

# 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 attend at the school site due to health reasons related 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 once the student either returns to attend at the school site or the end of the 2019-20 school year, whichever occurs first. If an applicant 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. MARSS reporting instructions will be forthcoming.**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Instructions and Definitions:

Minnesota Statutes, section 126C.05, subdivision 11, give the commissioner authority to allow students to continue in membership in a variety of circumstances, including an epidemic. The statute requires districts to apply to the commissioner. No application would be needed if the district provides daily distance learning or if the governor authorizes the commissioner to close schools statewide.

Districts and schools will determine how they can best meet the needs of their communities should individual students be unable to attend the school building during an epidemic. The district/charter school is encouraged to provide interactive instruction via distance learning to students unable to attend at the school site due to COVID-19. However, approval does not require the school to provide interactive instruction on each day claimed as attendance and membership for students unable to attend at the school building due to COVID-19.