



January 31, 2024

**TO:** Business Administrators  
Los Angeles County School Districts  
Charter Schools

**FROM:** Jeff Young, Assistant Director  
Business Advisory Services

**SUBJECT:** Form J-13A, Request for Allowance of Attendance Due to Emergency Conditions

Form J-13A, 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>

### **Purpose of the J-13A Form**

EC Section 41422 allows the State Superintendent of Public Instruction to grant normal apportionment credit to Local Educational Agencies (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.

### **2023-24 Provisions**

As of July 2023, CDE began accepting electronic submissions of the 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.

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.**

If a J-13A request is submitted due to a school closure, the dates requested must be scheduled instructional days and built-in days must be properly utilized prior to submitting the request.

If the request submitted is due to material decrease, the attendance recorded on the date of emergency must be 90% or less than the normal attendance.

Frequently asked questions (FAQs) providing additional guidance with regard to Form J-13A requirements and all submissions for the 2022–23 fiscal year are available on the CDE website at:

<https://www.cde.ca.gov/fg/aa/pa/formj13afaq.asp>

### **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 section 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 most members of their governing board and the signature and title of the individual witnessing, normally the district's superintendent.

Charter schools need the signatures of most members of their governing board, the signature and title of the individual witnessing, **AND** the signature of the superintendent of the authorizing local educational agency.

**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 email the completed J-13A form with all signatures and supporting documentation to Ms. Janelle de Leon at [deleon\\_janelle@lacoedu](mailto:deleon_janelle@lacoedu).

### **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 posted on the Los Angeles County Office of Education (LACOE) website at the following address:

<https://www.lacoedu/Bulletins.aspx>

Use the "Search" box in the Bulletins section 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@lacoedu](mailto:deLeon_Janelle@lacoedu).

January 31, 2024

Page 4

Approved:

Octavio Castelo, Director

Business Advisory Services

JY/JD:lm