



Fall 2020 Emergency Temporary Correspondence Education Blanket Addendum Request for Prison/Jail Courses

Overview and responsible person information

The California Community Colleges Chancellor's Office (CCCCO) is working to minimize disruption and maximize student learning during the COVID-19 pandemic. This form serves to document college requests for a Temporary Emergency Correspondence Education Blanket Addendum for the Fall 2020 term for courses being taught in prisons/jails. To complete the submission of the request, you will need to complete the attachments detailed in the updated guidance ES 20-22 memorandum. (Additional details are also provided again below).

Districts may submit these requests on behalf of the colleges. In such cases, under institutional role, make sure to note the district role and include the name of the district. Under these circumstances, however, a separate submission is still required for each college.

This form contains a Save and Continue button at the top of the page. To save information on a page go to the next page and click the button and follow the instructions.

1) Responsible Person Contact Information

Please provide the name and contact information of the Chief Instructional Officer or Chief Executive Officer of the college or district-level equivalent who is submitting this Emergency Temporary Correspondence Education Blanket Addendum Request on behalf of the college.*

First Name*: _____

Last Name*: _____

Title*: _____

District Name*: _____

College Name*: _____

Email Address*: _____

Work Phone Number

(If current work number is not operational, please simply provide a mobile or other number at which the responsible person can be reached.):

Mobile Phone Number

(if one would prefer not to provide a mobile number, please simply provide the work number again)*: _____

Requested basic required information

The information on this page is the required basic information needed to review the request.

2) Reason for the Emergency Temporary Correspondence Education Blanket Addendum Request

(Please choose only one - any write in response other than COVID-19 Pandemic requires prior approval of the Executive Vice Chancellor)*

COVID-19 Pandemic

Other - Write In: _____

3) Term covered by this Emergency Temporary Correspondence Education Blanket Addendum Request

(Please choose only one)*

Fall 2020

Other - Write In: _____

4) Anticipated Start Date (MM/DD/YYYY format. In most cases, this should be the start date of the selected term)*

5) Anticipated End Date (MM/DD/YYYY format. in most cases, this should be the end date of the selected term)*

6) Total number of sections whose delivery method will be affected by the COVID19 pandemic and are covered by this request*

7) Total number of sections whose delivery method will not be affected*

Files upload page

This page is for uploading files related to courses transitioning to correspondence education and also for programs with over 50% correspondence education delivery. Please assure that all files have data or indicate “0” if data is not applicable.

8) Upload file containing 1) courses covered by the addendum and 2) courses that will remain face to face for the term of submission. Your file should be named using the following naming convention: District-college-identifier(GI01)_Collegename_term-identifier(GI03)_Term2020_CourseFile - thus a submission for College of Alameda for Fall 2020 would be named 341_Alameda_205_Fall2020_CourseFile.xlsx. A sample of the file format for the submitted courses can be found here: [Correspondence Education Course Upload File Format*](#)

Note: Please use the file at the following link. [Correspondence Education Course Upload File Format](#) It has two columns in both the CE tab and the face-to-face tabs related to the number of course sections and the total number of students that may enroll in these course sections. Submissions not including these two columns will be returned as incomplete.

Summary of courses and students in the Fall 2020 term.

Provide information below related to the number of courses in both terms for correspondence education and face to face and the number of students that will be potentially served.

	Fall 2020
Courses covered by the addendum	
Courses that will remain face to face	
Number of students served	

9) Upload list of any programs, certificates, or degrees in which 50% or more of the courses are delivered via correspondence education. Your file should be named using the following naming convention: District-college-identifier(GI01)_Collegename_Fall_Term_2020_ProgramFile. A sample of the file format for the submitted programs can be found here: [Correspondence Education Program File Upload Format*](#)

Provide the total number of programs where 50% or more of the courses are delivered via correspondence education in the Fall 2020 terms.

	Fall 2020
Programs, certificates, or degrees in which 50% or more of courses are via correspondence education	

Additional Information Page

This is the last page of the form. Once you go beyond this page your form will be submitted and a communication will be sent to you indicating your submission is complete.

10) Please provide any additional information about correspondence education at your college.

Submission Received

Thank you for completing the Fall 2020 term Emergency Temporary Correspondence Education Blanket Addendum request. You will be contacted within five business days with a response to your request.