

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/pa/j13a.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 type="checkbox"/> SCHOOL CLOSURE: When one or more schools were closed because of conditions described in <i>EC</i> 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 <i>EC</i> 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 <i>EC</i> 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"/> MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to <i>EC</i> Section 46392 and <i>CCR</i> , 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 <i>EC</i> Section 46392 and <i>CCR</i> , 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 <i>EC</i> 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 checked="" 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 <i>EC</i> 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 <i>EC</i> 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>

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:

Santa Rosa Elementary 49 70912

FISCAL YEAR: 2018

Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fg/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)
Abraham Lincoln Elementary School	6052153	299.92	9/11/17 – 10/6/17	10/27/17	283	94.36%	16.92
Abraham Lincoln Elementary School	6052153	299.92	9/11/17 – 10/6/17	10/31/17	291	97.03%	8.92
Abraham Lincoln Elementary School	6052153	299.92	9/11/17 – 10/6/17	11/1/17	288	96.03%	11.92
Abraham Lincoln Elementary School	6052153	299.92	9/11/17 – 10/6/17	11/3/17	298	99.36%	1.92
Abraham Lincoln Elementary School	6052153	299.92	9/11/17 – 10/6/17	11/8/17	298	99.36%	1.92
Abraham Lincoln Elementary School	6052153	299.92	9/11/17 – 10/6/17	11/9/17	286	95.36%	13.92
Abraham Lincoln Elementary School	6052153	299.92	9/11/17 – 10/6/17	11/13/17	292	97.36%	7.92
Abraham Lincoln Elementary School	6052153	299.92	9/11/17 – 10/6/17	11/14/17	286	95.36%	13.92
Abraham Lincoln Elementary School	6052153	299.92	9/11/17 – 10/6/17	11/15/17	292	97.36%	7.92
Abraham Lincoln Elementary School	6052153	299.92	9/11/17 – 10/6/17	11/16/17	296	98.69%	3.92
Abraham Lincoln Elementary School	6052153	299.92	9/11/17 – 10/6/17	11/17/17	289	96.36%	10.92
Albert Biella Elementary School	6108500	342.70	9/11/17 – 10/6/17	10/27/17	314	91.63%	28.70
Albert Biella Elementary School	6108500	342.70	9/11/17 – 10/6/17	10/30/17	341	99.50%	1.70
Brook Hill Elementary School	6052104	437.05	9/11/17 – 10/6/17	10/27/17	390	89.23%	47.05
Brook Hill Elementary School	6052104	437.05	9/11/17 – 10/6/17	10/30/17	441	100.90%	0.00
Brook Hill Elementary School	6052104	437.05	9/11/17 – 10/6/17	10/31/17	429	98.16%	8.05
Brook Hill Elementary School	6052104	437.05	9/11/17 – 10/6/17	11/1/17	432	98.84%	5.05
Helen Lehman Elementary School	6066385	517.40	9/11/17 – 10/6/17	10/27/17	479	92.58%	38.40
Helen Lehman Elementary School	6066385	517.40	9/11/17 – 10/6/17	10/30/17	517	99.92%	0.40
Helen Lehman Elementary School	6066385	517.40	9/11/17 – 10/6/17	10/31/17	514	99.34%	3.40
Helen Lehman Elementary School	6066385	517.40	9/11/17 – 10/6/17	11/1/17	516	99.73%	1.40
Hidden Valley Elementary School	6095459	610.55	9/11/17 – 10/6/17	10/27/17	607	99.42%	3.55
Hidden Valley Elementary School	6095459	610.55	9/11/17 – 10/6/17	10/30/17	609	99.75%	1.55
James Monroe Elementary School	6052161	424.65	9/11/17 – 10/6/17	10/27/17	381	89.72%	43.65
James Monroe Elementary School	6052162	424.65	9/11/17 – 10/6/17	10/31/17	415	97.73%	9.65
James Monroe Elementary School	6052163	424.65	9/11/17 – 10/6/17	11/1/17	416	97.96%	8.65
Luther Burbank Elementary School	6052112	328.95	9/11/17 – 10/6/17	10/27/17	277	84.21%	51.95
Luther Burbank Elementary School	6052112	328.95	9/11/17 – 10/6/17	11/30/17	327	99.41%	1.95
Luther Burbank Elementary School	6052112	328.95	9/11/17 – 10/6/17	11/31/17	327	99.41%	1.95
Luther Burbank Elementary School	6052112	328.95	9/11/17 – 10/6/17	11/1/17	324	98.50%	4.95
Luther Burbank Elementary School	6052112	328.95	9/11/17 – 10/6/17	11/2/17	327	99.41%	1.95

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

LEA NAME:

Santa Rosa Elementary 49 70912

FISCAL YEAR: 2018

Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fq/aa/pa/f113a.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.

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**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:

Santa Rosa Elementary 49 70912

FISCAL YEAR: 2018

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TOTAL		18309.32			17795		518.27

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.)

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.

<u>Board Members Names</u>	<u>Board Members Signatures</u>
Jenni Klose - President	
Bill Carle - Vice President	
Lori Fong - Clerk	
Frank Pugh - Director	
Ron Kristof - Director	
Evelyn Anderson - Director	
Ed Sheffield - Director	

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

Subscribed and sworn (or affirmed) before me, this 27th day of June, 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): Diann Kitamura 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: _____