

Sonoma County Office of Education

COVID-19 School Closure Certification Report

Any LEA that experienced a school closure due to COVID-19 should file a [COVID-19 School Closure Certification](#).

The closure certification is a SEPARATE and NEW reporting requirement, in place of filing J-13A waivers for any days closed to in-class instruction in FY 2019-20 during the COVID-19 pandemic. Distance learning days are not counted as “open” for this report. Review FAQ number 8, printed below from the COVID-19 School Closure FAQs posted on the CDE web page at <https://www.cde.ca.gov/fg/aa/pa/covidfaqs.asp>

Per the CDE FAQ: **Is there a deadline for filing a COVID-19 School Closure Certification?**
(Updated 06-Jul-2020)

There is no deadline for submitting the COVID-19 School Closure Certification. An LEA should submit the COVID-19 School Closure Certification to the CDE as soon as possible once the emergency is over. This way the LEA can determine the exact number of school closure days due to COVID-19 to be included in the certification. While there is no statutory deadline for submitting the COVID-19 School Closure Certification, for purposes of charter school funding based on 2019–20 Annual ADA and days of operation, charter schools should submit the COVID-19 School Closure Certification no later than August 1, 2020 in order for the closure days to be included in the total days of operation when the 2020–21 First Quarter Lottery Apportionment is calculated, and no later than October 1, 2020 in order for the closure days to be included in the total days of operation when the 2019–20 Annual Principal Apportionment is calculated.

[The following includes questions and answers pertaining to Certification number 3 below.](#)

3. Provide the total number of instructional days and the date range that all schools were closed due to COVID-19 in fiscal year 2019-20.

Total Number of Instructional Days School Closed Due to COVID-19:

Date Range

Start Date of School Closure Due to COVID-19:

End Date of School Closure Due to COVID-19:

Question: Regarding school closure dates in the report, is CDE referring to the actual dates we closed our sites? For example, our first day closed was March 17 (*date may be different for each LEA*). Would I count the days from March 17 to the end of the year on our calendar, and enter that number?

Answer: For purposes of attendance accounting and instructional time, days school is closed are considered non-instructional days even with offering students distance learning on those days. These closure days due to COVID-19 should be included in the COVID-19 School Closure Certification.

Therefore, the LEA's "Total Number of Instructional Days School Closed Due to COVID-19" would be the total days from March 17th (*date may be different for each LEA*) to the end of the school year (all scheduled instructional days on the LEA's approved 2019-20 school calendar from 3/17/2020 on).

Question: Terminology in the report is confusing. During the spring, we didn't say we were closed, we "suspended in-class instruction". Is this report asking us what days did not have in-class instruction? So it doesn't matter if we provided distance learning?

Answer: For learning purposes, yes only in-class instruction was suspended and in-lieu of distance learning was provided. However, for instructional time purposes, distance learning is excluded, therefore, distance learning days are reported on the COVID-19 certification as closed days.

Question: CDE asks for the number of days and date range that schools were closed due to COVID-19 in the 19-20 year. Is this number inclusive of the days we provided distance learning, or just days we actually did not teach?

Answer: This is inclusive of the days the LEA provided distance learning. The date range is the days the LEA provided distance learning and was actually closed to on-site or in-class instruction due to COVID-19 (i.e. preparation/transition from in class instruction to distance learning). Remember to include "extra" spring break days used to prepare for launching distance learning.

Question: Even though the school closures were ordered by the State/County during our Spring Break, I am assuming I wouldn't count our Spring break as Instructional Days missed since we didn't have those listed on our School Board Approved Calendar. However, our Superintendent & HR Department sent an email to Staff that they would reinstate a Staff Development Day (April 10th) as a Distance Learning Instructional Day. Our School 2019-20 Board approved calendar originally has April 10th as a non student/non certificated teacher day. Should I ask our HR Director if he will be revising our School Board Calendar to include April 10 as an Instructional Day during the School Closures?

Answer: No, you should not count spring break in your instructional days. If you planned to utilize an emergency day or planned to change a staff development day (and it is reflected in a board approved calendar) to an instructional day to meet the minimum day requirement from a closure earlier in the fall of 2019 other than COVID-19, you should count that as a closed day for the purposes of this report. This day would then be included in the number of days included in the COVID-19 approvals for closed/distance learning days for purposes of meeting the instructional day/minute requirements.

If you have any additional questions, please contact your SCOE Fiscal Advisor.

Prepared by SCOE Business Services -July 8, 2020