|  |  |  |  |
| --- | --- | --- | --- |
| **Agency Name:**(From original grant application) |   | **Grant ID #:** |   |
| **Fiscal Year:** |   | **Reporting Period:**(1st or 2nd Semi-annual Attendance Report) |   |

California *Education Cod*e Section 8482.8(d) allows that if a program grantee is temporarily prevented from operating its entire program due to natural disaster, civil unrest, or imminent danger to pupils or staff, they may request attendance credit for the days of closure.

**Instructions**

1. E-mail this document to the Expanded Learning Division (EXLD) mailbox (expandedlearning@cde.ca.gov) and attach **one** of the following acceptable forms of evidence of closure for each program site:
* Request for Allowance of Attendance (form J-13A)
* School or district Web site announcement
* Copy of board minutes
* Newspaper article
* Letter to parents or letter certifying closure signed by the superintendent or principal
1. Fill out the information required below.
2. Submit this original request and attachment(s) to the California Department of Education EXLD for approval no later than **January 31st** to receive attendance credit(s) for the previous calendar year.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date(s) of Loss** | **CDS Code** | School Name | **Reason for Loss** | **Component:****\*ASB, ASS, BSB, BSS** | **Number of Days Closed** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

 (Attach extra sheet(s) if necessary)

\***ASB** – After School Base, **ASS** – After School Supplemental, **BSB** – Before School Base, **BSS** – Before School Supplemental

|  |  |  |
| --- | --- | --- |
| **Contact person:**  | **Title:**  | **Phone:**  |

If you have questions, or need to submit another type of evidence of closure not listed above, please call the Expanded Learning Division at (916) 319‑0923 or contact your Regional Consultant at <http://www.cde.ca.gov/ls/ba/cp/regntwrkcontacts.asp>.