



District Business and Advisory Services

Bulletin: 20-026

Date: March 20, 2020

To: District CBOs
District Fiscal Directors

From: Shanny Yam, Assistant Director - District Business Services

Re: CDE Updates for COVID-19 School Closure and ADA Reporting

On March 19, 2020, the California Department of Education (CDE) released a FAQ webpage in response to COVID-19, Form J-13A, reporting of attendance apportionment, and instructional time.

According to CDE guidance, of March 19, 2020, an Local Education Agency (LEA) that closed school in response to COVID-19 must submit to the CDE the Certification Form for COVID-19 Closure (COVID-19 Closure Form) (Coming Soon), and no Form J-13A is required. An LEA does not need to submit the COVID-19 Closure Form now but should submit the COVID-19 Closure Form to CDE as soon as possible once the emergency is over. A notification will be sent out to the Principal Apportionment (PASE) listserv when the form is available. If you would like to subscribe to the PASE listserv, send a blank message to join-pase-contacts@mlist.cde.ca.gov.

In addition, for the purpose of preventing losses of attendance-based funding as a result of reductions in average daily attendance (ADA) due to COVID-19, Senate Bill 117 provides that the ADA used for both the second period (P-2) and the annual period (P-Annual) apportionment includes all full school months from July 1, 2019, to February 29, 2020.

CDE will release more FAQs in the future. Here is the link: <https://www.cde.ca.gov/fg/aa/pa/covidfaqs.asp>

If you have any questions, please feel free to call me at (408) 453-6883 or your Advisor:

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Please distribute this memo within your District as deemed appropriate.