

**REQUEST FOR ALLOWANCE OF ATTENDANCE
BECAUSE OF EMERGENCY CONDITIONS
Form J-13A (Rev. 01-05)**

School District (or Charter School) Name: **San Rafael City Elementary School District**

School District (or Charter School) Address: **310 Nova Albion Way, San Rafael CA
94903**

County-District Code: **21-65458**

County Name: **Marin**

This form replaces the Form J-13A (Rev. 4-90) and should be used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code* Section 41422
- When one or more schools were kept open but experienced a material decrease in attendance because of conditions described in *Education Code* Section 46392
- When attendance records have been lost or destroyed as described in *Education Code* Section 46391

Approved credit for instructional time may be used in conjunction with regular instructional days to satisfy the requirements of *Education Code* Section 37202 (equal length of instructional time among schools within a district).

A separate form should be submitted for each emergency event, but credit may be requested for more than one school and under one or more of the foregoing conditions on the same form. Each separate form must include the affidavit of the governing board members and the county superintendent before it can be approved by the State Superintendent of Public Instruction.

The original form (with the board members' affidavit) and two copies should be filed with the county superintendent of schools. If the county superintendent approves the request, he or she should execute the affidavit certifying that approval and forward all pages of the original and one copy of the form to:

Office of Principal Apportionment and Special Education
School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

This form consists of five preprinted pages. Pages 1 and 5 (5C for charter schools) must accompany all submissions. Page 4 (Lost or Destroyed Attendance Records) will not need to be submitted by most

MATERIAL DECREASE

Nature of Emergency (describe): **On February 7, 2017, all district schools remained open. Due to significant storm conditions, 3 district schools suffered material decreases in Attendance.**

Name of Schools:

**Laurel Dell School
San Pedro School
Short School**

School Code(s):

**Laurel Dell School 21-65458-6024814
San Pedro School 21-65458-6024830
Short School 21-65458-0121517**

We request the substitution of estimated days of attendance for actual days of attendance in accordance with the provisions of Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of apportionments for the foregoing school(s) for **2/7/2017**, during which school attendance was materially decreased because of the described emergency.

Estimated attendance for each day (October ~~or~~ May ADA): **Laurel Dell: 195.25, San Pedro: 506.85, & Short: 209.45** students per day. Estimated daily attendance multiplied by number of days of material decrease, yields **911.55** days of attendance requested.

State method of determining estimated daily attendance (October ~~or~~ May ADA):

ADA for school month beginning on **10/01/2017** and ending on **10/31/2017**.

Actual apportionable attendance for days of material decrease:

<u>Site</u>	<u>Date</u>	<u>Actual Attendance</u>
Laurel Dell	2/7/2017	167
San Pedro	2/7/2017	421
Short	2/7/2017	184

AFFIDAVIT OF GOVERNING BOARD MEMBERS

We, members constituting a majority of the governing board of the **San Rafael City Elementary** school district, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

Rachel Kertz, President _____

Greg Knell, Vice President _____

Linda Jackson, Member _____

Maika Llorens Gulati, Member _____

Natu Tuatagaloa, Member _____

Printed Names

Signatures

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this ____ day of _____, 2____.

Signature, Title _____

of _____ County, California

Contact/Individual responsible for preparing this form:

Name: Doug Marquand Title: Asst. Supt. & C.B.O.

Phone (415) 492-3205 Fax : (415) 492-3532 E-mail: dmarquand@srcs.org

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AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

Signature, County Superintendent of Schools _____

Date: _____

Subscribed and sworn (or affirmed) before me, this ____ day of _____, 2____.

Signature, Title _____

of _____ County, California

Contact/Individual responsible for preparing this form:

Name: _____ Title: _____

Phone: _____ Fax : _____ E-mail: _____

FEBRUARY 7, 2017 Material Decrease Calculation

Elementary School District	Avg # of Daily Absences	Absent on 2/7/2017	Attendance Rate	OCT			Material Decrease ?
				AVG ADA	90%	Actual Attendance	
Bahia Vista	14	4/	91.62%	543	489	515	No
Coleman	15	39	90.37%	390	351	366	No
Glenwood	16	40	90.80%	427	384	395	No
Laurel Dell	9	41	80.29%	195	176	167	Yes
San Pedro	21	115	78.58%	506	455	421	Yes
Short	9	32	85.12%	209	188	184	Yes
Sun Valley	18	30	93.98%	483	435	468	No
Venetia Valley K-8	25	81	88.74%	691	622	635	No
DMS	39	126	89.65%	1170	1053	1093	No

October 2016 Calendar Month Avg ADA Calculations

LAUREL DELL SCHOOL									
10/3	206	194	10/3	526	512	10/3	217	214	
10/4	204	199	10/4	526	506	10/4	217	211	
10/5	205	195	10/5	526	514	10/5	217	216	
10/6	205	191	10/6	527	518	10/6	216	215	
10/7	205	195	10/7	527	505	10/7	216	210	
10/10	204	188	10/10	527	509	10/10	216	212	
10/11	204	193	10/11	527	511	10/11	216	210	
10/12	204	192	10/12	527	515	10/12	216	212	
10/13	204	199	10/13	527	509	10/13	216	214	
10/14	204	192	10/14	527	490	10/14	216	206	
10/18	204	193	10/18	528	508	10/18	216	205	
10/19	204	195	10/19	528	507	10/19	216	206	
10/20	205	201	10/20	528	503	10/20	216	212	
10/21	206	199	10/21	528	507	10/21	216	212	
10/24	206	194	10/24	528	512	10/24	216	209	
10/25	208	196	10/25	528	514	10/25	216	211	
10/26	208	199	10/26	528	517	10/26	216	212	
10/27	208	199	10/27	528	512	10/27	216	207	
10/28	208	197	10/28	528	497	10/28	214	200	
10/31	208	194	10/31	529	471	10/31	214	195	
20	4,110	3,905	20	10,548	10,137	20	4,319	4,189	
AVG:	205.50	195.25	AVG:	527.40	506.85	AVG:	215.95	209.45	96.990%

Site	Oct AVG ADA	Actual	Difference Added
Laurel Dell	195.25	167	28.25
San Pedro	506.85	421	85.85
Short	209.45	184	25.45
TOTAL:	911.55	772	139.55
		142 P-2:	0.9827
		180 Annual:	0.7753