

## Excessive Absences: Application for Individual Student

April 29, 2020

**Instructions:** This application is to be used by districts, charter schools, intermediate districts and joint powers districts that enroll a student who is unable to participate in distance learning due to COVID-19 during the 2019-20 school year. The school may apply to the commissioner of education to continue to report the student enrolled beyond 15 consecutive days' absence. Complete the form when the student either ends the series of absences by participating in distance learning or the end of the 2019-20 school year, whichever occurs first. If a district/charter school has more than one student they are seeking to continue to count, please list all students in one application. Email the completed form to [mde.funding@state.mn.us](mailto:mde.funding@state.mn.us). Questions can be addressed to the same email.

### District Information

District Number: \_\_\_\_\_ Type: \_\_\_\_\_ Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Email: \_\_\_\_\_

Per Minnesota Statutes, section 126C.05, subd. 11, I am requesting that the commissioner of education approve this student to be claimed in membership beyond the 15 consecutive days absence allowed in Minnesota Statutes, section 126C.05, subd. 8, for the dates indicated below.

### Student Information

Student's Name: \_\_\_\_\_ Student's Grade: \_\_\_\_\_

Student's State Reporting Number: \_\_\_\_\_ Student's Date of Birth (YYYYMMDD): \_\_\_\_\_

School of Enrollment: \_\_\_\_\_

Dates of Consecutive Absences due to COVID-19 (YYYYMMDD) to (YYYYMMDD): \_\_\_\_\_ to \_\_\_\_\_

Number of Consecutive Instructional Days Student was Absent Between These Dates: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's Grade: \_\_\_\_\_

Student's State Reporting Number: \_\_\_\_\_ Student's Date of Birth (YYYYMMDD): \_\_\_\_\_

School of Enrollment: \_\_\_\_\_

Dates of Consecutive Absences due to COVID-19 (YYYYMMDD) to (YYYYMMDD): \_\_\_\_\_ to \_\_\_\_\_

Number of Consecutive Instructional Days Student was Absent Between These Dates: \_\_\_\_\_

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### Overview

During the Distance Learning Period (March 30 through April 30, 2020) and Extended Distance Learning Period (May 5 through the end of the 2019-20 school year) all public schools are providing distance learning. Schools are expected to have daily instructional interaction with their students. They must continue to maintain daily attendance records.

Minnesota school finance statutes require that students who have been absent for 15 consecutive days without receiving instruction must be withdrawn from the membership roles. No further membership may be claimed until the student returns to school, or, for the 2019-20 year, begins participating in distance learning as offered by the enrolling school. Unless the student has moved or transferred to another school or district, this does not absolve the school of continuing to reach out to the student and family with the goal of re-engaging the student in instructional activity.

### Waiver

Statute also gives the Commissioner of Education authority to waive the 15-day withdrawal statute in the case of epidemics. The Excessive Absences: Application for Individual Student can be used by schools to extend the consecutive days absence due to COVID-19. Following is a description of how and when a school would complete the application for an individual student.

1. Refer to the district or school distance learning policy to determine what constitutes attendance, e.g., logging into a portal, returning completed packets, phone call with teacher, participation in a web-based class activity, etc. Be sure that these activities are logged as attendance in the student information system (SIS).
2. Refer to the district or school distance learning policy to determine who at the district/school can contact students and that which can be considered attendance. These staff need to assure that the attendance is recorded in the SIS.
3. Documented attendance on a given school day stops the current string of absences and the 15 consecutive days starts over.
4. After 15 consecutive days absent the student must be withdrawn unless the school has a commissioner-approved waiver. The waiver cannot be completed until the student (1) starts participating in distance learning, breaking the string of absences; (2) the student enrolls elsewhere; or (3) the end of the school year. Use the date of the earliest of these events as the end date on the waiver.
5. Commissioner-approved waivers are for students who:
  - a. Are too ill to participate in distance learning.
  - b. School is aware that the student and family are trying to participate and the family is still in the district.
  - c. School is aware that the student and family are trying to participate even though they have moved to another district or out of state.
6. Do not request waivers when:
  - a. School has not reached the student and has no information about the student's status or location.
  - b. Student has enrolled elsewhere.
  - c. Student has moved out of state and is not participating in distance learning from the original district.
  - d. Family has chosen to home school.
  - e. Student/family refuses to participate in distance learning.