

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/f13a.asp> for information regarding the completion of this form.

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

LEA NAME: <b>Campbell Union School District</b>		COUNTY CODE: <b>43</b>	DISTRICT CODE: <b>69393</b>	CHARTER NUMBER (IF APPLICABLE): <b>866</b>
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: <b>Shelly Viramontez</b>			FISCAL YEAR: <b>2018-2019</b>	
ADDRESS: <b>155 N 3rd St</b>			COUNTY NAME: <b>Santa Clara</b>	
CITY: <b>Campbell</b>		STATE: <b>CA</b>	ZIP CODE: <b>95008</b>	
CONTACT NAME: <b>Nelly Yang</b>	TITLE: <b>Assistant Superintendent</b>	PHONE: <b>408-341-7214</b>	E-MAIL: <b>nyang@campbellusd.org</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 type="checkbox"/> All district school sites <input checked="" 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 checked="" type="checkbox"/> <b>CHARTER SCHOOL</b>
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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."*





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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.)

[Empty box for describing 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.)

[Empty box for describing 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 Campbell Union School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

Richard Nguyen

Chris Miller

Pablo Beltran

Danielle Cohen

Michael Snyder

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 Santa Clara County, California  
(Name) (Signature)

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

Superintendent (or designee): Shelly Viramontez Authorizing LEA Name: Campbell Union School District  
(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: \_\_\_\_\_

# Executive Department

State of California

## PROCLAMATION OF A STATE OF EMERGENCY

**WHEREAS** on November 8, 2018, the Camp Fire began burning in Butte County and continues to burn; and

**WHEREAS** this fire has destroyed homes and continues to threaten additional homes and other structures, necessitating the evacuation of thousands of residents; and

**WHEREAS** the fire has forced the closure of roadways and continues to threaten critical infrastructure; and

**WHEREAS** high temperatures, low humidity, and erratic winds have further increased the spread of this fire; and

**WHEREAS** the Federal Emergency Management Agency has approved a Fire Management Assistant Grant to assist with the mitigation, management, and control of the Camp Fire; and

**WHEREAS** the circumstances of this fire, by reason of its magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single local government and require the combined forces of a mutual aid region or regions to combat; and

**WHEREAS** under the provisions of Government Code section 8558(b), I find that conditions of extreme peril to the safety of persons and property exists in Butte County due to this fire; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with the various statutes and regulations specified in this order would prevent, hinder, or delay the mitigation of the effects of the Camp Fire.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Acting Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code section 8625, **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist in Butte County due to the Camp Fire.

### IT IS HEREBY ORDERED THAT:

1. All agencies of the state government utilize and employ state personnel, equipment, and facilities for the performance of any and all activities consistent with the direction of the Office of Emergency Services and the State Emergency Plan. Also, all citizens are to heed the advice of emergency officials with regard to this emergency in order to protect their safety.
2. The Office of Emergency Services shall provide local government assistance to Butte County, if appropriate, under the authority of the California Disaster Assistance Act, Government Code section 8680 et seq., and California Code of Regulations, Title 19 section 2900 et seq.

3. As necessary to assist local governments and for the protection of public health and the environment, state agencies shall enter into contracts to arrange for the procurement of materials, goods, and services necessary to quickly assist with the response to and recovery from the impacts of the Camp Fire. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding requirements, are suspended to the extent necessary to address the effects of the Camp Fire.
4. The provisions of Unemployment Insurance Code section 1253 imposing a one-week waiting period for unemployment insurance applicants are suspended as to all applicants who are unemployed as a direct result of the Camp Fire, who applied for unemployment insurance benefits during the time period beginning November 8, 2018, and ending on the close of business on May 8, 2019, and who are otherwise eligible for unemployment insurance benefits.
5. Vehicle Code sections 9265(a), 9867, 14901, 14902, and 15255.2, requiring the imposition of fees, are suspended with regard to any request for replacement of a driver's identification card, vehicle registration certificate, or certificate of title, by any individual who lost such records as a result of the Camp Fire. Such records shall be replaced without charge.
6. The provisions of Vehicle Code sections 4602 and 5902, requiring the timely registration or transfer of title are suspended with regard to any registration or transfer of title by any resident of Butte County who is unable to comply with those requirements as a result of the Camp Fire. The time covered by this suspension shall not be included in calculating any late penalty pursuant to Vehicle Code section 9554.
7. Health and Safety Code sections 103525.5 and 103625, and Penal Code section 14251, requiring the imposition of fees are hereby suspended with regard to any request for copies of certificates of birth, death, marriage, and dissolution of marriage records, by any individual who lost such records as a result of the Camp Fire. Such copies shall be provided without charge.

I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this proclamation

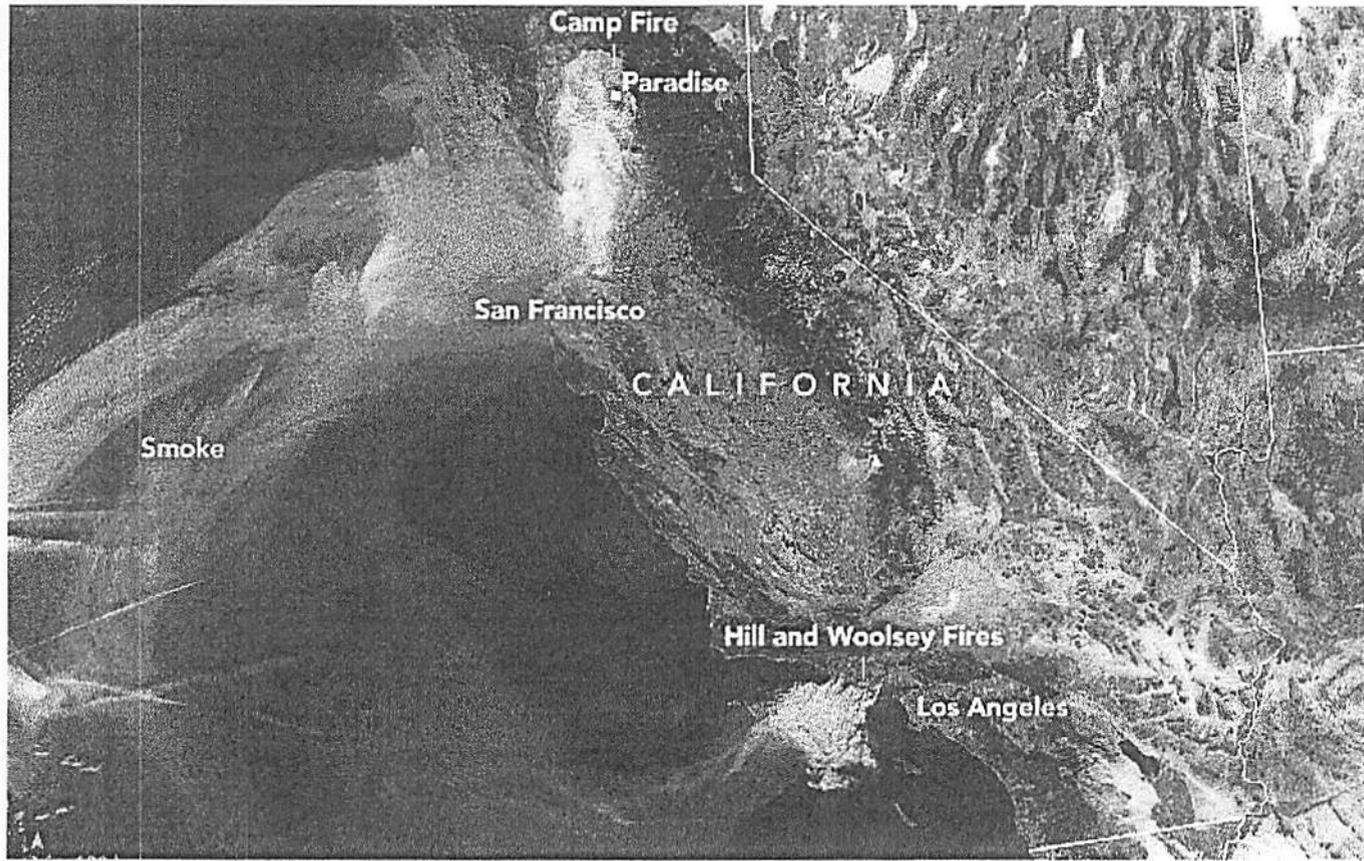
IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 8th day of November 2018.



GAVIN NEWSOM  
Acting Governor of California

ATTEST:

ALEX PADILLA  
Secretary of State



# Campbell Union School District

155 N. Third Street  
Campbell, California 95008  
T: (408) 341-7211  
F: (408) 341-7200  
W: [www.campbellusd.org](http://www.campbellusd.org)

## Governing Board Members

Fred H. Beltran  
Danielle M.S. Cohen  
Thomas M. Geman  
Edward H. Nguyen  
Michael L. Snyder  
(408) 341-7251

## Superintendent

Shelly Gramontez, Ed.D.  
(408) 341-7211



November 16, 2018

Dear Families,

We know you are concerned about the current air quality, and we too share your concern. We have monitored the air quality index throughout the evening and will continue to monitor and assess these numbers throughout the day, the forecast is for the air quality to improve today, yet we understand it is only a forecast. We continue to consult with and follow the guidance of the Public Health Department.

Campbell Union School District and those nearby will be open for learning today.

We are mindful that schools provide stability and often, necessary shelter and food. We will continue to closely monitor the conditions with our schools and believe our schools offer a safer place for children. We are aware that many local colleges, universities and private schools have elected to close their doors and some local public school districts have also decided to close. However, in consultation with the County Public Health Dept., we believe students being in school is a safe option. Conditions within our county vary from district to district and in our region, it is determined safe for students to be in school

Please be aware that while our doors will remain open, we ask that families and schools follow medical and environmental advice, especially if your child suffers from respiratory or heart-related issues. Parents are the best judge of their individual child's needs, we understand and support that parents are in the best position to make decision about their individual child, should they decide to keep their child at home for health-related issues, the absence will be excused.

There are several online sites for monitoring air quality, and we have been advised and recommend that you follow environmental advice provided by AirNow.gov located here: <https://airnow.gov/index.cfm?action=aqibasics.pmhilevels>

In our ongoing commitment to maintain safe learning environments, we will continue to:

- Limit and relocate outdoor activities, including physical education, lunch, and other break times.
- Watch students for symptoms including coughing, wheezing, difficulty breathing, and chest tightness. Even students who do not have asthma can experience these symptoms.
- If symptoms occur, students might need to take a break, do a less intense activity, stop all activity, go indoors, or use quick-relief medicine as prescribed. If symptoms don't improve, get medical help.

Thank you for your concern, which we share. However, we must remain a support for all families within Santa Clara County. We share your desire to keep all children safe, and we will inform you if our current assessment changes.

Page two shows the most current recommendations from the County of Santa Clara Public Health.

**Avoid Breathing Wildfire Smoke - HEALTH ADVISORY**

**November 9, 2018**

[Lea el Aviso de Salud en Español](#)

SANTA CLARA COUNTY, CA – The County of Santa Clara Public Health Department is advising residents to take precautions due to visible smoke in the air. Wildfires in California are causing air pollution throughout the Bay Area.

If you smell smoke, protect your health by avoiding exposure. If possible, stay inside with windows and doors closed until smoke levels subside. Set air conditioning units and car vent systems to re-circulate to prevent outside air from moving inside. Smoke can irritate the eyes and airways, causing coughing, a dry scratchy throat and irritated sinuses. Elevated particulate matter in the air can trigger wheezing in those who suffer from respiratory conditions, such as asthma or emphysema/COPD. It is recommended that parents and school administrators check air quality readings before allowing children to practice outdoor sports while air quality is unhealthy.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shelly Viramontez', written in a cursive style.

Shelly Viramontez, Ed.D.  
Superintendent

# Update on Schools Response to Poor Air Quality

## Air Quality Index (AQI) Guide

<b>Unhealthy</b>	<b>151 to 200</b>	<b>Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.</b>
<b>Very Unhealthy</b>	<b>201 to 300</b>	<b>Health alert: everyone may experience more serious health effects.</b>
<b>Hazardous</b>	<b>301 to 500</b>	<b>Health warnings of emergency conditions. The entire population is more likely to be affected.</b>

At this time, Campbell Union School District's and other schools in Santa Clara County (<https://www.sccoe.org/news/featured/Pages/Santa-Clara-County-Superintendent-Issues-Guidance-Due-to-Air-Quality-Concerns.aspx>) are not closing.

Based on guidance from Santa Clara County Public Health, the Environmental Protection Agency (EPA), and Centers for Disease Control (CDC), we have elected to use a threshold of a 275 air quality index (AQI) to determine when to close our schools. We will be monitoring air quality through [www.airnow.gov](http://www.airnow.gov) (<http://www.airnow.gov>) and informing schools and after-school programs of the guidelines and recommend that families stay informed and be mindful of health concerns.

A joint letter from our Superintendent and the County Superintendent of Schools has more details. It is available online ([https://www.campbellusd.org/files/nov15-air\\_quality\\_letter.pdf](https://www.campbellusd.org/files/nov15-air_quality_letter.pdf)) and are emailing it to families via our mass notification system

## Attendance Summary By Grade

### Castlemont Elementary 6046544

Run Date/Time: 11/16/18 2:23 PM

10/15/2018 to 11/09/2018 = 20 days

Grade Level	Carry Fwd	Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Ineligible	Days Absent	Days Attd	ADA	ADA %
0	89	2	2	89	1820	0	46	0	82.00	1692.00	84.60	95.38%
<b>SubTotal</b>	<b>89</b>	<b>2</b>	<b>2</b>	<b>89</b>	<b>1820</b>	<b>0</b>	<b>46</b>	<b>0</b>	<b>82.00</b>	<b>1692.00</b>	<b>84.60</b>	<b>95.38%</b>
1	96	4	6	94	2000	0	122	0	58.00	1820.00	91.00	96.91%
2	119	1	1	119	2400	0	28	0	76.00	2296.00	114.80	96.80%
3	96	0	1	95	1920	0	17	0	55.00	1848.00	92.40	97.11%
<b>SubTotal</b>	<b>311</b>	<b>5</b>	<b>8</b>	<b>308</b>	<b>6320</b>	<b>0</b>	<b>167</b>	<b>0</b>	<b>189.00</b>	<b>5964.00</b>	<b>298.20</b>	<b>96.93%</b>
4	112	2	1	113	2280	0	30	0	58.00	2192.00	109.60	97.42%
5	114	0	0	114	2280	0	0	0	78.00	2202.00	110.10	96.58%
<b>SubTotal</b>	<b>226</b>	<b>2</b>	<b>1</b>	<b>227</b>	<b>4560</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>136.00</b>	<b>4394.00</b>	<b>219.70</b>	<b>97.00%</b>
<b>Grand Total</b>	<b>626</b>	<b>9</b>	<b>11</b>	<b>624</b>	<b>12700</b>	<b>0</b>	<b>243</b>	<b>0</b>	<b>407.00</b>	<b>12050.00</b>	<b>602.50</b>	<b>96.73%</b>

To the best of my knowledge,  
the above attendance information is correct.

Signed Date 11-16-2018

#### Report Calculations

(( Carry Fwd + Gain ) X School Days ) = Actual Days

Actual Days - ( Off Track + Days N/E + Days Ineligible + Days Absent ) = Days Attd

[ Days Attd / (Actual Days - Off Track - Days N/E - Days Ineligible ) ] X 100 = ADA%

## Attendance Summary By Grade

### Castlemont Elementary 6046544

Run Date/Time: 11/16/18 2:23 PM

11/16/2018 to 11/16/2018 = 1 days

Grade Level	Carry Fwd	Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Ineligible	Days Absent	Days Attd	ADA	ADA %
0	89	0	0	89	89	0	0	0	22.00	67.00	67.00	75.28%
<b>SubTotal</b>	<b>89</b>	<b>0</b>	<b>0</b>	<b>89</b>	<b>89</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22.00</b>	<b>67.00</b>	<b>67.00</b>	<b>75.28%</b>
1	95	0	0	95	95	0	0	0	16.00	79.00	79.00	83.16%
2	118	0	0	118	118	0	0	0	16.00	102.00	102.00	86.44%
3	95	0	0	95	95	0	0	0	12.00	83.00	83.00	87.37%
<b>SubTotal</b>	<b>308</b>	<b>0</b>	<b>0</b>	<b>308</b>	<b>308</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44.00</b>	<b>264.00</b>	<b>264.00</b>	<b>85.71%</b>
4	112	0	0	112	112	0	0	0	23.00	89.00	89.00	79.46%
5	114	0	0	114	114	0	0	0	20.00	94.00	94.00	82.46%
<b>SubTotal</b>	<b>226</b>	<b>0</b>	<b>0</b>	<b>226</b>	<b>226</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43.00</b>	<b>183.00</b>	<b>183.00</b>	<b>80.97%</b>
<b>Grand Total</b>	<b>623</b>	<b>0</b>	<b>0</b>	<b>623</b>	<b>623</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>109.00</b>	<b>514.00</b>	<b>514.00</b>	<b>82.50%</b>

To the best of my knowledge,  
the above attendance information is correct.

Signed Date 11-16-2018

#### Report Calculations

$((\text{Carry Fwd} + \text{Gain}) \times \text{School Days}) = \text{Actual Days}$

$\text{Actual Days} - (\text{Off Track} + \text{Days N/E} + \text{Days Ineligible} + \text{Days Absent}) = \text{Days Attd}$

$[\text{Days Attd} / (\text{Actual Days} - \text{Off Track} - \text{Days N/E} - \text{Days Ineligible})] \times 100 = \text{ADA\%}$