OPSC ONLINE USER GUIDE

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:

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:

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.

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.

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 "Add New Site".

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.

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: Report Unused School Sites. 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) ⊙

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"

❓   ✕

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.

County 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 ▼] entries   [Type to filter the parcel number c]
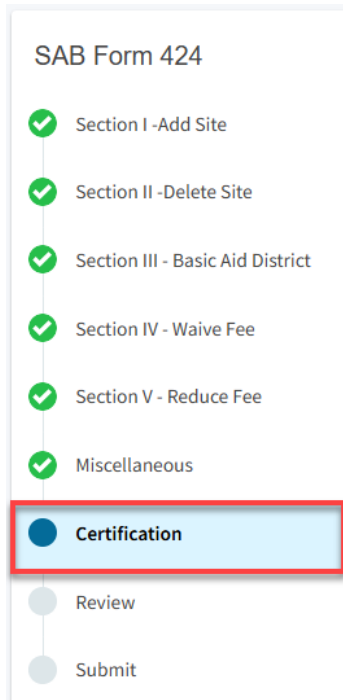
County Assessor Parcel I	Number of Acres	Date Site was Acquired	Actual Purchase P	Current Assessed	Appraised Value a
0 total					

[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.

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.

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.
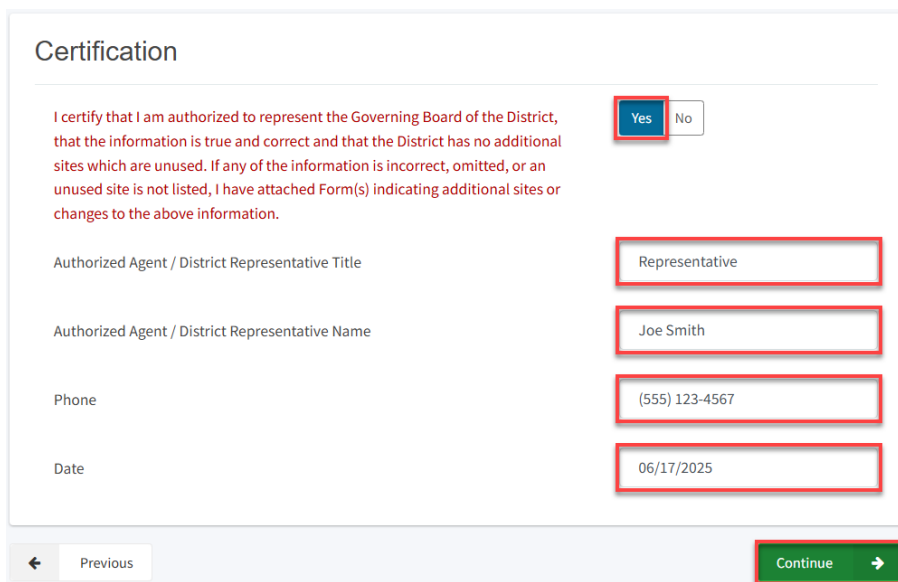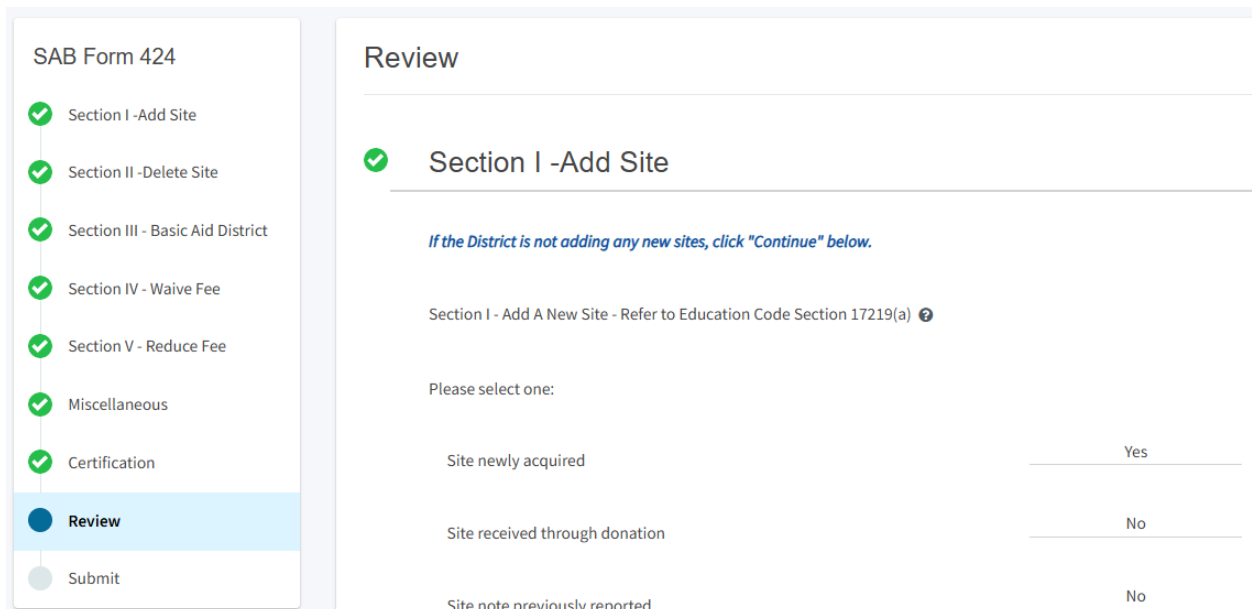
SAB Form 424

- ✓ 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, 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 06/17/2025 ✏️ ✅ Submitted

Unused Sites • 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

Submit

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

Submittal Date: 06/17/2025

Go To Unused Sites Dashboard

← Previous

Unused Sites Dashboard

67439 Sacramento City Unified
Sacramento County

Eligibility | Manage Sites | District Contacts | District Uploaded Docs | Financial Hardship | **Unused Sites** | Project Tracking Number

Unused Sites - Reporting Fiscal Year 2023/2024 ℹ️

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	$ 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
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 | Items Per Page 25 ⌄

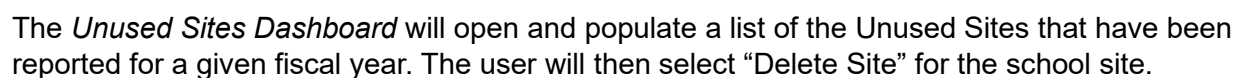First Prev **1** Next Last

Add New Site

Submitted/Draft - SAB423 /SAB 424 Forms

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	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

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.

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.

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.

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: Report Unused School Sites. 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

If no site is being deleted, please select Continue.
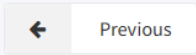
Section II - Delete This Site - Refer to EC 17223 ⓘ
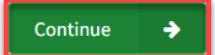
Please select one:

☐   Site was Sold

☐   Site is being used for school purpose

☐   Site is being used for the construction of school facilities

← Previous   Continue →

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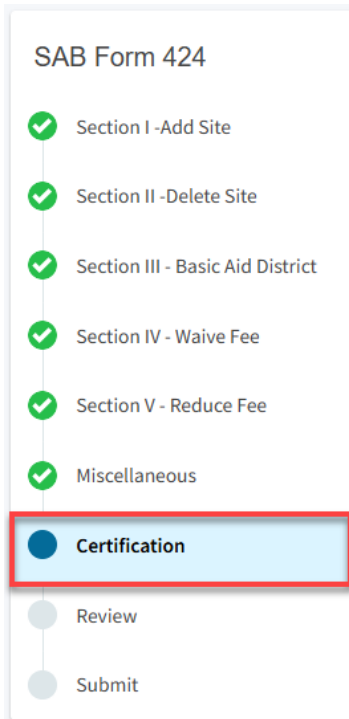
Section II – Delete This Site is used if the school district is removing a site that meet the definition of "Used". Prior to submittal, the District will be required to upload supporting documentation to support the sale of the site, usage, or commencement of construction.

"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.
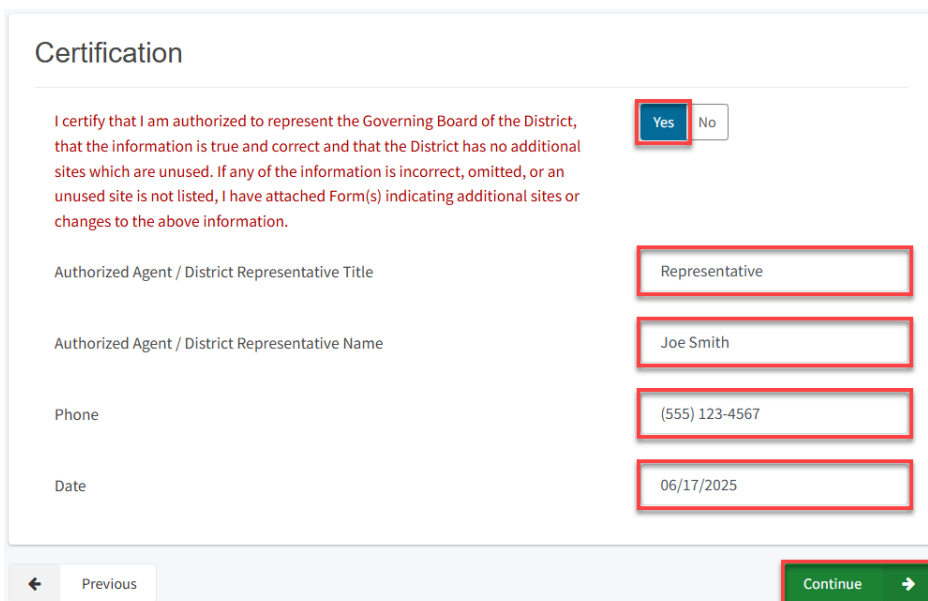

Certification

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

- ✅ 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

Review

✅ **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) ❓

Please select one:

Site newly acquired	Yes
Site received through donation	No
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.

Unused Sites Dashboard

67439 Sacramento City Unified

Sacramento County

Eligibility   Manage Sites   District Contacts   District Uploaded Docs   Financial Hardship   **Unused Sites**   Project Tracking Number

Unused Sites - Reporting Fiscal Year 2023/2024 ⓘ

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	$ 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
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   Items Per Page   25 ⌄   First   Prev   **1**   Next   Last

Add New Site

Submitted/Draft - SAB423 /SAB 424 Forms

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 ⇅	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

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.

CA.GOV 🏠   Contact Us   ⚙ Settings   Welcome Joe ▾

Office of **Public School Construction**

◔ Project Reporting *Beta*   📁 Resources   ▦ Grants   📰 Enrollment Projection   👥 Users   📇 District   🏠 Dashboard

Dashboard / District

Select A District

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

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.

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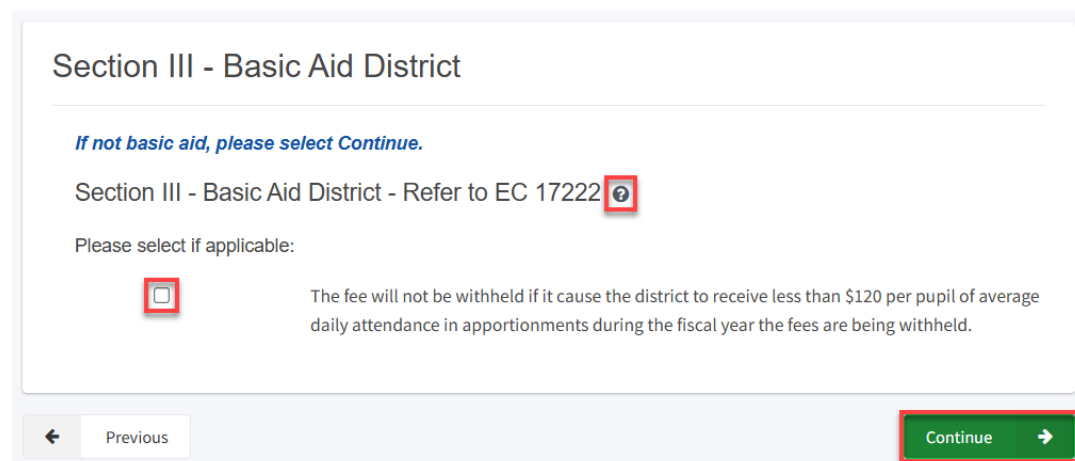
The Form SAB 424 comprises of nine sections as listed on the navigation pane on the left-hand side of the screen.

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

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: Report Unused School Sites. 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.

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 →

? ✕

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:

1. The site is currently used for the specific purpose for which it was acquired. This is deemed to mean used as an active K–12 school. A site acquired for use at one grade level may be used at another grade level.

2. The site is currently used to house students for any

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.

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/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

- ✅ 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

Review

✅ **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) ❓

Please select one:

Site newly acquired	Yes
Site received through donation	No
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.

Unused Sites Dashboard

67439 Sacramento City Unified
Sacramento County

Eligibility | Manage Sites | District Contacts | District Uploaded Docs | Financial Hardship | **Unused Sites** | Project Tracking Number

Unused Sites - Reporting Fiscal Year 2023/2024 ℹ️

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	$ 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
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 | Items Per Page | 25 ⌄ | First Prev **1** Next Last

Add New Site

Submitted/Draft - SAB423 /SAB 424 Forms

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 ⇅	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

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.

OPSC.GOV

Office of Public School Construction

Contact Us | ⚙️ Settings | Welcome Joe ▾

Project Reporting *Beta* | Resources | Grants | Enrollment Projection | Users | **District** | Dashboard

Dashboard / District

Select A District

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

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.

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.

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: Report Unused School Sites. 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.

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).
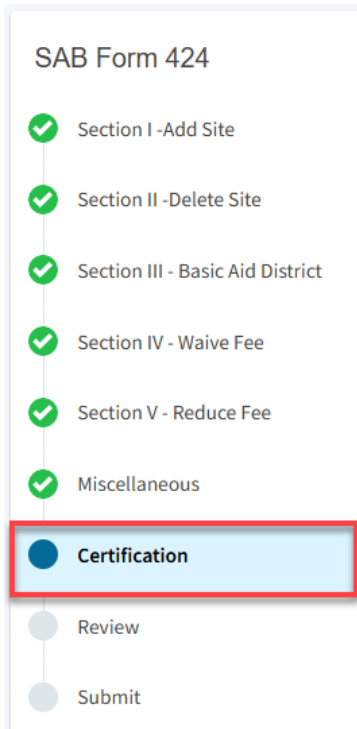
← Previous

Continue →

❓ ✕

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:

1. The district or any governmental agency, pursuant to an agreement with the district uses the site for one of the following purposes:
   - for public school purposes as outline under Type of Use listed above.
   - as a civic center used for the purposes as outlined in the Education Code Section 38131.

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 No

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

✔ 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

Review

✔ **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) ❓

Please select one:

Site newly acquired — Yes

Site received through donation — No

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

- ✓ 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, 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 06/17/2025 ✏️ [Submitted]

Unused Sites • 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

Submit

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

Submittal Date: 06/17/2025

Go To Unused Sites Dashboard

← Previous

Unused Sites Dashboard

67439 Sacramento City Unified

Sacramento County

Eligibility | Manage Sites | District Contacts | District Uploaded Docs | Financial Hardship | Unused Sites | Project Tracking Number

Unused Sites - Reporting Fiscal Year 2023/2024 ℹ️

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	$ 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
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 | Items Per Page 25 | First Prev **1** Next Last

Add New Site

Submitted/Draft - SAB423 /SAB 424 Forms

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	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.

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 - Reporting Fiscal Year 2023/2024 ⓘ

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	$ 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 Prev 1 Next Last

Add New Site

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.

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

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: Report Unused School Sites. 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 – 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.

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/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.

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

67439 Sacramento City Unified

Sacramento County

Eligibility   Manage Sites   District Contacts   District Uploaded Docs   Financial Hardship   **Unused Sites**   Project Tracking Number

Unused Sites - Reporting Fiscal Year 2023/2024 ⓘ

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	$ 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
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   Items Per Page   25 ▾   First Prev **1** Next Last

Add New Site

Submitted/Draft - SAB423 /SAB 424 Forms

Reporting Fiscal Year:

All ▾

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 ⇕	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					✔	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.

CA.gov 🏠   Contact Us   ⚙ Settings   Welcome Joe ▾

Office of **Public School Construction**

Project Reporting *Beta*   Resources   Grants   Enrollment Projection   Users   **District**   Dashboard

Dashboard / **District**

Select A District

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

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. 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.

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 left-hand side of the screen with the first section *Certification* as shown below.

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

Unused Sites

Show [5] entries

Site Name ⇕	County ⇕	Grade ⇕	# of Acres ⇕	Acquisition Date	Total Actual Purch	Parcel ID ⇕	Tota
Fruit Ridge Elementary	Sacramento	K-6	8.30		$ 0.00	020-0301-001	$ 52
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

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 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.

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.

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

Submitted/Draft - SAB423 /SAB 424 Forms

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 ⇕
	Sacramento	423	Submitted		0		$ 0.00		$ 0.00