

October 28, 2019

Dear Expanded Learning Grantees,

Given the recent news of the Pacific Gas and Electric blackouts, we are reminded of the importance of ensuring that our expanded learning programs (ELPs) have emergency management plans in place and engage regularly in fire and other emergency drills with their students. Additionally, the California Department of Education, Expanded Learning Division (EXLD), has policies and protocols in place for Attendance Relief Credit, in the event of emergency resulting in the closure of programs and/or sites.

We are providing you the [Frequently Asked Questions](#), along with the attached Attendance Relief Request form to request attendance relief.

Attendance Relief Credit

Summary—California *Education Code (EC)* allows program attendance credit when ELPs cannot operate due to natural disaster, civil unrest, or imminent danger.

Question—Can a program receive credit for attendance when it is closed temporarily due to a natural disaster, civil unrest, or imminent danger to pupils or staff?

Answer—The *EC* 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 EXLD with 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[j] 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 website announcement.
- A copy of board minutes citing the closure.
- A 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, 2020, 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](#).

Thank You,

Expanded Learning Division

California Department of Education

1430 N Street, Suite 3400

Sacramento, CA 95814

Phone: 916-319-0923

Email: expandedlearning@cde.ca.gov

Staff Development/Attendance Relief Request

This form is for After School Education and Safety and 21st Century Community Learning Centers Programs to apply for attendance credit if the program has to close down to provide professional development for staff, experiences a natural disaster, civil unrest or if pupils or staff are in imminent danger. This form is not required but an option for programs needing attendance credit for closures.

California *Education Code* Section 8483.7(a)(1)(J) allows programs to provide a maximum of three days for staff development during regular program hours using funds from the total grant award. The request is allowable per school site per calendar year. The California Department of Education (CDE) is allowing programs to request attendance credit for those days.

California *Education Code* Section 8482.8(d) allows for attendance credit to programs that are prevented from operating due to natural disaster, civil unrest, or imminent danger to pupils or staff.

Staff Development Attendance Relief Request

Grantee Name	Grant Identification Number	Date
Contact Name	Contact Email	Contact Telephone

Date(s) of Closure	County-District-School Code	School Name	Program Type	Summer/Supplemental (Indicate if program is three hour or six hour)	Number of Days Closed	For CDE Use Allowable Credits
			After School Base Before School Base Before School Summer/Supplemental After School Summer/Supplemental			

Date(s) of Closure	County-District-School Code	School Name	Program Type	Summer/Supplemental (Indicate if program is three hour or six hour)	Number of Days Closed	For CDE Use Allowable Credits
			After School Base Before School Base Before School Summer/Supplemental After School Summer/Supplemental			
			After School Base Before School Base Before School Summer/Supplemental After School Summer/Supplemental			
			After School Base Before School Base Before School Summer/Supplemental After School Summer/Supplemental			

(Attach extra sheet[s] if necessary)

Reason for Closure		
For California Department of Education Use Only		
Total Semiannual Attendance / Actual Days of Operation = Daily Average; Daily Average x Number of Days Closed = Allowable Credits		
Regional Analyst Signature	After School Support and Information System update certification.	Date

Instructions

Filling out the form is only necessary if meeting attendance could be a problem.

1. Fill out the form above. Multiple Program Types can be checked if the same dates, school, and number of days closed are the same when filling out the form. Each grant must be on separate forms. If more room is needed, attach more sheets as necessary to cover the required information.
2. Attach an instructional calendar that covers the closed program dates.
3. For Staff Development, attach one or more of the following acceptable forms of evidence of closure for each program site. Please make sure it includes the content, time, date, and audience:
 - Agenda of Staff Development Opportunity
 - Sign in sheets
 - Conference/ training materials or brochures
 - Conference/ training schedule
4. For Attendance Relief, attach **one** of the following acceptable forms of evidence of closure for each program site:
 - School or district website announcement
 - Copy of board minutes
 - Newspaper article
 - Letter to parents or letter certifying closure signed by the superintendent or principal
5. Submit this request and attachments to the to the Expanded Learning Division mailbox at expandedlearning@cde.ca.gov for approval no later than the due date provided in the table below based on the time period to receive credit(s). If approved, the credit for the Staff Development Attendance/Attendance Relief days will be applied to the semi-annual attendance report that coincides with the date(s) the Staff Development/Attendance Relief took place. The authorized agent and program contact will be notified by email after the form has gone through the review process.

Time Period	Due Date
January 1 through June 30	July 31
July 1 through December 31	January 31