



Excessive Absences: Application for Individual Student

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 the student’s illness during the 2020-21 school year. The school may apply to the commissioner of education to continue to report the student enrolled beyond 15 consecutive days’ absence. Students who are absent due to illness *and* who are unable to participate in distance learning because of their illness may be kept on the roles. Complete the form when the student either ends the series of absences by participating in distance learning or the end of the 2020-21 school year, whichever occurs first. Please use a separate form for each student. A *Minnesota Automated Student Reporting System (MARSS) 17, Individual Student Enrollment Report* of the record that includes the absences must be included with this form. Email the completed form along with the PDF version of the student’s MARSS 17 Report to mde.funding@state.mn.us. Questions can be addressed to the same email.

If a district/charter school has more than one student they are seeking to continue to count, please list all students in one application using the [20-21 Students with Excessive Absences Application](#) for Districts to Use Excel spreadsheet. Please include the PDF version of the students’ MARSS 17 Report for each of the students listed on the spreadsheet. Email the completed spreadsheet, along with the MARSS 17 Reports of each student, to mde.funding@state.mn.us. The applications/spreadsheets and MARSS 17 reports are due by July 15, 2021.

District Information

District Number: _____ Type: _____ Name: _____

Contact Person Name: _____ Email: _____

Per Minnesota Statutes, section 126C.05, subdivision 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, subdivision 8, for the dates indicated below due to the student’s illness that prevents his/her participation in distance learning.

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 illness (YYYYMMDD) to (YYYYMMDD): _____ to _____

Number of Consecutive Instructional Days Student was Absent between These Dates: _____

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Overview

During the Safe Learning Plan for the 2020-21 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 2020-21 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 the student's illness which prevents the student from participating in distance learning.

When applying for the waiver, districts would continue to report the student in MARSS even when the student was absent more than 15 consecutive days and was too ill to participate in distance learning. Continue to report the student as enrolled in MARSS, indicating the Attendance Days as the days the student was actually present. Submit the Excessive Absences form along with the PDF version of the *MARSS 17, Individual Student Enrollment Report* for each student to mde.funding@state.mn.us.

The waiver applies to the core, required school year only. It does not apply to students enrolled in State Alternative Programs (SAAPs) or Extended School Year (ESY) over the summer.

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, posting completed coursework, phone call with teacher, participation in a web-based class activity). 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. When a student becomes well enough to participate in distance learning but does not return to school or begin participating in distance learning, the student must be withdrawn.

5. Commissioner-approved waivers are for students who are too ill to participate in distance learning.
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 or the move is not related to the pandemic.
 - d. Family has chosen to home school.
 - e. Student/family refuses to participate in distance learning.