

CALIFORNIA DEPARTMENT OF EDUCATION  
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS  
FORM J-13A, REVISED DECEMBER 2017

**SECTION A: REQUEST INFORMATION**

- This form 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.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fg/aa/pa/f13a.asp> for information regarding the completion of this form.

**PART I: LOCAL EDUCATIONAL AGENCY (LEA)**

LEA NAME: <b>Morgan Hill Unified School District</b>	COUNTY CODE: <b>43</b>	DISTRICT CODE: <b>69583</b>	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: <b>Kirsten Perez</b>	FISCAL YEAR: <b>2018-2019</b>		
ADDRESS: <b>15600 Concord Circle</b>	COUNTY NAME: <b>Santa Clara</b>		
CITY: <b>Morgan Hill</b>	STATE: <b>CA</b>	ZIP CODE: <b>95037</b>	
CONTACT NAME: <b>Veronica Hoyle-Kent</b>	PHONE: <b>Enrollment/CALPADS Coord 408-201-6099</b>	E-MAIL: <b>hoylekentv@mhUSD.org</b>	

**PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):**

<input checked="" type="checkbox"/> SCHOOL DISTRICT Choose one of the following: <input type="checkbox"/> All district school sites <input checked="" type="checkbox"/> Select district school sites	<input type="checkbox"/> COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input type="checkbox"/> CHARTER SCHOOL
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**PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:**

<input type="checkbox"/> <b>SCHOOL CLOSURE:</b> When one or more schools were closed because of conditions described in EC Section 41422, LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per EC Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC Section 46200, et seq. <input type="checkbox"/> There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.	<input checked="" type="checkbox"/> <b>MATERIAL DECREASE:</b> When one or more schools were kept open but experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of EC Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency. <input type="checkbox"/> There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
<input type="checkbox"/> <b>LOST OR DESTROYED ATTENDANCE RECORDS:</b> When attendance records have been lost or destroyed as described in EC Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to EC Section 46391: <i>"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."</i>	

## SECTION B: SCHOOL CLOSURE

☒ Not Applicable (Proceed to Section C)

☐ Supplemental Page(s) Attached

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[illegible][illegible]



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**SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS**

☒ Not Applicable (Proceed to Section E)

**PART I: PERIOD OF REQUEST** The entire period covered by the lost or destroyed records commences with \_\_\_\_\_ up to and including \_\_\_\_\_.

**PART II: CIRCUMSTANCES** (Describe below circumstances and extent of records lost or destroyed.)

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**PART III: PROPOSAL** (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

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**SECTION E: AFFIDAVIT**

**PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS** – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of \_\_\_\_\_, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

Carol Gittens

Adam Escoto

John Horner

Heather Orosco

Mary Patterson

Wendy Sullivan

Vanessa Sutter

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this \_\_\_\_\_ day of \_\_\_\_\_.

Witness: \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ Title: \_\_\_\_\_ of \_\_\_\_\_ County, California

**PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)**

Superintendent (or designee): \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ Authorizing LEA Name: \_\_\_\_\_

**PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS**

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature)

Subscribed and sworn (or affirmed) before me, this \_\_\_\_\_ day of \_\_\_\_\_.

Witness: \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ Title: \_\_\_\_\_ of \_\_\_\_\_ County, California

COE contact/individual responsible for completing this section:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

# Nordstrom Elementary School

6/19/2019

2018-2019

## ATTENDANCE SUMMARY by Grade

Page 1

6/4/2019 through 6/4/2019

Grade	* Inactives:	Active:	Days Enrolled	Days Present	Exc Abs	Unex Abs	Exc Tdy	Unex Tdy	4	6	A	C	D	E	F	I	M	O	U	V	X
TK	0	23	23	16	4	3	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0
K	0	97	97	86	6	5	5	1	0	1	0	1	0	0	0	6	0	0	0	0	0
1	0	101	101	86	2	13	2	0	0	2	0	0	0	0	0	0	2	0	0	0	0
2	0	97	97	85	7	5	2	0	0	0	0	0	0	0	0	7	0	0	2	0	0
3	0	105	105	87	6	12	3	0	0	1	0	0	0	0	0	5	1	0	3	0	0
4	0	92	92	79	4	9	1	0	0	0	0	0	0	0	0	3	1	0	0	0	0
5	0	94	94	84	7	3	1	0	0	1	0	0	0	0	0	6	1	0	1	0	0
School Totals:	0	609	609	523	36	50	14	1	0	5	0	1	0	0	0	33	3	0	6	0	0

89.32% OF MAY ADA

# Nordstrom Elementary School

6/19/2019

2018-2019

## ATTENDANCE SUMMARY by Grade

Page 1

5/1/2019 through 5/31/2019

Grade	* Inactives:	Active:	Days		Exc		Unex		Tdy	4	6	A	C	D	E	F	I	M	O	U	V	X
			Enrolled	Present	Abs	Unex	Exc	Unex														
TK	0	23	506	483	19	4	3	3	3	0	1	0	3	0	0	0	19	0	0	3	0	0
K	1	97	2142	2070	66	6	68	7	0	2	0	7	1	0	0	0	61	3	0	4	0	1
1	1	101	2221	2140	64	17	131	9	0	9	0	9	0	0	0	3	60	0	0	8	0	1
2	0	97	2134	2058	62	14	103	8	0	0	0	8	1	0	0	0	60	1	0	14	0	0
3	0	105	2310	2216	73	21	69	13	0	8	0	13	0	0	0	0	69	1	0	13	0	3
4	2	92	2030	1957	55	18	38	4	0	7	0	4	1	0	0	0	51	2	0	11	0	1
5	0	94	2041	1957	69	15	56	2	0	5	0	2	0	0	0	0	69	0	0	10	0	0
School Totals:	4	609	13384	12881	408	95	468	46	0	32	0	46	3	0	3	389	7	0	63	0	6	

22 SCHOOL DAYS

585.50 ADA

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## Morgan Hill School Hit by Possible Norovirus Outbreak

By [Ian Cull](#)

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Published Jun 3, 2019 at 10:59 PM | Updated at 11:49 PM PDT on Jun 3, 2019

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Students and teachers at a Morgan Hill elementary school were sent home Monday with what was suspected as Norovirus. Bob Redell reports.

(Published Tuesday, June 4, 2019)

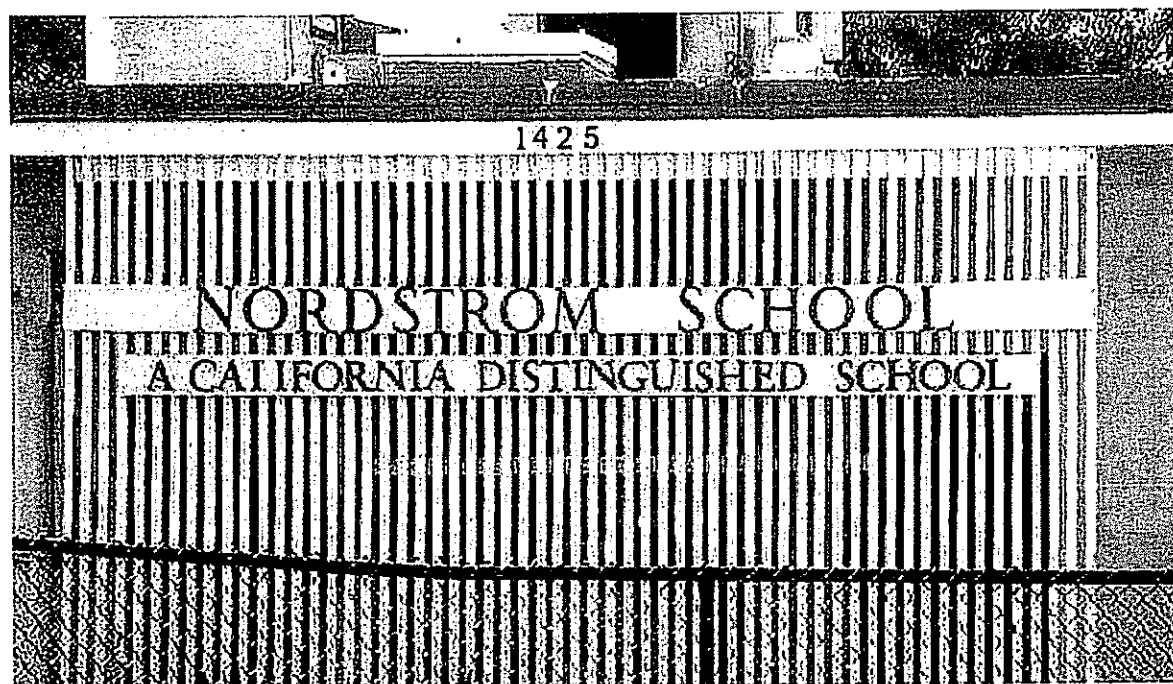
Students and teachers at a Morgan Hill elementary school were sent home Monday with what was suspected as Norovirus.

The nasty stomach bug might be spreading at Nordstrom Elementary School, mostly affecting the kids in the T-K classroom who are 5 years old. Eleven students and a few staff members were sent home sick.

When school officials realized it had a growing problem, it sent students home right away.

Norovirus spreads rapidly and causes vomiting and diarrhea.

### Morgan Hill School Hit by Possible Norovirus Outbreak



Students and teachers at a Morgan Hill elementary school were sent home Monday with what was suspected as Norovirus. Ian Cull reports.





## NORDSTROM SCHOOL

1425 E. DUNNE AVENUE • P.O. BOX 927 • MORGAN HILL, CA 95038-0927 • (408) 779-5278

June 3, 2019

Dear Parents, Guardians, and Staff,

Several students and staff members at Nordstrom Elementary have become sick today with vomiting or diarrhea. We are working with the Santa Clara County Public Health Department to investigate the situation, and we believe the situation is contained to one classroom. From the information we currently available, it appears that the illness may be caused by norovirus, and we have already begun the protocol below for sanitizing surfaces. Fortunately, people infected with norovirus usually recover quickly with rest and hydration.

Below is information from the Santa Clara County Public Health Department:

**What is norovirus?** Norovirus is a highly contagious virus that causes sudden vomiting and diarrhea. Norovirus can spread quickly from person-to-person in closed environments and group settings, such as schools and childcare centers. It is sometimes called the "stomach flu" but is not related to influenza (flu) viruses, which usually cause respiratory infection. Therefore, flu shots do not protect against norovirus.

**What are the symptoms of norovirus infection?** Symptoms of norovirus usually begin 12 to 48 hours following exposure, and last for 1 to 3 days. The most common symptoms are vomiting, diarrhea, nausea, and stomach cramps. Other symptoms can include a low-grade fever, chills, headache, muscle aches, or fatigue. People with norovirus can vomit or have diarrhea many times a day, which can lead to dehydration. Symptoms of dehydration include decreased urination, dry mouth and throat, and dizziness when standing up. Children who are dehydrated may cry with few or no tears and be unusually sleepy or fussy.

**How is norovirus infection treated?** There are no specific treatments for norovirus. It cannot be treated with antibiotics, because it is not a bacterial infection. Drink plenty of fluids to replace fluid lost from vomiting and diarrhea, and to prevent dehydration.

**What to do if your child has symptoms:**

- Keep your child home for at least 48 hours **AFTER** symptoms have ended.
- Ensure that your child stays hydrated by sipping fluids. Talk to your healthcare provider about the best types of fluids.
- Ensure that all members of your household wash their hands often, especially after using the bathroom, cleaning, changing diapers, and before preparing or eating food. Cover all parts of hands with soap, rub lathered hands together vigorously for at least 20 seconds, and thoroughly rinse the hands with water.
- Avoid sharing household items with your child, and if possible, have your child use only one bathroom (and increase cleaning of used bathroom).
- Disinfect household surfaces with a bleach solution:

TYPE OF BLEACH AMOUNT METHOD

Household Chlorine Bleach (5.25%)\*

1 cup bleach in 1 gallon water

Leave bleach on the surface for at least 5 minutes.

Rinse with clear water before use.

Concentrated Chlorine Bleach (8.25%)\*

¼ cup bleach in 1 gallon water

Leave bleach on the surface for at least 5 minutes.

Rinse with clear water before use.

\*Use unscented bleach.

- Contact a healthcare provider if your child is dehydrated, or if you have any concerns. If you contact a healthcare provider, request that they test your child for norovirus.

As an abundance of caution, we are sending a fact sheet from the Santa Clara County Public Health Department.

Sincerely,

Debra Grove

Principal, Nordstrom Elementary

Noel Weeks

Morgan Hill Unified District Nurse

(Published Monday, June 3, 2019)

The school custodial team was working late Monday to sanitize the T-K classroom as well as seven other rooms, including the front office.

Some parents picked up their kids from an after school program on campus. They will be watching their students closely tonight.

"Because usually the stomach bug hits you at 3 o'clock in the morning, when your daughter walks in and says, 'I think I'm gonna throw up.' So, yeah it's concerning," parent Anthony Thurston said.

- **Southbound 101 Reopens After Man Jumps on Highway**

The Santa Clara County Public Health Department says stomach bug symptoms are common in schools and facilities this time of year.

Health officials advise students, teachers and staff to wash their hands with soap and water, which is better than using sanitizer. And if kids are sick, they should stay home for at least 48 hours after symptoms have stopped.

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Veronica Hoyle-Kent &lt;hoylekentv@mhusd.org&gt;

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**Fwd: School GI Outbreak**

1 message

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**Debra Grove** <groved@mhusd.org>  
To: Veronica Hoyle-Kent <hoylekentv@mhusd.org>

Wed, Jun 12, 2019 at 11:03 AM

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**----- Forwarded message -----**

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**From:** Cardenas, Erica <Erica.Cardenas@phd.sccgov.org>  
**Date:** Mon, Jun 3, 2019 at 11:52 AM  
**Subject:** School GI Outbreak  
**To:** Latins@mhusd.org <Latins@mhusd.org>, weeksn@mhusd.org <weeksn@mhusd.org>, Groved@mhusd.org <Groved@mhusd.org>, Loel, Lisa <lisa.loel@phd.sccgov.org>  
**Cc:** Quenelle, Rebecca <Rebecca.Quenelle@phd.sccgov.org>, Arellano, Aileen <Aileen.Arellano@phd.sccgov.org>

Dear Nordstrom Elementary,

Thank you for giving us a call. Here are the forms we discussed over the phone. If you have any additional questions or concerns feel free to give us a call back at 408-885-4214. The line list is a password protected Excel file. I provided you the password over the phone.

Please complete all fields for each child/staff member with symptoms. Check the data carefully when entering and please avoid duplicate entries. Notice that the yes/no options have a drop-down; make sure you use the drop-down menus to select either Y or N, or you may simply type Y or N. You will use the same line list file and simply add to it daily. After completing the information for each day, email us the line list for continued tracking purposes.

Please send the line list daily even if not all the information is available. Additional information can always be updated as it becomes available.

If a child was previously ill and recovers, but subsequently gets ill again, please treat the child as a new incidence/case and make sure you enter the new incident on the line list.

Please remember to send an updated line list every day. If you have no new cases/ill students, no need to send the line list, but make sure that you still send us an email letting us know you have no new cases.

The School Outbreak Toolkit has detailed recommendations as well as links and additional resources.

Please feel free to call with any questions or concerns.

Thank you for your help and cooperation.

**Erica Cardenas**

Communicable Disease Investigator

Communicable Disease Prevention and Control

976 Lenzen Ave. Suite 1100

San Jose, Ca 95126



Veronica Hoyle-Kent &lt;hoylekentv@mhusd.org&gt;

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**Fwd: School GI Outbreak**

1 message

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**Debra Grove** <groved@mhusd.org>  
To: Veronica Hoyle-Kent <hoylekentv@mhusd.org>

Wed, Jun 12, 2019 at 11:03 AM

----- Forwarded message -----

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Date: Mon, Jun 3, 2019 at 11:52 AM  
Subject: School GI Outbreak  
To: **Latins@mhusd.org** <Latins@mhusd.org>, **weeksn@mhusd.org** <weeksn@mhusd.org>, **Groved@mhusd.org** <Groved@mhusd.org>, **Loel, Lisa** <lisa.loel@phd.sccgov.org>  
Cc: **Quenelle, Rebecca** <Rebecca.Quenelle@phd.sccgov.org>, **Arellano, Aileen** <Aileen.Arellano@phd.sccgov.org>

Dear Nordstrom Elementary,

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Thank you for your help and cooperation.

**Erica Cardenas**

Communicable Disease Investigator

Communicable Disease Prevention and Control

976 Lenzen Ave. Suite 1100

San Jose, Ca 95126

408-885-4214 (main line) 408-792-1377 (direct line) 408-885-4249 (fax)

[erica.cardenas@phd.sccgov.org](mailto:erica.cardenas@phd.sccgov.org)

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Debra Grove  
Principal, Nordstrom Elementary  
Morgan Hill Unified  
408 201-6440  
GroveD@mhusd.org

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**2 attachments**

 **School Outbreak Toolkit 3-2019.pdf**  
5730K

 **Nordstrom Elementary.xlsx**  
21K