

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/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): 1379
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 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:

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.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

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.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

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:

"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."

**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 4970912 **FISCAL YEAR:** 2018

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)
			--				
			--				
			--				
			--				
			--				
			--				
			--				
TOTAL		7820.00			7649		171.00

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 SRFAC, 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 (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): Diann Kitamura (Name) _____ (Signature) _____ Authorizing LEA Name: Santa Rosa Elementary

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: _____

SRAC

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

SECTION A: REQUEST INFORMATION

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- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fg/aa/paf/j13a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Santa Rosa High		COUNTY CODE: 49	DISTRICT CODE: 70920	CHARTER NUMBER (IF APPLICABLE): 522
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 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:

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.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

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.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

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:

"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."

SECTION C: MATERIAL DECREASE

Not Applicable (Proceed to Section D)

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

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: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/j13a.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)
Santa Rosa Accelerated Charter	0102533	125.25	9/11/17 - 10/6/17	10/27/17	122	97.41%	3.25
Santa Rosa Accelerated Charter	0102533	125.25	9/11/17 - 10/6/17	10/30/17	124	99.00%	1.25
Santa Rosa Accelerated Charter	0102533	125.25	9/11/17 - 10/6/17	11/1/17	125	99.80%	0.25
Santa Rosa Accelerated Charter	0102533	125.25	9/11/17 - 10/6/17	11/2/17	125	99.80%	0.25
Santa Rosa Accelerated Charter	0102533	125.25	9/11/17 - 10/6/17	11/3/17	124	99.00%	1.25
Santa Rosa Accelerated Charter	0102533	125.25	9/11/17 - 10/6/17	11/6/17	124	99.00%	1.25
Santa Rosa Accelerated Charter	0102533	125.25	9/11/17 - 10/6/17	11/7/17	125	99.80%	0.25
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
Total:		876.75			869		7.75

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/j13a.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.

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 High SRAC, 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 (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): Diann Kitamura (Name) _____ (Signature) Authorizing LEA Name: Santa Rosa High

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: _____

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PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Santa Rosa Elementary		COUNTY CODE: 49	DISTRICT CODE: 70912	CHARTER NUMBER (IF APPLICABLE): 1523
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	

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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)
Cesar Chavez Language Academy #1523	0128074	301.20	9/1/17 - 9/30/17	10/30/17	257	85.33%	44.20
Cesar Chavez Language Academy #1523	0128074	301.20	9/1/17 - 9/30/17	10/31/17	250	83.00%	51.20
Cesar Chavez Language Academy #1523	0128074	301.20	9/1/17 - 9/30/17	11/1/17	258	85.66%	43.20
Cesar Chavez Language Academy #1523	0128074	301.20	9/1/17 - 9/30/17	11/2/17	278	92.30%	23.20
Cesar Chavez Language Academy #1523	0128074	301.20	9/1/17 - 9/30/17	11/3/17	280	92.96%	21.20
Cesar Chavez Language Academy #1523	0128074	301.20	9/1/17 - 9/30/17	11/6/17	258	85.66%	43.20
Cesar Chavez Language Academy #1523	0128074	301.20	9/1/17 - 9/30/17	11/7/17	265	87.98%	36.20
Cesar Chavez Language Academy #1523	0128074	301.20	9/1/17 - 9/30/17	11/8/17	267	88.65%	34.20
Cesar Chavez Language Academy #1523	0128074	301.20	9/1/17 - 9/30/17	11/9/17	285	94.62%	16.20
Cesar Chavez Language Academy #1523	0128074	301.20	9/1/17 - 9/30/17	11/13/17	246	81.67%	55.20
Total:		3,012.00			2,644		368.00

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/j13a.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.

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 *CCLA*, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

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: _____