

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"/> <b>SCHOOL DISTRICT</b> Choose one of the following: <input type="checkbox"/> All district school sites <input 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 type="checkbox"/> <b>CHARTER SCHOOL</b>
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**PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:**

<input type="checkbox"/> <b>SCHOOL CLOSURE:</b> 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"/> <b>MATERIAL DECREASE:</b> 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"/> <b>LOST OR DESTROYED ATTENDANCE RECORDS:</b> 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: <i>"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."</i>

**SECTION B: SCHOOL CLOSURE**

☐ Not Applicable (Proceed to Section C)

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

☐ Supplemental Page(s) Attached

**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)

**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)
			-				
			-				
			-				
			-				
			-				
			-				
			-				
			-				
			-				
			-				
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)

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

Superintendent (or designee): \_\_\_\_\_ Authorizing LEA Name: \_\_\_\_\_  
(Name) (Signature)

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### 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: \_\_\_\_\_

## Holmes Junior High School Closed Nov 17 for Safety

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Posted by: Maria Clayton

Published: 11/16/17

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Dear DJUSD Parent/Guardian,

I want to inform you that Holmes Junior High School will be closed tomorrow, November 17. There has been a targeted and anonymous threat that a gun would be brought and used at Holmes Junior High School on Friday November 17, 2017. As safety is the our number one priority, we have been working with the Davis Police Department to investigate this threat.

We made the decision to close Holmes Junior High School, Friday, November 17, 2017 out of an abundance of caution and in light of the recent school shooting in Northern California. All other DJUSD schools remain open on Friday November 17, 2017. There are no known threats to other campuses, however you may see district administration and the Davis Police Department on school campuses throughout the district tomorrow.

The Davis Police Department and the district will continue this investigation through Thanksgiving Break. If you have any information regarding threats against a Davis school or student, contact the Davis Police Department- 911 for Emergencies and (530)747-5400 Non-emergency line.

We understand that events like this can cause fear and stress. If you have questions or needs prior or during break, please email your principal. Please understand that this closure is being done to promote safety and to provide space for an investigation to continue.

Despite this stressful event affecting our community, I wish you and your family a restful and peaceful break.

Sincerely,

John A. Bowes,  
Superintendent

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YOLO COUNTY NEWS

## Local News

### Gun threat closes Holmes Junior High today

By **Anne Ternus-Bellamy**

Holmes Junior High School is closed today after a threat was received that a gun would be brought and used at the school, Principal Jean Kennedy informed parents in a email Thursday evening.

The email, sent at 6:15 p.m. Thursday, said the school had received a targeted and anonymous threat via the STOP!t app — a mobile app that allows for anonymous reporting of threats or incidents to schools and employers.

“The threat claimed that a gun would be brought and used at Holmes Junior High School on Friday, Nov. 17, 2017,” Kennedy’s email said. “As safety is the Davis Joint Unified School District’s No. 1 priority, the Davis police were contacted and, in conjunction with school staff, are conducting an investigation into the threat.

“We made this decision to close Holmes Junior High School ... out of an abundance of caution and in light of the recent school shooting in Northern California,” the email continued, referring to Tuesday’s mass shooting in rural Tehama County that killed five people and injured 12, including several students at an elementary-school campus who were hurt.

“The site will be closed to all. No student, staff or other individual should be on campus at any time tomorrow. Staff, students, parents and the school community are being notified.”

Superintendent John Bowes also notified parents and guardians across the district of the closure via email Thursday evening.

All other DJUSD schools will be open today, and Davis police planned to deploy extra patrols at campuses throughout the district, Lt. Paul Doroshov said Thursday night.

“We are actively investigating the case,” Doroshov said of the threat. He declined to elaborate as to the specific nature of the threat, but said it was directed toward the school in general and not any specific person or people. No suspects have been identified.

The threat was received via a mobile phone app known as STOP!t, which allows students to anonymously report tips to school administrators. When sending messages, students use a code that is specific to their school site, and is not distributed to the public.

Doroshov said the threat was first reported to the Davis Police Department at 8 a.m. Thursday, which immediately sent an officer and a detective to the school.

Police and school district officials will continue investigating over the weeklong Thanksgiving break. Anyone with information regarding threats against a Davis school or student are encouraged to contact the Davis police on its non-emergency line — 530-747-5400 — or call 9-1-1 for emergencies.

Kennedy’s email asked parents to speak with their students about the threat.

“If they have anything relevant to share or you learn they were told by a friend not to attend school tomorrow, please report this to me or the Davis police immediately,” Kennedy said.

“We understand that events like this can cause fear and stress,” Kennedy said, urging parents to contact her or the school counselor before or during the Thanksgiving break if needed.

“Unfortunately, when a school is closed for any reason, the instructional time required by the state must be made up prior to the end of the school year. District and site staff will be working to reschedule this day as soon as possible and we will keep you informed of this schedule change,” her email said.

“Please understand that this closure is being done to promote safety and to provide space for an investigation to continue. We fully believe that classes will resume as scheduled after break on Monday, Nov. 27. We will inform you of any changes, as necessary.”

— Enterprise staff writers Lauren Keene and Jeff Hudson contributed to this story.

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