

## 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

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

### Form J-13A Items Checklist

Form J-13A Item	Action Required	Check if complete and submitted
Section B: School Closure, Part I, Nature of Emergency	Add a description of the nature of the emergency.	<input type="checkbox"/>
Section B: School Closure, Part II, Column G	Verify the accuracy of the dates of emergency closure.	<input type="checkbox"/>
Section B: School Closure, Part II, Column H	Verify the accuracy of the closure dates requested.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Section B: School Closure, Part III	Add the closure history for all schools.	<input type="checkbox"/>
Section C: Material Decrease, Part I, Nature of Emergency	Add a description of the nature of the emergency.	<input type="checkbox"/>

Form J-13A Item	Action Required	Check if complete and submitted
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".	<input type="checkbox"/>
Section C: Material Decrease, Part II, Column D	Use dates for determining "Normal" Attendance that are <b>prior</b> 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.	<input type="checkbox"/>
Section C: Material Decrease, Part II, Column H	Submit the calculations for the Net Increase of Apportionment Days.	<input type="checkbox"/>
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).	<input type="checkbox"/>
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).	<input type="checkbox"/>
Section E: Part I, Affidavit, Board Member Signatures	A majority of the governing board members must sign the Affidavit.	<input type="checkbox"/>

Form J-13A Item	Action Required	Check if complete and submitted
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.	<input type="checkbox"/>
Section E: Part II, Affidavit, Charter School Authorizing District Superintendent Signature	The Superintendent of the charter school's authorizing district must sign the Affidavit.	<input type="checkbox"/>
Section E: Part III, Affidavit, County Superintendent of Schools, or Designee Signature	The County Superintendent (or designee) of Schools must sign the Affidavit.	<input type="checkbox"/>
Section E: Part III, Affidavit, Witness to the County Superintendent Signature	A witness to the County Superintendent of Schools' signature must sign the Affidavit.	<input type="checkbox"/>
Certification Form for Independent Study	<p>The Certification Form for Independent Study must accompany all Form J-13A submittals. The form must have the check box certifying that the independent study plan accompanying the Form J- 13A submission meets the requirements on the Certification Form and is true and correct. The form must be signed by the School District Superintendent, the Charter School Administrator, or County Superintendent (or designee).</p> <p>The form can be found through the following link:</p> <p><a href="https://www.cde.ca.gov/fq/it/documents/certificationform.pdf">https://www.cde.ca.gov/fq/it/documents/certificationform.pdf</a></p>	<input type="checkbox"/>

Form J-13A Item	Action Required	Check if complete and submitted
Certified Independent Study Plan	<p>An LEA must submit an independent study plan with the first submittal of a Form J-13A request for a fiscal year.</p> <p><i>Education Code (EC)</i> Section 46393 provides that the certified plan to offer independent study must comply with the following:</p> <ul style="list-style-type: none"> <li>• Independent study is offered to any student impacted by any of the conditions listed in <i>EC</i> Section 46392 within ten days of the first day of a school closure or material decrease in attendance. Students who are individuals with exceptional needs shall receive the services identified in their individualized education programs (IEPs) pursuant to <i>EC</i> Section 56345(a)(9) and may participate in an independent study program.</li> <li>• Require reopening for in-person instruction as soon as possible unless prohibited under the direction of the local or state health officer.</li> <li>• Include information regarding establishing independent study master agreements in a reasonable amount of time.</li> </ul> <p>This plan can be a board policy, master agreement, or any other relevant documentation as long as it adheres to the conditions listed above.</p> <p>Additional information regarding the Independent Study Plan can be found in the Independent Study Plan section of the Frequently Asked Questions – FAQs web page at:  <a href="https://www.cde.ca.gov/fq/it/formj13afaq.asp#accordionfaq">https://www.cde.ca.gov/fq/it/formj13afaq.asp#accordionfaq</a></p>	<input type="checkbox"/>
Signed documentation from the local county health department.	When submitting a Form J-13A for Covid-19 or other epidemics, a signed letter from the county health department is required.	<input type="checkbox"/>
School Calendar	Submit a school calendar for the fiscal year of the emergency.	<input type="checkbox"/>
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 type="checkbox"/>