

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
 FORM J-13A, REVISED DECEMBER 2017

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fg/aa/ba/f13a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Santa Rosa Elementary		COUNTY CODE: 49	DISTRICT CODE: 70912	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: Diann Kitamura		FISCAL YEAR: 2018		
ADDRESS: 211 Ridgway Ave		COUNTY NAME: Sonoma		
CITY: Santa Rosa	STATE: CA	ZIP CODE: 95401		
CONTACT NAME: Joel Dontos	TITLE: Director of Fiscal Services	PHONE: 707-528-5396	E-MAIL: jdontos@srcs.k12.ca.us	

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

<input checked="" type="checkbox"/> SCHOOL DISTRICT Choose one of the following: <input checked="" type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input type="checkbox"/> CHARTER SCHOOL
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PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

<input checked="" type="checkbox"/> SCHOOL CLOSURE: When one or more schools were closed because of conditions described in EC Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per EC Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC Section 46200, et seq. <input type="checkbox"/> There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
<input type="checkbox"/> MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of EC Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency. <input type="checkbox"/> There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
<input type="checkbox"/> LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in EC Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to EC Section 46391: <i>"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."</i>

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SECTION B: SCHOOL CLOSURE

☐ Not Applicable (Proceed to Section C)
☒ Supplemental Page(s) Attached

PART I: NATURE OF EMERGENCY (Describe in detail.)

Santa Rosa area experienced an extensive fire, destroying homes of both students and district employees. Fire completely destroyed the Hidden Valley Satellite campus. Schools were closed because all levels of district staff were on mandatory evacuation for extended periods. All schools needed to be inspected and thoroughly cleaned, due to ash and other debris, and declared safe for students to return. The Governor of the State of California declare a state of emergency for Sonoma County due to the fires.

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at <https://www.cde.ca.gov/idea/pai/13a.asp> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
Brook Hill Elementary School	6052104	Traditional	180	0	0	10/9/2017-10/26/2017	14	14
Luther Burbank Elementary School	6052112	Traditional	180	0	0	10/9/2017-10/26/2017	14	14
Helen Lehman Elementary School	6066385	Traditional	180	0	0	10/9/2017-10/26/2017	14	14
Albert Biella Elementary School	6108500	Traditional	180	0	0	10/9/2017-10/26/2017	14	14
Abraham Lincoln Elementary School	6052153	Traditional	180	0	0	10/9/2017-10/26/2017	14	14
James Monroe Elementary School	6052161	Traditional	180	0	0	10/9/2017-10/26/2017	14	14
Proctor Terrace Elementary School	6052179	Traditional	180	0	0	10/9/2017-10/26/2017	14	14
Steele Lane Elementary School	6052195	Traditional	180	0	0	10/9/2017-10/26/2017	14	14
Hidden Valley Elementary School	6095459	Traditional	180	0	0	10/9/2017-10/26/2017	14	14
Hidden Valley Satellite Elementary School	6095459	Traditional	180	0	0	10/9/2017-10/26/2017	14	14

PART III: CLOSURE HISTORY (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
Brook Hill Elementary School	6052104	2015	12/11/2014-12/12/2014	Severe weather, flooding	yes
Luther Burbank Elementary School	6052112	2015	12/11/2014-12/12/2014	Severe weather, flooding	yes
Helen Lehman Elementary School	6066385	2015	12/11/2014-12/12/2014	Severe weather, flooding	yes
Albert Biella Elementary School	6108500	2015	12/11/2014-12/12/2014	Severe weather, flooding	yes
Abraham Lincoln Elementary School	6052153	2015	12/11/2014-12/12/2014	Severe weather, flooding	yes
James Monroe Elementary School	6052161	2015	12/11/2014-12/12/2014	Severe weather, flooding	yes
Proctor Terrace Elementary School	6052179	2015	12/11/2014-12/12/2014	Severe weather, flooding	yes
Steele Lane Elementary School	6052195	2015	12/11/2014-12/12/2014	Severe weather, flooding	yes
Hidden Valley Elementary School	6095459	2015	12/11/2014-12/12/2014	Severe weather, flooding	yes
Hidden Valley Satellite Elementary School	6095459	2015	12/11/2014-12/12/2014	Severe weather, flooding	yes

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SECTION C: MATERIAL DECREASE

☒ Not Applicable (Proceed to Section D)
☐ Supplemental Page(s) Attached

PART I: NATURE OF EMERGENCY (Describe in detail.)

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at <https://www.cde.ca.gov/fg/aa/pa/13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
Total:		0.00			0		0.00

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fg/aa/pa/13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
Total:		0.00			0.00		0.00

*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

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SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

☒ Not Applicable (Proceed to Section E)

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____.

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

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SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Santa Rosa Elementary, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Jenni Klose - President

Bill Carle - Vice President

Lori Fong - Clerk

Frank Pugh - Director

Ron Kristof - Director

Evelyn Anderson - Director

Ed Sheffield - Director

Board Members 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 _____,

Witness: Diann Kitamura

(Name)

(Signature)

Title: _____

Superintendent

of SRCS, Sonoma

County, California

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): _____

(Name)

(Signature)

Authorizing LEA Name: _____

PART III: 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.

County Superintendent of Schools (or designee): _____

(Name)

(Signature)

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

Witness: _____

(Name)

(Signature)

Title: _____

of _____ County, California

COE contact/individual responsible for completing this section:

Name: _____

Title: _____

Phone: _____

E-mail: _____