

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/j13a.asp> for information regarding the completion of this form.

**PART I: LOCAL EDUCATIONAL AGENCY (LEA)**

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

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

<input type="checkbox"/> SCHOOL DISTRICT Choose one of the following: <input 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 checked="" type="checkbox"/> CHARTER SCHOOL
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**PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:**

<input checked="" type="checkbox"/> <b>SCHOOL CLOSURE:</b> 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"/> <b>MATERIAL DECREASE:</b> 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"/> <b>LOST OR DESTROYED ATTENDANCE RECORDS:</b> 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**

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

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

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/fta/ta/pa/j13a.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 School Name	B School Code	C Site Type	D Days in School Calendar	E Emergency Days Built In	F Built In Emergency Days Used	G Date(s) of Emergency Closure	H Closure Dates Requested	I Total Number of Days Requested
Cesar Chavez Language Academy #1523	0128074	Charter	180	0	0	10/9/2017-10/27/2017	15	15
Santa Rosa Charter School for the Arts #845	0113530	Charter	180	0	0	10/9/2017-10/27/2017	15	15
Santa Rosa French American Charter #1397	0125831	Charter	180	0	0	10/9/2017-10/27/2017	15	15

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

A School Name	B School Code	C Fiscal Year	D Closure Dates	E Nature	F Weather Related Yes/No
Cesar Chavez Language Academy #1523	0128074	2015	12/11/2014-12/12/2014	Severe weather, flooding	yes
Santa Rosa Charter School for the Arts #845	0113530	2015	12/11/2014-12/12/2014	Severe weather, flooding	yes
Santa Rosa French American Charter #1397	0125831	2105	12/11/2014-12/12/2014	Severe weather, flooding	yes



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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 14th day of February, 2018

Witness: Diann Kitamura \_\_\_\_\_ Title: Superintendent of SRCS, Sonoma County, California  
(Name) (Signature)

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

Superintendent (or designee): Anna Guzman \_\_\_\_\_ Authorizing LEA Name: Santa Rosa Elementary  
(Name) (Signature)

**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: \_\_\_\_\_ Title: \_\_\_\_\_ of \_\_\_\_\_ County, California  
(Name) (Signature)

COE contact/individual responsible for completing this section:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_