



July 31, 2023

TO: Business Administrators
Los Angeles County School Districts
Community College Districts
Charter Schools

FROM: Jeff Young, Assistant Director
Business Advisory Services

SUBJECT: Allowance of Electronic Form J-13A Submittals

Effective immediately, the California Department of Education (CDE) will accept electronic Request for Allowance of Attendance Due to Emergency Conditions, Form J-13A submittals by email. Local Educational Agencies (LEAs) will no longer be required to mail Form J-13A submittals and have original “wet” signatures on their affidavit, instead digital signatures or scanned “wet” signatures will be allowed.

Do not send the form directly to the CDE. The form requires the signature of the Los Angeles County Superintendent of Schools. The Los Angeles County Office of Education (LACOE) confirms that information provided is true and correct to the best of their knowledge and will forward the form and supporting documentation to CDE for processing.

Please send the completed J-13A form with all appropriate signatures to Janelle de Leon at deleon_janelle@lacoed.edu.

Purpose of the J-13A Form

Request for Allowance of Attendance Due to Emergency Conditions 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. The forms, resources, and frequently asked questions are available on the California Department of Education’s (CDE) website at:

<https://www.cde.ca.gov/fg/aa/pa/j13a.asp>

EC Section 41422 allows the State Superintendent of Public Instruction to grant normal apportionment credit to LEAs when certain emergencies exist. When one or more schools are

closed because of “extraordinary conditions,” an LEA may request authorization to maintain apportionments. If authorized, LEAs are not penalized for falling below the statutorily required annual number of instructional days and/or minutes. EC Section 46392 also provides average daily attendance (ADA) credit when the ADA of any LEA has been materially decreased due to fire, flood, impassable roads, and other specified circumstances. The intention of both code sections is to hold LEAs harmless from ADA revenue loss or instructional time loss due to a calamity.

Highlights of the Electronic Submittal Process

LEAs seeking to submit the Form J-13A request by email should note the following:

- Both scanned and “wet” signatures and digital signatures will now be accepted in accordance with the provisions outlined in *Government Code 16.5*.
- To ensure validity, a digital signature must be:
 - Unique to the person using it
 - Capable of verification
 - Under the sole control of the person using it
 - Linked to data in a way that any changes to the data would invalidate the digital signature
 - Confirm to the regulations adopted by the Secretary of State

Although electronic signatures are acceptable, it is recommended that LEAs use scanned “wet” signatures to ensure the above-mentioned conditions are met.

Required Supporting Documentation

Each submitted Form J-13A should describe the emergency conditions that caused the school closure or material decrease in attendance. **Any available supporting documentation verifying the emergency should be attached, including newspaper articles, invoices, purchase orders, state of emergency declarations, emails and letters from local government authorities or law enforcement agencies.**

LEAs must also submit both a Certification Form for Independent Study (IS) and an IS plan with any Form J-13A request submitted for a school closure and/or a material decrease in attendance due to a qualifying event (EC Section 46393). LEAs must certify to offering IS within ten days of the first day of a school closure or material decrease in attendance for any emergency condition pursuant to EC Sections 41422 and 46392. The IS plan can be a board policy, written agreement, or any other relevant documentation as long as it adheres to the conditions pursuant to EC Section 46393.

The Certification Form for Independent Study requires the signature of the district’s superintendent, or charter school administrator prior to submission. Both “wet” and digital signatures will be accepted.

Submission

Form J-13A required signatures for districts include the signatures from the majority of members of their governing board and the signature and title of the individual witnessing, normally the district's superintendent.

The required signatures from Charter schools include the signatures from a majority of their governing board, the signature and title of the individual witnessing, **AND** the signature of the superintendent of the authorizing local educational agency.

Revised Attendance Reports

Once the J-13A approval letter is received from CDE, the LEA should recalculate their ADA and submit a corrected attendance file to LACOE using the Principal Apportionment Data Collection web based application. Specific instructions on how to submit corrected attendance files are available in the PADC User Manual at:

<https://www.cde.ca.gov/fg/sf/pa/>

This bulletin is available on the Los Angeles County Office of Education (LACOE) website at:

<https://www.lacoe.edu/Bulletins.aspx>

Use the "Search" function to locate a specific bulletin by number or keyword.

If you have questions, please contact Janelle de Leon at (562) 940-1645, or by e-mail at: deleon_janelle@lacoe.edu.

Approved:
Octavio Castelo, Director
Business Advisory Services

JY/JD:lm