

# INSTRUCTIONAL CONTINUITY PLAN

Guidance Webinar

March 24, 2025



**Tony Thurmond**  
State Superintendent of Public Instruction

# AGENDA

1. Introduction
2. Statutory Requirements
3. Practical Considerations
4. Starting Points
5. Best Practices
6. Planning Resources for Comprehensive School Safety Plans (CSSPs) and Instructional Continuity Plans (ICPs)
7. Compliance
8. Attendance, Emergency Conditions
9. Questions



# INTRODUCTION



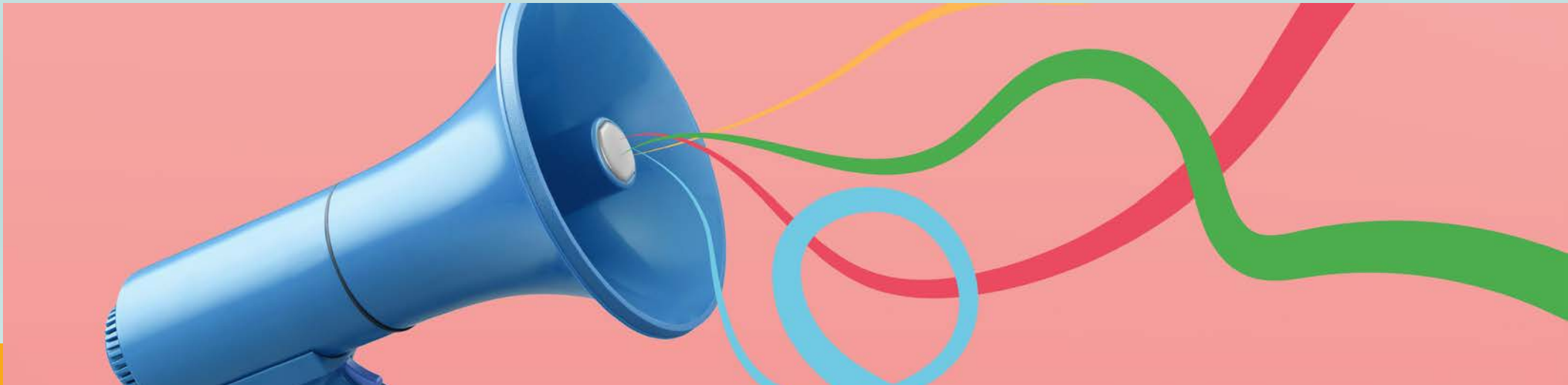
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Cheryl Cotton  
Deputy Superintendent  
Building Educational Success Together Branch

# STATUTORY REQUIREMENTS

- Local educational agencies (LEAs) must develop an ICP to establish communication with pupils and their families to provide instruction when in-person instruction is disrupted due to an emergency.
- The ICP must be included in an LEA's Comprehensive School Safety Plan by July 1, 2025.



# COMPONENT 1

1. Procedures for pupil engagement, as soon as practicable, and **no later than five calendar days** following the emergency.
  - Establish two-way communication with pupils and their families
  - Identify and provide supports for pupils' social-emotional, mental health, and academic needs



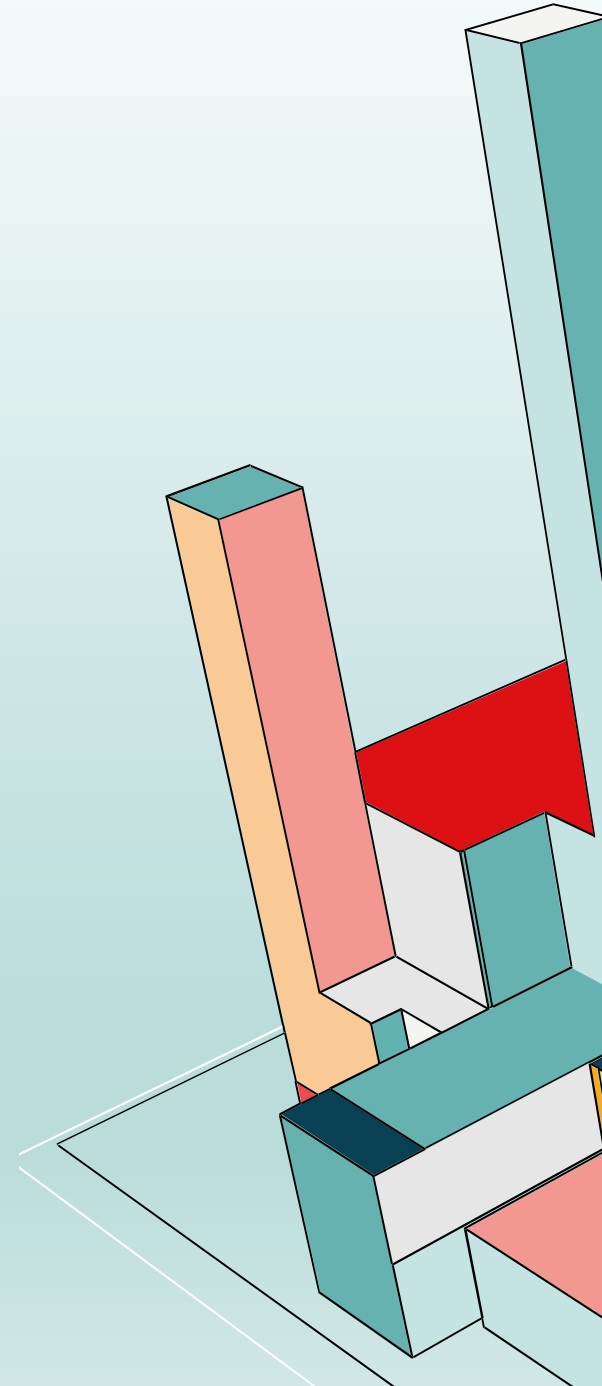
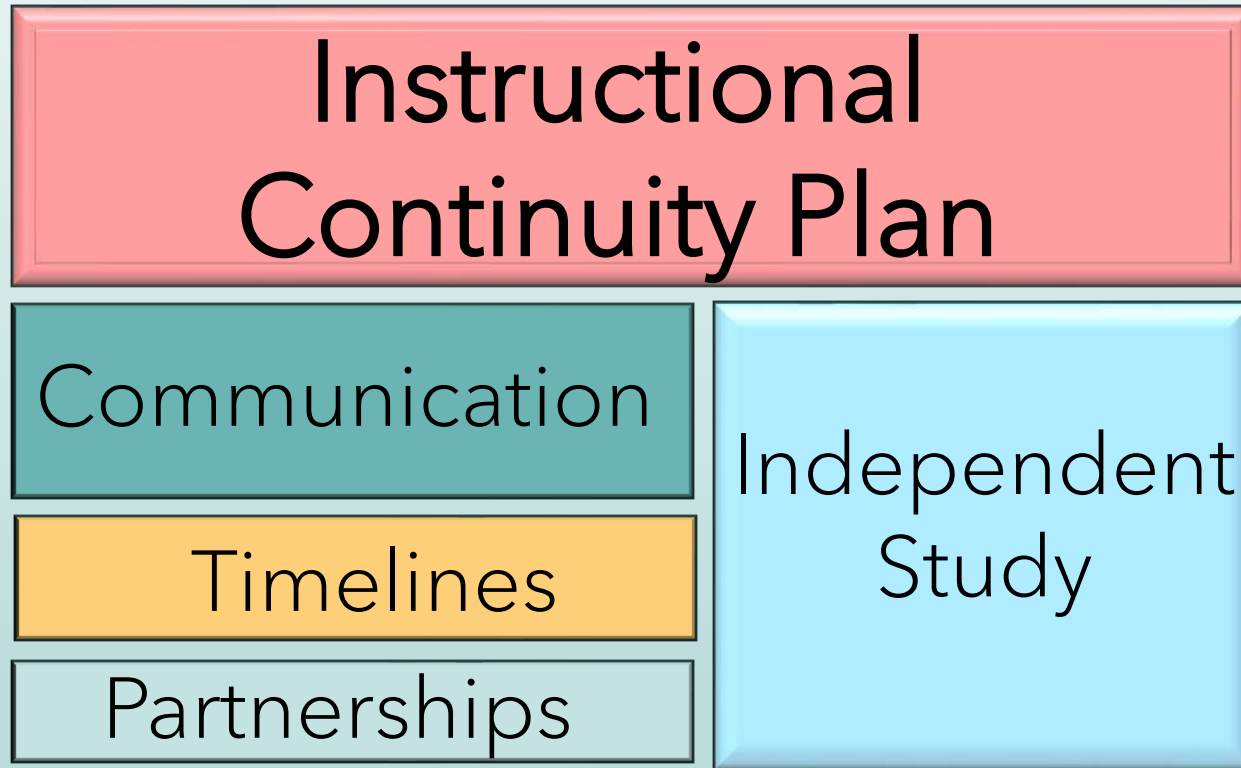


# COMPONENT 2

2. A plan to provide access to in-person instruction or remote instruction via independent study, as soon as practicable, but **no later than 10 instructional days** following the emergency.



# PRACTICAL CONSIDERATIONS



# STARTING POINTS

- La Canada Unified School District Learning Continuity Plan (2025)
  - School reopening targets
  - Emergency home learning plans by grade level
  - Campus safety and access information
- Learning Continuity Plans (2020-21)
  - In-person and remote instructional offerings
  - Support for all students, including access to devices and connectivity





# BEST PRACTICES (1)



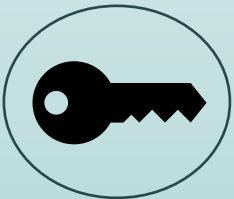
Communication



Technology



Instruction and Assessment



Access



Professional Learning



# BEST PRACTICES (2)



Well-being



Support Services



Site-based Collaboration



Return to Site-based Learning



# PLANNING RESOURCES FOR CSSPs AND ICPs



California  
Department  
of Education



California  
County  
Superintendents



Los Angeles  
Unified School  
District



U.S. Department  
of Education





# COMPLIANCE

- **March 1, 2025:** California Department of Education (CDE) posts guidance concerning ICP best practices
- **July 1, 2025:** LEAs must include an ICP in the CSSP
- **Fiscal Year 2025–26:** Verification of ICP compliance is part of the annual audit
- **Fiscal Year 2026–27:** A locally-adopted CSSP must include an ICP to obtain approval of a Form J-13A waiver.



# FORM J-13A, REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS (1)

- Used to obtain approval of attendance and instructional time credit:
  - Emergency school closures
  - School is open but attendance declines because of an emergency
  - Lost or destroyed attendance records
- Emergency school closures—no loss in funding
  - ADA is still calculated as
    - Days Attended/Days Taught
  - An approved Form J-13A provides LEAs with a waiver of instructional time requirements

# FORM J-13A, REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS (2)

CDE Approval:

- School Closure—prevents application of instructional time fiscal penalties during annual audit
- School Open but ADA Declines—allows LEA to recoup funding by adjusting ADA

Approvable Events	Non-approvable Events
<ul style="list-style-type: none"><li>• Act of Nature (wildfire, floods, etc.)</li><li>• Inclement weather</li><li>• Pandemics</li><li>• Threats of violence</li><li>• Power loss</li><li>• Etc.</li></ul>	<ul style="list-style-type: none"><li>• LEA Employee Strikes</li><li>• Student Protests</li></ul>



# ATTENDANCE AND EMERGENCY CONDITIONS

Form J-13A submittals for events occurring in Fiscal Year 2026-27 and beyond will require LEAs to certify that they have a CSSP which includes an ICP meeting the following requirements:


**Within 5 calendar days:**  
Procedures to provide two-way communication with families and students

**10 instructional days:**  
A plan to provide in-person or remote instruction (or enrollment in another LEA)

If the LEA did not meet these requirements, describe the circumstances that prevented it from doing so and explain what engagement and instruction, if any, it did provide.

*\*\*\*The Independent Study Certification Form remains in place for Fiscal Years 2024-25 and 2025-26*

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## Instructional Continuity Plan Guidance

Guidance and resources to support local educational agencies create instructional continuity plans to ensure all students have access to instruction during an emergency or natural disaster.

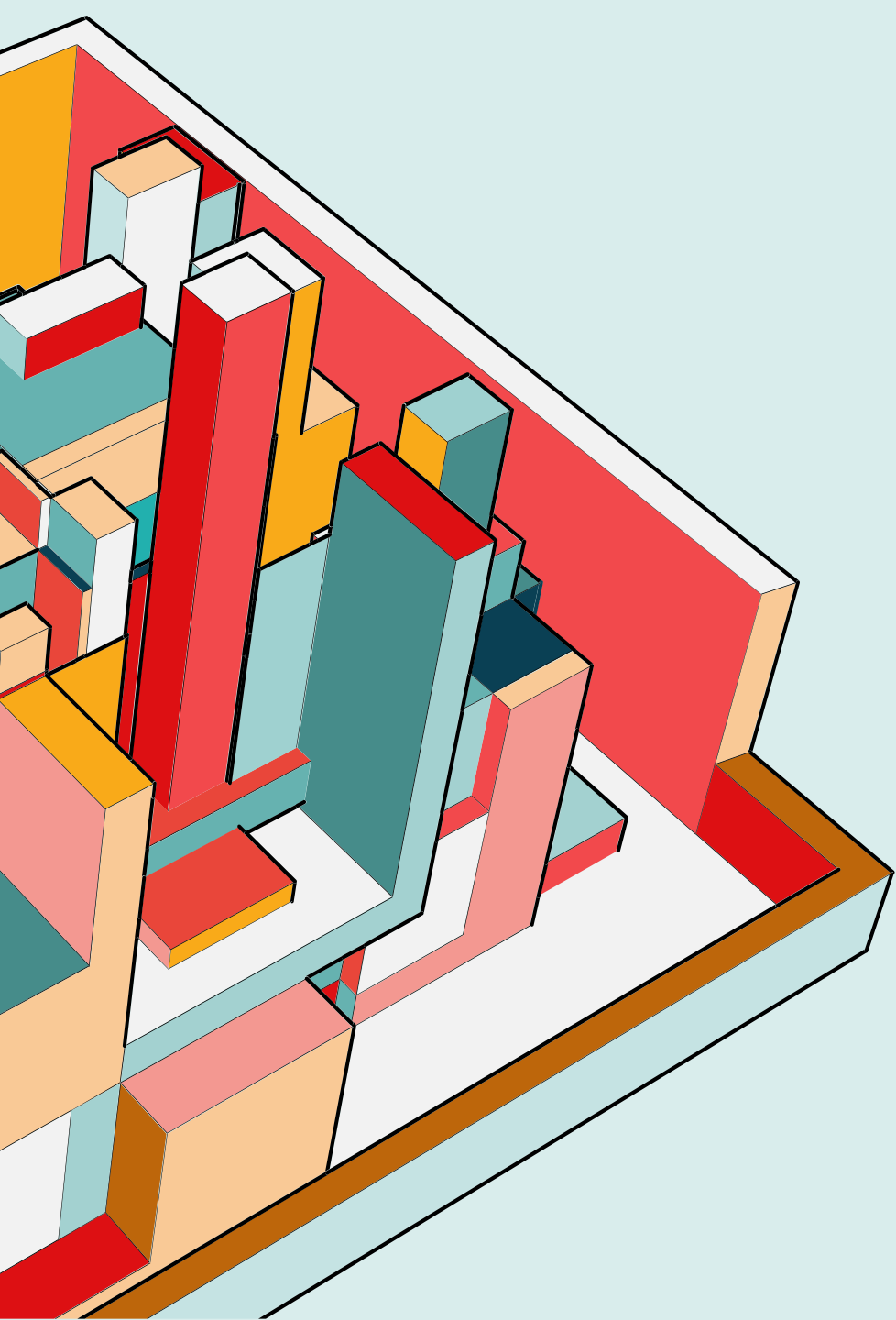
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Senate Bill 153, Chapter 38, Statutes of 2024 (hereinafter SB 153) adds a provision to California *Education Code* (EC) Section 32282 requiring local educational agencies (LEAs) to adopt a plan to ensure all students can access instruction during a natural disaster or emergency. The Instructional Continuity Plan (ICP) must be included in an LEA's [Comprehensive School Safety Plan](#) (CSSP) by July 1, 2025. A locally-adopted

Trending in Department Information

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





# QUESTIONS?

[CFIRD@cde.ca.gov](mailto:CFIRD@cde.ca.gov)

# UPDATES

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# THANK YOU

