

California Department of Education Summary of Form J-13A Local Educational Agency Checklist

The following information lists the items needed to complete the Form J-13A package submitted by the local educational agency (LEA) to the California Department of Education (CDE).

J-13A Request Information

LEA:	
CDS Code:	
Fiscal Year:	
Type of J-13A:	
Date(s) of Emergency:	

Form J-13A Items Checklist

Form J-13A Item	Action Required	If checked-complete and resubmit
Section B: School Closure, Part I, Nature of Emergency	Add a description of the nature of the emergency.	☐
Section B: School Closure, Part II, Column G	Verify the accuracy of the dates of emergency closure.	☐
Section B: School Closure, Part II, Column H	Verify the accuracy of the closure dates requested.	☐
Section B: School Closure, Part II, Column I	Verify that the total number of days requested accurately reflects the number of days of the emergency closure.	☐
Section B: School Closure, Part III	Add the closure history for all schools.	☐
Section C: Material Decrease, Part I, Nature of Emergency	Add a description of the nature of the emergency.	☐

Form J-13A Item	Action Required	If checked- complete and resubmit
Section C: Material Decrease, Part II, Column C	Use the "Normal" Attendance for the October or May school month and input the ADA for that month. Extend ADA to two (2) decimal places, for example, "10.72".	☐
Section C: Material Decrease, Part II, Column D	Use dates for determining "Normal" Attendance that are prior to the date of the emergency, if possible. October or May average daily attendance (ADA) is the ADA for the school month that has the most days in either October or May, within the same school year. It is not the calendar month of October or May. The month used might span the preceding or following month. Each school month consists of four weeks, five days each. All school months consist of 20 days, begin on a Monday, and end on a Friday.	☐
Section C: Material Decrease, Part II, Column H	Submit the calculations for the Net Increase of Apportionment Days.	☐
Section C: Material Decrease Calculation for Continuation High Schools, Part III, Column C	Calculate the "Normal" Attendance Hours. Please use hours (not ADA) and compare to the same day of the week prior or week following the emergency (example: compare a Tuesday to a Tuesday of the week prior or the week following the event date).	☐
Section C: Material Decrease Calculation for Continuation High Schools, Part III, Column D	Use the same day of the week prior or week following the emergency (example: compare a Tuesday to a Tuesday of the week prior or the week following the event date).	☐
Section E: Part I, Affidavit, Board Member Signatures	A majority of the governing board members must sign the Affidavit.	☐

Form J-13A Item	Action Required	If checked- complete and resubmit
Section E: Part I, Affidavit, Witness to the Board Members' Signatures	A witness to the signatures of the governing board members must sign the Affidavit.	☐
Section E: Part II, Affidavit, Charter School Authorizing District Superintendent Signature	The Superintendent of the charter school's authorizing district must sign the Affidavit.	☐
Section E: Part III, Affidavit, County Superintendent of Schools, or Designee Signature	The County Superintendent (or designee) of Schools must sign the Affidavit.	☐
Section E: Part III, Affidavit, Witness to the County Superintendent Signature	A witness to the County Superintendent of Schools' signature must sign the Affidavit.	☐
Certification Form for Instructional Continuity Plan and Implementation	For events occurring on or after July 1, 2026, the Certification Form for Instructional Continuity Plan and Implementation must accompany all Form J-13A submittals. All sections of the form must be complete and the form must be signed by the School District Superintendent, Charter School Administrator, County Superintendent, or designee. The form can be found through the following link: https://www.cde.ca.gov/fg/it/documents/instcontinuityplan.pdf	☐
Health Department Letter/Police Report	When submitting a Form J-13A for Covid-19 or other epidemics, a signed letter from the county health department is required. When submitting a Form J-13A for Threat of Violence a redacted Police Report is required.	☐
School Calendar	Submit a school calendar for the fiscal year of the emergency.	☐

Form J-13A Item	Action Required	If checked- complete and resubmit
Supporting documentation	Provide supporting documentation to substantiate that the school closure or loss of attendance was due to an emergency. (School announcements, news articles, external communication, internal communication).	<input data-bbox="1360 394 1414 443" type="checkbox"/>