

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: Berkeley Unified School District		COUNTY CODE: 1	DISTRICT CODE: 61143	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: Donald Evans			FISCAL YEAR: 2018-2019	
ADDRESS: 2020 Bonnar Street		COUNTY NAME: Alameda		
CITY: Berkeley		STATE: CA		ZIP CODE: 94702
CONTACT NAME: Pauline Follansbee	TITLE: Assistant Superintendent	PHONE: 510-644-8593	E-MAIL: paulinefollansbee@berkeley.net	

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
--	---	--

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

<input checked="" 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 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 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: "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 B: SCHOOL CLOSURE

☐ Not Applicable (Proceed to Section C)

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

☐ Supplemental Page(s) Attached

The Alameda County Council of Superintendents made the joint decision to close all schools in Alameda County, due to the unhealthy air quality.

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at <https://www.cde.ca.gov/fq/aa/pa/i13a.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
SEE ATTACHED								

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
ALL SCHOOLS	61143	2014-15	DECEMBER 11, 2014	FLOODING	Y

SECTION C: MATERIAL DECREASE

☒ Not Applicable (Proceed to Section D)

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

☐ Supplemental Page(s) Attached

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)
			-			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/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 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 Berkeley Unified School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

Josh Daniels

Judy Appel

Ty Alper

Beatriz Leyva-Cutler

Karen Hemphill

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

Subscribed and sworn (or affirmed) before me, this 28th day of November, 2018.

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: **Berkeley Unified School District** **FISCAL YEAR:** **2018-19**

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	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
Berkeley Arts Magnet	6097729		180			11/16/2018	11/6/2018	1
Cragmont Elementary	6090195		180			11/16/2018	11/6/2018	1
Emerson Elementary	6090211		180			11/16/2018	11/6/2018	1
Jefferson Elementary	6090252		180			11/16/2018	11/6/2018	1
John Muir Elementary	6105316		180			11/16/2018	11/6/2018	1
Sylvia Mendez Elementary	6090278		180			11/16/2018	11/6/2018	1
Malcolm X Elementary	6090286		180			11/16/2018	11/6/2018	1
Oxford Elementary	6090302		180			11/16/2018	11/6/2018	1
Rosa Parks Elementary	6090187		180			11/16/2018	11/6/2018	1
Thousand Oaks Elementary	6090310		180			11/16/2018	11/16/2018	1
Washington Elementary	6090328		180			11/16/2018	11/16/2018	1
Longfellow Middle School	6090294		180			11/16/2018	11/16/2018	1
Martin Luther King Middle	6056857		180			11/16/2018	11/16/2018	1
Willard Middle School	6056865		180			11/16/2018	11/16/2018	1
Berkeley High School	0131177		180			11/16/2018	11/16/2018	1
Berkeley Technology	0134924		180			11/16/2018	11/16/2018	1
West Campus BHS	0131219		180			11/16/2018	11/16/2018	1
King Educational	6068142		180			11/16/2018	11/16/2018	1

020918 v5

K-12 Calendar 2018-19

Month	Mon	Tue	Wed	Thur	Fri	Key Dates	Highlights	Student Days	Elementary Teacher Work Days	Secondary Teacher Work Days
JULY	2	3	4	5	6	7/4	Independence Day Holiday***			
2018	9	10	11	12	13					
	16	17	18	19	20					
	23	24	25	26	27					
	30	31						0	0	0
AUG			1	2	3					
2018	6	7	8	9	10					
	13	14	15	16	17	8/23	Staff Development Day (No school for students)			
	20	21	22	23	24	8/24	Teacher Work Day (No school for students)			
	27	28	29	30	31	8/27	First Day of School	5	7	7
SEPT										
2018	3	4	5	6	7	9/3	Labor Day Holiday*			
	10	11	12	13	14	9/6	Elementary Back to School Night			
	17	18	19	20	21	9/13	Middle School Back to School Night			
	24	25	26	27	28	9/27	High School Back to School Night	19	19	19
OCT	1	2	3	4	5					
2018	8	9	10	11	12	10/8	District Staff Professional Development Day (No school for students)			
	15	16	17	18	19	10/26	End of First Grading Period (Elementary)			
	22	23	24	25	26	10/26	End of First Quarter (Secondary)			
	29	30	31			11/2	Elementary Parent Teacher Conference Day and	22	23	23
NOV				1	2	11/2	Secondary Staff Development Day (No School for Students)			
2018	5	6	7	8	9	11/5-11/8	Elementary Parent Teacher Conferences (Shortened Days)			
	12	13	14	15	16	11/6-11/8	Middle School Parent Teacher Conferences (Shortened Days)			
	19	20	21	22	23	11/12	Veterans' Day Holiday*			
	26	27	28	29	30	11/19-11/23	Thanksgiving Holiday (No School for Students)	15	16	16
						11/21-11/23	Thanksgiving Board Holiday* (District Office Closed)			
DEC										
2018	3	4	5	6	7					
	10	11	12	13	14					
	17	18	19	20	21	12/24-1/4	Winter Recess (No School for Students)			
	24	25	26	27	28	12/24-12/26	Winter Board Holiday* (District Office Closed)	15	15	15
	31					12/31-1/1	New Year's Holiday* (District Office Closed)			
JAN		1	2	3	4					
2019	7	8	9	10	11					
	14	15	16	17	18	1/21	Martin Luther King Jr. Birthday Holiday*			
	21	22	23	24	25	1/25	End of Second Quarter/First Semester (Secondary)			
	28	29	30	31		1/28	Secondary Semester Break & Elementary Staff Development Day (No School for Students)	17	18	17
FEB					1					
2019	4	5	6	7	8	2/7	High School Open House			
	11	12	13	14	15	2/15	Lincoln's Birthday Holiday*			
	18	19	20	21	22	2/18	Presidents Day Holiday*			
	25	26	27	28		2/22	End of Second Grading Period (Elementary)	18	18	18
MAR					1					
2019	4	5	6	7	8					
	11	12	13	14	15	3/28	Middle School Open House			
	18	19	20	21	22	3/29	End of Third Quarter (Secondary)			
	25	26	27	28	29	3/29	Cesar Chavez Day of Service and Learning	21	21	21
APR	1	2	3	4	5	4/1-4/5	Spring Recess (No School for Students)			
2019	8	9	10	11	12	4/5	Cesar Chavez Day* (District Office Closed)			
	15	16	17	18	19					
	22	23	24	25	26					
	29	30						17	17	17
MAY			1	2	3					
2019	6	7	8	9	10					
	13	14	15	16	17	5/16	Elementary Open House			
	20	21	22	23	24	5/20	Malcolm X's Birthday Holiday*			
	27	28	29	30	31	5/27	Memorial Day Holiday*	21	21	21
JUN										
2019	3	4	5	6	7					
	10	11	12	13	14	6/14	Last Day of School			
	17	18	19	20	21					
	24	25	26	27	28			10	10	10
*Certificated and Classified Staff **Certificated Staff ***12 Month Classified Staff #Selected Classified Employees ~ Subject to change Total Days								180	185	184

[Subscribe](#)[Past Issues](#)[Translate ▼](#)[RSS](#)

November 15, 2018

[View this email in your browser](#)

**ALAMEDA COUNTY
OFFICE OF EDUCATION**
L. Karen Monroe, Superintendent

FOR IMMEDIATE RELEASE:

Michelle Smith McDonald, Director of Communications & Public Affairs
510-670-4163

PUBLIC SCHOOLS IN ALAMEDA COUNTY TO CLOSE FRIDAY

All public school districts in Alameda County will be closed on Friday, November 16 due to unhealthy air quality conditions throughout the county.

The decision to close county districts was reached collectively on Thursday afternoon by the superintendents of Alameda County's 21 school districts and Regional Occupational Programs.

In making this critical decision, the leaders of Alameda County schools weighed numerous factors, taking into consideration the safety of students and staff and the best interest of individual communities.

"This was not a decision reached lightly as we know that it is important for our students to be in school and learning," said L. Karen Monroe, Alameda County Superintendent of Schools. "The safety of students and staff is paramount and the poor air quality conditions throughout the Bay Area made this a necessary step."

The Alameda County Office of Education is committed to working alongside our school districts as they communicate this decision to their communities.

In the past week we have witnessed devastating effects of the ongoing Northern California wildfires, and our hearts go out to the affected communities. As a result of the wildfires, air quality in Alameda County has tipped into "unhealthy levels", as defined by the Bay Area Air Quality Management District. Districts have been monitoring air quality throughout the week and have been limited outdoor activities in accordance with Alameda County Public Health Department guidelines.

Families should check their school district websites for their school communities' most current communications.

About ACOE

The Alameda County Office of Education (ACOE), under the leadership of County Superintendent of Schools L. Karen Monroe, serves as liaison between the California Department of Education and the 18 Alameda County public school districts that serve more than 200,000 students and 10,000 teachers. ACOE provides oversight of district budgets and Local Control and Accountability Plans (LCAPs). ACOE directly operates two types of schools that serve Alameda County's most vulnerable youth: Court Schools at the Juvenile Justice Center and Community Schools that serve foster youth, students in substance abuse treatment, pregnant and parenting teens, Probation-referred youth, and students expelled from their resident school districts. ACOE also runs the Infant & Family Support Program, which provides individualized service for children from birth to three years and their families. For more information, visit www.acoe.org.

Our mailing address is:
Alameda County Office of Education
313 W Winton Ave
Hayward, CA 94544-1136

Add us to your address book

[unsubscribe from this list](#) [update subscription preferences](#)