



Reference Guide Form J-13A for School Closures

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.

What does a Form J-13A approval do?

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's) 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 we 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 must offer independent study consistent with their Instructional Continuity Plan (ICP) (*Education Code (EC) sections 32282(a)(3) & EC 46393*). Any independent study provided during an emergency must meet the requirements in statute (*EC sections 51747 and 51749.5*).

Resources

Form J-13A submission documents:

<https://www.cde.ca.gov/fg/it/j13aforms.asp>

Form J-13A Frequently Asked Questions:

<https://www.cde.ca.gov/fg/it/formj13afaq.asp>

Instructional Continuity Plan Guidance:

<https://www.cde.ca.gov/re/di/or/icpguidance.asp>

Form J-13A Submittal Inbox:

J13ASubmittals@cde.ca.gov

SUBMISSION REQUIREMENTS

How to complete the form:

- If possible, utilize all available built-in days or add instructional time to the school calendar.
- There is no timeline for a Form J-13A submission.
- Ensure all applicable pages of the Form J-13A are completed.
- Attach all necessary supporting documentation, a school calendar & signed Certification Form for Instructional Continuity Plan & Implementation.
- The Form J-13A affidavit must be signed by all applicable parties.
- Send the Form J-13A to the LEA's county office of education (COE), who will sign the affidavit.
- The COE will email the Form J-13A package to J13ASubmittals@cde.ca.gov or send by mail to CDE.

Instructional Continuity Plan:

- For covered events occurring after June 30, 2026, LEAs must have a locally adopted Comprehensive School Safety Plan.
- The plan must include two-way communication within 5 days, instruction within 10 instructional days, and optional reassignment (*EC sections 32282, 41422, 46392, 51747, 51749.5*).
- LEAs must submit the Certification Form for Instructional Continuity Plan & Implementation with their submission to show the plan was implemented or explain why implementation was not possible.

Questions:

- Email questions regarding the Form J-13A to AttendanceAccounting@cde.ca.gov.
- For questions about managing emergencies, contact EmergencyServices@cde.ca.gov.