



September 30, 2009

TO: ALL SCHOOL DISTRICTS AND COUNTY SUPERINTENDENTS OF SCHOOLS

Subject: Regional Occupational Centers/Programs Facilities Report

This letter is to inform you that all School Districts and County Offices of Education are required to report on the facilities used for the operation of regional occupational centers/programs (ROC/P) pursuant to Education Code Section 17285(d) using the *Regional Occupational Centers/Programs Facilities Report* (Form SAB 406R). Please submit the Form SAB 406R to the Office of Public School Construction (OPSC) by **October 15, 2009**.

The Form SAB 406R must be returned even if the School District or County Office of Education does not operate ROC/Ps. The Form SAB 406R is available on the OPSC Web site located at http://www.documents.dgs.ca.gov/opsc/Forms/SAB_406R.pdf

In addition, please find a compilation of frequently asked questions and answers at http://www.opsc.dgs.ca.gov/Programs/SABPrograms/ROP_FAQ.htm to assist you in completing the form.

Once you have completed the Form SAB 406R, please submit it to:

The Office of Public School Construction
Attention: Randi Wood
1130 K Street, Suite 400
Sacramento, CA 95814

It is important to submit the Form SAB 406R to report the facilities used for the operation of ROC/Ps in order to be in compliance with the provisions of Education Code Section 17285(d). If you have any questions, please contact Ms. Randi Wood at Randi.Wood@dgs.ca.gov or (916) 323-4936.

Sincerely,

MASHA LUTSUK
Operations Manager, Program Services
Office of Public School Construction