

**REQUEST FOR ALLOWANCE OF ATTENDANCE
BECAUSE OF EMERGENCY CONDITIONS
Form J-13A (Rev. 01-05)**

School District (or Charter School) Name: **Pinacate Middle School**

School District (or Charter School) Address: **1990 S. A St., Perris, CA 92570**

County-District Code: **33 67207 6106223**

County Name: **Riverside County**

This form replaces the Form J-13A (Rev. 4-90) and should be used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code* Section 41422
- When one or more schools were kept open but experienced a material decrease in attendance because of conditions described in *Education Code* Section 46392
- When attendance records have been lost or destroyed as described in *Education Code* Section 46391

Approved credit for instructional time may be used in conjunction with regular instructional days to satisfy the requirements of *Education Code* Section 37202 (equal length of instructional time among schools within a district).

A separate form should be submitted for each emergency event, but credit may be requested for more than one school and under one or more of the foregoing conditions on the same form. Each separate form must include the affidavit of the governing board members and the county superintendent before it can be approved by the State Superintendent of Public Instruction.

The original form (with the board members' affidavit) and two copies should be filed with the county superintendent of schools. If the county superintendent approves the request, he or she should execute the affidavit certifying that approval and forward all pages of the original and one copy of the form to:

Office of Principal Apportionment and Special Education
School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

This form consists of five preprinted pages. Pages 1 and 5 (5C for charter schools) must accompany all submissions. Page 4 (Lost or Destroyed Attendance Records) will not need to be submitted by most districts. Multiple copies of Pages 2 and/or 3 may have to be submitted when claims are made on a school-by-school basis.

LOST OR DESTROYED ATTENDANCE RECORDS

We request the use of estimated attendance in lieu of attendance that cannot be verified because of the loss or destruction of attendance records. This request is made in accordance with Section 46391. The entire period covered by the lost or destroyed records commences with August 15, 2016 up to and including, August 19, 2016, and September 5, 2016 up to and including October 7, 2016.

Describe circumstances and extent of records loss or destruction:

In a recent audit, the Think Together After School Program discovered that during a staffing transition at Pinacate Middle School, hard copy attendance records were misplaced for the periods of August 15, 2016 through August 19, 2016, and September 5, 2016 through October 7, 2016. Electronic records are available for these time periods.

Describe how it is proposed to reconstruct attendance records or estimate attendance in the absence of records:

While hard copy records are not available, electronic records are available for these time periods. The total of loss of records verified against electronic records attendance is as follows:

08/15/2016 – 08/19/2016 = 244 records

09/05/2016 – 10/7/2016 = 1293 records.

AFFIDAVIT OF GOVERNING BOARD MEMBERS

We, members constituting a majority of the governing board of the Perris Union High School District, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

<u>Dr. Jose Luis Araux - President</u>	_____
<u>David Nelissen - Vice President</u>	_____
<u>Carolyn Twyman - Clerk</u>	_____
<u>Edward Garcia - Member</u>	_____
<u>Anthony T. Stafford Sr. - Member</u>	_____
_____	_____
_____	_____

Printed Names

Signatures

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 20th day of September, 2017.

Signature, _____ Title: PUHSD Superintendent
of Riverside County, California

Contact/Individual responsible for preparing this form:

Name: Dian Martin Title: Director of Learning Support Services
Phone: 951-943-6369 ext. 81106 Fax : 951-943-6779 E-mail: dian.martin@puhsd.org

AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

Signature, County Superintendent of Schools _____
Date: _____

Subscribed and sworn (or affirmed) before me, this ____ day of _____, 2____.

Signature, Title _____
of _____ County, California

Contact/Individual responsible for preparing this form:

Name: _____ Title: _____
Phone: _____ Fax : _____ E-mail: _____