

## Form J-13A Reminders

Below are a few reminders about the Form J-13A as you prepare for school closures this week. The SBCEO School Business Advisory Services department is available for support in the completion and submission of the Form J-13A. Additional resources and information are located on the SBCEO website at <https://sbasweb.sbceo.org/attendance/j-13a-emergency-waiver>. A reference guide from the CDE is also available at <https://www.cde.ca.gov/fg/aa/pa/documents/j13aquickreference.pdf>.

### Timeline

A Form J-13A is used to obtain approval of attendance and instructional time credit. LEA's may file a Form J-13A school closure request if the LEA had to close school due to an emergency and was not able to make up the instructional days and/or minutes. In the event of a closure due to emergency conditions there is not a specific deadline to submit a Form J-13A. Therefore, there is not an urgent need to file Form J-13A in the midst of the emergency event.

### Nature of the Emergency

When describing the nature of the emergency that caused the school closure, supporting documentation is required. This can include a Declaration of a State of Emergency, news articles, and emails referencing the conditions and the emergency. Press releases and emergency alerts from the Santa Barbara County Office of Emergency Management are examples that detail the severity of the current storm including a high risk for flash flooding and mandatory evacuations.

### Independent Study

An Independent Study Certification, including an independent study plan, must accompany the Form J-13A. The Independent Study Certification is an annual requirement that must be submitted with the LEA's first Form J-13A submission in a fiscal year.

The independent study plan must describe how students impacted by the school closure will be offered independent study within 10 days of the first day of a school closure. The notification of the availability of independent study can occur in an email, through a parent communication application, or other messaging systems. The plan must also include steps for reopening for in-person instruction as soon as possible and establishing independent study master agreements in a reasonable amount of time.