

## COVID-19: School Operation Scenarios, Form J-13A, and Independent Study

### California Department of Education

The following table provides information for local educational agencies (LEAs) regarding the interaction of a Form J-13A approval, independent study, and claiming attendance for apportionment under various school operation scenarios. Non-classroom based charter schools and classroom based charter schools that primarily offer independent study due to COVID-19 should contact the California Department of Education (CDE) for instructional time and attendance accounting information by email at [attendanceaccounting@cde.ca.gov](mailto:attendanceaccounting@cde.ca.gov). For instructional time and attendance accounting information related to any circumstance not described below, contact CDE at the aforementioned email address.

Legend: ADA = Average Daily Attendance; CDE = California Department of Education; COVID-19 = Novel Coronavirus; Form J-13A = Request for Allowance of Attendance Due to Emergency Conditions; LEA = Local Educational Agency; COE = County Office of Education

Scenario <sup>i</sup>	Form J-13A Eligibility	Form J-13A Substantiation Required for CDE Approval <sup>ii</sup>	What an Approved Form J-13A Does for a LEA?	Generating Attendance for Apportionment Through Independent Study	Generating Academic Credit Through Independent Study or Other Types of Distance Learning
School closure <i>due to COVID-19</i> with local health department concurrence.	Yes, meets the conditions of <i>Education Code</i> Section 41422.	Documentation from the local health department substantiating the need to close school.	<ul style="list-style-type: none"> <li>• Helps avoid an instructional time audit penalty for not offering required minutes and/or days.</li> <li>• For programs that use a fixed divisor when calculating ADA (primarily COEs and charter schools operating county programs), an approved Form J-13A provides the authority to reduce the fixed divisor when calculating ADA to mitigate the loss of attendance. School districts and charter</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance for apportionment cannot be claimed on days that school is closed.</li> <li>• The loss of attendance is mitigated by excluding the non-instructional day in the divisor when calculating ADA. For example, if a LEA had 135 instructional days in their calendar for the second period (P-2) attendance report and closed 5 school days, their divisor would be reduced to 130 days when calculating P-2 ADA.</li> </ul>	Academic credit can be earned through independent study and other types of distance learning while school is closed.

Scenario <sup>i</sup>	Form J-13A Eligibility	Form J-13A Substantiation Required for CDE Approval <sup>ii</sup>	What an Approved Form J-13A Does for a LEA?	Generating Attendance for Apportionment Through Independent Study	Generating Academic Credit Through Independent Study or Other Types of Distance Learning
			<p>schools have this authority already for any program without a fixed divisor.</p> <ul style="list-style-type: none"> <li>Provides instructional time credit for the purpose of meeting equity length of time requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Claiming ADA for independent study for days school is closed and receiving a Form J-13A approval would result in the LEA being double-funded for the ADA.</li> </ul>	
<p>School remains open but experiences a decrease in attendance as a result of students who have COVID-19 symptoms or are quarantined due to COVID-19.</p>	<ul style="list-style-type: none"> <li>Yes, meets the conditions of <i>Education Code</i> Section 46392.</li> <li>10% threshold does not need to be met due to Governor’s Declaration of a State of Emergency.</li> </ul>	<ul style="list-style-type: none"> <li>Documentation from local health department not needed.</li> <li>LEA must list by school day the actual absences due to quarantine or COVID-19 symptoms.</li> </ul>	<p>Provides attendance credit to restore attendance for students that were absent due to quarantine or COVID-19 symptoms.</p>	<p>Independent study attendance for apportionment cannot be claimed, nor is it needed when attendance credit is received through the J-13A process.</p>	<p>Academic credit can be earned through independent study and other types of distance learning while students are absent due to this reason.</p>
<p>School remains open but experiences a decrease in attendance due to parents keeping kids home as a precaution.</p>	<p>No</p>	<p>N/A</p>	<p>N/A</p>	<p>Independent study can be used to generate attendance for apportionment as long as all apportionment significant requirements are met. (See <i>Education Code</i> sections 51745 through 51749 and <i>California Code of Regulations</i>, Title 5 Sections 11700 through 11705.)</p>	<p>Academic credit can be earned through independent study and other types of distance learning while students are absent due to this reason.</p>

<sup>i</sup> The middle and last scenario could be occurring at a school simultaneously.

<sup>ii</sup> In the case of a declaration of a pandemic, substantiation noted above not needed.