

Form J-13A

Los Angeles County Office of Education



CALIFORNIA DEPARTMENT OF EDUCATION
Tony Thurmond, State Superintendent of Public Instruction

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

- Used to obtain approval of attendance and instructional time credit:
 - Emergency school closures
 - School is open but attendance declines because of an emergency
 - Lost or destroyed attendance records
- Emergency school closures-no loss in funding.
 - ADA is still calculated as
 - Days Attended/Days Taught
 - An approved Form J-13A provides LEAs with a waiver of instructional time requirements

- CDE Approval:
 - School Closure - prevents application of instructional time fiscal penalties during annual audit
 - School Open but ADA Declines – allows LEA to recoup funding by adjusting ADA

Approvable Events	Non-approvable Events
<ul style="list-style-type: none"> • Act of Nature (wildfire, floods, etc.) • Inclement weather • Pandemics • Threats of violence • Power loss • Etc. 	<ul style="list-style-type: none"> • LEA Employee Strikes • Student Protests



Form J-13A Takeaways

In the event of an emergency closure or material decrease, please do the following:

1. Prioritize the health and safety of all students, staff, and families during an emergency
2. Understand that there is no immediate impact on an LEA's funding
3. Add instructional time to the school calendar and/or use your LEA's emergency built-in days
4. Offer independent study if feasible to minimize academic disruption.
5. Remember that there is no timeline for a Form J-13A submission, so submit your Form J-13A request when it's right for your LEA
6. Utilize the wealth of Form J-13A resources (FAQs, Webinars, Submission Document)

LACOE Question #1

What documentation would be sufficient to support school closures due to power outages, hazardous air quality, or other effects from the wildfires? How specific do the supporting documentations need to be?

Those LEAs impacted by the fires can include the State of Emergency and/or Executive Order as supporting documentation.

LACOE Question #2

What are the obligations at the district level, and what are the timelines and deadlines to adhere to? Who do we reach out to if we have questions during this process?

The LEA must submit required documentation (e.g., independent study plan) and include required signatures (e.g., Superintendent). There is no timeline for submitting a Form J-13A. If LEAs have questions regarding the Form J-13A and its requirements, please contact the Attendance Accounting Office at attendanceaccounting@cde.ca.gov.

LACOE Question #3

Is it expected that there will be independent study or home hospital students who may have earned attendance hours during the days that the district was closed?

Since the LEA is closed, that instructional day will not be included in its ADA calculation. The LEA will reduce its divisor because the closure days were not days of instruction. Any attendance generated via independent study and home hospital will not count towards ADA.

LACOE Question #4

How will the J-13 affect calculating and reconciling attendance for the P2 and P3 reporting periods to make sure we're accurately reporting all attendance.

The LEA will immediately reduce its divisor for any closure days. Any approval letters sent out for a Form J-13A submitted for a school closure are to waive the annual instructional day and minute requirements so that the LEA doesn't face any fiscal penalties for operating less than the what is required in statute.

LEAs will report any eligible ADA at each reporting period. If the LEA files a Form J-13A for a material decrease of attendance, it'll include the attendance days towards its ADA calculation once it has an approval from the Department.

LACOE Question #5

What options are available for a district that remained open but may have experienced a loss in attendance?

The LEA can file a Form J-13A for material decrease of attendance.

LACOE Question #6

Material Decrease Section : Qualifier: 90 Percent or Less (F/C) 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 . Example: Our typical attendance rate is 97%. First couple of days back it was 90%. It is not below 90% but still 7% lower, should we claim since a state of emergency was declared?

Yes. You can file a Form J-13A for a material decrease of attendance due to the SOE even if the attendance is above 90%.

LACOE Question #7

What if we have displaced families that are staying with families within our city, and they want to attend our schools? Are they considered homeless? What if we do not have any space ?

LEAs can serve displaced students regardless of residency per homeless provisions and the authority given in Executive Order N-6-25.

LEAs should work with the county to see what educational options they can provide to the student. Note that the Executive Order N-6-25 waives class sizes and encourages LEAs with staffing ratios in collective bargaining agreements to pursue temporary adjustments to accommodate displaced students.

LACOE Question #8

Can schools that meet instructional minute requirements still submit a J-13A request?

LEAs covered under the SOE may submit a Form J-13A for school closures or material decreases in attendance.

LACOE Question #9

Do we know if the Governor's proclamation waives the learning continuity?

No. It does not waive the independent study plan requirement.

LACOE Question #10

Also, we have closed schools but continue to provide food services for our students. For many of our students, school meals are a main source of their daily nutrition. Do we know if meals are reimbursable without a learning continuity plan in place yet?

The independent study plan is a condition for processing a Form J-13A. Please reach out to the Nutrition Services Division regarding nutritional questions.

LACOE Question #11

We closed on 1/8/2025, stayed open on 1/9, and closed on 1/10. When we stayed open on 1/9, two of our schools furthest north experienced very poor air quality and low attendance. We had to dismiss students at these two schools at 12:49 PM due to poor air quality. At our other schools, attendance was low as well, but air quality was not as bad. We kept them open until regular dismissal time. We had low employee attendance on 1/9 as well as some of our employees have lost their homes, have no power, have debris at home to remove, etc. Can we get a waiver for 1/9 even though we tried our best to keep schools open on that day?

The LEA may file a Form J-13A for a material decrease of attendance to recoup the loss of attendance.

Executive Order N-6-25

- On January 14, 2025, the Governor signed [Executive Order N-6-25](#), which signifies the following changes for LEAs impacted by the emergency in Los Angeles County:
 - Clarifies that closures due to the fires are a qualifying condition to receive instructional time credit.
 - Allows LEAs to receive instructional time credit by filing a Form J-13A or using an alternative process
 - Maintains the independent study plan and certification requirement
 - Suspends residency requirements for students for the rest of the 2024-25 schoolyear.
 - Suspends class size requirements.
 - Extends deadline for existing nonclassroom-based charter schools to receive a funding determination to February 28, 2025.
 - Eases facility requirements.
 - Allows Los Angeles charter schools to establish locations anywhere in the county.

Form J-13A Resources

- Frequently Asked Questions – Form J-13A:
<https://www.cde.ca.gov/fg/aa/pa/formj13afaq.asp>
- Quick Reference Guide:
<https://www.cde.ca.gov/fg/aa/pa/documents/j13aquickreference.pdf>
- School Fiscal Services Form J-13A Webinar:
<https://www.cde.ca.gov/fg/aa/pa/documents/webinarformj13a.pdf>
- Form J-13A Submission Documents:
<https://www.cde.ca.gov/fg/aa/pa/j13aforms.asp>
- School Emergency Reporting System (SERS):
<https://www3.cde.ca.gov/sers>
- 2025 California Wildfire Resources
<https://www/cde/ca/gov/ls/ep/resforwildfires2025.asp>



CDE Contact Information

- Form J-13A Submission Questions:
Attendanceaccounting@cde.ca.gov
- Form J-13A Electronic Submissions:
J13ASubmittals@cde.ca.gov
- Emergency Services Team :
EmergencyServices@cde.ca.gov

