

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/fq/aa/paf/13a.asp> for information regarding the completion of this form.

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

LEA NAME: <b>San Mateo-Foster City School District</b>		COUNTY CODE: <b>41</b>	DISTRICT CODE: <b>69039</b>	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: <b>Dr. Joan Rosas</b>			FISCAL YEAR: <b>2018-2019</b>	
ADDRESS: <b>1170 Chess Drive</b>			COUNTY NAME: <b>San Mateo</b>	
CITY: <b>Foster City</b>		STATE: <b>CA</b>		ZIP CODE: <b>94404</b>
CONTACT NAME: <b>Sarah Drinkwater</b>	TITLE: <b>Assistant Superintendent</b>	PHONE: <b>650-312-7341</b>	E-MAIL: <b>sdrinkwater@smfcsd.net</b>	

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

<input checked="" type="checkbox"/> <b>SCHOOL DISTRICT</b> Choose one of the following: <input checked="" type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> <b>COUNTY OFFICE OF EDUCATION (COE)</b> Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input type="checkbox"/> <b>CHARTER SCHOOL</b>
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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 checked="" 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**

☐ Not Applicable (Proceed to Section C)

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

☒ Supplemental Page(s) Attached

Many schools in No. CA closed due to unhealthy air quality from the wildfires in Butte County prompting a closure on 11/16/2018. The air quality ratings within the SMFCSD boundaries steadily increased to the unhealthy range through the week, with the District following shelter-in-place procedures on previous days. Tom Torlakson, Superintendent of Public Instruction, reminded school administrators that they can apply for a waiver and the County Office of Education facilitated a conference call with district to discuss closures.

**PART II: SCHOOL INFORMATION** (Use the supplemental Excel form at <https://www.cde.ca.gov/tg/aa/pa/f13a.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

**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
Abbott Middle School	6044796	2015	12/10/2014	Winter storm with severe flooding	Yes
Audubon Elementary	6044812	2015	12/10/2014	Winter storm with severe flooding	Yes
Bayside Academy	6044820	2015	12/10/2014	Winter storm with severe flooding	Yes
Baywood Elementary	6044838	2015	12/10/2014	Winter storm with severe flooding	Yes
Beresford Elementary	6044846	2015	12/10/2014	Winter storm with severe flooding	Yes
Borel Middle School	6044853	2015	12/10/2014	Winter storm with severe flooding	Yes
Bowditch Middle School	6044861	2015	12/10/2014	Winter storm with severe flooding	Yes
Brewer Island Elementary	6112650	2015	12/10/2014	Winter storm with severe flooding	Yes
College Park Elementary	6044952	2015	12/10/2014	Winter storm with severe flooding	Yes
Fiesta Gardens Elementary	6044887	2015	12/10/2014	Winter storm with severe flooding	Yes

Continuation of School List

**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
Foster City Elementary	6044895	2015	12/10/2014	Winter storm with severe flooding	Yes
George Hall Elementary	6044903	2015	12/10/2014	Winter storm with severe flooding	Yes
Highlands Elementary	6044911	2015	12/10/2014	Winter storm with severe flooding	Yes
Laurel Elementary	6044945	2015	12/10/2014	Winter storm with severe flooding	Yes
LEAD Elementary	6044804	2015	12/10/2014	Winter storm with severe flooding	Yes
Meadow Heights Elementary	6044960	2015	12/10/2014	Winter storm with severe flooding	Yes
North Shoreview Montessori	6044978	2015	12/10/2014	Winter storm with severe flooding	Yes
Parkside Elementary	6044994	2015	12/10/2014	Winter storm with severe flooding	Yes
San Mateo Park Elementary	6044986	2015	12/10/2014	Winter storm with severe flooding	Yes
Sunnybrae Elementary	6045017	2015	12/10/2014	Winter storm with severe flooding	Yes

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**SECTION C: MATERIAL DECREASE**

☐ Not Applicable (Proceed to Section D)

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

☒ Supplemental Page(s) Attached

Many schools in No. CA closed due to unhealthy air quality from the wildfires in Butte County prompting a closure on 11/16/2018. The air quality ratings within the SMFCSD boundaries steadily increased to the unhealthy range through the week, with the District following shelter-in-place procedures on previous days. Tom Torlakson, Superintendent of Public Instruction, reminded school administrators that they can apply for a waiver and the County Office of Education facilitated a conference call with districts to discuss closures.

**PART II: MATERIAL DECREASE CALCULATION** (Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/i13a.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
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/fq/aa/pa/i13a.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 San Mateo-Foster City SD, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

Shara Watkins, President

Noelia Corzo, Vice-President

Rebecca Hitchcock, Clerk

Kenneth Chin

Audrey Ng

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

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

Superintendent (or designee): \_\_\_\_\_ Authorizing LEA Name: \_\_\_\_\_  
(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: \_\_\_\_\_

**CALIFORNIA DEPARTMENT OF EDUCATION**

**REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS, FORM J-13A (REVISED DECEMBER 2017)**

**SUPPLEMENTAL FORM FOR SCHOOL CLOSURE**

**SECTION B - PART II: SCHOOL INFORMATION**

**LEA NAME:**

**San Mateo-Foster City School District**

**FISCAL YEAR: 2019**

*Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> for information regarding the completion of this form. Before printing, select and hide all unused rows. Contact CDE if the request requires more than the allotted rows.*

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
Abbott Middle School	6044796	Traditional	180	0	0	11/16/18	11/16/18	1
Audubon Elementary	6044812	Traditional	180	0	0	11/16/18	11/16/18	1
Bayside Academy	6044820	Traditional	180	0	0	11/16/18	11/16/18	1
Baywood Elementary	6044838	Traditional	180	0	0	11/16/18	11/16/18	1
Beresford Elementary	6044846	Traditional	180	0	0	11/16/18	11/16/18	1
Borel Middle School	6044853	Traditional	180	0	0	11/16/18	11/16/18	1
Bowditch Middle School	6044861	Traditional	180	0	0	11/16/18	11/16/18	1
Brewer Island Elem	6112650	Traditional	180	0	0	11/16/18	11/16/18	1
College Park Elementary	6044952	Traditional	180	0	0	11/16/18	11/16/18	1
Fiesta Gardens International	6044887	Traditional	180	0	0	11/16/18	11/16/18	1
Foster City Elementary	6044895	Traditional	180	0	0	11/16/18	11/16/18	1
George Hall Elementary	6044903	Traditional	180	0	0	11/16/18	11/16/18	1
Highlands Elementary	6044911	Traditional	180	0	0	11/16/18	11/16/18	1
Laurel Elementary	6044945	Traditional	180	0	0	11/16/18	11/16/18	1
LEAD Elementary	6044804	Traditional	180	0	0	11/16/18	11/16/18	1
Meadow Heights	6044960	Traditional	180	0	0	11/16/18	11/16/18	1
North Shoreview Montessori	6044978	Traditional	180	0	0	11/16/18	11/16/18	1
Parkside Elementary	6044994	Traditional	180	0	0	11/16/18	11/16/18	1
San Mateo Park Elem	6044986	Traditional	180	0	0	11/16/18	11/16/18	1
Sunnybrae Elementary	6045017	Traditional	180	0	0	11/16/18	11/16/18	1

**CALIFORNIA DEPARTMENT OF EDUCATION**

**REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS, FORM J-13A (REVISED DECEMBER 2017)**

**SUPPLEMENTAL FORM**

**SECTION C - PART II: MATERIAL DECREASE CALCULATION**

**LEA NAME:**

**San Mateo-Foster City School District**

**FISCAL YEAR:** **2018-2019**

*Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> for information regarding the completion of this form. Before printing, select and hide all unused rows. Contact CDE if the request requires more than the allotted rows.*

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)
Abbott Middle School	6044796	790.65	4/29/19 – 5/24/19	11/16/18	0	0	790.65
Audubon Elementary	6044812	746.55	4/29/19 – 5/24/19	11/16/18	0	0	746.55
Bayside Academy	6044820	893.35	4/29/19 – 5/24/19	11/16/18	0	0	893.35
Baywood Elementary	6044838	697.00	4/29/19 – 5/24/19	11/16/18	0	0	697.00
Beresford Elementary	6044846	265.20	4/29/19 – 5/24/19	11/16/18	0	0	265.20
Borel Middle School	6044853	1002.45	4/29/19 – 5/24/19	11/16/18	0	0	1002.45
Bowditch Middle School	6044861	1001.50	4/29/19 – 5/24/19	11/16/18	0	0	1001.50
Brewer Island Elem	6112650	548.50	4/29/19 – 5/24/19	11/16/18	0	0	548.50
College Park Elementary	6044952	436.95	4/29/19 – 5/24/19	11/16/18	0	0	436.95
Fiesta Gardens International	6044887	487.45	4/29/19 – 5/24/19	11/16/18	0	0	487.45
Foster City Elementary	6044895	854.90	4/29/19 – 5/24/19	11/16/18	0	0	854.90
George Hall Elementary	6044903	417.80	4/29/19 – 5/24/19	11/16/18	0	0	417.80
Highlands Elementary	6044911	519.05	4/29/19 – 5/24/19	11/16/18	0	0	519.05
Laurel Elementary	6044945	509.05	4/29/19 – 5/24/19	11/16/18	0	0	509.05
LEAD Elementary	6044804	518.30	4/29/19 – 5/24/19	11/16/18	0	0	518.30
Meadow Heights	6044960	329.40	4/29/19 – 5/24/19	11/16/18	0	0	329.40
North Shoreview Montessori	6044978	318.15	4/29/19 – 5/24/19	11/16/18	0	0	318.15
Parkside Elementary	6044994	217.25	4/29/19 – 5/24/19	11/16/18	0	0	217.25
San Mateo Park Elem	6044986	371.75	4/29/19 – 5/24/19	11/16/18	0	0	371.75
Sunnybrae Elementary	6045017	392.60	4/29/19 – 5/24/19	11/16/18	0	0	392.60
	<b>TOTAL</b>	<b>11317.85</b>					



# SAN MATEO-FOSTER CITY SCHOOL DISTRICT

2018-2019

Board Approved: February 2, 2017

2018

## JULY

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

## AUGUST

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

☆ First Day of School

13+2

## SEPTEMBER

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

19

## OCTOBER

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

12+1

## NOVEMBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

18

## DECEMBER

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

14

2019

## JANUARY

17+1

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

## FEBRUARY

19

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

## MARCH

20+1

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## APRIL

12

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

## MAY

22

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

## JUNE

14+1

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

☆ Last Day of School

### Legal Holidays & Non-School Days

Aug. 13	Staff Work Day	Jan. 7	Staff Work Day
Aug. 31	Teacher PD Day	Jan. 21	Martin Luther King, Jr. Day
Sept. 3	Labor Day	Feb. 18	President's Day
Oct. 5-19	Teacher PD Day/Fall Break	Mar. 11	Teacher PD Day
Nov. 12	Veteran's Day	Apr. 1-12	Spring Break
Nov. 21-23	Thanksgiving Break	May 27	Memorial Day
Dec/Jan 21-4	Winter Break	June 21	Staff Work Day

### Parameters

- 180 Student Contact Days Required
- Semesters of about equal length
- 6 Additional Teacher Workdays for a total of 186 days workyear

Vacation Days (shaded)
  Staff Work Day
  Teacher Professional Develop. Day
  Holiday
  1st & Last Day of School for Students

Prepared by R. Habeeb