Submitted](#)

Unused Sites • Form SAB 424

Form SAB 424

- Section I -Add Site
- Section II -Delete Site
- Section III - Basic Aid District
- Section IV - Waive Fee

Submit

This paperless application was successfully submitted to Office of Public School Construction (OPSC).

Submittal Date: 06/03/2026

[Go To Unused Sites Dashboard](#)

The Form SAB 424 will now appear in the “Submitted/Draft” section at the bottom of the Unused Sites Dashboard as shown below.

Submitted/Draft - Forms SAB 423/SAB 424

Reporting Fiscal Year:
All

Site Name	County	Form	Status	Grade	# of Acres	Acquisition Date
Albert Einstein Middle	Sacramento	424	Submitted	7-8	10.00	01/15/2026

Delete Site

To Delete a Site, click on "District" from the main Dashboard page and select a District.

CA.GOV | Contact Us | Settings | Welcome Joe

Office of Public School Construction | OPSC Directory | Project Reporting | Resources | Grants | Enrollment Projection | Users | **District** | Dashboard

Dashboard / District

Select A District

District Code	District	Role	Company
67439	Sacramento City Unified	Local Educational Agency Representative	

1 districts total

First Prev 1 Next Last

The user will then click the "Unused Sites" link located near the top center of the page.

CA.GOV | Contact Us | Settings | Welcome Joe

Office of Public School Construction | Project Reporting | 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 opens and displays a list of the current Unused Sites reported. From this table, click the red “Delete Site” button for the applicable school site.

Unused Sites - Reporting Fiscal Year 2024/2025 ⓘ

Type 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?		
Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 55,287.00	\$ 553.00	2023	<input type="checkbox"/>	Delete Site	Request Waiver
Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202-005,025-0231-	\$ 113,103.00	\$ 1,131.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver

The next page provides a brief overview of Unused Sites. After reviewing the information, select “Continue” to proceed with adding a new site by submitting a Form SAB 424.

Form SAB 424

Each year, between July 1 and August 31, all school districts must certify to the number of Unused Site(s) owned by the school district. The school districts self-certify requests for waivers and reduction of fees based on certain criteria outlined in Education Code Section 17219. Unless the school district meets certain criteria, the school district is assessed an annual fee equivalent to one (1) percent of the current value of the site. Original value of the site is reported by the school district, then OPSC adjusts it each year based on the average rate of 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, requested the deletion of sites, requested a fee waiver, or reviewed and confirmed no changes need to be made, the school district superintendent or authorized district representative, may click “Create Form SAB 423” to complete the annual submission.

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. A district may substitute a site acquired for use at one grade level for use at another grade level.
- The site is currently used to house students for any California Department of Education program (including Adult Education) authorized by the Legislature, and operated by public school districts for which the district is receiving State School Fund apportionments.
- The site is currently used to house Special Education students.
- The site is currently used for district administration purposes including such support services as warehousing and maintenance facilities.
- The site is currently used for preschool or child care centers when operated by or under contract with a public school district or a county superintendent of schools.
- The site is currently used for a community college if attendance is allowed for high school students in the 11th or 12th grade.

If you have any questions, please contact the OPSC program analyst over the Unused Site Program. The current program analyst can be found on OPSC’s Directory of Services [here](#).

The Form SAB 424 contains nine sections, listed in the navigation pane on the left side of the screen. The user may go directly to “Section II – Delete Site” by selecting it from the navigation pane as shown below.

Form SAB 424


- ✓ Section I -Add Site
- Section II -Delete Site**
- ✓ Section III - Basic Aid District
- ✓ Section IV - Waive Fee
- ✓ Section V - Reduce Fee
- ✓ Miscellaneous
- Certification
- Review
- Submit

The user will then select one of the applicable options for deleting the site: *Site was sold*, *Site is being used for a school purposes*, or *Site is being used for the construction of school facilities*. Depending on the option selected, additional questions may appear and must be answered before continuing. For additional guidance on deleting a site, refer to the Unused Sites Program Handbook by clicking here: [Report Unused School Sites](#). The user may also click the “?” icon to open a help dialog box.

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

Section II -Delete Site

If no site is being deleted, please select Continue.

Section II - Delete This Site - Refer to EC 17223 

Please select one:

- Site was Sold
- Site is being used for school purposes
- Site is being used for the construction of school facilities

← Previous
Continue →

The following sections *Basic Aid District*, *Waive Fee*, *Reduce Fee*, and *Miscellaneous* may be skipped. The user can proceed directly to the Certification by selecting it from the navigation pane on the left side of the screen.

SAB Form 424

- Section I -Add Site
- Section II -Delete Site
- Section III - Basic Aid District
- Section IV - Waive Fee
- Section V - Reduce Fee
- Miscellaneous
- Certification**
- Review
- Submit

Certification

Only the authorized District Representative or Superintendent may complete the Certification section. The user must select “Yes” to agree to the certification terms, then enter the required District Representative information, including title, full name, phone number, and signature date. After completing these fields, 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 No

Authorized Agent / District Representative Title: Representative

Authorized Agent / District Representative Name: Joe Smith

Phone: (555) 123-4567

Date: 06/03/2026

[← Previous](#) [Continue →](#)

Review

After completing the Certification section, the user should review the information and make any final edits if needed. Any incomplete required fields will be flagged with an orange exclamation point in the navigation pane on the left side of the screen, indicating that the missing information must be completed before continuing.

Once the review is complete and all required entries have been completed, the navigation pane will display only green checkmarks. The user will then select “Continue” to proceed to the Submit section.

Form SAB 424

- ✓ Section I -Add Site
- ✓ Section II -Delete Site
- ✓ Section III - Basic Aid District
- ✓ Section IV - Waive Fee
- ✓ Section V - Reduce Fee
- ✓ Miscellaneous
- ✓ Certification
- Review**
- Submit

✓ 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.

Authorized Agent / District Representative Title	Yes
Authorized Agent / District Representative Name	Representative
Phone	Joe Smith
Date	(555) 123-4567
	06/03/2026

[Edit Page →](#)

[← Previous](#)

[Continue →](#)

Submit

The user will then complete the final certification by checking the required confirmation boxes and selecting “Submit Paperless Application.”

Reminder: Only an Authorized District Representative is permitted to submit the Form SAB 424.

SAB Form 424

- Section I -Add Site
- Section II -Delete Site
- Section III - Basic Aid Dist ...
- Section IV - Waive Fee
- Section V - Reduce Fee
- Miscellaneous
- Certification
- Review
- Submit**

Submit

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.

- 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 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 mailed to OPSC.

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.

[Submit Paperless Application](#)

[Previous](#)

After submittal, a confirmation page will appear indicating that the Form SAB 424 has been successfully submitted. The user may then select “Go To Unused Sites Dashboard” to return to the Unused Sites Main Dashboard.

Created On 06/03/2026 Submitted

Unused Sites • Form SAB 424

Form SAB 424

- Section I -Add Site
- Section II -Delete Site
- Section III - Basic Aid District
- Section IV - Waive Fee

Submit

✓ This paperless application was successfully submitted to Office of Public School Construction (OPSC).

Submittal Date: 06/03/2026

[Go To Unused Sites Dashboard](#)

The Form SAB 424 will now appear in the “Submitted/Draft” section at the bottom of the Unused Sites Dashboard as shown below.

Submitted/Draft - Forms SAB 423/SAB 424

Reporting Fiscal Year:
All

Type to filter...

Site Name	County	Form	Status	Grade	# of Acres	Acquisition Date	Total Actual Purchase Price	Parcel ID	Total Current Assessed Value	Total Assessed Fee	First Assessable Year	Waiver	Delete Site
Fruit Ridge Elementary	Sacramento	424	Submitted	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 55,287.00	\$ 553.00	2023		✓

Basic Aid District

To request Basic Aid District, click on “District” from the main Dashboard page and select a District.

CA.GOV Office of Public School Construction

Contact Us Settings Welcome Joe

OPSC Directory Project Reporting Resources Grants Enrollment Projection Users **District** Dashboard

Dashboard / District

Select A District

District Code	District	Role	Company
67439	Sacramento City Unified	Local Educational Agency Representative	

1 districts total

First Prev 1 Next Last

The user will then click the “Unused Sites” link located near the top center of the page.

CA.GOV Office of Public School Construction

Contact Us Settings Welcome Joe

Project Reporting 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 opens and displays a list of the current Unused Sites reported. From this table, click the red “Request Waiver” button for the applicable school site as shown below.

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?		
Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 55,287.00	\$ 553.00	2023	<input type="checkbox"/>	Delete Site	Request Waiver
Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202-005,025-0231-	\$ 113,103.00	\$ 1,131.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver

The next page provides a brief overview of Unused Sites. After reviewing the information, select “Continue” to proceed with adding a new site by submitting a Form SAB 424.

Form SAB 424

Each year, between July 1 and August 31, all school districts must certify to the number of Unused Site(s) owned by the school district. The school districts self-certify requests for waivers and reduction of fees based on certain criteria outlined in Education Code Section 17219. Unless the school district meets certain criteria, the school district is assessed an annual fee equivalent to one (1) percent of the current value of the site. Original value of the site is reported by the school district, then OPSC adjusts it each year based on the average rate of 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, requested the deletion of sites, requested a fee waiver, or reviewed and confirmed no changes need to be made, the school district superintendent or authorized district representative, may click “Create Form SAB 423” to complete the annual submission.

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. A district may substitute a site acquired for use at one grade level for use at another grade level.
- The site is currently used to house students for any California Department of Education program (including Adult Education) authorized by the Legislature, and operated by public school districts for which the district is receiving State School Fund apportionments.
- The site is currently used to house Special Education students.
- The site is currently used for district administration purposes including such support services as warehousing and maintenance facilities.
- The site is currently used for preschool or child care centers when operated by or under contract with a public school district or a county superintendent of schools.
- The site is currently used for a community college if attendance is allowed for high school students in the 11th or 12th grade.

If you have any questions, please contact the OPSC program analyst over the Unused Site Program. The current program analyst can be found on OPSC’s Directory of Services [here](#).

✕ Cancel

Continue →

The Form SAB 424 consists of nine sections, listed in the navigation pane on the left side of the screen. The user may go directly to “Section III – Basic Aid District” by selecting it from the navigation pane as shown below.

Form SAB 424


- ✓ Section I - Add Site
- ✓ Section II - Delete Site
- Section III - Basic Aid District**
- ✓ Section IV - Waive Fee
- ✓ Section V - Reduce Fee
- ✓ Miscellaneous
- Certification
- Review
- Submit

The user will then select the option for Basic Aid District. For additional guidance on Basic Aid District, refer to the Unused Sites Program Handbook by clicking here: [Report Unused School Sites](#). The user may also click the “?” icon to open a help dialog box.

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

Section III - Basic Aid District

If not basic aid, please select Continue.

Section III - Basic Aid District - Refer to EC 17222 

Please select if applicable:

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

← Previous Continue →

The following sections *Waive Fee*, *Reduce Fee*, and *Miscellaneous* may be skipped. The user can proceed directly to the Certification by selecting it from the navigation pane on the left side of the screen.

SAB Form 424

- Section I - Add Site
- Section II - Delete Site
- Section III - Basic Aid District
- Section IV - Waive Fee
- Section V - Reduce Fee
- Miscellaneous
- Certification**
- Review
- Submit

Certification

Only the authorized District Representative or Superintendent may complete the Certification section. The user must select “Yes” to agree to the certification terms, then enter the required District Representative information, including title, full name, phone number, and signature date. After completing these fields, 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 No

Authorized Agent / District Representative Title: Representative

Authorized Agent / District Representative Name: Joe Smith

Phone: (555) 123-4567

Date: 06/03/2026

[← Previous](#) [Continue →](#)

Review

After completing the Certification section, the user should review the information and make any final edits if needed. Any incomplete required fields will be flagged with an orange exclamation point in the navigation pane, indicating that the missing information must be completed before continuing.

Once the review is complete and all required entries have been completed, the navigation pane on the left will display only green checkmarks. The user will then select “Continue” to proceed to the Submit section.

Form SAB 424

- ✓ Section I -Add Site
- ✓ Section II -Delete Site
- ✓ Section III - Basic Aid District
- ✓ Section IV - Waive Fee
- ✓ Section V - Reduce Fee
- ✓ Miscellaneous
- ✓ Certification
- Review**
- Submit

✓ 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.

Authorized Agent / District Representative Title	Yes
Authorized Agent / District Representative Name	Representative
Phone	Joe Smith
Date	(555) 123-4567
	06/03/2026

[Edit Page →](#)

← Previous

Continue →

Submit

The user will then complete the final certification by checking the required confirmation boxes and selecting “Submit Paperless Application.”

Reminder: Only an Authorized District Representative is permitted to submit the Form SAB 424.

SAB Form 424

- Section I -Add Site
- Section II -Delete Site
- Section III - Basic Aid Dist ...
- Section IV - Waive Fee
- Section V - Reduce Fee
- Miscellaneous
- Certification
- Review
- Submit**

Submit

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.

- 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 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 mailed to OPSC.

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.

[Submit Paperless Application](#)

[← Previous](#)

After submittal, a confirmation page will appear indicating that the Form SAB 424 has been successfully submitted. The user may then select “Go To Unused Sites Dashboard” to return to the Unused Sites Main Dashboard.

Created On 06/03/2026 Submitted

Unused Sites • Form SAB 424

Form SAB 424

- Section I -Add Site
- Section II -Delete Site
- Section III - Basic Aid District
- Section IV - Waive Fee

Submit

This paperless application was successfully submitted to Office of Public School Construction (OPSC).

Submittal Date: 06/03/2026

[Go To Unused Sites Dashboard](#)

The Form SAB 424 will now appear in the Submitted/Draft section at the bottom of the Unused Sites Dashboard as shown below.

Submitted/Draft - Forms SAB 423/SAB 424

Reporting Fiscal Year:

All

Site Name	County	Form	Status	Grade	# of Acres	Acquisition Date
Albert Einstein Middle	Sacramento	424	Submitted	7-8	10.00	01/15/2026

Waive Fee

To request a Waiver, click on "District" from the main Dashboard page and select a District.

CA.gov | Contact Us | Settings | Welcome Joe

Office of Public School Construction

OPSC Directory | Project Reporting | Resources | Grants | Enrollment Projection | Users | **District** | Dashboard

Dashboard / District

Select A District

District Code	District	Role	Company
67439	Sacramento City Unified	Local Educational Agency Representative	

1 districts total

First | Prev | 1 | Next | Last

The user will then click the "Unused Sites" link located near the top center of the page.

CA.gov | Contact Us | Settings | Welcome Joe

Office of Public School Construction

Project Reporting | 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 opens and displays a list of the current Unused Sites reported. From this table, select the red “Request Waiver” button for the applicable school site.

Unused Sites - Reporting Fiscal Year 2024/2025 ⓘ

Type 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?		
Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 55,287.00	\$ 553.00	2023	<input type="checkbox"/>	Delete Site	Request Waiver
Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202-005,025-0231-	\$ 113,103.00	\$ 1,131.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver

The next page provides a brief overview of Unused Sites. After reviewing the information, select “Continue” to proceed with adding a new site by submitting a Form SAB 424.

Form SAB 424

Each year, between July 1 and August 31, all school districts must certify to the number of Unused Site(s) owned by the school district. The school districts self-certify requests for waivers and reduction of fees based on certain criteria outlined in Education Code Section 17219. Unless the school district meets certain criteria, the school district is assessed an annual fee equivalent to one (1) percent of the current value of the site. Original value of the site is reported by the school district, then OPSC adjusts it each year based on the average rate of 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, requested the deletion of sites, requested a fee waiver, or reviewed and confirmed no changes need to be made, the school district superintendent or authorized district representative, may click “Create Form SAB 423” to complete the annual submission.

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. A district may substitute a site acquired for use at one grade level for use at another grade level.
- The site is currently used to house students for any California Department of Education program (including Adult Education) authorized by the Legislature, and operated by public school districts for which the district is receiving State School Fund apportionments.
- The site is currently used to house Special Education students.
- The site is currently used for district administration purposes including such support services as warehousing and maintenance facilities.
- The site is currently used for preschool or child care centers when operated by or under contract with a public school district or a county superintendent of schools.
- The site is currently used for a community college if attendance is allowed for high school students in the 11th or 12th grade.

If you have any questions, please contact the OPSC program analyst over the Unused Site Program. The current program analyst can be found on OPSC’s Directory of Services [here](#).

The Form SAB 424 contains nine sections, listed in the navigation pane on the left side of the screen. The user may go directly to “Section IV – Waive Fee” by selecting it from the navigation pane as shown below.

Form SAB 424


- ✓ Section I -Add Site
- ✓ Section II -Delete Site
- ✓ Section III - Basic Aid District
- Section IV - Waive Fee**
- ✓ Section V - Reduce Fee
- ✓ Miscellaneous
- Certification
- Review
- Submit

The user will then select one of the applicable options for requesting a Waiver. For additional guidance requesting a waiver, refer to the Unused Sites Program Handbook by clicking here: [Report Unused School Sites](#). The user may also click the “?” icon to open a help dialog box.

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

Section IV - Waive Fee

If not requesting a waiver for this site, please select Continue.

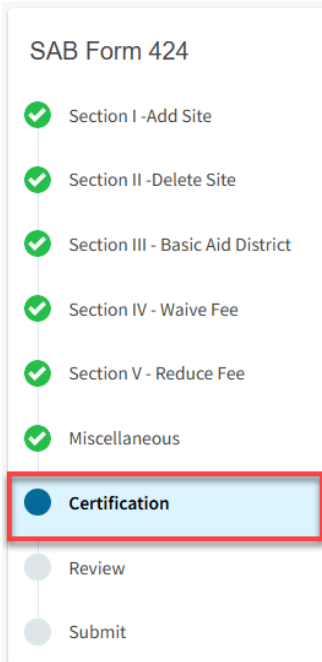
Section IV - Waiver The Fee For This Site- Refer to EC 17223 

Please select one:

- Number of years the site will be used (no more than three)
- The district attempted to sell this site but received no acceptable bids. On the Submittal page upload supporting documentation to demonstrate the district's attempt to sell the site.
- The district is leasing this site for at least one-half of the fiscal year to a tenant who is paying possessory taxes for that year equal to or greater than one percent of the adjusted value of the site. Refer to EC 17219(f)
- The district is utilizing this site for at least one-half of the year for one of the purposes outlined on previous page. Refer to EC 17219(e).

← Previous Continue →

The following sections *Reduce Fee*, and *Miscellaneous* may be skipped. The user can proceed directly to the Certification by selecting it from the navigation pane on the left side of the screen.

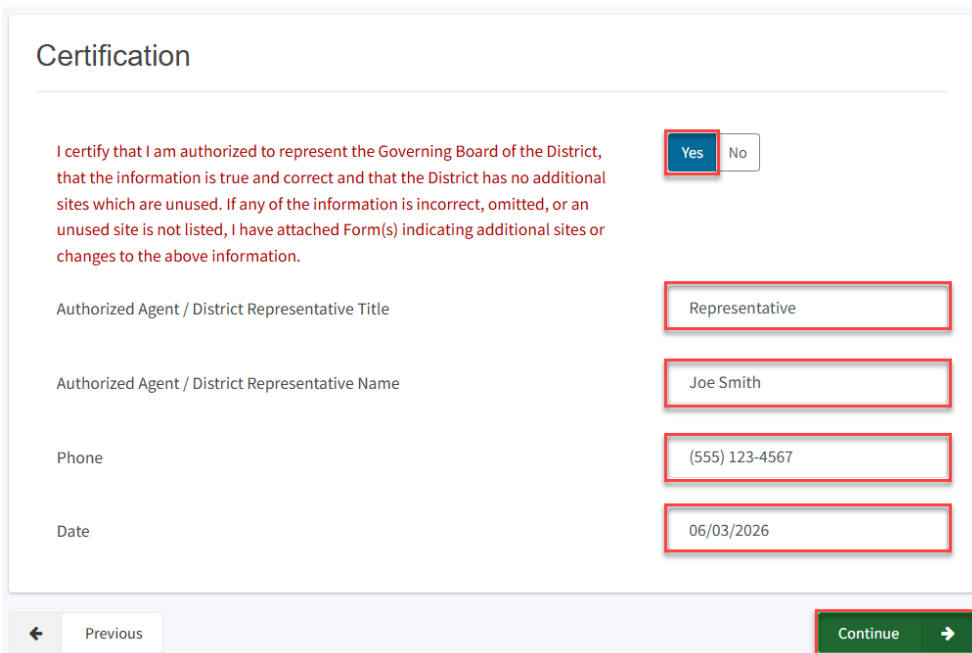


SAB Form 424

- Section I - Add Site
- Section II - Delete Site
- Section III - Basic Aid District
- Section IV - Waive Fee
- Section V - Reduce Fee
- Miscellaneous
- Certification**
- Review
- Submit

Certification

Only the authorized District Representative or Superintendent may complete the Certification section. The user must select “Yes” to agree to the certification terms, then enter the required District Representative information, including title, full name, phone number, and signature date. After completing these fields, 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 No

Authorized Agent / District Representative Title: Representative

Authorized Agent / District Representative Name: Joe Smith

Phone: (555) 123-4567

Date: 06/03/2026

[← Previous](#) [Continue →](#)

Review

After completing the Certification section, the user should review the information and make any final edits if needed. Any incomplete required fields will be flagged with an orange exclamation point in the navigation pane, indicating that the missing information must be completed before continuing.

Once the review is complete and all required entries have been completed, the navigation pane on the left will display only green checkmarks. The user will then select “Continue” to proceed to the Submit section.

Form SAB 424

- ✓ Section I -Add Site
- ✓ Section II -Delete Site
- ✓ Section III - Basic Aid District
- ✓ Section IV - Waive Fee
- ✓ Section V - Reduce Fee
- ✓ Miscellaneous
- ✓ Certification
- Review**
- Submit

✓ 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 06/03/2026

[Edit Page →](#)

← Previous

Continue →

Submit

The user will then complete the final certification by checking the required confirmation boxes and selecting “Submit Paperless Application.”

Reminder: Only an Authorized District Representative is permitted to submit the Form SAB 424.

SAB Form 424

- Section I -Add Site
- Section II -Delete Site
- Section III - Basic Aid Dist ...
- Section IV - Waive Fee
- Section V - Reduce Fee
- Miscellaneous
- Certification
- Review
- Submit**

Submit

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.

- 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 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 mailed to OPSC.

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.

[Submit Paperless Application](#)

[Previous](#)

After submittal, a confirmation page will appear indicating that the Form SAB 424 has been successfully submitted. The user may then select “Go To Unused Sites Dashboard” to return to the Unused Sites Main Dashboard.

Created On 06/03/2026 Submitted

Unused Sites • Form SAB 424

Form SAB 424

- Section I -Add Site
- Section II -Delete Site
- Section III - Basic Aid District
- Section IV - Waive Fee

Submit

This paperless application was successfully submitted to Office of Public School Construction (OPSC).

Submittal Date: 06/03/2026

[Go To Unused Sites Dashboard](#)

The Form SAB 424 will now appear in the “Submitted/Draft” section at the bottom of the Unused Sites Dashboard as shown below.

Submitted/Draft - Forms SAB 423/SAB 424

Reporting Fiscal Year:
All

Site Name	County	Form	Status	Grade	# of Acres	Acquisition Date
Albert Einstein Middle	Sacramento	424	Submitted	7-8	10.00	01/15/2026

Reduce Fee

To request a Reduced Fee, click on "District" from the main Dashboard page and select a District.

CA.GOV

Contact Us Settings Welcome Joe

Office of Public School Construction

OPSC Directory Project Reporting Resources Grants Enrollment Projection Users **District** Dashboard

Dashboard / District

Select A District

District Code	District	Role	Company
67439	Sacramento City Unified	Local Educational Agency Representative	

1 districts total

First Prev 1 Next Last

The user will then click the "Unused Sites" link located near the top center of the page.

CA.GOV

Contact Us Settings Welcome Joe

Office of Public School Construction

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 opens and displays a list of the current Unused Sites reported. From this table, click the red “Request Waiver” button for the applicable school site.

Unused Sites - Reporting Fiscal Year 2024/2025 ?

Type 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?		
Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 55,287.00	\$ 553.00	2023	<input type="checkbox"/>	Delete Site	Request Waiver
Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202-005,025-0231-	\$ 113,103.00	\$ 1,131.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver

The next page provides a brief overview of Unused Sites. After reviewing the information, select “Continue” to proceed with adding a new site by submitting a Form SAB 424.

Form SAB 424

Each year, between July 1 and August 31, all school districts must certify to the number of Unused Site(s) owned by the school district. The school districts self-certify requests for waivers and reduction of fees based on certain criteria outlined in Education Code Section 17219. Unless the school district meets certain criteria, the school district is assessed an annual fee equivalent to one (1) percent of the current value of the site. Original value of the site is reported by the school district, then OPSC adjusts it each year based on the average rate of 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, requested the deletion of sites, requested a fee waiver, or reviewed and confirmed no changes need to be made, the school district superintendent or authorized district representative, may click “Create Form SAB 423” to complete the annual submission.

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. A district may substitute a site acquired for use at one grade level for use at another grade level.
- The site is currently used to house students for any California Department of Education program (including Adult Education) authorized by the Legislature, and operated by public school districts for which the district is receiving State School Fund apportionments.
- The site is currently used to house Special Education students.
- The site is currently used for district administration purposes including such support services as warehousing and maintenance facilities.
- The site is currently used for preschool or child care centers when operated by or under contract with a public school district or a county superintendent of schools.
- The site is currently used for a community college if attendance is allowed for high school students in the 11th or 12th grade.

If you have any questions, please contact the OPSC program analyst over the Unused Site Program. The current program analyst can be found on OPSC's Directory of Services [here](#).

✕ Cancel Continue →

The Form SAB 424 contains nine sections, listed in the navigation pane on the left side of the screen. The user may go directly to “Section V – Reduce Fee” by selecting it from the navigation pane as shown below.

Form SAB 424


- ✓ Section I - Add Site
- ✓ Section II - Delete Site
- ✓ Section III - Basic Aid District
- ✓ Section IV - Waive Fee
- Section V - Reduce Fee**
- ✓ Miscellaneous
- Certification
- Review
- Submit

The user will then select one of the two options for a reduced fee. For additional guidance on requesting a reduced fee, refer to the Unused Sites Program Handbook by clicking here: [Report Unused School Sites](#). The user may also click the “?” icon to open a help dialog box.

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

Section V - Reduce Fee

If reduced fee is not being requested for this site, please select Continue.

Section V - Reduce The Fee For This Site 

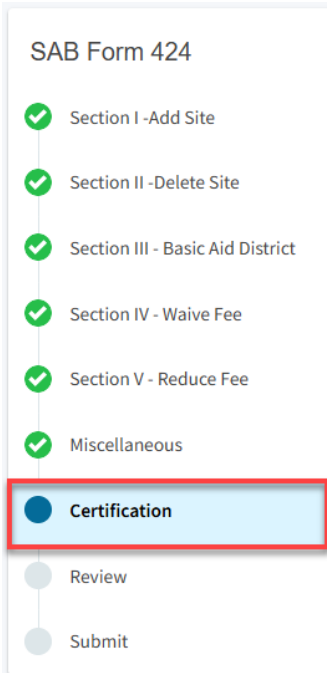
Please select one:

The district is requesting a reduction in the fee for this site for debt service on local bonds used to directly pay for the construction of school facilities. Refer to EC 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 →

The following section, *Miscellaneous* may be skipped, and the user can proceed directly to the Certification by selecting it from the navigation pane on the left side of the screen.

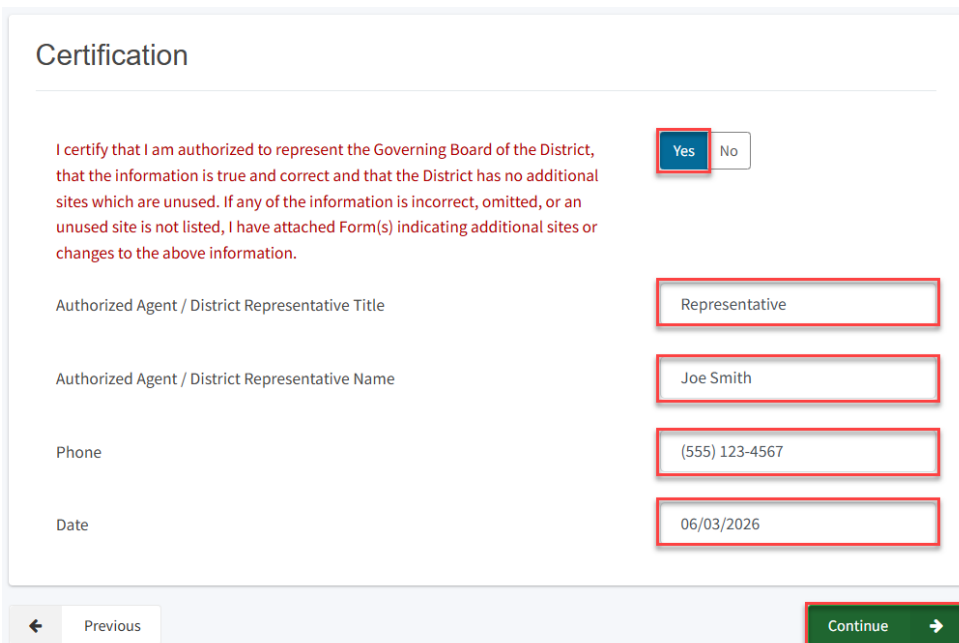


SAB Form 424

- Section I -Add Site
- Section II -Delete Site
- Section III - Basic Aid District
- Section IV - Waive Fee
- Section V - Reduce Fee
- Miscellaneous
- Certification**
- Review
- Submit

Certification

Only the authorized District Representative or Superintendent may complete the Certification section. The user must select “Yes” to agree to the certification terms, then enter the required District Representative information, including title, full name, phone number, and signature date. After completing these fields, 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 No

Authorized Agent / District Representative Title: Representative

Authorized Agent / District Representative Name: Joe Smith

Phone: (555) 123-4567

Date: 06/03/2026

[← Previous](#) [Continue →](#)

Review

After completing the Certification section, the user should review the information and make any final edits if needed. Any incomplete required fields will be flagged with an orange exclamation point in the navigation pane, indicating that the missing information must be completed before continuing.

Once the review is complete and all required entries have been completed, the navigation pane on the left will display only green checkmarks. The user will then select “Continue” to proceed to the Submit section.

Form SAB 424

- ✓ Section I -Add Site
- ✓ Section II -Delete Site
- ✓ Section III - Basic Aid District
- ✓ Section IV - Waive Fee
- ✓ Section V - Reduce Fee
- ✓ Miscellaneous
- ✓ Certification
- Review**
- Submit

✓ 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.

Authorized Agent / District Representative Title	Yes
Authorized Agent / District Representative Name	Representative
Phone	Joe Smith
Date	(555) 123-4567
	06/03/2026

[Edit Page →](#)

[← Previous](#)

[Continue →](#)

Submit

The user will then complete the final certification by checking the required confirmation boxes and selecting “Submit Paperless Application.”

Reminder: Only an Authorized District Representative is permitted to submit the Form SAB 424.

SAB Form 424

- Section I -Add Site
- Section II -Delete Site
- Section III - Basic Aid Dist ...
- Section IV - Waive Fee
- Section V - Reduce Fee
- Miscellaneous
- Certification
- Review
- Submit**

Submit

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.

- 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 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 mailed to OPSC.

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.

[Submit Paperless Application](#)

[Previous](#)

After submittal, a confirmation page will appear indicating that the Form SAB 424 has been successfully submitted. The user may then select “Go To Unused Sites Dashboard” to return to the Unused Sites Main Dashboard.

Created On 06/03/2026 Submitted

Unused Sites • Form SAB 424

Form SAB 424

- Section I -Add Site
- Section II -Delete Site
- Section III - Basic Aid District
- Section IV - Waive Fee

Submit

This paperless application was successfully submitted to Office of Public School Construction (OPSC).

Submittal Date: 06/03/2026

[Go To Unused Sites Dashboard](#)

The Form SAB 424 will now appear in the “Submitted/Draft” section at the bottom of the Unused Sites Dashboard as shown below.

Submitted/Draft - Forms SAB 423/SAB 424

Reporting Fiscal Year:
All

Site Name	County	Form	Status	Grade	# of Acres	Acquisition Date
Albert Einstein Middle	Sacramento	424	Submitted	7-8	10.00	01/15/2026

Form SAB 423

After the District has completed all applicable Additions, Deletions, or Waiver Requests for the Unused Sites, the user must then complete a Form SAB 423 to finalize and submit the annual report certification.

To submit a Form SAB 423, click on “District” from the main Dashboard page and select a District.

CA.GOV

Contact Us Settings Welcome Joe

Office of Public School Construction

OPSC Directory Project Reporting Resources Grants Enrollment Projection Users **District** Dashboard

Dashboard / District

Select A District

District Code	District	Role	Company
67439	Sacramento City Unified	Local Educational Agency Representative	

1 districts total

First Prev 1 Next Last

The user will then click the “Unused Sites” link located near the top center of the page.

CA.GOV

Contact Us Settings Welcome Joe

Office of Public School Construction

Project Reporting 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 opens and displays a list of the current Unused Sites reported. To complete the annual report certification and submittal, the user must select all checkboxes under Reviewed Sites, confirming that all necessary requests have been submitted.

Once all sites have been marked as reviewed, the blue “Submit Form SAB 423” button will become active and available for the user to select.

Unused Sites - Reporting Fiscal Year 2024/2025 ⓘ

Type to filter...

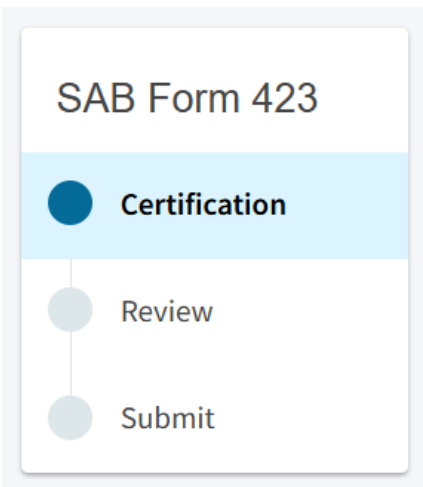
Site Name	County	Grade	# of Acres	Acquisition Date	Total Actual Purchase Price	Parcel ID	Total Current Assessed Value	Total Assessed Fee	First Assessable Year	Reviewed Sites?		
Fruit Ridge Elementary	Sacramento	K-6	8.30	01/10/1958	\$ 0.00	020-0301-001	\$ 55,287.00	\$ 553.00	2023	<input type="checkbox"/>	Delete Site	Request Waiver
Maple Elementary	Sacramento	K-6	5.60	01/09/1951	\$ 0.00	025-0202-005,025-0231-009	\$ 113,103.00	\$ 1,131.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	10.00	01/15/2026	\$ 500,000.00	3250-NC90	\$ 500,000.00	\$ 5,000.00		<input type="checkbox"/>	Delete Site	Request Waiver

3 Total Items Per Page 25

First Prev 1 Next Last

Add New Site Submit Form SAB 423

The Form SAB 423 consists of three sections, which are listed in the navigation pane on the left side of the screen. The first section, *Certification*, is displayed by default.



Certification

Only an authorized District Representative/Superintendent may complete the certification section. The user will have two questions to answer before certifying “Yes” to agree to the terms of the certification and enter District Representative information such as title, full name, phone number, and signature date.

Certification

1. Do any of the sites listed above meet the conditions for a waiver as outlined in Section IV of the Form SAB 424? If YES, please complete a Form SAB 424 for each eligible site.

Yes No

2. Does the District have any new Unused Sites to Report? If YES, please complete a Form SAB 424 for each new site.

Yes No

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


06/03/2026

Cancel

The user will select “Continue” to proceed to the *Review* section.

Review

After completing the Certification section, the user should review the information and make any final edits if needed. Once the review is complete, the user clicks “Continue” to proceed to the Submittal section.

 **Certification**

1. Do any of the sites listed above meet the conditions for a waiver as outlined in Section IV of the Form SAB 424? If YES, please complete a Form SAB 424 for each eligible site. yes

2. Does the District have any new Unused Sites to Report? If YES, please complete a Form SAB 424 for each new site. yes

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

Authorized Agent / District Representative Title Representative

Authorized Agent / District Representative Name Joe Smith

Phone (555) 123-4567

Date 06/03/2026

[Edit Page →](#)




← Previous **Continue** →

Submit

Once all sections display green checkmarks in the navigation pane on the left side of the screen, the user will complete the final certification by checking the required confirmation boxes and selecting “Submit Paperless Application.”

Reminder: Only an Authorized District Representative is permitted to submit the Form SAB 423.

Form SAB 423

-  Certification
-  Review
-  **Submit**

SAB Form 423

Certification

Review

Submit

Submit

OPSC now accepts the Unused Site Forms SAB 423 and Form SAB 424 to be submitted electronically through OPSC Online.

Upload all supporting documentation prior to clicking Submit.

- 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 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 mailed to OPSC.
- Districts and OPSC staff will be able to access uploaded files at any time. Once a school district has uploaded a file, the file cannot be removed.

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.

[Submit Paperless Application](#)

After submittal, a confirmation page will appear indicating that the Form SAB 423 has been successfully submitted. The user may then select “Go To Unused Sites Dashboard” to return to the Unused Sites Main Dashboard.

Created On 06/02/2026

Submitted

Unused Sites • SAB Form 423

Form SAB 423

Certification

Review

Submit

Submit

This paperless application was successfully submitted to Office of Public School Construction (OPSC).

Submittal Date: 06/02/2026

[Go To Unused Sites Dashboard](#)

The Form SAB 423 will now appear in the Submitted/Draft section on the bottom portion of the *Dashboard* as shown below.

Submitted/Draft - Forms SAB 423/SAB 424

Reporting Fiscal Year:

All

Type to filter...

Site Name	County	Form	Status	Grade	# of Acres	Acquisition Date	Total Actual Purchase Price	Parcel ID
	Sacramento	423	Submitted		0		\$ 0.00	