



**California Department of Education
Official Letter**

January 18, 2018

Dear Expanded Learning Grantee:

Attendance Relief Request

California *Education Code* allows programs to temporarily close due to a natural disaster (i.e., earthquakes, fires, floods), civil unrest (e.g., riots, massive strikes, public disturbances), or imminent danger (e.g., gas leaks, bomb threats, or any other circumstances requiring immediate evacuation of students and staff due to potential safety reasons), to pupils or staff. In order to receive attendance credit for closure, grantees are required to submit an Attendance Relief Request form to the Expanded Learning Division (EXLD) with a copy of the instruction calendar that covers the closed program dates and evidence that justifies the closure of the program. Upon acceptance of that evidence, the EXLD will apply the program's annual average daily attendance (by calendar year) to the days the program was closed due to the natural disaster, civil unrest, or imminent danger to students (*EC* Sections 8426[jj] and 8482.8[c]-[e]).

To receive attendance credit, programs must complete and submit EXLD's Attendance Relief Request form and provide one or more of the following as evidence:

- School or district Web site announcement
- Copy of board minutes citing the closure
- Newspaper articles mentioning the natural disaster and its effect on the community
- Letter to parents or letter certifying closure signed by the superintendent or principal

Programs that fail to submit the required documentation by January 31, for closures during the previous calendar year, will not be allowed attendance credit.

If you have any questions please contact your Fiscal Analyst or Regional Consultant. Contact information can be found on the Contact the Expanded Learning Division web page located at <https://www.cde.ca.gov/ls/ba/as/contactaspo.asp>.

Last Reviewed: Thursday, September 6, 2018
