

**California Department of Education
Expanded Learning Division**

Attendance Relief Request

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

California *Education Code* Section 8482.8(d) allows grantees to request attendance credit for days a program closes due to natural disaster, civil unrest, or imminent danger to pupils or staff.

Instructions

- 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
- Fill out the information required below.
- Submit this original request and attachment(s) to the California Department of Education's EXLD for approval no later than **January 31** to receive attendance credit(s) for the previous calendar year.

Date(s) of Loss	CDS Code	School Name	Reason(s) for Loss (Attach at least one form of evidence for each site)	Component: After School Base Before School Base After School Summer Before School Summer	Number of Days Closed

(Attach extra sheet(s) if necessary)

Contact person:	Title:	Phone:
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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>.