



Early Learning Scholarship Program Exemption Policy for Teen Parents and Children in Families Experiencing Homelessness

The department will consider exemptions to the 25 absent day policy if the child has or is at risk of exceeding 25 absent days in their scholarship year, if the child is the child of a teen parent or has experienced homelessness in the last 24 months. Families that are at risk of exceeding 25 absent days in a scholarship year due to issues that have prevented the child from attending the program regularly should request an *Exemption Request Form for Teen Parents and Children in Families Experiencing Homelessness* from their Area Administrator or Scholarship Administrator.

For children of teen parents, the exemption form must either be signed or accompanied by a signature or statement from an official from the teen parent's school or, if applicable, the county or tribal social worker that they are aware of the family's situation and the child's absentee rate.

For Pathway I scholarships, the Area Administrator (AA) provides the form as provided by Minnesota Department of Education (MDE) to the family. The family must return the form to the Area Administrator within 30 days of the last day of the exemption period. The AA should note the dates of the exemption in the child's ELSA record and keep the *Exemption Request Form for Teen Parents and Children in Families Experiencing Homelessness* with the child's paper records.

For Pathway II scholarships in child care programs, the Scholarship Administrator (SA) informs the Pathway II Child Care Scholarship Administrator, Milestones, and requests the form to give to the family. The family must return the form to the child care program within 30 days of the last day of the exemption period. The child care program will inform Milestones as to the dates of the exemption and keep the *Exemption Request Form for Teen Parents and Children in Families Experiencing Homelessness* with the child's paper records. Milestones should note the dates of the exemption in the child's ELSA record.

For Pathway II scholarships in school-based and Head Start programs, the Scholarship Administrator (SA) provides the form as provided by MDE to the family. The family must return the form to the Scholarship Administrator of the program within 30 days of the last day of the exemption period. The SA should note the dates of the exemption in the child's ELSA record and keep the *Exemption Request Form for Teen Parents and Children in Families Experiencing Homelessness* with the child's paper records.

Authorized Signer Instructions:

For children of teen parents, the exemption form must either be signed by an official from the teen parents school or if applicable, accompanied by a signature and statement from the county or tribal social worker that they are aware of the family's situation, the child's absentee rate; and the parent/guardian of the child has been in contact with you directly regarding circumstances that may prevent the child(ren) from regular attendance at the program.

In order to sign this form, you must represent one of the authorized positions from the list below:

- County or Tribal Social Worker
- School Nurse
- Other (title): _____
- School Counselor
- School Advisor

Authorized Signer's Name (Print): _____

Signature: _____ Date (MM/DD/YYYY): _____

Title of Authorized Signer: _____

Name of Clinic, School, or Early Learning Program: _____

Address: _____ City: _____ State: _____ Zip: _____

Check one of the two options below:

Individual has circumstances that may prevent regular attendance for the following time period:

Start Date (MM/DD/YYYY): _____

End Date (MM/DD/YYYY): _____

Individual has ongoing conflicts or needs which may result in the child to have frequent absences from the early learning program.

Start Date, if known (MM/DD/YYYY): _____

Agency Use Only

Exemption for absent days will begin on (MM/DD/YYYY): _____ and end on (MM/DD/YYYY): _____.

Exemption for absent days will begin on the start date of the situation, but no more than 30 days prior to the date the completed form was received by the program. The early learning program must keep the document on file with the child's records and provide a copy as documentation of the exemption upon the request of the Area Administrator or Minnesota Department of Education (MDE). If the exemption is because of an ongoing situation, it may be approved for up to 12 months.