

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/fq/aa/paf/j13a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

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

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

<input 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"/> SCHOOL CLOSURE: When one or more schools were closed because of conditions described in <i>EC</i> 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 <i>EC</i> 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 <i>EC</i> 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"/> MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to <i>EC</i> Section 46392 and <i>CCR</i> , 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 <i>EC</i> Section 46392 and <i>CCR</i> , 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 <i>EC</i> 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"/> LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in <i>EC</i> 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 <i>EC</i> 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 C: MATERIAL DECREASE

☐ Not Applicable (Proceed to Section D)

PART I: NATURE OF EMERGENCY (Describe in detail.)

☐ Supplemental Page(s) Attached

A threat of violence made on social media related to a school shown as "BMS" caused concern about a potential attack on Britton Middle school. The school was not closed and law enforcement was brought in to assess the situation and provide additional security for students. However, word of the threat spread throughout the Morgan Hill community and many parents opted to keep their students at home as a precautionary measure even with the additional law enforcement presence. This caused a material difference in the attendance rate for that day of school. (See attached letter for Morgan Hill Police Department Chief of Police.)

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
Lewis Britton Middle School	6095384	747.00	9/10/18 - 10/5/18	10/22/18	429.00	57.43%	318.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
Total:		747.00			429		318.00

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
Total:		0.00			0.00		0.00

*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

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.)

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

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 Morgan Hill Unified School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

Carol Gittens

John Horner

Teresa Murillo

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: _____ Title: _____ of _____ County, California
(Name) (Signature)

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

Superintendent (or designee): _____ Authorizing LEA Name: _____
(Name) (Signature)

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: _____ Title: _____ of _____ County, California
(Name) (Signature)

COE contact/individual responsible for completing this section:

Name: _____ Title: _____ Phone: _____ E-mail: _____

Date	School	School #	Enrolled	Attended
10/22/2018	El Toro Health Science Academy	2	452	409
10/22/2018	Los Paseos Elementary School	6	499	462
10/22/2018	Nordstrom Elementary School	8	611	569
10/22/2018	Paradise Valley Engineering Academy	9	408	377
10/22/2018	San Martin Gwinn Elementary School	10	676	610
10/22/2018	P. A. Walsh STEAM Academy	11	439	376
10/22/2018	Barrett Elementary School	12	420	394
10/22/2018	Jackson Academy (JAMM)	15	632	602
10/22/2018	Lewis H. Britton Middle School	20	773	429
10/22/2018	Martin Murphy Middle School	21	752	701
10/22/2018	Central High School	30	130	100
10/22/2018	Live Oak High School	31	1159	1038
10/22/2018	Ann Sobrato High School	32	1413	1321
10/22/2018	NPS (Non Public School)	40	15	15
10/22/2018	District Independent Study Program	60	7	6



MORGAN HILL POLICE DEPARTMENT

November 19, 2018

Mary Ann Dewan, Ph.D.
County Superintendent of Schools
Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 95131-2304

Dear Dr. Dewan:

The purpose of this letter is to support the Morgan Hill Unified School District's for an Allowance of Attendance due to Emergency Conditions at Britton Middle School on October 22, 2018.

As stated in the Section 46392 (a) (6) of the California Education Code, our school district would qualify to apply for assistance based on "the imminence of a major safety hazard as determined by the local law enforcement agency." Considering the threat of violence made via social media and the sharing of that information, a perception of an imminent threat was formed. In reality, however, the pre-planning done by the District and local law enforcement greatly mitigated the potential for violence.

This subsequent funding would be beneficial to the Morgan Hill Unified School District to help offset the financial obligations that were created by the potential threat to students and staff at Britton Middle School on October 22, 2018.

If you have any questions or need clarification of the information provided, please feel free to contact me at (408) 776-7316.

Sincerely,

A handwritten signature in black ink, appearing to read "David L. Swing".

David L. Swing
Chief of Police

Lewis H. Britton Middle School

11/20/2018

2018-2019

Attendance Calendar

Page 1

08/13/2018 - 06/14/2019

Month	Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	1	08/13/2018 \$	08/14/2018 \$	08/15/2018 @	08/16/2018	08/17/2018
	2	08/20/2018	08/21/2018	08/22/2018	08/23/2018	08/24/2018
	3	08/27/2018	08/28/2018	08/29/2018	08/30/2018	08/31/2018
	4	09/03/2018 #	09/04/2018	09/05/2018	09/06/2018	09/07/2018
2	5	09/10/2018	09/11/2018	09/12/2018	09/13/2018	09/14/2018
	6	09/17/2018	09/18/2018	09/19/2018	09/20/2018	09/21/2018
	7	09/24/2018	09/25/2018	09/26/2018	09/27/2018	09/28/2018
	8	10/01/2018	10/02/2018	10/03/2018	10/04/2018	10/05/2018 \$
3	9	10/08/2018	10/09/2018	10/10/2018	10/11/2018	10/12/2018
	10	10/15/2018	10/16/2018	10/17/2018	10/18/2018	10/19/2018
	11	10/22/2018	10/23/2018	10/24/2018	10/25/2018	10/26/2018
	12	10/29/2018	10/30/2018	10/31/2018	11/01/2018	11/02/2018
4	13	11/05/2018	11/06/2018	11/07/2018	11/08/2018	11/09/2018
	14	11/12/2018 #	11/13/2018	11/14/2018	11/15/2018	11/16/2018
	15	11/19/2018 #	11/20/2018 #	11/21/2018 #	11/22/2018 #	11/23/2018 #
	16	11/26/2018	11/27/2018	11/28/2018	11/29/2018	11/30/2018
5	17	12/03/2018	12/04/2018	12/05/2018	12/06/2018	12/07/2018
	18	12/10/2018	12/11/2018	12/12/2018	12/13/2018	12/14/2018
	19	12/17/2018	12/18/2018	12/19/2018	12/20/2018	12/21/2018 #
	20	12/24/2018 #	12/25/2018 #	12/26/2018 #	12/27/2018 #	12/28/2018 #
6	21	12/31/2018 #	01/01/2019 #	01/02/2019 #	01/03/2019 #	01/04/2019 #
	22	01/07/2019	01/08/2019	01/09/2019	01/10/2019	01/11/2019
	23	01/14/2019	01/15/2019	01/16/2019	01/17/2019	01/18/2019
	24	01/21/2019 #	01/22/2019	01/23/2019	01/24/2019	01/25/2019
7	25	01/28/2019	01/29/2019	01/30/2019	01/31/2019	02/01/2019
	26	02/04/2019	02/05/2019	02/06/2019	02/07/2019	02/08/2019
	27	02/11/2019	02/12/2019	02/13/2019	02/14/2019	02/15/2019
	28	02/18/2019 #	02/19/2019 #	02/20/2019 #	02/21/2019 #	02/22/2019 #
8	29	02/25/2019	02/26/2019	02/27/2019	02/28/2019	03/01/2019
	30	03/04/2019	03/05/2019	03/06/2019	03/07/2019	03/08/2019
	31	03/11/2019	03/12/2019	03/13/2019	03/14/2019	03/15/2019
	32	03/18/2019	03/19/2019	03/20/2019	03/21/2019	03/22/2019
9	33	03/25/2019	03/26/2019	03/27/2019	03/28/2019	03/29/2019
	34	04/01/2019	04/02/2019	04/03/2019	04/04/2019	04/05/2019
	35	04/08/2019 #	04/09/2019 #	04/10/2019 #	04/11/2019 #	04/12/2019 #
	36	04/15/2019	04/16/2019	04/17/2019	04/18/2019	04/19/2019 #
10	37	04/22/2019	04/23/2019	04/24/2019	04/25/2019	04/26/2019
	38	04/29/2019	04/30/2019	05/01/2019	05/02/2019	05/03/2019
	39	05/06/2019	05/07/2019	05/08/2019	05/09/2019	05/10/2019
	40	05/13/2019	05/14/2019	05/15/2019	05/16/2019	05/17/2019
11	41	05/20/2019	05/21/2019	05/22/2019	05/23/2019	05/24/2019
	42	05/27/2019 #	05/28/2019	05/29/2019	05/30/2019	05/31/2019
	43	06/03/2019	06/04/2019	06/05/2019	06/06/2019	06/07/2019
	44	06/10/2019 @	06/11/2019 @	06/12/2019 @	06/13/2019 @	06/14/2019 @

Totals for Year

Total Student Days:	180
Total Teacher Days:	183
Total Non-Attend Days:	40

Non-Attendance Codes

@ = School not in session	6
# = School Holiday	31
\$ = Staff Development	3

Informational Codes

% = Minimum Day	0
+ = Parent Conference	0
Ⓐ = Custom Bell Schedule	0



Attendance Rate By School

Year 2018
Month 2

School	Last Years Rates (AR)	Average Daily Enrollment (ADE)	Average Daily Attendance (ADA)	Current Attendance Rate (AR)	Expected Attendance Rate (AR)	Delta	Estimated Opportunity
El Toro	94.80%	395	381	96.40%	96.50%	-0.10%	\$ 21,898
Los Paseos	95.99%	502	488	97.08%	96.61%	0.47%	\$ 22,513
Nordstrom	95.75%	607	589	97.02%	96.50%	0.52%	\$ 27,753
Paradise Valley	95.78%	408	396	97.00%	96.50%	0.50%	\$ 18,794
San Martin/Gwinn	94.84%	668	644	96.34%	96.50%	-0.16%	\$ 37,370
PA Walsh	94.67%	419	403	96.15%	96.50%	-0.35%	\$ 24,772
Barrett	95.25%	416	399	95.91%	96.50%	-0.59%	\$ 26,124
JAMM	95.46%	625	605	96.72%	96.50%	0.22%	\$ 31,389
Britton	94.84%	772	747	96.73%	96.50%	0.23%	\$ 37,781
Murphy	95.28%	741	717	96.73%	96.50%	0.23%	\$ 36,242
Live Oak	94.25%	1,164	1,114	95.66%	94.88%	0.78%	\$ 91,161
Sobrato	94.66%	1,418	1,368	96.45%	95.29%	1.16%	\$ 90,728
DIS	69.70%	6	6	91.14%	75.00%	16.14%	\$ 1,027
Central	84.10%	117	94	80.92%	92.00%	-11.08%	\$ 40,108
Totals	95.04%	8,260	7,950	96.24%	96.00%	0.24%	\$ 507,660

Attendance Month Calendar			
Month	First Date	Last Date	Days
1	8/13/2018	9/7/2018	16
2	9/10/2018	10/5/2018	19
3	10/8/2018	11/2/2018	20
4	11/5/2018	11/30/2018	13
5	12/3/2018	12/28/2018	15
6	12/31/2018	1/25/2019	14
7	1/28/2019	2/22/2019	15
8	2/25/2019	3/22/2019	20
9	3/25/2019	4/19/2019	14
10	4/22/2019	5/17/2019	20
11	5/20/2019	6/14/2019	14
Total			180

Delta Color Definitions	
Green	Meets expectations
Yellow	Within 2% of expectations
Red	Less than 2% of expectations
Estimated ADA Value	
Grade Range	ADA Value
K-5	\$7,903
K-8	\$7,867
6-8	\$7,683
9-12	\$9,269
Opportunity	
Dollar value of Absenteeism	
Expected AR	
Greater of Last Years Rates vs District Target Rates	



Veronica Hoyle-Kent <hoylekentv@mhusd.org>

Enrollment/Attendance Numbers for J-13A Form

ATTENDANCEACCOUNTING <ATTENDANCEACCOUNTING@cde.ca.gov>

Mon, Nov 26, 2018 at 1:36 PM

To: Veronica Hoyle-Kent <hoylekentv@mhusd.org>, ATTENDANCEACCOUNTING
<ATTENDANCEACCOUNTING@cde.ca.gov>

Hi Veronica,

Your district can use Month 2 (9/10/18-10/5/18) or your May 2019 attendance month.

Wendi McCaskill

School Fiscal Services Division, Principal Apportionment Policy Office

California Department of Education

1430 N Street

Sacramento, CA 95814

916-323-1333

wmccaskill@cde.ca.gov

From: Veronica Hoyle-Kent [mailto:hoylekentv@mhusd.org]

Sent: Monday, November 26, 2018 12:53 PM

To: ATTENDANCEACCOUNTING <ATTENDANCEACCOUNTING@cde.ca.gov>

Subject: Re: Enrollment/Attendance Numbers for J-13A Form

The date of the incident was October 22nd. Please advise which month to use. The previous attendance month was Month 2 (9/10/18 - 10/5/18). Would it be appropriate to use that month instead of May of last year?

Thanks for the speedy reply!

Veronica

Veronica Hoyle-Kent

Enrollment/CALPADS Coordinator

Morgan Hill Unified School District

Office: 408.201.6099 (x51099)

hoylekentv@mhusd.org