



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:

CA.gov

Contact Us Settings Log In

Office of Public School Construction

Project Reporting Resources Grants Enrollment Projection District Dashboard

Dashboard / Login

Office of Public School Construction

SIGN IN TO CONTINUE

Enter email

This field is required

Password

This field is required

SIGN IN

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 *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:

CA.gov

Contact Us Settings Welcome Joe

Office of Public School Construction

Project Reporting Resources Grants Enrollment Projection Users District Dashboard

Dashboard – Unused Sites

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

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

Dashboard / District / Unused Sites

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	<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	\$ 107,308.00	\$ 1,073.00	2022	<input type="checkbox"/>	Delete Site Request Waiver

2 Total Items Per Page 25 ▾

[Add New Site](#)

First Prev 1 Next Last

Add New Site

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

CA .GOV

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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.

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

Unused Sites - 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	<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	\$ 107,308.00	\$ 1,073.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00		<input type="checkbox"/>	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 adding a new site by submitting a Form SAB 424.

CA

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Contact Us

Settings

Welcome Joe

Office of Public School Construction

Project Reporting

Resources

Grants

Enrollment Projection

Users

District

Dashboard

Eligibility

Manage Sites

District Contacts

District Uploaded Docs

Financial Hardship

Unused Sites

Project Tracking Number

Form SAB 424

Each year, between July 1 and August 31, all school districts must certify to the number of Unused Site 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:"

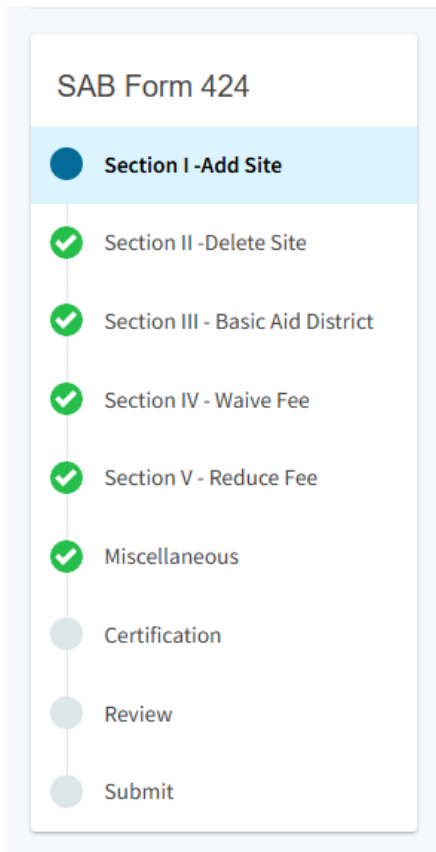
- The site is currently used for the specific purposes for which it was acquired. This means use as an active K-12 school. A district may substitute a site acquired for use at one grade level for use at another grade level.
- The site is currently used to house students for any California Department 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 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 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 submittal, the District will be required to upload supporting documentation to support the purchase information (escrow settlement statement, eminent 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

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

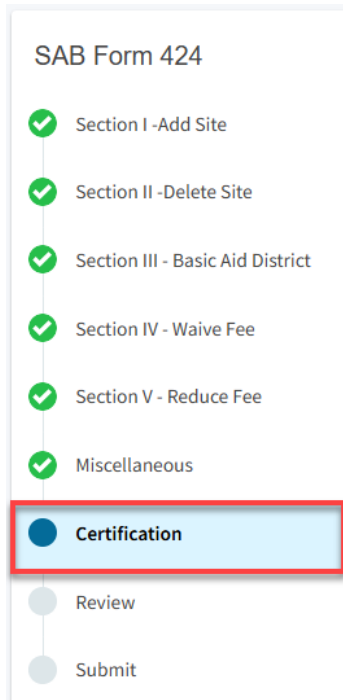
County Assessor Parcel I	Number of Acres	Date Site was Acquired	Actual Purchase P	Current Assessed	Appraised Value a
--------------------------	-----------------	------------------------	-------------------	------------------	-------------------

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.

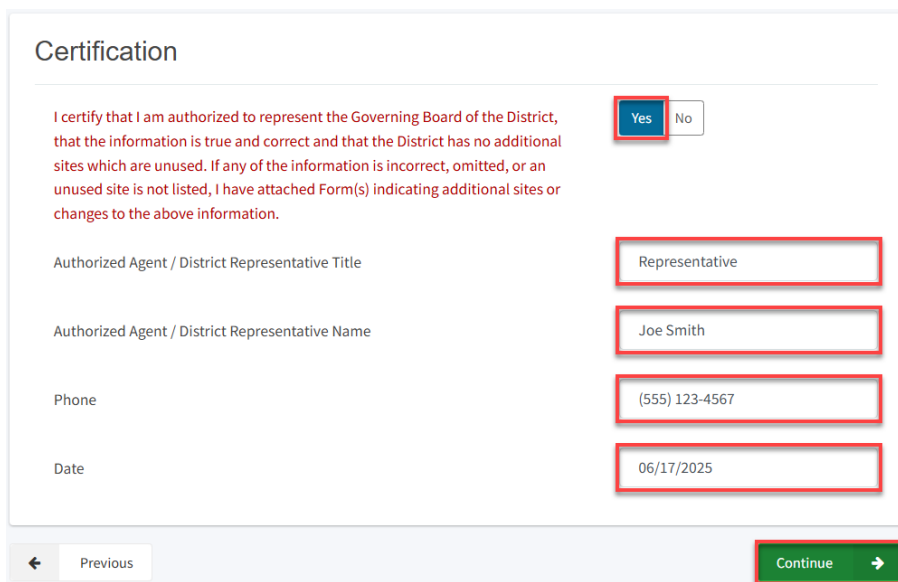


SAB Form 424

- ✓ 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.



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

Authorized Agent / District Representative Name

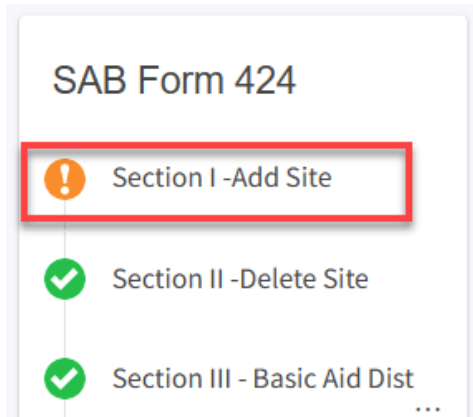
Phone

Date

Review

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

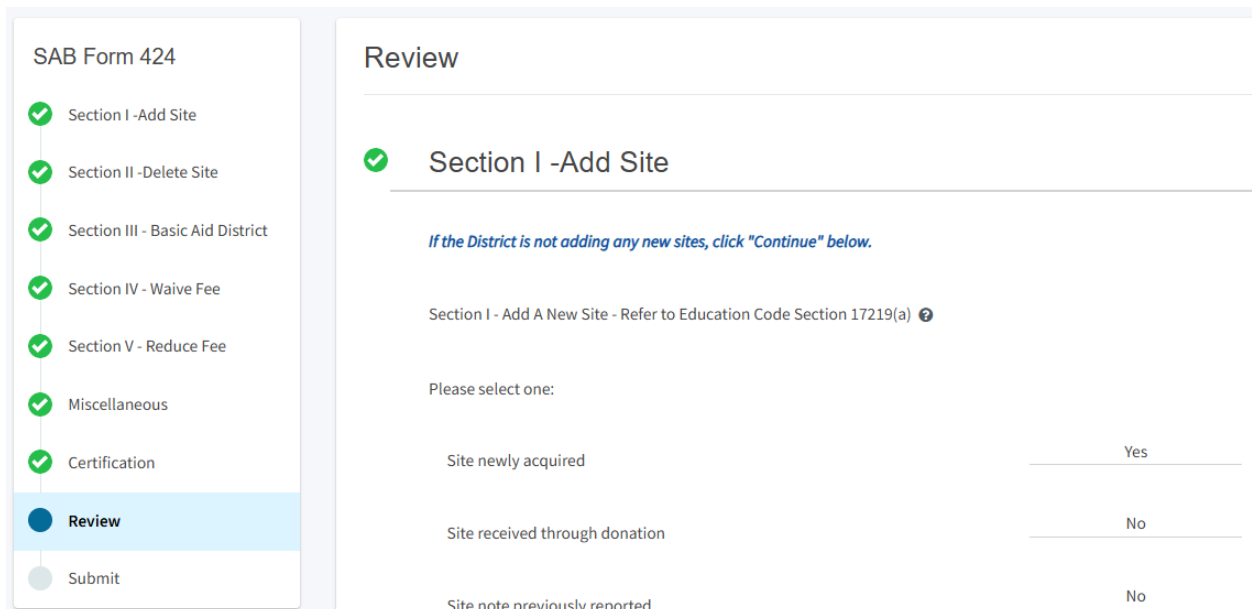
Any incomplete sections will be flagged with an orange exclamation point, and the missing required field(s) must be completed



SAB Form 424

- ❗ Section I -Add Site
- ✅ Section II -Delete Site
- ✅ Section III - Basic Aid Dist ...

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

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	<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	\$ 107,308.00	\$ 1,073.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00		<input type="checkbox"/>	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		<input type="checkbox"/>	Delete Site	Request Waiver

4 Total Items Per Page 25

First Prev 1 Next Last

Add New Site

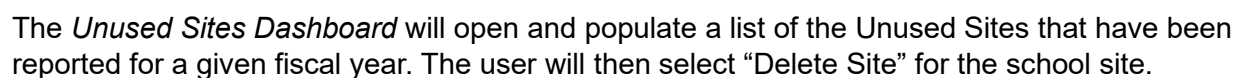
Submitted/Draft - SAB423 /SAB 424 Forms

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

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 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.

Form SAB 424

Each year, between July 1 and August 31, all school districts must certify to the number of Unused Site 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 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 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.

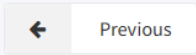
Section II - Delete This Site - Refer to EC 17223 

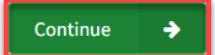
Please select one:

☐ Site was Sold

☐ Site is being used for school purpose

☐ Site is being used for the construction of school facilities





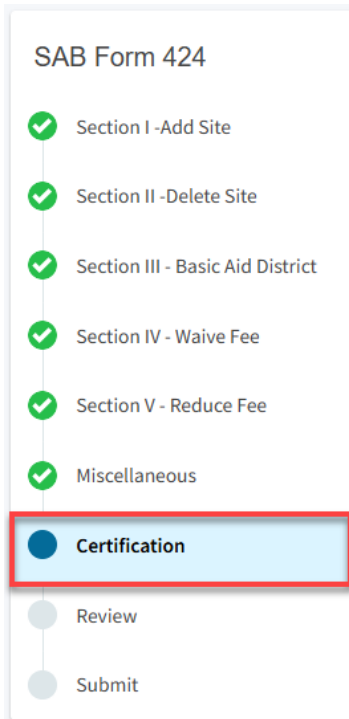


Section II – Delete This Site is used if the school district is removing a site that meet the definition of "Used". Prior to submittal, the District will be required to upload supporting documentation to support the sale of the site, usage, or commencement of construction.

“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.

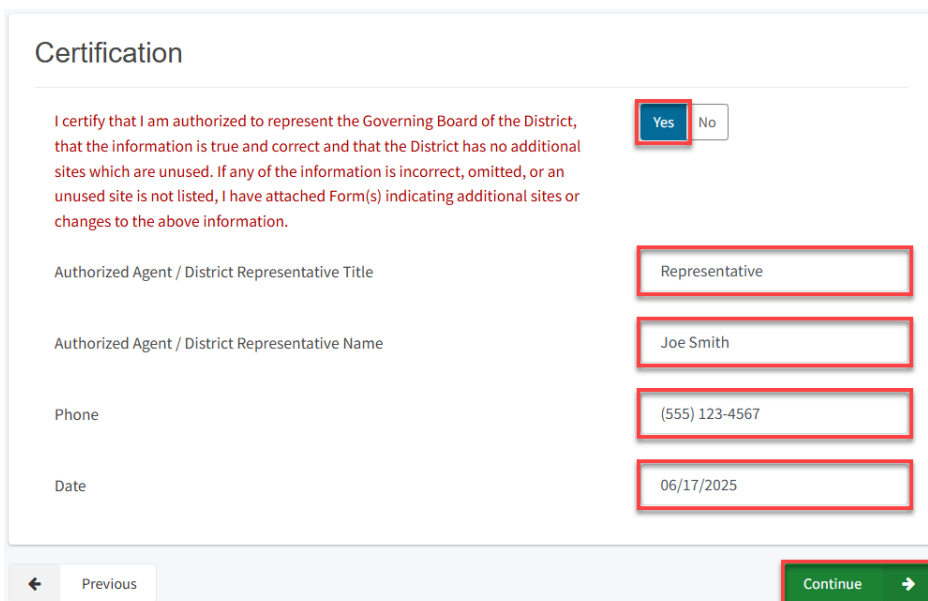


SAB Form 424

- ✓ 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.



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: Representative

Authorized Agent / District Representative Name: Joe Smith

Phone: (555) 123-4567

Date: 06/17/2025

Review

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

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

SAB Form 424

✓ 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

Authorized Agent / District Representative Name

Phone

Date

Representative

Joe Smith

(555) 123-4567

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](#) [?](#)

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 ⓘ

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	<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	\$ 107,308.00	\$ 1,073.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00		<input type="checkbox"/>	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		<input type="checkbox"/>	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.

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* 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

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	<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	\$ 107,308.00	\$ 1,073.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00		<input type="checkbox"/>	Delete Site	Request Waiver

3 Total

Items Per Page

25

Add New Site

First

Prev

1

Next

Last

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

CA

GOV

Contact Us

Settings

Welcome Joe

Office of Public School Construction

Project Reporting

Resources

Grants

Enrollment Projection

Users

District

Dashboard

Eligibility

Manage Sites

District Contacts

District Uploaded Docs

Financial Hardship

Unused Sites

Project Tracking Number

Form SAB 424

Each year, between July 1 and August 31, all school districts must certify to the number of Unused Site 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:"

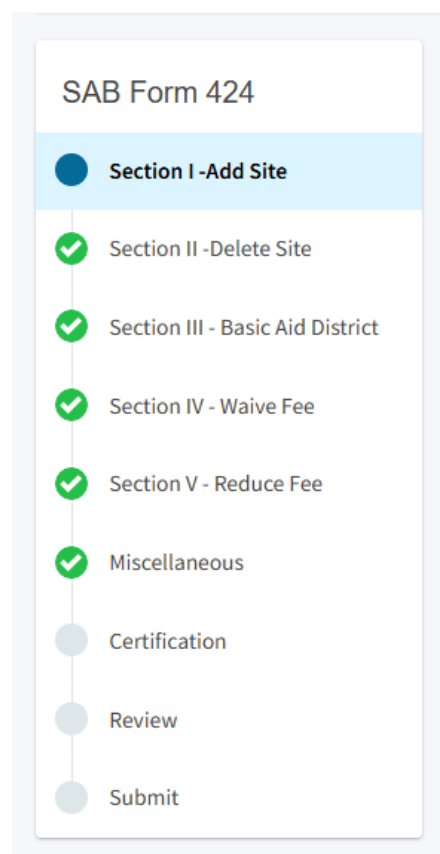
- The site is currently used for the specific purposes for which it was acquired. This means use as an active K-12 school. A district may substitute a site acquired for use at one grade level for use at another grade level.
- The site is currently used to house students for any California Department 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

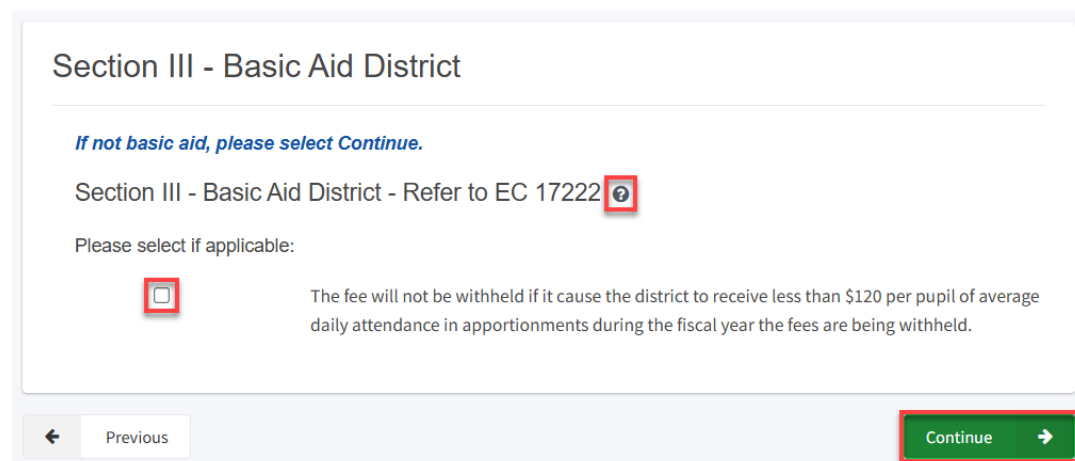
The Form SAB 424 comprises of nine sections as listed on the navigation pane on the left-hand side of the screen.



The image shows a vertical navigation pane for 'SAB Form 424'. It contains a list of sections: 'Section I -Add Site' (highlighted with a blue circle), 'Section II -Delete Site' (green checkmark), 'Section III - Basic Aid District' (green checkmark), 'Section IV - Waive Fee' (green checkmark), 'Section V - Reduce Fee' (green checkmark), 'Miscellaneous' (green checkmark), 'Certification' (grey circle), 'Review' (grey circle), and 'Submit' (grey circle).

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.



The image shows the 'Section III - Basic Aid District' form. It includes a blue instruction: 'If not basic aid, please select Continue.' Below this is the text 'Section III - Basic Aid District - Refer to EC 17222' followed by a red-bordered question mark icon. A label 'Please select if applicable:' is above a red-bordered checkbox. To the right of the checkbox is a text box containing: '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.' At the bottom, there are two buttons: 'Previous' with a left arrow and 'Continue' with a right arrow. The 'Continue' button is highlighted with a red border.



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.

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

Site received through donation

Site note previously reported

Yes

No

No

Authorized Agent / District Representative Title

Authorized Agent / District Representative Name

Phone

Date

Representative

Joe Smith

(555) 123-4567

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 ⓘ

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	<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	\$ 107,308.00	\$ 1,073.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00		<input type="checkbox"/>	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		<input type="checkbox"/>	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.

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.

CA.GOV

Contact UsSettingsWelcome Joe

Office of Public School Construction

Project ReportingBetaResourcesGrantsEnrollment ProjectionUsersDistrictDashboard

Dashboard / District

67439 Sacramento City Unified

Sacramento County

EligibilityManage SitesDistrict ContactsDistrict Uploaded DocsFinancial HardshipUnused SitesProject Tracking Number

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

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	<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	\$ 107,308.00	\$ 1,073.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00		<input type="checkbox"/>	Delete Site	Request Waiver

3 TotalItems Per Page25

FirstPrev1NextLast

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 fee waiver by submitting a Form SAB 424.

CA.GOV

Contact UsSettingsWelcome Joe

Office of Public School Construction

Project ReportingBetaResourcesGrantsEnrollment ProjectionUsersDistrictDashboard

EligibilityManage SitesDistrict ContactsDistrict Uploaded DocsFinancial HardshipUnused SitesProject Tracking Number

Form SAB 424

Each year, between July 1 and August 31, all school districts must certify to the number of Unused Site 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.

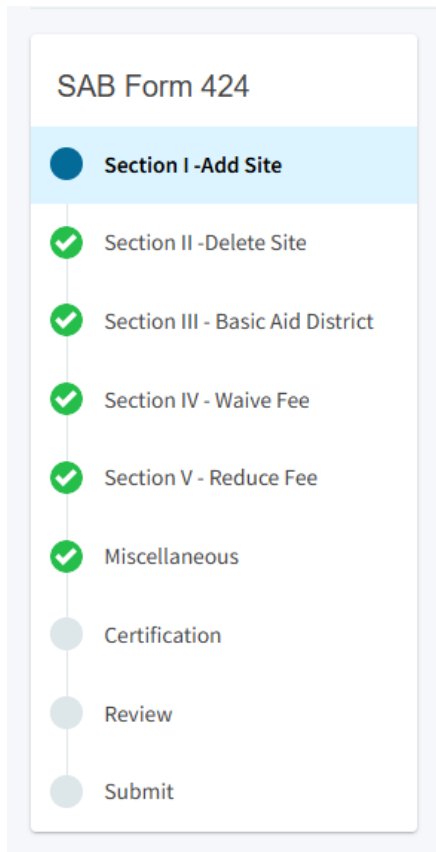
The following is information concerning unused sites and what is considered "unused:"

- 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](#).

CancelContinue

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

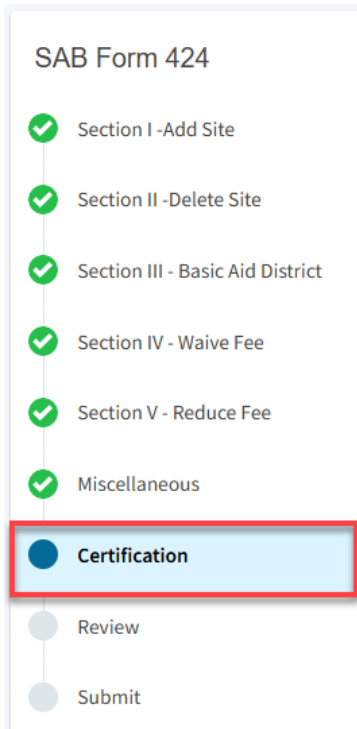
Continue



A district may have the unused 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.



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 image shows a vertical navigation pane for 'SAB Form 424'. It contains a list of sections. The first six sections (I through V and Miscellaneous) are marked with a green checkmark, indicating they are completed. The 'Certification' section is marked with a blue circle and is highlighted with a red rectangular border, indicating it is the current active section. Below 'Certification' are 'Review' and 'Submit', both marked with grey circles, indicating they are not yet completed.

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 

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	<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	\$ 107,308.00	\$ 1,073.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00		<input type="checkbox"/>	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		<input type="checkbox"/>	Delete Site	Request Waiver

4 Total

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Add New Site

First

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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.

[Contact Us](#)
[Settings](#)
Welcome Joe

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.

[Contact Us](#)
[Settings](#)
Welcome Joe

Dashboard / District

67439 Sacramento City Unified

Sacramento County

[Eligibility](#)
[Manage Sites](#)
[District Contacts](#)
[District Uploaded Docs](#)
[Financial Hardship](#)
[Unused Sites](#)
[Project Tracking Number](#)

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

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	<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	\$ 107,308.00	\$ 1,073.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00		<input type="checkbox"/>	Delete Site	Request Waiver

3 Total

Items Per Page

25

FirstPrev1NextLast

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.

CAOPSC

Office of Public School Construction

Contact Us

Settings

Welcome Joe

Project Reporting

Resources

Grants

Enrollment Projection

Users

District

Dashboard

Eligibility

Manage Sites

District Contacts

District Uploaded Docs

Financial Hardship

Unused Sites

Project Tracking Number

Form SAB 424

Each year, between July 1 and August 31, all school districts must certify to the number of Unused Site 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 comprises of nine sections as listed on the navigation pane on the left-hand side of the screen 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

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 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



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 submittal, 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.

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

Site received through donation

Site note previously reported

Yes

No

No

Authorized Agent / District Representative Title

Authorized Agent / District Representative Name

Phone

Date

Representative

Joe Smith

(555) 123-4567

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 ⓘ

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	<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	\$ 107,308.00	\$ 1,073.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00		<input type="checkbox"/>	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		<input type="checkbox"/>	Delete Site	Request Waiver

4 Total Items Per Page 25

Add New Site

First Prev 1 Next Last

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

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 screenshot shows the top navigation bar of the CA.gov Office of Public School Construction dashboard. The 'Unused Sites' tab is highlighted with a red box. The dashboard title is '67439 Sacramento City Unified'. Below the title, there is a navigation bar with tabs: Eligibility, Manage Sites, District Contacts, District Uploaded Docs, Financial Hardship, Unused Sites (highlighted), and Project Tracking Number.

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

Unused Sites - 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	<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	\$ 107,308.00	\$ 1,073.00	2022	<input type="checkbox"/>	Delete Site	Request Waiver
Albert Einstein Middle	Sacramento	7-8	0		\$ 0.00		\$ 0.00	\$ 0.00		<input type="checkbox"/>	Delete Site	Request Waiver

3 Total Items Per Page 25

Add New Site

First Prev 1 Next Last

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

“After the District has completed the Addition, Deletion, or Request of Waivers for all Unused Sites, or clicked “Reviewed” for Unused Sites with no changes, complete the Form SAB 423 to finish the annual report certification and submittal.”

SAB Form 423

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.

SAB Form 423



Certification



Review



Submit

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

Unused Sites

Show entries

Site Name ↕	County ↕	Grade ↕	# of Acres ↕	Acquisition Date	Total Actual Purch	Parcel ID ↕	Total
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.

Certification

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.

Authorized Agent / District Representative Title

Authorized Agent / District Representative Name

Phone

Date

Yes No

Representative

Joe Smith

(555) 123-4567

06/27/2025

✕ Cancel

Continue →

Review

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

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

Submit

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

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

SAB Form 423

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

Dashboard / District / Unused Sites / Review423

Created On 06/27/2025

Submitted

Unused Sites • SAB Form 423

SAB Form 423

✓ Certification

✓ Review

● Submit

Submit

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

Submittal Date: 06/27/2025

Go To Unused Sites Dashboard

The Form SAB 423 will now appear in the Submitted/Draft section on the bottom 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