



District Business & Advisory Services

Kolvira Chheng: Director- DBAS: 408-453-6599

Bulletin: 15-021

Date: December 12, 2014

To: District & Charter Chief Business Officers
District & Charter Fiscal Directors
District & Charter Attendance Staff

From: Jenina Salcedo, Sr. District Business Advisor

Re: Storm-related absences

The purpose of this bulletin is to provide guidance regarding absences related to the December 11, 2014 rain storm. The Superintendent of Public Instruction is allowing schools to seek relief from loss of funding if they closed as a result of yesterday's storm (see <http://www.cde.ca.gov/nr/ne/yr14/yr14rel118.asp>, also attached). To my knowledge, there were no school closures in Santa Clara County; however many schools that remained open yesterday and today found that attendance was below normal.

If the attendance of a school or program was **less than 90% of "normal,"** the district may claim emergency attendance credit for the material decrease of Average Daily Attendance (ADA). If school(s) find this to be true, please fill out pages 1, 3, and 5 of the California Department of Education (CDE) J-13A "Request for Allowance of Attendance Because of Emergency Conditions" form which can be found on the CDE website here: <http://www.cde.ca.gov/fg/sf/aa/documents/formj13a.doc> (see attached for a sample). Submit the form with original signatures to your District Business Advisor. Our office will take care of finalizing the form, submitting to the CDE, and providing your District with a copy for your records. Districts will be notified by the CDE when requests for attendance credit are approved (please note that this has taken the CDE several months to respond in the past).

If you have any questions, please contact your Advisory Team.

Please distribute this information within your District as deemed appropriate.

MATERIAL DECREASE

Nature of Emergency (describe):

In anticipation of the December 11, 2014 Bay Area Rain Storm, many students did not attend school (CDE News Release: #14-118).

Name of School(s):

*Sample School
ABC School
Main School*



School Code(s):

*1234567
9876543*

We request the substitution of estimated days of attendance for actual days of attendance in accordance with the provisions of Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of apportionments for the foregoing school(s) for (dates) December 11 (and 12), 2014 during which school attendance was materially decreased because of the described emergency.

Estimated attendance for each day (**October** or ~~May~~ **ADA**): see note 1 below students per day. Estimated daily attendance multiplied by number of days of material decrease, yields 1 (or 2) days of attendance requested.

State method of determining estimated daily attendance (October or May ADA):

ADA for school month beginning on [first day of attendance month], 2014 and ending on [last day of attendance month], 2014.

Actual apportionable attendance for days of material decrease:

Site	Date	Actual Attendance
<i>Sample School</i>	<i>12/11/14</i>	<i>Enter Actual ADA by date and school site here. The waiver will only be considered if the actual ADA resulted in 10% or greater loss when compared with October ADA above</i>
<i>Sample School</i>	<i>12/12/14</i>	
<i>ABC School</i>	<i>12/11/14</i>	
<i>ABC School</i>	<i>12/12/14</i>	
<i>Main School</i>	<i>12/11/14</i>	
<i>Main School</i>	<i>12/12/14</i>	

1) October attendance month ADA will be used as the base to estimate what ADA should have been had the emergency not caused the material decrease. This could mean Month 2 or 3, depending on 1st day of instruction.

California Department of Education (<http://www.cde.ca.gov/nr/ne/yr14/yr14rel118.asp>)

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CALIFORNIA DEPARTMENT OF EDUCATION
NEWS RELEASE

TOM TORLAKSON
State Superintendent
of Public Instruction

Release: #14-118
December 11, 2014

Contact: Tina Jung
E-mail: communications@cde.ca.gov
Phone: 916-319-0818

**State Schools Chief Tom Torlakson Announces Plan for Possible School Closures
Because of Storm**

SACRAMENTO—State Superintendent of Public Instruction Tom Torlakson announced today that schools may seek relief from loss of funding if they close as a result of the strong rain storm.

"I urge everyone to use common sense and to avoid taking unnecessary risks, especially when taking their children to and from school in the heavy rain and strong wind gusts," said Torlakson. "The safety of our students, parents, teachers, school employees, and communities is our top priority."

Local educational agencies may lose Average Daily Attendance (ADA) funding if their facilities are used as community shelters, forced to close because of a natural disaster, or when the Governor declares a state of emergency. In such situations, the California *Education Code* allows the State Superintendent to authorize ADA credit for the days that schools are closed. Local educational agencies may receive ADA credit for all purposes and instructional time credit for the days and minutes lost due to an emergency closure.

ADA credit and approval of school closures may be obtained by submitting three copies of [Form J-13A](#) (DOC) to the California Department of Education (CDE). For more guidance on ADA credit, see the CDE [Management Advisory 90-01 - Attendance](#) Web page.

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Tom Torlakson — State Superintendent of Public Instruction
Communications Division, Room 5206, 916-319-0818, Fax 916-319-0100