



# REFERENCE GUIDE FOR FORM J-13A – School Closures

## OVERVIEW

### WHAT IS A FORM J-13A?

- The Request for Allowance of Attendance Due to Emergency Conditions (Form J-13A) is used to obtain approval of attendance and instructional time credit in the event of an emergency when one or more schools were closed, when schools were kept open but experienced a material decrease in attendance, or when attendance records have been lost or destroyed.
- The California Department of Education’s (CDE) approval of the Form J-13A, combined with other attendance records, serves to document the local educational agency’s (LEA) compliance with instructional time laws and provide authority to maintain school for less than the required instructional days and minutes without incurring a fiscal penalty.

### SHOULD I CLOSE DURING AN EMERGENCY?

- It is a local decision whether a school should close due to an emergency. The LEA should consult with local government agencies to help make this determination.
- CDE reminds LEAs to be mindful of lost instructional time while balancing the health and safety of students and staff.
- Independent Study *cannot* be used to generate attendance for apportionment during an emergency school closure. However, LEAs are encouraged to provide the opportunity to earn academic credit through independent study. Please see the AA & IT Independent Study Frequently Asked Questions web page for more information, <https://www.cde.ca.gov/fg/aa/pa/instructionaltimfaq.asp>.

## PREPARATION IN THE EVENT OF AN EMERGENCY

### WHEN AN EMERGENCY STRIKES:

- Prioritize the health and safety of all students, staff, and families during an emergency.
- In the majority of cases, there is no immediate impact on an LEA’s funding so filing a Form J-13A waiver request is not urgent.

### BEFORE PROCEEDING WITH A FORM J-13A:

- If possible, utilize all available built-in emergency days scheduled in the school calendar.
- If possible, add instructional time to the school calendar.
- Determine if a Form J-13A is needed for partial day closures.

### WHEN PREPARING TO FILE A FORM J-13A:

- There is no timeline for a Form J-13A submission, so submit your Form J-13A request when it’s right for your LEA.
- Utilize Form J-13A resources (FAQs, Webinars, Submission Documents) on CDE website.

## SUBMISSION REQUIREMENTS

### HOW TO COMPLETE THE FORM:

- Ensure all applicable pages of the form are completed.
- Attach all necessary supporting documentation and a school calendar.
- The Form J-13A affidavit must be signed by all **applicable** parties.
- The Form J-13A must be approved by the LEA’s county office of education before it is submitted to the CDE.
- Email or mail the original hardcopy Form J-13A and supporting documentation to CDE.

### INDEPENDENT STUDY PLAN REQUIREMENT:

- All LEAs must submit both a Certification Form for Independent Study (IS) and an IS plan with the first Form J-13A request submitted for a fiscal year. (*Education Code Section 46393*).
- The IS plan can be a board policy, master agreement or any other relevant documentation as long as it adheres to the conditions in the IS Certification Form.

### KEY REMINDERS:

- Once an emergency is over, a Form J-13A request may be submitted as soon as possible once the LEA has determine the exact number of school closure days for the request.
- For more information regarding the documentation for a Form J-13A submittal, please refer to FAQ #20 on the Frequently Asked Questions Form J-13A web page, <https://www.cde.ca.gov/594546>.

## RESOURCES

### FORM J-13A AND SUBMISSION DOCUMENTS

- The Form J-13A is located at: <https://www.cde.ca.gov/fg/aa/pa/j13a.asp>.
- Form J-13A submission documents are located at: <https://www.cde.ca.gov/fg/aa/pa/j13aforms.asp>.
- Form J-13A Submittal Inbox: [J13ASubmittals@cde.ca.gov](mailto:J13ASubmittals@cde.ca.gov).

### QUESTIONS

- Email questions regarding the Form J-13A to [AttendanceAccounting@cde.ca.gov](mailto:AttendanceAccounting@cde.ca.gov).
- To reach CDE’s Emergency Services Team, email [EmergencyServices@cde.ca.gov](mailto:EmergencyServices@cde.ca.gov).