



# Extended Planned Absence (more than 15 school days)

According to the Minnesota Department of Education's enrollment guidelines, we must close your child's enrollment record if they are absent for more than 15 consecutive school days. If your child will be absent from school for more than 15 consecutive school days, please complete the following steps **prior** to leaving:

- Notify your child's school
- Complete this form and return it via email to the Welcome Center at register4EP@edenpr.org; fax it to 952-975-7026; or drop it off in person at the Welcome Center (8100 School Road)

In order to provide a smooth return transition for your child, upon return, you will need to:

- Notify your child's school
- Notify the Welcome Center via email at register4EP@edenpr.org

Questions regarding this form can be directed to the Welcome Center at 952-975-7008.

Today's Date (Month, Day, Year)

### Names of students in household that will be absent from school for the Extended Planned Absence (more than 15 school days):

Student Name(s)	Date of Birth (Month/Date/Year)	School

### Parent /Guardian

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Initial	Last Name	Email Address

### Parent /Guardian

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Initial	Last Name	Email Address

### Current Primary Address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	Apt. #	City	State	Zip	Phone

### Extended Leave Information

Last day of school before absence (Month/Day/Year)

Expected return date (Month/Day/Year)

### Please list any changes in student information, if applicable:

### The signature of a parent/guardian is required

<input type="text"/>	<input type="text"/>
Parent/guardian signature	Date

### Office Use Only:

Date student exceeds 15-day absence(Month/Day/Year)

Date of return to school (Month/Day/Year)