



Emergency School Closure Attendance Procedures

April 7, 2016

In circumstances where you have an unplanned school closure, there are a couple of steps that you must take to make sure your attendance accounting is taken care of. This can happen as a result of a disaster (either real or anticipated) like an earthquake, fire, flood, snow, terrorist threat, or other similar event.

To properly handle emergency days in AERIES you should first run a query statement to see if any attendance was entered on that day. For example:

LIST ATT IF DT = "04/07/2016"

Also, if you have a master schedule you should run a query to determine if any student has started or exited a class on that day. For example:

LIST CAR IF DS = "04/07/2016"
LIST CAR IF DE = "04/07/2016"

These records will first need to be evaluated. For Independent Study or Suspensions, you may need to post additional absence codes on different days. Then all records for this date should be deleted. You can either process each individual student with an absence on this day and delete the attendance, or go into your Aeries database and delete the records from there.

You will need to change the Attendance Calendar in Aeries to indicate that the day is a "Non-School Day". Go into the Calendar form in Aeries and add the symbol "@" to the appropriate day in the calendar.

There is no need to mark all students absent on that school day. The above procedure is the preferred method to handle these emergency closure days.

If school was open on a particular day, but enrollment was very low because of a recent emergency, you must still collect attendance and absences need to be cleared as usual.

You may be able to request a waiver for days of reduced attendance or closure. Information to request a waiver is listed below:

Per a recent CDE posting:

School facilities will not lose Average Daily Attendance (ADA) funding if they are used as community shelters or forced to close because of the wildfires, because the California Education Code allows the Superintendent to authorize ADA credit for the days that schools are closed. Districts may also receive ADA credit for all purposes and instructional time credit for the days and minutes lost due to an emergency closure. ADA credit and approval of school closures may be obtained by submitting three copies of Form J-13A. To download a copy of Form J-13A, please visit

<http://www.cde.ca.gov/fq/sf/aa/documents/formj13a.doc>