



Early Learning Scholarship Program Medical Exemption Policy

The department will consider exemptions to the 25 absent day-policy if the child, or an immediate family member, is impacted with a medical emergency that would prevent the child from attending their program. Families that are at risk of exceeding 25 absent days in a scholarship year or have reached 10 consecutive absent days due to an extended illness or injury should request an exemption and a *Medical Condition Documentation Form* from their Area/Scholarship Administrator. Illness or injury for the following family members will be considered: the child with a scholarship, the sibling of the child with a scholarship, or the parent/legal guardian of the child with a scholarship.

The *Medical Condition Documentation Form* must be signed by an authorized signer to verify the named person has or had a medical condition that resulted in a child's absence from the early learning program. The signer may be a physician, psychiatrist, public health worker, physician's assistant, psychologist, school nurse, nurse practitioner or chiropractor. The early learning program director, coordinator, owner/operator or lead teacher may provide the authorization for up to two weeks if the child was sent home due to the medical reason.

For Pathway I scholarships, the Area Administrator provides the MDE form 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 Area Administrator should note the dates of the exemption in the child's ELSA record and keep the *Medical Condition Documentation Form* with the child's paper records.

For Pathway II scholarships in child care programs, the Scholarship Administrator informs the statewide administrator of child care Pathway II scholarships, Milestones, and requests the form to give to the family. The family must return the form to the 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 *Medical Condition Documentation Form* 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 provides the MDE form to the family. The family must return the form to the Scholarship Administrator within 30 days of the last day of the exemption period. The Scholarship Administrator should note the dates of the exemption in the child's ELSA record and keep the *Medical Condition Documentation Form* with the child's paper records.

Medical Condition Documentation Form

Purpose:

This form is used to verify a medical condition that may result in a child's absence from the early learning program:

- **More than 25 absent days in a calendar year, and/or**
- **More than 10 absent days in a row for a child.**

Family Instructions:

Use this form if your child(ren) was or is anticipated to be absent from the program because the child, or a parent, or a sibling of the child(ren) living in the same home, has or had a medical condition. Fill out this section, sign, and return to the program your child is attending within 30 days. Exemptions will not be approved past the 30-day time period. If the exemption is because of a chronic condition, it can be approved for up to 12 months.

Person with Medical Condition: _____

Absent Child's Name: _____

Child's Relationship to the Person with a Medical Condition: ___The child ___Child's parent ___Child's sibling

Person with Medical Condition: _____

Absent Child's Name: _____

Child's Relationship to the Person with a Medical Condition: ___The child ___Child's parent ___Child's sibling

Person with Medical Condition: _____

Absent Child's Name: _____

Child's Relationship to the Person with a Medical Condition: ___The child ___Child's parent ___Child's sibling

Parent/Guardian Name: _____

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

Name of Early Learning Program: _____

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

One of the following people from this list must complete the information under **Authorized signer instructions**.

Physician Psychiatrist Public Health Nurse Physician's Assistant

Psychologist School Nurse Nurse Practitioner Chiropractor

Early learning program director, coordinator, owner/operator, or lead teacher (*only if the child was sent home from child care due to the medical reason. This exemption is limited to up to two weeks*)

Authorized Signer Instructions:

Please verify that the person on the front page has or had a medical condition that resulted in a child's absence from the early learning program. Complete and sign the section below.

Please check one option, sign and date:

Individual had an illness which resulted in a child's absence from the early learning program for the following time period: **Start Date** (MM/DD/YYYY): _____ to **End Date** (MM/DD/YYYY): _____

Individual has a chronic illness, which causes a child to have frequent absences from the early learning program. **Start Date** (*if known*, MM/DD/YYYY): _____

Authorized Signer's Name (Print): _____

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

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

Title of Authorized Signer: _____

Address: _____

City: _____ State: _____ Zip: _____

Agency Use Only:

Worker instructions: Exemption for absent days will begin on _____ (date, MM/DD/YYYY) and end on _____ (date, MM/DD/YYYY). Exemption for absent days will begin on the start date of the illness, but no more than 30 days prior to the date the completed form is 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 a chronic condition, it can be approved for up to 12 months. If this form was signed by the early learning program director, coordinator, owner/operator or lead teacher, the exemption is limited to up to two weeks from the start date listed above.