

COVID-19 Operations Written Report



Why are LEAs required to complete a written report regarding COVID-19?

Executive Order N-56-20 requires that all LEAs complete a written report to explain the changes to program offerings that the LEA has made in response to school closures, the major impacts of closures on students and families, and a description of how the LEA is meeting the needs of unduplicated students.



When is the COVID-19 Operations Report Due??

The COVID-19 Operations Written Report must be adopted by the LEA local governing board in conjunction with the LEA's budget - due on or before July 1, 2020.



Does the COVID-19 Operations Written Report need to be submitted to the county superintendent of Schools?

Yes. The report must be submitted but does not require approval and submitted with the adopted annual budget



Is the LEA required to post the COVID-19 Operations Written Report on its website?

Yes. Once adopted by the local governing board at a public meeting, the COVID-19 Operations Written Report must be prominently posted on the homepage of the LEA's website.



Are LEAs required to seek stakeholder feedback to inform the development of the COVID-19 Operations Written Report?

To the extent practicable, LEAs should seek stakeholder feedback to inform the development of the COVID-19 Operations Written Report consistent with the stakeholder engagement process used to develop its annual budget.?

What are the prompts LEAs need to respond to in the COVID-19 Operations Written Report?



1. Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.
2. Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students
3. Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.
4. Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.
5. Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.



Is the form for the COVID-19 Operations Written Report the same as the Certification Form for COVID-19 Closure?

No. These are two different forms with different purposes.



Where can I find more information on the COVID-19 Operations Written Report?

Please contact Laura Trahan - ltrahan@marinschools.org, 415-499-5870 or you can refer to the California Department of Education COVID-19 webpage: <https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>

