

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:		COUNTY CODE:	DISTRICT CODE:	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME:				FISCAL YEAR:
ADDRESS:			COUNTY NAME:	
CITY:		STATE:	ZIP CODE:	
CONTACT NAME:	TITLE:	PHONE:	E-MAIL:	

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 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 B: SCHOOL CLOSURE

Not Applicable (Proceed to Section C)

Supplemental Page(s) Attached

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

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at <https://www.cde.ca.gov/fg/aa/pa/j13a.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

SECTION C: MATERIAL DECREASE

Not Applicable (Proceed to Section D)
 Supplemental Page(s) Attached

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

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)
			-				
			-				
			-				
			-				
			-				
			-				
			-				
			-				
			-				
			-				
		Total:					

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)
		Total:					

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

Board Members Names

Board Members Signatures

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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: Tahoe Truckee Unified School District **FISCAL YEAR:** 2021-2022

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
Cold Stream Alternative	3130192	6-12 Alt	180	5	5	8/31, 9/1, 9/2, 9/3, 10/25, 12/13, 12/14, 12/16, 4/21	8/31, 9/1, 9/2, 9/3	4

PART III: Closure History (List closure history for all schools in Part II.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Y/N
Cold Stream Alternative School	3130192	2020-21	1/29	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes

PART III: Closure History (List closure history for all schools in Part II.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Y/N
Donner Trail Elementary School	6031298	2019-20	1/16, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Glenshire Elementary School	6113062	2019-20	1/16, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Kings Beach Elementary School	6031306	2019-20	1/16, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Tahoe Lake Elementary School	6031314	2019-20	1/16, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Truckee Elementary School	6031322	2019-20	1/16, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Alder Creek Middle School	0106807	2019-20	1/16, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
North Tahoe School	6094502	2019-20	1/16, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
North Tahoe High School	3130010	2019-20	1/16, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Truckee High School	3138500	2019-20	1/16, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Sierra High School	3130077	2019-20	1/16, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Cold Stream Alternative School	3130192	2019-20	1/16, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes

PART III: Closure History (List closure history for all schools in Part II.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Y/N
Donner Trail Elementary School	6031298	2018-19	11/29,1/7,1/16,1/17,2/4,2/5,2/13,2/14,2/15,2/26,2/27	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Glenshire Elementary School	6113062	2018-19	11/29,1/7,1/16,1/17,2/4,2/5,2/15,2/26,2/27	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Kings Beach Elementary School	6031306	2018-19	11/29,1/7,1/16,1/17,2/4,2/5,2/15,2/26,2/27	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Tahoe Lake Elementary School	6031314	2018-19	11/29,1/7,1/16,1/17,2/4,2/5,2/15,2/26,2/27	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Truckee Elementary School	6031322	2018-19	11/29,1/7,1/16,1/17,2/4,2/5,2/15,2/26,2/27	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Alder Creek Middle School	0106807	2018-19	11/29,1/7,1/16,1/17,2/4,2/5,2/15,2/26,2/27	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
North Tahoe School	6094502	2018-19	11/29,1/7,1/16,1/17,2/4,2/5,2/15,2/26,2/27	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
North Tahoe High School	3130010	2018-19	11/29,1/7,1/16,1/17,2/4,2/5,2/15,2/26,2/27	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Truckee High School	3138500	2018-19	11/29,1/7,1/16,1/17,2/4,2/5,2/15,2/26,2/27	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Sierra High School	3130077	2018-19	11/29,1/7,1/16,1/17,2/4,2/5,2/15,2/26,2/27	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Cold Stream Alternative School	3130192	2018-19	11/29,1/7,1/16,1/17,2/4,2/5,2/15,2/26,2/27	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes

PART III: Closure History (List closure history for all schools in Part II.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Y/N
Donner Trail Elementary School	6031298	2017-18	3/1, 3/2, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Glenshire Elementary School	6113062	2017-18	3/1, 3/2, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Kings Beach Elementary School	6031306	2017-18	3/1, 3/2, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Tahoe Lake Elementary School	6031314	2017-18	3/1, 3/2, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Truckee Elementary School	6031322	2017-18	3/1, 3/2, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Alder Creek Middle School	0106807	2017-18	3/1, 3/2, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
North Tahoe School	6094502	2017-18	3/1, 3/2, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
North Tahoe High School	3130010	2017-18	3/1, 3/2, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Truckee High School	3138500	2017-18	3/1, 3/2, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Sierra High School	3130077	2017-18	3/1, 3/2, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Cold Stream Alternative School	3130192	2017-18	3/1, 3/2, 3/16	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes

PART III: Closure History (List closure history for all schools in Part II.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Y/N
Donner Trail Elementary School	6031298	2016-17	1/9,1/10,1/11,1/12,1/13, 1/24, 3/6	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Glenshire Elementary School	6113062	2016-17	1/9,1/10,1/11,1/12,1/13, 3/6	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Kings Beach Elementary School	6031306	2016-17	1/9,1/10,1/11,1/12,1/13, 3/6	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Tahoe Lake Elementary School	6031314	2016-17	1/9,1/10,1/11,1/12,1/13, 3/6	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Truckee Elementary School	6031322	2016-17	1/9,1/10,1/11,1/12,1/13, 3/6	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Alder Creek Middle School	0106807	2016-17	1/9,1/10,1/11,1/12,1/13, 3/6	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
North Tahoe School	6094502	2016-17	1/9,1/10,1/11,1/12,1/13, 3/6	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
North Tahoe High School	3130010	2016-17	1/9,1/10,1/11,1/12,1/13, 3/6	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Truckee High School	3138500	2016-17	1/9,1/10,1/11,1/12,1/13, 3/6	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Sierra High School	3130077	2016-17	1/9,1/10,1/11,1/12,1/13, 3/6	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes
Cold Stream Alternative School	3130192	2016-17	1/9,1/10,1/11,1/12,1/13, 3/6	Winter Storm (Snow)/Inclement Weather - Unsafe Travel	Yes