

Board Office Use: Legislative File Info.	
File ID Number	17-2614
Introduction Date	2/14/2017
Enactment Number	18-0248
Enactment Date	2-14-18 <i>g</i>



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent of Schools
Ryannhon Nguyen, Controller *g*

Board Meeting Date February 14, 2018

Subject Request for Allowance of Attendance Due To Emergency Conditions - Material Decrease In Student Average Daily Attendance (ADA) - District Schools - October 12, 2017 - Extreme and Dangerous Air Quality Levels - Northern California Fires

Action Requested Approval by the Board of Education of Resolution No. 1718-0119 - Request for Allowance of Attendance (ADA) Due To Emergency Conditions (California Department of Education (CDE) Form J-13A) - Material Decrease In Student Average Daily Attendance - District Schools - October 12, 2017 - Extreme and Dangerous Air Quality Levels - Northern California Fires.

Background Education Code Section 46392 permits a District to claim Average Daily Attendance (ADA) credit under specified Emergency Conditions. One such condition is a material decrease in student ADA due to Emergency conditions. On October 12, 2017, the District experienced a material decrease in student attendance due to poor air quality conditions because of the concurrent fires in Contra Costa, Napa, Solano and other counties, collectively referred to as the Northern California Fires.

The Request, if approved, will maintain the District's ADA funding at the level that, otherwise, would have been received if the material decrease had not occurred due to the emergency conditions; in this case, the Northern California Fires.

Discussion Oakland Unified School District is submitting a request to the Alameda County Office of Education (ACOE, and if approved, to the California Department of Education (CDE) for "Allowance of Attendance Due to Emergency Conditions," because of poor air quality caused by the Northern California Fires. If the Request is approved, the District's apportionment will be maintained and instructional time credited for October 12, 2017 (1 day).

Recommendation Approval by the Board of Education of Resolution No. 1718-0119 - Request for Allowance of Attendance (ADA) Due To Emergency Conditions (California Department of Education (CDE) Form J-13A) - Material Decrease In Student Average Daily Attendance - District Schools - October 12, 2017 - Extreme and Dangerous Air Quality Levels - Northern California Fires.

Attachments

- Resolution No. 1718-0119
- California Department of Education (CDE) Form J-13A
- CDE News Release #17-75
- CDE's Management Advisory 90-01 on ADA Credit During Periods of Emergency
- OUSD Air Quality Update dated 10-12-2017



**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT**

Resolution No. 1718-0119

Request for Allowance of Attendance Due to Emergency Conditions – Material Decrease In Student Average Daily Attendance (ADA) – District Schools - October 12, 2017 – Extreme and Dangerous Air Quality Levels - Northern California Fires

WHEREAS, Education Code Section 46392, among other reasons, permits a school district to request allowance of or credit for Average Daily Attendance (ADA) lost due to material decrease in student attendance under an emergency condition(s); and.

WHEREAS, such Request allows the use of estimated days of average attendance in the computation of apportionment a district would have received had the material decrease in attendance not occurred due to the emergency; and

WHEREAS, on or about October 12, 2017, the District suffered a material decrease in student ADA due to poor air quality in the District resulting from the drifting of smoke, ash and other air borne particles from the fires in Contra Costa, Napa, Solano and other counties, collectively known as the Northern California fires,

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approve the submission of California Department of Education Form J-13A, to the Alameda County Office of Education (ACOE) and, upon approval by the ACOE, to the California Department of Education (CDE), seeking allowance of District ADA lost on October 12, 2017 due to the Northern California fires.

AYES: Jody London, Nina Senn, Roseann Torres, Shanthi Gonzales, James Harris,
Vice President Jumoke Hinton Hodge and President James Harris

NOES: None

ABSTAINED: None

RECUSED: None

ABSENT: Student Directors Gema Quetzal and Enasia McElvaine

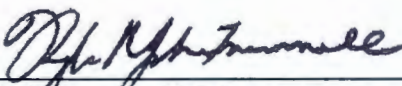
CERTIFICATION

We, hereby, certify that the foregoing is a full, true and correct copy of a Resolution passed at a at a Regular Meeting of the Board of Education of the Oakland Unified School District held on February 14, 2018.

OAKLAND UNIFIED SCHOOL DISTRICT




Aimee Eng
President, Board of Education



Kyle Trammell-Johnson
Superintendent and Secretary Board of Education

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**REQUEST FOR ALLOWANCE OF ATTENDANCE
DUE TO EMERGENCY CONDITIONS**

Form J-13A

(Revised December 2017)

California Department of Education

School Fiscal Services Division

Website: <https://www.cde.ca.gov/fg/>

Telephone: 916-324-4541

Email: attendanceaccounting@cde.ca.gov

Form J-13A Instructions

Why file:

The Request for Allowance of Attendance Due to Emergency Conditions, Form J-13A is used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code (EC) Section 41422*.
- When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC Section 46392* and *California Code of Regulations (CCR)*, Title 5, Section 428.
- When attendance records have been lost or destroyed as described in *EC Section 46391*.

The California Department of Education's (CDE) approval of the J-13A, combined with other attendance records, serve 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 to the LEA's Local Control Funding Formula (LCFF) funding.

How to file:

The Form J-13A is available at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp>. Also available on the J-13A Web page are FAQs and supplemental pages for sections B and C in Excel format. All affidavits must have original signatures.

Charter schools must file separately from the authorizing school district or county office of education (COE).

The LEA governing board must approve each request by completing Section E, Affidavit of School District, County Office of Education, or Charter School Governing Board Members. Once the majority of the governing board members have approved the request, the LEA should keep a copy of the request and then submit the original to the county superintendent who must approve the request before it can be submitted to the State Superintendent of Public Instruction, CDE. Charter schools must submit the request to their authorizing LEA for approval, who will then forward to the county superintendent for approval.

The following summarizes the J-13A submittal and CDE review process:

- The county superintendent executes the Affidavit of County Superintendent of Schools, certifying the approval.
- The COE should keep a copy of the request and mail the original request to the listed CDE address.
- Once CDE has received the Form J-13A, the request will go through a review process. If the request is approved, CDE will e-mail the approval letter and a copy of the request to all contacts listed on the form. CDE will also mail a hardcopy of the approval letter. If the request is denied, CDE will e-mail the denial letter and a copy of the request to all contacts listed on the form. CDE will also mail a hardcopy of the denial letter.

Where to file:

Mail the entire original Form J-13A to:
School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

General Instructions:

- Multiple emergency events and schools may be included on one Form J-13A. Be sure to include specific detailed information and supporting documents for each event and school.
- If the emergency event resulted in a closure and material decrease, complete sections B and C.
- Supplemental pages for sections B and C are available in Excel format for a request that requires more lines than allocated on Form J-13A.
- Attach supporting documentation. Redact any personally identifiable information. Examples of required supporting documentation:
 - Declaration of a State of Emergency
 - News articles
 - E-mails
 - Invoices

Form J-13A Instructions

- A local safety officer letter for any incident involving police activity, threats, cyber threats, etc.
- A county public health officer letter for any incident involving epidemic-type illness. The letter is to specify that the illness was an epidemic or that there was an increase in the number of cases of a disease above what is normally expected of the population in that area.

SECTION A: REQUEST INFORMATION

Refer to the California School Directory at <https://www.cde.ca.gov/schooldirectory/> for information needed to complete this section.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

- LEA Name – Enter the name of the school district, COE, or charter school submitting the Form J-13A.
- County Code – Enter the two-digit county code associated with this entity.
- District Code – Enter the five-digit district code associated with this entity.
- Charter Number – If this request is for a charter school, enter the charter number associated with this entity.
- LEA Superintendent or Administrator Name – Enter the name of the superintendent or administrator associated with this entity.
- Fiscal Year – Enter the fiscal year of the requested emergency closure, material decrease and/or lost or destroyed attendance records.
- Address – Enter the LEA's full address including:
 - Number and street
 - County name
 - City
 - State
 - Zip code
- Contact Information – Enter a contact person for this request. Include the following:
 - Name
 - Title
 - Phone number
 - E-mail address

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST

Select the LEA type associated with the request and, for a school district or COE request, if all or select school sites are included in the request. Only one LEA type may be selected.

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST

Read each condition carefully and select one or more that apply to this request. In addition, indicate if the request is associated with a Declaration of a State of Emergency by the Governor of California.

SECTION B: SCHOOL CLOSURE

This section is used for closures pursuant to *EC* Section 41422. If the request does not include any school closures, select the "Not Applicable" box on the top right corner and proceed to Section C.

PART I: NATURE OF EMERGENCY

Use this field to describe in detail the nature of the emergency(s) that caused the school closure.

PART II: SCHOOL INFORMATION

The fields below correspond to the columns on Form J-13A.

- A. School Name – Enter the school name of each school closed on a separate line. 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 and select the "Supplemental Page(s) Attached" box on the top right corner.
- B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at <https://www.cde.ca.gov/schooldirectory/> to locate the school code.
- C. Site Type – Enter the site type associated with the school listed in Column A. This site information is need for CDE to determine the specific instructional time requirements for the listed school. Choose one of the following site type options:
 - Charter School
 - Community Day
 - Continuation School
 - County Community
 - Juvenile Court School

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- Opportunity School
- Special Education
- Traditional

- D. Days in School Calendar – Provide the number of days in the school calendar. Attach a copy of the school calendar to the request. If the request includes multiple schools, attach a copy of each different school calendar and clearly identify which schools follow each calendar. If all schools have the same school calendar, note “all schools” at the top of the calendar.
- E. Emergency Days Built In – Provide the number of additional days the school has built in to the school calendar to use as make-up days for emergency closures.
- F. Built In Emergency Days Used – Provide the number of built in emergency days the school has used so far in the school year.
- G. Date(s) of Emergency Closure – Enter the date(s) closed for the emergency in the current request.
- H. Closure Dates Requested – Of the dates provided in Column G, enter the dates the school will not be able to make-up, and is requesting as part of the Form J-13A.
- I. Total Number of Days Requested – Enter the total number of days for the dates requested in Column H.

Applicable” box on the top right corner and proceed to Section D.

If the attendance of an LEA or a school is less than or equal to 90 percent of "normal" attendance for a reasonable time during or after an emergency event, the LEA may assume that a case exists for claiming emergency attendance credit for the "material decrease" of attendance. According to *CCR*, Title 5, Section 428, “normal” attendance is the average daily attendance (ADA) for the month of either October or May of the same school year. If the emergency occurred between July and September of the current year, the LEA must wait to submit the request until after October ADA of the current year can be calculated. The October or May ADA is used as a proxy for a normal day of attendance for the emergency day. However, if an emergency occurs in October or May, the LEA may request to use a different month as a proxy for a normal day of attendance for the emergency day.

Pursuant to *EC* Section 46392, the 90 percent threshold may be waived when the Governor has declared a “State of Emergency.” A copy of the Governor’s declaration should be included in the submittal. Any reduction of attendance in a necessary small school (NSS), even if less than 10 percent, may be considered material.

Attendance must be provided at the school site level. Approval of a districtwide material decrease is contingent upon the inclusion of all district sites, and a districtwide percentage of 90 percent or less on each emergency day. For non-districtwide emergencies, each school must meet the 90 percent threshold on each emergency day for approval of attendance credit.

PART III: CLOSURE HISTORY

In this section, provide the closure history for the current and five prior fiscal years for all schools included in the request, regardless if a J-13A request was submitted. For example, if a school had multiple closures in one year, group the closures by fiscal year and nature.

School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
School #1	0123456	2016-17	12/5-2/10	Flooding	Yes
School #1	0123456	2016-17	4/17-4/18	Power Outage	No
School #1	0123456	2015-16	12/15-12/6	Road Closures	Yes

PART I: NATURE OF EMERGENCY

Use this field to describe in detail the nature of the emergency(s) that caused the material decrease in attendance. Provide a detailed explanation for any gap in between emergencies. Request should be accompanied by supporting documents, if applicable.

PART II: MATERIAL DECREASE CALCULATION

The information provided in Parts II and III will be used to determine if the loss of attendance meets the 90 percent threshold for attendance credit approval (except when the governor declares a state of emergency or in the case of a NSS site), and to calculate the estimated attendance credit

SECTION C: MATERIAL DECREASE

This section is used to claim attendance for material decreases pursuant to *EC* Section 46392. If the request does not include any credits for a material decrease in attendance, select the “Not

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amount. The fields below correspond to the columns on Form J-13A.

- A. School Name – Enter the school name of each school requesting attendance credit on a separate line. 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 and select the “Supplemental Page(s) Attached” box on the top right corner.
- B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at <https://www.cde.ca.gov/schooldirectory/> to locate the school code
- C. “Normal” Attendance – Provide the ADA for the school month of October or May of the same school year.
- A school month is 20 days, or four weeks of five days each, including legal holidays but excluding weekend makeup classes (*EC* Section 37201). The school calendar begins on the first Monday of the week that includes July 1 or the Monday of the first week of school. As a result, school months can be split between September and October; October and November; April and May; May and June. Therefore, the CDE advises LEAs to use the school month that has the most school days in either October or May.
- D. Dates Used for Determining “Normal” Attendance – Enter the date range of the school month used to provide the ADA in Column C.
- E. Date of Emergency – Enter the date of the emergency. **If the emergency lasted for more than one day, use a separate line for each date.**
- F. Actual Attendance – Provide the actual attendance for the school site on the date of emergency listed in Column E.
- G. Qualifier: 90 Percent or Less (F/C) – Calculated field. If the nature of emergency is consistent with *EC* Section 46392, the school may qualify for an attendance

adjustment when the Actual Attendance (Column F) divided by the “Normal” Attendance (Column C) yields a percentage of 90 percent or less. Exclude any emergency day that yields a percentage of more than 90 percent except when the governor declares a state of emergency or in a case of a NSS site.

- H. Net Increase of Apportionment Days (C-F) – Calculated field. The Actual Attendance (Column F) is subtracted from the “Normal” Attendance (Column C) to determine the Net Increase of Apportionment Days (Column H). When attendance on the date of emergency is greater than the “normal” attendance, this field will yield zero and should be removed from the material decrease calculation table.

If the request is approved, CDE’s approval letter will include the total net increase of apportionment days, which may differ from the amount shown. The LEA will then divide this number by the days in the applicable P-1, P-2, or Annual reporting period to determine the ADA increase.

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS

Continuation education is an hourly program, therefore the attendance must be provided in hours for continuation schools. Three hours equals one apportionment day. The fields below correspond to the columns on Form J-13A.

- A. School Name – Enter the school name of each continuation school requesting attendance credit on a separate line. Use the supplemental Excel file at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than five lines are needed for this request and select the “Supplemental Page(s) Attached” box on the top right corner.
- B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at <https://www.cde.ca.gov/schooldirectory/> to locate the school code.

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- C. "Normal" Attendance Hours – Provide the attendance hours for the continuation school on the same day of the week prior to, or the week following the emergency.

Example: If the emergency day is on a Tuesday, provide the attendance hours on the Tuesday of the week prior to or following the emergency.

- D. Date Used for Determining "Normal" Attendance – Enter the date of the school day used to provide the attendance hours in Column C.
- E. Date of Emergency – Enter the date of the emergency. **If the emergency lasted for more than one day, use a separate line for each date.**
- F. Actual Attendance Hours – Provide the actual attendance hours for the continuation school on the date of emergency.
- G. Qualifier: 90 Percent or Less (F/C) – Calculated field. If the nature of emergency is consistent with *EC* Section 46392, the school may qualify for an attendance adjustment when the Actual Attendance Hours (Column F) divided by the "Normal" Attendance Hours (Column C) yields a percentage of 90 percent or less. Exclude any emergency day that yields a percentage of more than 90 percent except when the governor declares a state of emergency or in a case of a NSS site.
- H. Net Increase of Hours (C-F) – Calculated field. The Actual Attendance Hours (Column F) is subtracted from the "Normal" Attendance Hours (Column C) to determine the Net Increase of Hours (Column H). When attendance on the date of emergency is greater than the "normal" attendance, this field will yield zero and should be removed from the material decrease calculation table.

If the request is approved, the approval letter will include the total net increase of hours for all continuation schools on the form, which may differ from the amount shown. The LEA will then convert the hours to apportionment days and divide this number by the days in the applicable P-1,

P-2, or Annual reporting period to determine the ADA increase.

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

If this request does not include any lost or destroyed attendance records, select the "Not Applicable" box on the top right corner and proceed to Section E.

PART I: PERIOD OF REQUEST

Enter the dates of the records that were lost or destroyed.

PART II: CIRCUMSTANCES

Provide a detailed explanation on the emergency condition(s) and the extent of the lost or destroyed records.

PART III: PROPOSAL

Provide a detailed proposal or estimation in the allotted space.

SECTION E: AFFIDAVIT

A completed affidavit is required before submitting the entire Form J-13A request to CDE.

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS

- Enter the name of the school district, COE, or charter school.
- Enter the names of the all the board members.
- At least a majority of the board members must sign this affidavit.
- The governing board signatures must be witnessed. The witness person must complete the following fields:
 - Witnessed date
 - Name
 - Signature
 - Title
 - County name

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER

Only complete for a charter school request. Once the governing board members and witness fields have been completed, this request will be submitted to the charter school's authorizer for approval. An authorizer for a charter school may be

Form J-13A Instructions

a school district, COE or State Board of Education.

If approved, the superintendent of the charter school's authorizer will complete the following fields:

- Name
- Signature
- Authorizing LEA Name

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

All requests must go to the COE for approval. If approved, the COE will complete Part III of the affidavit. The county superintendent's signature must be witnessed.

- Name of the County Superintendent of Schools (or designee)
- Signature of the County Superintendent of Schools (or designee)
- Witnessed date
- Witness name
- Witness signature
- Witness title
- County name
- Contact person/individual responsible for completing the county affidavit. Include the contact person's name, title, phone number and e-mail address.

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/fg/aa/paf/13a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Oakland Unified School District		COUNTY CODE: 1	DISTRICT CODE: 61259	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: Kyla Johnson-Trammell			FISCAL YEAR: 2017-2018	
ADDRESS: 1000 Broadway, Suite 600			COUNTY NAME: Alameda	
CITY: Oakland		STATE: CA	ZIP CODE: 94607	
CONTACT NAME: David Lewis	TITLE: Financial Accountant III	PHONE: 510-879-0127	E-MAIL: david.lewis@ousd.org	

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

<input checked="" type="checkbox"/> SCHOOL DISTRICT Choose one of the following: <input checked="" type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input type="checkbox"/> CHARTER SCHOOL
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PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

SCHOOL CLOSURE: When one or more schools were closed because of conditions described in *EC* 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 *EC* 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 *EC* Section 46200, et seq.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, 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 *EC* Section 46392 and *CCR*, 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 *EC* 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.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in *EC* 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 *EC* Section 46391:

"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."

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

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)
 Supplemental Page(s) Attached

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

Major California Wildfires beginning on October 8, 2017, caused by the State Superintendent of Public Instruction to announced on October 12th that schools closed because of fire dangers, dangerous air quality and evacuations for Amador, Butte, Calaveras, Colusa, Contra Costa, El Dorado, Lake, Mendocino, Napa, Orange, Solano, Sutter and Yuba counties. The wildfires caused extreme peril of health and safety of persons, poor quality and visibility to the students of Oakland Unified School District. Although schools remained open as described above, student attendance was materially affected.

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at <https://www.cde.ca.gov/fg/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 School Name	B School Code	C "Normal" Attendance (October/May)	D Dates Used for Determining "Normal" Attendance	E Date of Emergency	F Actual Attendance	G* Qualifier: 90% or Less (F/C)	H Net Increase of Apportionment Days (C-F)
(See enclosed attachment.)			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
Total:		0.00			0		0.00

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/fg/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 School Name	B School Code	C "Normal" Attendance Hours	D Date Used for Determining "Normal" Attendance	E Date of Emergency	F Actual Attendance Hours	G* Qualifier: 90% or Less (F/C)	H Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
Total:		0.00			0.00		0.00

*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.

**CALIFORNIA DEPARTMENT OF EDUCATION
 REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS, FORM J-13A (REVISED DECEMBER 2017)
 SUPPLEMENTAL FORM
 SECTION C - PART II: MATERIAL DECREASE CALCULATION**

LEA NAME:

OAKLAND UNIFIED SCHOOL DISTRICT

FISCAL YEAR: 2017-2018

Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/q/aa/pa/j13a.asp> for information regarding the completion of this form.
 Before printing, select and hide all unused rows. Contact CDE if the request requires more than the allotted rows.

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)	
Allendale	6001630	342.95	8/21/2017	-	9/15/2017	10/12/2017	199	58.03%	143.95
Bella Vista	6001655	440.47	8/21/2017	-	9/15/2017	10/12/2017	300	68.11%	140.47
Brookfield	6001663	279.11	8/21/2017	-	9/15/2017	10/12/2017	161	57.68%	118.11
Burckhalter	6001689	229.63	8/21/2017	-	9/15/2017	10/12/2017	161	70.11%	68.63
Chabot	6001648	554.16	8/21/2017	-	9/15/2017	10/12/2017	479	86.44%	75.16
East Oakland PRIDE Elementary	115600	332.79	8/21/2017	-	9/15/2017	10/12/2017	213	64.00%	119.79
Cleveland	6001739	399.84	8/21/2017	-	9/15/2017	10/12/2017	346	86.53%	53.84
Crocker Highlands	6001754	464.53	8/21/2017	-	9/15/2017	10/12/2017	436	93.86%	28.53
Greenleaf Elementary	115618	625.58	8/21/2017	-	9/15/2017	10/12/2017	376	60.10%	249.58
Global Family School	115584	428.58	8/21/2017	-	9/15/2017	10/12/2017	312	72.80%	116.58
Emerson	6001812	298.95	8/21/2017	-	9/15/2017	10/12/2017	229	76.60%	69.95
Franklin	6001820	682.05	8/21/2017	-	9/15/2017	10/12/2017	576	84.45%	106.05
Fruitvale Elementary	6001838	339.53	8/21/2017	-	9/15/2017	10/12/2017	197	58.02%	142.53
Garfield	6001846	633.32	8/21/2017	-	9/15/2017	10/12/2017	433	68.37%	200.32
Glenview	6001853	434.84	8/21/2017	-	9/15/2017	10/12/2017	347	79.80%	87.84
La Escuelita	6096523	397.37	8/21/2017	-	9/15/2017	10/12/2017	249	62.66%	148.37
Grass Valley	6001879	254.05	8/21/2017	-	9/15/2017	10/12/2017	173	68.10%	81.05
Futures Academy	115576	286.95	8/21/2017	-	9/15/2017	10/12/2017	143	49.83%	143.95
NEW HIGHLAND ACADEMY	6001903	340.42	8/21/2017	-	9/15/2017	10/12/2017	193	56.69%	147.42
Hillcrest	6001911	378.63	8/21/2017	-	9/15/2017	10/12/2017	340	89.80%	38.63
Lafayette	6001978	160.21	8/21/2017	-	9/15/2017	10/12/2017	108	67.41%	52.21
Laurel	6001994	487.68	8/21/2017	-	9/15/2017	10/12/2017	338	69.31%	149.68
Lincoln	6002018	736.16	8/21/2017	-	9/15/2017	10/12/2017	595	80.83%	141.16
Horace Mann	6001929	312.74	8/21/2017	-	9/15/2017	10/12/2017	196	62.67%	116.74
Markham	6002059	311.74	8/21/2017	-	9/15/2017	10/12/2017	209	67.04%	102.74
Joaquin Miller	6001945	413.21	8/21/2017	-	9/15/2017	10/12/2017	332	80.35%	81.21
Montclair	6002083	613.21	8/21/2017	-	9/15/2017	10/12/2017	500	81.54%	113.21
Parker	6002091	352.26	8/21/2017	-	9/15/2017	10/12/2017	237	67.28%	115.26
Peralta	6002109	317.47	8/21/2017	-	9/15/2017	10/12/2017	287	90.40%	30.47

**CALIFORNIA DEPARTMENT OF EDUCATION
 REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS, FORM J-13A (REVISED DECEMBER 2017)
 SUPPLEMENTAL FORM
 SECTION C - PART II: MATERIAL DECREASE CALCULATION**

LEA NAME:

OAKLAND UNIFIED SCHOOL DISTRICT

FISCAL YEAR: 2017-2018

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 Before printing, select and hide all unused rows. Contact CDE if the request requires more than the allotted rows.

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)
Piedmont Avenue	6002117	325.37	8/21/2017	-	9/15/2017	10/12/2017	239	73.46%	86.37
Redwood Heights	6002141	348.00	8/21/2017	-	9/15/2017	10/12/2017	305	87.64%	43.00
Community United	115204	350.05	8/21/2017	-	9/15/2017	10/12/2017	227	64.85%	123.05
Sequoia	6002174	418.05	8/21/2017	-	9/15/2017	10/12/2017	309	73.91%	109.05

**CALIFORNIA DEPARTMENT OF EDUCATION
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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)	
Madison Park Academy TK-5	6002182	282.58	8/21/2017	-	9/15/2017	10/12/2017	172	60.87%	110.58
Thornhill	6002216	380.11	8/21/2017	-	9/15/2017	10/12/2017	327	86.03%	53.11
ACORN Woodland	6002273	291.32	8/21/2017	-	9/15/2017	10/12/2017	174	59.73%	117.32
Howard	6001713	202.68	8/21/2017	-	9/15/2017	10/12/2017	120	59.21%	82.68
Carl Munck	6001697	230.68	8/21/2017	-	9/15/2017	10/12/2017	133	57.65%	97.68
Hoover	6057046	273.47	8/21/2017	-	9/15/2017	10/12/2017	167	61.07%	106.47
Henry J. Kaiser	6001895	264.11	8/21/2017	-	9/15/2017	10/12/2017	168	63.61%	96.11
Fred T. Korematsu	112813	317.89	8/21/2017	-	9/15/2017	10/12/2017	180	56.62%	137.89
Manzanita SEED	110247	382.84	8/21/2017	-	9/15/2017	10/12/2017	248	64.78%	134.84
Esperanza	6002190	336.74	8/21/2017	-	9/15/2017	10/12/2017	230	68.30%	106.74
Bridges Academy	6002075	424.05	8/21/2017	-	9/15/2017	10/12/2017	286	67.44%	138.05
Manzanita Community	6002042	415.42	8/21/2017	-	9/15/2017	10/12/2017	257	61.86%	158.42
EnCompass Academy	102988	309.53	8/21/2017	-	9/15/2017	10/12/2017	297	95.95%	12.53
Martin Luther King Jr	6072235	235.37	8/21/2017	-	9/15/2017	10/12/2017	185	78.60%	50.37
PLACE at Prescott	6002125	163.05	8/21/2017	-	9/15/2017	10/12/2017	89	54.58%	74.05
International Community School	6118616	292.95	8/21/2017	-	9/15/2017	10/12/2017	195	66.56%	97.95
Think College Now	100792	297.58	8/21/2017	-	9/15/2017	10/12/2017	146	49.06%	151.58
Sankofa Academy	110254	170.47	8/21/2017	-	9/15/2017	10/12/2017	129	75.67%	41.47
RISE	110262	230.05	8/21/2017	-	9/15/2017	10/12/2017	117	50.86%	113.05
REACH Academy	110239	358.00	8/21/2017	-	9/15/2017	10/12/2017	221	61.73%	137.00
Claremont	6057004	461.26	8/21/2017	-	9/15/2017	10/12/2017	345	74.79%	116.26
Frick	6057020	208.00	8/21/2017	-	9/15/2017	10/12/2017	145	69.71%	63.00
West Oakland Middle School	115626	184.26	8/21/2017	-	9/15/2017	10/12/2017	123	66.75%	61.26
Bret Harte	6056998	542.11	8/21/2017	-	9/15/2017	10/12/2017	364	67.15%	178.11
Edna Brewer Middle School	6057061	783.74	8/21/2017	-	9/15/2017	10/12/2017	624	79.62%	159.74
Montera	6057079	756.16	8/21/2017	-	9/15/2017	10/12/2017	567	74.98%	189.16
Roosevelt	6057087	534.05	8/21/2017	-	9/15/2017	10/12/2017	402	75.27%	132.05
Westlake	6057095	340.79	8/21/2017	-	9/15/2017	10/12/2017	218	63.97%	122.79
Madison Park Academy 6-12	6066450	737.42	8/21/2017	-	9/15/2017	10/12/2017	608	82.45%	129.42

**CALIFORNIA DEPARTMENT OF EDUCATION
 REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS, FORM J-13A (REVISED DECEMBER 2017)
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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)	
Elmhurst Community Prep	112789	361.89	8/21/2017	-	9/15/2017	10/12/2017	264	72.95%	97.89
Alliance Academy	112771	338.75	8/21/2017	-	9/15/2017	10/12/2017	186	54.90%	152.79
Roots International Academy	112805	296.63	8/21/2017	-	9/15/2017	10/12/2017	185	62.70%	110.63
United For Success	112763	334.79	8/21/2017	-	9/15/2017	10/12/2017	203	60.64%	131.79
Coliseum College Prep Academy	112797	459.42	8/21/2017	-	9/15/2017	10/12/2017	320	69.65%	139.42
Melrose Leadership Academy	6118640	492.68	8/21/2017	-	9/15/2017	10/12/2017	385	78.14%	107.68
Urban Promise Academy	6118657	355.58	8/21/2017	-	9/15/2017	10/12/2017	246	69.18%	109.58
Castlemont High	125161	796.11	8/21/2017	-	9/15/2017	10/12/2017	741	93.08%	55.11
Fremont High	125716	783.89	8/21/2017	-	9/15/2017	10/12/2017	538	68.63%	245.89
McClymonds High	110189	376.32	8/21/2017	-	9/15/2017	10/12/2017	320	85.03%	56.32
Oakland HS	135905	1,510.26	8/21/2017	-	9/15/2017	10/12/2017	895	59.26%	615.26
Oakland Technical High	136051	1,933.79	8/21/2017	-	9/15/2017	10/12/2017	899	46.49%	1034.79
Skyline	137943	1,654.37	8/21/2017	-	9/15/2017	10/12/2017	211	12.75%	1443.37
Life Academy of Health&Bioscience	130575	455.42	8/21/2017	-	9/15/2017	10/12/2017	380	83.44%	75.42
Oakland International High School	115667	334.00	8/21/2017	-	9/15/2017	10/12/2017	272	81.44%	62.00
Street Academy	130179	102.21	8/21/2017	-	9/15/2017	10/12/2017	80	78.27%	22.21
				-					
TOTAL		34,282.74					23,108.00		11,174.74

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 Oakland Unified School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

Jody London, District 1
Aimee Eng, District 2, President
Jumoke Hinton Hodge, District 3, Vice-President
Nina Senn, District 4
Roseann Torres, District 5
Shanthi Gonzales, District 6
James Harris, District 7



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 Alameda County, California
(Name) (Signature)

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

Superintendent (or designee): _____ Authorizing LEA Name: _____
(Name) (Signature)

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: _____



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CALIFORNIA DEPARTMENT OF EDUCATION **NEWS RELEASE**

TOM TORLAKSON
State Superintendent
of Public Instruction

Release: #17-75
October 12, 2017

Contact: Robert Oakes
E-mail: communications@cde.ca.gov
Phone: 916-319-0818

State Schools Chief Tom Torlakson Assures Schools Closed by Hazardous Air Quality that State Funding Will Continue

SACRAMENTO— State law allows schools to apply to receive state Average Daily Attendance (ADA) funding, the main source of school funding, if they have to close because of a natural disaster such as floods, fires, or earthquakes.

State Superintendent of Public Instruction Tom Torlakson today announced that schools closed because of dangerous air quality can also apply to receive state Average Daily Attendance (ADA) funding, and that they will be assisted by administrators from the California Department of Education (CDE).

Nearly 600 schools with about 260,000 students statewide are closed today because of fire danger, dangerous air quality, and evacuations.

"I want to thank these school districts for taking swift and decisive action to protect educators and students, and to let them know that the California Department of Education will assist them in any way that we can," he said. "Safety must come first for students, teachers, and staff."

The CDE Nutrition Services Division on Tuesday sent two truckloads of frozen food and dry goods to the Redwood Empire Food Bank in Santa Rosa to assist fire victims and has offered to send more food. Torlakson also said that students who are homeless because of fire damage can be immediately enrolled in schools even if they do not have the necessary paperwork to enroll, such as proof of residency. Information is available from the [National Center for Homeless Education](#)

A list of school closures is available by contacting communications@cde.ca.gov and will be listed on the CDE Web site. Torlakson also encouraged schools facing poor air quality to keep students indoors during recess and meals. Air quality and fire information is available from the [California Office of Emergency Services](#) .

The California Department of Education (CDE) this morning had tracked school closures in Amador, Butte, Calaveras, Colusa, Contra Costa, El Dorado, Lake, Mendocino, Napa, Orange, Solano, Sonoma, Sutter, and Yuba counties.

Approval of school closures related to dangerous air quality can be requested by submitting three copies of Form J-13A (DOC). For more guidance on ADA relief, see the CDE's Management Advisory 90-01 on ADA credit during periods of emergency.

###

Tom Torlakson — State Superintendent of Public Instruction
Communications Division, Room 5602, 916-319-0818, Fax 916-319-0100

Last Reviewed: Thursday, October 12, 2017



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CALIFORNIA
DEPARTMENT OF
EDUCATION

1430 N STREET
SACRAMENTO, CA
95814-5901

JACK O'CONNELL

State Superintendent of
Public Instruction

PHONE: 916-319-0800

February 22, 1990 (revised February 10, 2005)

Dear District and County Superintendents, District and County Business Officers, and District and County Attendance Officers:

MANAGEMENT ADVISORY 90-01

AVERAGE DAILY ATTENDANCE CREDIT DURING PERIODS OF EMERGENCY

This advisory provides instructions on how to claim average daily attendance (ADA) and instructional time credit for days on which schools are forced to close, or days when schools are open but attendance is reduced, because of emergency conditions.

Two sections of the *Education Code* allow the State Superintendent of Public Instruction (SSPI) to grant normal apportionment credit to districts in emergencies. *Education Code* Section 41422 authorizes maintenance of apportionments in instances when one or more schools must be closed because of "extraordinary conditions." When the SSPI authorizes credit for days that school was closed, districts receive ADA credit for all purposes and instructional time credit for the day(s) and minutes lost to the emergency closure. The instructional time credit satisfies state law with regard to both the 175-day minimum year and "longer day and year" requirements.

Section 46392 of the *Education Code* provides for the crediting of ADA "whenever the average daily attendance of any school district, county office of education, or regional occupational center or program...has been materially decreased...because of fire...flood...impassable roads [and other specified circumstances]." Although the wording of the two code sections differs in detail, the effect is the same. School districts and county offices are to be held harmless from revenue loss that might otherwise result from the loss of ADA or instructional time in emergencies.

School Closures

Most emergencies do not require that schools be closed for more than a few days, and it is of course desirable to reopen school and return to normal instructional activities as soon as safe operations can be assured. If any school will have to be closed for an extended period of time, districts should make alternative arrangements for students in other facilities.

To prevent school closure from reducing ADA, districts should deduct approved emergency days from the days in the reporting period divisor when calculating the ADA of the school that was closed. In this manner the days on which the school was closed will not reduce the average attendance quotient, although the emergency days will be credited towards the requirements to maintain school for 175 or 180 days. The regularly scheduled minutes of instruction for those days are counted toward the annual minutes requirement for the "longer day and year." If different schools are closed for different days, then ADA should be calculated on a school-by-school basis (using the appropriate divisor for each school); the ADA of all schools should then be summed to obtain a district total that will be reported to the state. Districts should obtain approval of their days of emergency closure (and thus permission to reduce the reporting period days) by submitting a Form J-13A as described later in this advisory. The approved J-13A forms, combined with other district records, serve to document the district's compliance with instructional time laws (including "longer day and year" requirements) as well as show why different divisors may be used in the computation of ADA for different schools.

Material Decrease and Credit Calculations

Districts that keep schools open during, or immediately after, an emergency may find that attendance is below normal. If the attendance of a school or program is less than 90 percent of "normal" for a reasonable time after the event, then the district may assume that a case exists for claiming emergency attendance credit for the "material decrease" of ADA. Any reduction of ADA in a necessary small school, even if less than 10 percent, may be considered material.

Title 5, *California Code of Regulations*, Section 428 (amended effective December, 1989) provides that "the average daily attendance of the school during either the [school] month of May or the month of October of the same school year shall be used to determine the normal attendance of a school for purposes of calculating material decrease credit." (If those options do not appear reasonable under particular conditions, the Superintendent retains broad authority under Section 41422 to approve other requested methods of calculating normal attendance.)

The resultant "normal" ADA figure will also be used as the material decrease credit. For example, a district choosing to use its May ADA of say, 388 would be credited with 388 days of student attendance for each day during which there was a material decrease (that is, creditable attendance of less than 349 [90 percent of 388]).

Credit Approval

School closure or ADA credit for material decrease cannot be approved unless the reason for closure or loss of attendance can reasonably be related to an emergency situation. Once schools are reopened, normal attendance should return within a few days; the district should claim material decrease credit only for the days immediately following the emergency. When approval of school closure or material decrease credit is requested via the J-13A form, the district should explain the extraordinary conditions that prevented normal operations or kept students from returning to class.

Attendance credit and approval of school closures may be obtained by submitting three copies of Form J-13A (Request for Allowance of Attendance Because of Emergency Conditions) to your county office of education (county offices should file their own J-13As directly with the state). The J-13A form replaces the J-13 form that was used previously. A fourth copy of the form should be retained by the requesting district or county. Since only one copy of the J-13A is attached, it should be used as a master to make multiple copies for filing. Form J-13A may also be used to make claims for attendance when attendance records have been lost or destroyed. Approval requires the affidavits of the district governing board members and the county superintendent of schools (J-13A, page 5). Requests submitted for charter schools require the signature of the superintendent of their authorizing local educational agency (LEA), in addition to the affidavits of the charter school governing board members and the county superintendent of schools (J-13A, page 5C). After the county superintendent of schools has verified the supporting information and approved the request, the forms should be forwarded to:

School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

Districts and their county offices will be notified when requests for school closure or attendance credit are approved.

Locally maintained attendance records, including teacher registers, should be marked "Emergency Closure" on days when school has to be closed for emergency conditions. Attendance should be recorded as usual on days that may later be determined to be days of material decrease. Upon approval of a request for relief of a material decrease, the credited days of student attendance will be substituted for actual (decreased) days when computing ADA for reporting on the *School District Attendance* data entry screen in the *Principal Apportionment Revenue Limit* software. Actual attendance records should not be changed for days of material decrease, since these records will be needed to substantiate that a material decrease did occur. Since all attendance records are subject to audit, districts and counties should be careful to retain all supporting records and documents for later review.

Child Development Programs

Child care, child development, and preschool programs are not funded through average daily attendance, but similar allowances exist for the granting of emergency day credit. For further information, contact your assigned consultant in the Department's Child Development Division, or call Greg Hudson at 916-323-1300.

Application of Law and Policy to Other Events

The emergency day and material decrease credits that are described in this advisory have been available to districts for many years, although claiming details and policies have changed somewhat over time. In recent years, attendance credit has been granted to districts affected by floods, fires, earthquakes, and various isolated instances of heavy snow, fog-closed roads, and other emergencies.

In past years, the emergency attendance credits were guided by regulations that required the "make-up" of lost time under certain conditions and required various ADA loss calculations to determine if an ADA loss was sufficiently "material." These regulations have been replaced by simpler guidelines that are reflected in this advisory. The elimination of requirements to "make-up" instructional time losses should not be misconstrued. In an emergency, the health and safety of students and staff are the primary concern, but the instructional program should not be allowed to be a secondary casualty. Although no longer required to do so, districts and county offices should make every effort to replace instructional time losses and restore the instructional program as soon as safety allows.

Emergency ADA credit is obviously not intended to be used when the conditions that cause school closure could have been foreseen or avoided. In locales where normal winter snow or fog will predictably force school closure for a few days every year, districts are expected to foresee the need to close and schedule "extra" days in the school calendar in order to compensate for the foreseeable loss of instructional time. Emergency ADA credit will not be granted to districts that attempt to abuse the allowance to compensate for foreseeable circumstances; however, credit may be requested (as usual) when adverse weather conditions, which could not be reasonably predicted, cause school closure or material decrease. Credit may also be granted to districts that expect and make provision for a few days of weather closure but experience more than expected problems. What is "reasonable" for any given district will vary, of course, but the actual experience of the district over the last five fiscal years should establish a case for the number of days that school may reasonably be expected to be closed for fog, snow, or other weather problems.

For further information or assistance in completing the J-13A, please contact ~~Carina Saraiva Perez, Analyst, School Fiscal Services Division, at (916) 322-6068~~ [Note, the preceding contact name and phone number are no longer valid and have been replaced by Office of Principal Apportionment and Special Education, at 916-324-4541 or by e-mail at PASE@cde.ca.gov.]

To the extent that this Management Advisory contains guidelines in addition to recitation of the law, the guidelines are exemplary only, and compliance with them is not mandatory.

Last Reviewed: Thursday, September 22, 2016



David A Lewis <david.lewis@ousd.org>

<Air Quality Update: We Are Open Friday, 10/13/17>

1 message

Superintendent OUSD <superintendent@ousd.org>

Thu, Oct 12, 2017 at 6:18 PM

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**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Greetings Staff,

Our child development centers and offices will remain open and professional development will continue as planned tomorrow, **Friday, October 13.**

It has been a tough week as our neighbors to the North Bay face devastating fires and the Bay Area endures poor air quality. One of the main questions Districts across the Bay Area are faced with is whether to close schools and offices. Making the decision to stay open was not easy, or taken lightly. Fires in the North Bay may continue to produce air quality issues for surrounding cities over the coming days and possibly, weeks. We value the health and welfare of all staff and will continue to monitor the situation, and notify you of any changes. Please notify your direct supervisor if you have specific questions or concerns.

Important work is taking place across the District which is why we will remain open. Tomorrow in particular, is one of the few critical professional development opportunities throughout the year for our educators to collaborate in service of improved outcomes for kids.

As I visit schools and interact with staff, I am encouraged by the integrity of our District employees especially as we face adversity. I appreciate your resilience and patience, because together, we can face any challenge.

Respectfully,

Kyla Johnson-Trammell
Superintendent**OAKLAND UNIFIED
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OUSD Values: Students First, Excellence, Equity, Integrity, Cultural Responsiveness, Joy