

## Attendance Relief Request

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.

### Instructions:

1. Email this completed Attendance Relief Request form to the Expanded Learning Division mailbox at [expandedlearning@cde.ca.gov](mailto:expandedlearning@cde.ca.gov) along with an **instructional calendar** that covers the closed program dates and **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
  
2. Submit this Request and attachments to the Expanded Learning Division for approval no later than **January 31** to receive attendance credit(s) for the previous calendar year.

<b>Agency Name</b>	<b>Grant Identification Number</b>	<b>Date</b>
<b>Contact Name</b>	<b>Contact Email</b>	<b>Contact Telephone</b>

Date(s) of Loss	County-District-School Code	School Name	Program Type		Number of Days Closed	For California Department of Education Use Allowable Credits
			After School Base Before School Base	After School Summer Before School Summer		
			After School Base Before School Base	After School Summer Before School Summer		

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<b>Reason for Loss</b>						

**For Expanded Learning Division Use Only**

<b>Method:</b> Total Semiannual Attendance / Actual Days of Operation = Daily Average; Daily Average x Number of Days Closed = Allowable Credits		
Education Administrator Signature	Approve          Deny	Date
Director Signature	Approve          Deny	Date
Regional Analyst Signature	After School Support and Information System update certification.	Date