



Reporting for Online Learning Students

Division of School Finance

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[Minnesota Automated Reporting Student System \(MARSS\) Email](mailto:MARSS@state.mn.us) (MARSS@state.mn.us)

[Minnesota Department of Education \(MDE\) website](https://education.mn.gov) (https://education.mn.gov)

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I. Minnesota Department of Education Contacts

[Online Learning Providers webpage](#): MDE homepage > Districts, Schools and Educators > Teaching and Learning > Online Learning Providers

Questions on OLL application, approval, policy, etc. can be addressed to:

[Jeff Plaman](#), College and Career Success

Phone: 651-582-8457

Questions on the OLL reports, course completion and/or MARSS reporting for OLL participants can be addressed to:

[Kelly Wosika](#), School Finance

Phone: 651-582-8855

Online Learning/Course Completion files should be sent electronically as a text file to [Kelly Wosika](#).

Many terms related to online learning are defined in [Minnesota Statutes, section 124D.095, subdivision. 2.](#)

II. Online Learning Aid Calculations Report

The Online Learning Aid Calculations Report is posted to the Minnesota Department of Education (MDE) secure reports website after an Online Learning/Course Completion (OLL/CC) file is loaded or a statewide aid is calculated at MDE. A sample report can be found in [Appendix A](#).

Student Number

The MARSS state reporting number reported on the OLL/CC file.

Student Name

The student's name reported on the OLL/CC file.

Courses

The names of the courses reported on the OLL/CC file. The Course numbers (01, 02, 03, etc.) are assigned within the state's database to identify individual courses because it's possible that a student might have completed two distinct but related courses that have the same number and/or course name. These are assigned chronologically by start and completion date. These numbers will be reassigned after each new file is loaded. Course completions that are entered manually at the state, rather than through the file load process, will be at the end of the list rather than sorted by date.

Eligible Type

These codes are assigned at the state when the data are loaded and edited.

PUB

Minnesota public school student enrolled in other than the state-approved OLL district or charter school.

NPC

Student is currently enrolled in a Minnesota nonpublic school. There should be no NPC students because nonpublic school students are ineligible to generate funding and should not be reported on either MARSS or the OLL/CC file for their OLL participation.

Grade Level

The grade level reported for the student on the OLL/CC file. This should be the grade level at which the student is enrolled, not necessarily the grade level of the OLL course completed.

PN

This is an indication as to whether the student is enrolled in a Minnesota public school or a nonpublic school at the time the student participated in OLL and as reported on the OLL/CC file. Only Minnesota public school students are eligible to generate funding.

P = student is currently enrolled in a Minnesota public school

N = student is not enrolled in a Minnesota public school

Length

The length of the course and type of credit awarded as reported on the OLL/CC file.

Q = quarter
T = trimester
S = semester
Y = year-long

Base ADM

The Average Daily Membership (ADM) associated with the OLL course length using the statute definition that a semester course is worth 1/12 of an ADM.

Quarter = 0.0417
Trimester = 0.0556
Semester = 0.0833
Year-long = 0.1667

Excess OLL

This indicates any ADM reduction that is necessary when the student's total OLL Base ADM exceeds 1.0. For example, if a student completed more than 12 semester OLL courses, the Base OLL ADM would exceed 1.0 (e.g., 13 semester courses X 0.0833 semester Base ADM = 1.0829 ADM). This ADM does not include any ADM generated by MARSS reporting.

Initial ADM

Base ADM minus Excess OLL ADM.

Adjusted Percent

Currently, the OLL law specifies that the Adjusted OLL ADM equals 88 percent of the Initial OLL ADM.

Adjusted ADM

Initial OLL ADM times the Adjusted Percent.

Excess MARSS

After the MARSS data have been reported for a student and the statewide edit program is run, this is the negative OLL adjustment necessary when the student's MARSS ADM cannot be reduced below 12 percent of the Initial OLL ADM.

OLL ADM

This is Adjusted OLL ADM minus Excess MARSS ADM.

Weight Factor

The pupil unit weighting factor based on the student's grade level.

OLL PUN

OLL ADM times the pupil unit Weighting Factor.

Formula Allowance

This is the current year's general education formula allowance.

Aid Amount

OLL PUN times the Formula Allowance. Records with errors identified on the Load Report or the MARSS 46 OLL Error Report will not generate OLL aid until the errors are corrected. Records are not compared to MARSS until the June statewide edit.

Public/General Education Aid

This is the OLL pupil units and aid amount on behalf of students who are not enrolled in the OLL district/school. The aid is paid from the state's general education appropriation on a 90/10 basis with 100 percent on September 30 of the following school year.

Calculated Aid

This is the general education aid for OLL participants.

III. Online Learning/MARSS Reporting Errors Report

The MARSS 46 OLL Error Report is provided to the MARSS coordinator at districts and charter schools that have state-certified online learning (OLL) programs and for which an OLL/course completion (OLL/CC) file reporting discrepancy was found for at least one student when the data were compared to MARSS. These reports are posted to MARSS Web Edit System (WES) under the Statewide Reports tab. These are critical errors; the reporting error could be in the enrolling district's MARSS file or the OLL/CC file. A list of potential errors, a description of each, and potential responses are provided below. A sample report can be found in [Appendix B](#).

Note that the data provided for each student under the columns labeled District, Type, School, Student Number, Student Name, Start Date and End Date might come from either the MARSS file or the OLL/CC file, depending on the specific error. The Course Name can come only from the OLL/CC file.

Records with errors identified on the OLL Load Report are excluded from the OLL-MARSS edit.

This report is posted to MARSS WES after each of the year-end MARSS reporting deadlines, starting in June.

Error Messages

Error Message: "No Corresponding MARSS Enroll Rec"

Description: This student has been reported on the OLL/CC file as a public school student but no corresponding MARSS enrollment record could be found: (1) at the enrolling district indicated on the OLL/CC file; and/or, (2) at the time the student started the OLL course. MARSS enrollment records with State Aid Category (SAC) 41-46 or 98 are not eligible enrollment records, [i.e., early childhood screening, extended school year (ESY) or summer graduate/dropout].

All of the information printed for this error comes from the OLL/CC file.

Consequence: The student's OLL ADM will be reduced at the OLL provider because the student does not appear to be enrolled in a public school and/or MDE cannot assure that the student has not exceeded 1.0 ADM.

Response: Verify that the student is a public school student rather than a nonpublic school student. Only public school students are reported on MARSS. (Nonpublic school participants should not be reported on MARSS for OLL participation.)

If the student is a public school student, verify that the enrolling district and school identified on the OLL/CC file is correct. The edit program is looking for a corresponding record based on the student's State Reporting Number, the district number and type, and the school number that are reported on the OLL/CC file. If the public/nonpublic school status and/or enrolling district number/type and/or school number are inaccurate, send corrections to the department contact provided at the end of this document.

If the public/nonpublic school status and/or enrolling district number/type are accurate, contact the enrolling district. Ask the MARSS coordinator to verify the student's State Reporting Number and enrollment dates. If the enrolling district has failed to report the student during the OLL time period, ask the MARSS coordinator to include the student on the district's MARSS files.

Verify that the OLL/CC file contains the correct start and/or completion dates. If these are in error, send corrections to the contact provided at the end of this section.

Error Message: "Shared Time Ineligible"

Description: This is a student who:

- has been reported as a public school student on the OLL court completion file; but,
- is a nonpublic shared time student on MARSS.

Consequence: The student's OLL/CC record will be flagged as in error.

Response: Verify the student's State Aid Category reported on MARSS. If it is correct, remove the record from the OLL/CC file. The student is ineligible for OLL aid.

Error Message: "Nonpublic on OLL, Public on MARSS"

Description: This student has been reported on the OLL/CC file as a nonpublic school student but is reported on the corresponding MARSS enrollment record as a public school student (i.e., the student's MARSS State Reporting Number is other than 16 or 17).

The district number, type and school number that are printed for this error come from MARSS. The rest of the information for this error comes from the OLL/CC file.

Consequence: The OLL/CC record is marked in error and ineligible for OLL aid. Nonpublic school OLL participants are ineligible to generate funding.

Response: Verify that the student's State Reporting Number on both the MARSS file and the OLL/CC file are accurate. If the State Reporting Number and/or the State Aid Category (SAC) are wrong on the MARSS file, ask the MARSS coordinator in that district to correct the data for the next submission.

If the State Reporting Number and/or public school status is wrong on the OLL/CC file, send the correction using the directions at the end of this section.

Error Message: “Non MN Resident/Inelig for OLL Aid”

Description: This student has been reported on the OLL/CC file for OLL aid but is reported on MARSS as a non-Minnesota resident (SAC 15 or 18).

These students are ineligible to generate Minnesota general education revenue or OLL aid.

The district number, type and school number that are printed for this error come from MARSS. The rest of the information for this error comes from the OLL/CC file.

Consequence: This student’s OLL record will be marked in error and no OLL aid generated until the error is corrected.

Response: Verify that the student’s State Reporting Number on both the MARSS file and the OLL/CC file are accurate. If the State Reporting Number and/or the State Aid Category (SAC) are wrong on the MARSS file, ask the MARSS coordinator in that district to correct the data for the next submission.

If the student’s State Reporting Number on the OLL/CC file is in error, send the correction using the directions at the end of this section.

If the student’s State Reporting Number and SAC on MARSS are correct, delete the record from the OLL/CC file.

Error Message: “OLL Started After Graduation”

Description: This student’s corresponding MARSS enrollment record indicates the student has graduated.

Consequence: The OLL record is marked in error and no OLL aid is generated.

Response: Contact the enrolling district to verify that the student’s State Reporting Number on both the MARSS file and the OLL/CC file are accurate. If the MARSS record is in error, ask the MARSS coordinator in the enrolling district to correct the number.

If the student’s State Reporting Number on the OLL/CC file is in error, send the correction using the directions at the end of this section.

Error Message: “State Aid Category Ineligible for OLL”

Description: This student is reported with a State Aid Category (SAC) that is ineligible to generate OLL funding. Specifically:

- SAC 41-46 early childhood developmental screening
- SAC 52 Minnesota resident enrolled in South Dakota via reciprocity
- SAC 98 summer graduate, dropout, or transfer out of the Minnesota public school system

Consequence: The OLL record is marked in error and no OLL aid is generated.

Response: Contact the enrolling district to verify that the student’s State Reporting Number on both the MARSS file and the OLL/CC file are accurate. If the MARSS record is in error, ask the MARSS coordinator in the enrolling district to correct the number. Also, verify that the SAC on the MARSS file is correct.

If the student’s State Reporting Number on the OLL/CC file is in error, send the correction using the directions at the end of this section.

Corrections to Course Completion File

Corrections to the OLL/Course Completion (OLL/CC) file due to omissions or errors identified on either the OLL Load/Error Report or the MARSS 46 OLL Error Report can be made in one of two ways:

1. If the final reporting timelines have not expired and numerous errors need to be fixed, a new and corrected file can be provided to MDE in the normal manner. Each new file completely replaces all of the prior data, so be sure that all eligible course completion records are included in each submission.
2. If only a few corrections are necessary and the timelines have not expired, they can be emailed to [Kelly Wosika](#) for her to manually correct the MDE data base. Be sure to update the OLL/CC file locally so that should a successive OLL/CC file submission be necessary it will include these same corrections.

OLL/Course Completion Timelines can be found in [section VI](#) of this document. Refer to section VI for the procedure to follow if corrections are requested after the timelines have expired.

IV. Online Learning Student Data Report

This report is produced and posted to the MDE secure reports website when an OLL program's OLL/course completion (OLL/CC) file is loaded. All course completions that were reported in the OLL/CC file are included on this report. In the far right column under ELIG TYPE, a message of either PUB or ERR indicates whether the record loaded with no errors or with errors.

- PUB indicates the record was internally correct; however, the comparison with MARSS data has not yet been made. This record will generate OLL aid, at least until the record is compared to the MARSS files during a MARSS statewide edit. Timelines are posted on the [MARSS website](#).
- ERR indicates that the OLL/CC file has an internal error or inconsistency that needs to be corrected before the student's course will generate funding. A sample report can be found in [Appendix C](#). These records will be excluded from the MARSS-OLL edit.

Column Headings

Student Number

The student's MARSS State Reporting Number reported on the OLL/CC file.

Birthdate

The student's birth date reported on the OLL/CC file.

Student Name

The student's name as reported on the OLL/CC file.

Course Name

The name and staff assignment code of the course as reported on the OLL/CC file. The course numbers (e.g., Course 1, Course 2), are assigned as the file is loaded at the MDE. These numbers are reassigned each time a new OLL/CC file is loaded for the OLL program.

Enrollment Date

The date the student started the OLL course as reported on the OLL/CC file.

Completion Date

The date the student completed the OLL course as reported on the OLL/CC file.

Length

The type of credit awarded for completion of the course.

Q = quarter credit

T = trimester credit

S = semester credit

Y = year-long credit

Grade Level

The student's grade level as reported on the OLL/CC file. This should be the grade level at which the student is enrolled, not necessarily the grade level of the course completed.

PUB/NON

An indication of the student's current school status as reported on the OLL/CC file.

P = student is enrolled in a Minnesota public school at the time the OLL course was started and completed.

Enrolling District/Type/School

For public school students only, this is the district number, district type and school number where the student is enrolled at the time he or she started the OLL course.

Resident Number/Type

This is blank or zero-filled, effective FY 2006.

ELIG TYPE

These codes are assigned at the state when the OLL/CC file is loaded and edited.

- PUB indicates the record was internally correct and consistent; however, the comparison with MARSS data has not yet been made.
- ERR indicates that the OLL/CC file has an internal error or inconsistency that needs to be corrected before the student's course will generate funding.

A sample report can be found in [Appendix C](#).

Potential Error Messages

ERROR: A NONPUBLIC STUDENT CANNOT HAVE AN ENROLLING DISTRICT

This indicates that the student has been identified as enrolled in a nonpublic school on the OLL/CC file (refer to PUB/NON column) but the student is enrolled in a public school as reported on the OLL/CC (refer to Enrolling District/Number/Type columns). Nonpublic school students should not have an enrolling public school. Either: (a) the student's public/nonpublic school status is in error; or, (b) the enrolling district or school numbers should be removed from the OLL/CC file. Nonpublic school OLL participants should not be reported on either MARSS or the OLL/CC file.

ERROR: COURSE COMPLETION DATE OCCURS BEFORE THE ENROLLMENT DATE

This indicates that the enrolling date reported is later than the completion date. Correct the enrollment and/or completions dates and resubmit the file.

ERROR: INELIGIBLE DUE TO GRADUATION OR DEATH

This indicates that the State Reporting Number reported was reported in a prior year with a Status End code on MARSS as either a graduate or death. This student is ineligible to generate further state aid. Verify that the correct State Reporting Number has been reported.

ERROR: INVALID OR MISSING BIRTH DATE

This indicates that the student's birth date is not a valid format or it is missing. Correct the file and resubmit.

ERROR: INVALID OR MISSING COURSE CODE (STAR ASSIGNMENT CODE)

This indicates that the STAR assignment code is either missing or invalid. Verify the code and update the OLL/CC file.

This message will also be displayed when the assignment code is not formatted appropriately on the OLL/CC file. Make sure the field is right-adjusted.

ERROR: INVALID OR MISSING COURSE ENROLLMENT DATE (START DATE)

This indicates that the enrollment date reported is either missing or in an unrecognizable format. Update the file and resubmit.

ERROR: INVALID OR MISSING COURSE COMPLETION DATE (END DATE)

This indicates that the course completion date reported is either missing or in an unrecognizable format. Update the file and resubmit.

ERROR: INVALID OR MISSING COURSE LENGTH (SHOULD BE Q, T, S, Y)

This indicates that column R of the OLL/CC file does not include the course length. To compute a student's OLL ADM, the course length is required. Update the OLL/CC file with the correct course length code.

- Q = quarter
- T = trimester
- S = semester
- Y = year-long

ERROR: INVALID OR MISSING COURSE NAME

This indicates that the course name reported is missing or an unrecognizable format. Update the file and resubmit.

ERROR: INVALID OR MISSING ENROLLING DISTRICT NUMBER, TYPE AND/OR SCHOOL NUMBER

This indicates that the enrolling district number, district type and/or school number are either invalid or are missing. Check the information reported in these columns of the OLL/course completion file, make the necessary corrections and resubmit the file.

District numbers and types, and school numbers can be found on the [department's website](#). Select Data Center > Schools and Organizations (MDE-ORG) > Enter the MDE-ORG site to get started! Enter the name or number of the district or charter school in the Search box. The four-digit district number and two-digit district type follow the district/charter school name. Each school name is followed by the district number, district type and three-digit school number.

ERROR: INVALID OR MISSING ONLINE LEARNING DISTRICT NUMBER, TYPE AND/OR SCHOOL NUMBER

This indicates that the district number, type or school number for the OLL program submitting the file is not a state-certified OLL program or the information is missing. Update the file and resubmit.

ERROR: INVALID OR MISSING PUBLIC/NONPUBLIC INDICATOR (SHOULD BE P OR N)

Only students enrolled in a Minnesota public school and generating adjusted ADM capped at 1.0 while participating in OLL are eligible to generate aid. This is critical to computing the OLL aid. Nonpublic and home school students are ineligible to generate state funding effective FY 2006. Make the necessary corrections and resubmit the file.

ERROR: INVALID OR MISSING STUDENT GRADE LEVEL

This indicates that the student’s grade level is either missing or not a valid grade. Valid grades are K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11 or 12.

ERROR: INVALID OR MISSING STUDENT NAME

This indicates that the student’s name field is empty or an unrecognizable format. Student name should be reported: Last name, first name, middle name/initial.

ERROR: INVALID OR MISSING STUDENT NUMBER

This indicates that the student number field is empty, too few or too many characters, or an unrecognizable format. Be sure that the leading zero(s) are included in the OLL/CC file.

ERROR: PUBLIC STUDENT, ENROLLED IN ONLINE DISTRICT, AND PUBLIC STUDENT IN THE PRIOR YEAR

This indicates the student is reported on the OLL/CC file as enrolled in the OLL district/charter school. This student should be reported on MARSS rather than the OLL/CC file. Refer to [section VIII](#). Remove the student from the OLL/CC file.

However, if the student is really enrolled in a different Minnesota public school, update the enrolling district number, type and school number on the OLL/CC file and resubmit.

ERROR: INVALID PUBLIC ENROLLING DISTRICT

This indicates that the student is reported as a public school student but is enrolled in a facility from which an ADM and state aid adjustment cannot be made. A student enrolled at the Perpich School for the Arts (district number 1000, type 70) or a Bureau of Indian Affairs school generating tribal/contract grant aid is ineligible to claim as a public school OLL participant. These students would be considered the same as a nonpublic school participant.

V. Online Learning/Course Completion File Format

Position and Field Name	Numeric/Alpha (Length)
1. OLL District Number	9999 (4 digits, numeric)
2. OLL District Type	99 (2 numeric)
3. OLL School Number	999 (3 numeric)
4. Student State Reporting Number	X (13 text)
5. Student Name (to help with verification—see below)	X (40 text)
6. Birth Date (to help with verification)	YYYYMMDD (8 numeric)
7. Public School or Nonpublic School Student (P or N)	X (1 text)

8. Enrolling District Number (for ADM adjustment)	9999 (4 numeric)
9. Enrolling District Type (for ADM adjustment)	99 (2 numeric)
10. Enrolling School Number (for ADM adjustment)	999 (3 numeric)
11. Resident District Number (for nonpublic only)	9999 (4 numeric)
12. Resident District Type (for nonpublic only)	99 (2 numeric)
13. Grade Level of Student	XX (2 text)
14. Assignment code as used on STAR	999999 (6 numeric)
15. Course name used locally (to lessen duplication)	X (20 text)
16. Course enrollment date	YYYYMMDD (8 numeric)
17. Course completion date	YYYYMMDD (8 numeric)
18. Course length (Q, T, S, or Y)	X (1 text)

131 characters total

Comments

- File can be submitted quarterly; however, not before the courses are actually completed.
- File should be cumulative (i.e., it should include all completed courses for the entire year to date). Each program's file will completely replace the prior file.
- Must be submitted electronically via email.
- Text fields (alpha/numeric and alpha fields) should be left justified.
- Columns 7 and 18 must be capitalized.
- Numeric fields should be right justified.
- Student number is a text, not numeric, field. The leading zeros in a student's State Reporting Number will be included only if this is formatted as a text field.
- Student name must be last name, first name, middle name or middle initial.
- No slashes in the date fields (e.g., report 20190123 for January 23, 2019).
- Must be a fixed-file format, no commas or other delimiters. Make sure the data are formatted per the sizes shown above because the file will be uploaded to the mainframe computer and it will only recognize the standard format shown.
- Records that are incomplete or in error will be excluded from payment. Some errors will prevent the entire file from loading. A Pre-Edit Report is generated when certain errors are detected and the file has not loaded.
- District numbers and types, and school numbers can be found on the [department's website](#). Select Data Center > Schools and Organizations (MDE-ORG) > Enter the MDE-ORG site to get started! Enter the name or number of the district or charter school in the Search box. The four-digit district number and two-digit district type follow the district/charter school name. Each school name is followed by the district number, district type and three-digit school number.
- STAR assignment codes can be obtained from the [MDE website](#). Select Districts, Schools and Educators > Business and Finance > Data Submissions > STAR Web Edit System > STAR Assignment Codes.
- No blank lines. If a record is deleted from the file, delete the entire row.

Conversion of a Spreadsheet to a Flat File

The data can be stored and/or updated in a spreadsheet, but must be submitted electronically to MDE in a fixed-length, flat-file format. To convert an Excel spreadsheet to the required format:

1. Make sure data are reported in all columns as directed above.

2. Delete first row headings. Every row must be a student/course record. Delete any rows below the last line of data.
3. Format each column either text or numeric (e.g., text columns like student number are text and left justified. Many student numbers will need the leading zero).
 - a. For text fields, right-click on the column to highlight it, select Format Cells, select the Number tab, and Text in the drop down list. Click **OK**.
 - b. For numeric fields, right click on the column to highlight it, select Format Cells, select the Number tab, and Number in the drop down list. Reduce the decimal places to zero and unselect "Use 1000 Separator" (no commas). Click **OK**.
4. Format each column width. Right-click on each column to highlight it, select Column Width. Enter the correct column width using the description above; this is the number in parenthesis in the right column.
5. Save the file one more time as an Excel spreadsheet.
6. Select File and Save As. The "File name" should include your district number. Under Save as type, select Formatted Text (space delimited) (*.prn). A Microsoft information message will appear, click **Yes** (to keep this format, which leaves out any incompatible features).
7. Close out the spreadsheet. A Microsoft Excel message will appear. Click **No** to the question to save the changes made, so you do not override the needed text file formatting.
8. Email the file to [Kelly Wosika](#).

A sample text file is provided in [Appendix D](#).

If any of the column widths are different than the instructions above, the file will not load and a Pre-Edit Error Report will be sent to you. A sample of this report is in [Appendix E](#).

For more information, contact [Kelly Wosika](#) at 651-582-8855.

VI. Online Learning/Course Completion File Timelines

The OLL/Course Completion file is submitted by state-approved OLL programs to request OLL aid for public school students who complete OLL courses but who are enrolled in another Minnesota school district. These are the reporting timelines for the Online Learning Course Completion files necessary to compute the Online Learning Aid under Minnesota Statutes, section 124D.096.

(a) The online learning aid for an online learning provider equals the product of the adjusted online learning average daily membership for students, times the student grade-level weighting, times the formula allowance. (Minn. Stat. § 124D.095, subd. 8, paragraph (d) and Minn. Stat. § 126C.05, subd. 1.)

(b) The department must pay each online learning provider the current year aid payment percentage multiplied by the amount in paragraph (a) within 45 days of receiving final enrollment and course completion information each quarter or semester. The final adjustment payment must be the amount of the actual entitlement, after adjustment for actual data, minus the payments made during the fiscal year of the entitlement. This payment must be made on September 30 of the next fiscal year. (Minn. Stat. § 127A.45.)

Please view the [Reporting Timelines for the OLL/Course Completion \(OLL/CC\) File](#) on the MDE website for a specific fiscal year.

If an OLL provider requests to make changes to the file after September 1, when the timelines have expired, you may be requested to send a letter of appeal to:

Tom Melcher, Director
Minnesota Department of Education
Division of School Finance
1500 Highway 36 West
Roseville, MN 55113

In the appeal letter, include the following:

1. A description of the error or omission.
2. How the error or omission occurred.
3. Why the error or omission could not have been corrected within the established timelines.
4. What steps the district or charter school has taken to assure that the error or omission will not be repeated in a following school year.

For more information, contact [Kelly Wosika](#) at 651-582-8855.

VII. Reporting Enrolled Students on MARSS

Students who enroll comprehensively in the OLL program are reported by the OLL program on MARSS. Only programs that can award a diploma can enroll comprehensive students.

Following is a discussion of what notices the OLL/enrolling school needs to provide to the prior enrolling district and/or resident district and how Membership Days/Hours and Percent Enrolled are computed. Note that the student's transcript is the audit trail showing a student's participation in OLL courses.

Notifications

A student wishing to enroll in an OLL program must transfer via an existing statute.

- If the student is open enrolling into an independent district with an OLL program, the student/family must complete a *School District Enrollment Options Program* form (ED-01861) and follow the application timelines defined in Minnesota Statutes, section 124D.03, subdivision. 3. A copy of the completed form must be provided to the resident district. A copy of the form is posted to the [MDE website](#) from the home page, Students and Families > School Choice > Open Enrollment.
- If the student is enrolling in a charter school with an OLL program, the student must follow the application process in place for the charter school.

The OLL program, whether it is administered by an independent district or charter school, must notify the prior enrolling district using the *Notification of Change in Student Enrollment* (ED-02037) form. A copy of the form is posted to the [MDE website](#). From the home page, select Districts, Schools and Educators > Business Finance > School Finance > MARSS-Student Accounting > Forms: MARSS Student Accounting > *Notification of Change in Student Enrollment*.

This form is required whenever a student transfers between districts and/or charter schools in Minnesota. All MDE MARSS-certified software vendors can produce this form. It serves two purposes:

1. It notifies the prior enrolling school of the date that the student enrolled in the OLL program so that the prior school can withdraw the student no later than the enrollment date. This avoids a date overlap on MARSS.

2. It is a request to forward the student’s MARSS State Reporting Number to the new enrolling school. A student must be reported on MARSS and all state assessments using a single unique MARSS State Reporting Number that stays with the student for his or her entire public school career.

Student Membership

For purposes of computing membership for students enrolled in OLL programs the OLL program’s calendar and completion expectations determine which is used.

- OLL programs in which students are able to start courses at any time, complete them at their own pace, and/or enroll in any number of courses concurrently, should use the Completion-Based method of computing student membership. In this method, each completed OLL course generates a given number of membership hours. Percent Enrolled is reported as 999.
- OLL programs in which students must start and complete the course within a school-defined term at the teacher’s pace use the term-based method. In this method, each course represents a portion of the school day; full- or part-time status is indicated on MARSS using the Percent Enrolled field.

Completion-Based

The completion-based method is used for OLL programs in which:

- Students are able to start an OLL course at any time during the school year.
- Students can complete the OLL course at their own pace, either working ahead of other students or taking more time.
- Communication within the course is primarily between the individual student and the teacher, as opposed to among students with little synchronous communication.
- The OLL program may or may not have established terms within which students must complete courses.

The completion-based method for computing student membership models the independent study method used by state-approved alternative programs with approved independent study programs. Each year the OLL program must complete and retain for audit purposes the *Calculation of Membership Hours for OLL Students Enrolled in OLL Program/Course Completion Method* form. A copy can be found in [Appendix F](#).

“Calculation of Membership Hours for OLL Students Enrolled in OLL Program/Course Completion Method”

Refer to *Calculation of Membership Hours for OLL Students Enrolled in OLL Program/Course Completion Method* on the following page. Under “Graduation Requirements at District Granting Diploma” the OLL program requires 21.5 credits or standards to graduate in the four years of high school. This means that a student needs to complete 5.5 yearlong or 11 semester credits per year to make regular grade progression and graduate on time.

Under “Program Information at OLL Program” the school calendar described on lines 4 and 5 shows 172 instructional days at 360 minutes per day (excluding meal times). These two figures must match the number of Instructional Days and Length of Day reported by the OLL program on its MARSS A School file. The calculation of the program’s annual instructional hours occurs on line 7: 172 instructional days times 360 minutes per day divided by 60 minutes per hour equals 1,032 hours.

Line 9 shows the calculation of the number of membership hours that the OLL program can claim per completed OLL credit: 1,032 instructional hours divided by 5.5 credits needed per year equals 188 membership hours.

Calculation of Membership Hours for OLL Students Enrolled in OLL Program Course Completion Method

Graduation Requirements at District Granting Diploma

Line	Math	Enter Figure	Description
1		21.5	Number of credits or academic standards students need to complete from the OLL Program
2	/	4	Years in high school in the OLL Program granting the diploma
3	=	5.5	Number of credits or academic standards needed to compete per year to graduate from the OLL Program granting the diploma

Program Information (for each grade) at OLL Program

Line	Math	Enter Figures	Description
4	n/a	172	Instructional days per year at the OLL program in the core year reported on MARSS School File
5	X	360	Average Length of Day in Minutes at the OLL program reported on MARSS School File
5	/	60	Minutes per hour
7	=	1032	Hours required for a full-time student (instructional hours)
8	/	5.5	Number of credits or academic standards needed to complete per year to graduate from the school granting diploma (above)
9	=	188	Maximum number of membership hours to claim per OLL credit completed

MARSS

The OLL program can claim 188 membership hours for each one-credit OLL course completed during the school year. If a student has completed only part of a course at the end of the school year, the program can claim the portion of the credit that the student has completed. For example, if the student had completed 75 percent of the course, claim 141 hours. If the student completes the course during the following school year the remaining 47 membership hours can be claimed then.

Students who are given partial credit for a course and are not required to complete all of the associated coursework to earn the credit should be claimed for only the portion of the credit that the student is required to complete to earn the credit. For example, a student who at the time of withdrawal from the prior school had completed half of the American History class could be given partial credit and be required by the OLL program to complete only the second half of the course work to earn the American History credit. This student could be claimed for 94 membership hours.

All students reported under the Completion-Based Method have a Percent Enrolled of 999. Both attendance and membership are reported in terms of hours.

Term-Based

The term-based method is used for OLL programs that:

- Students usually must start an OLL course within a short window of time near the beginning of a term,
- Students must complete the OLL course at the pace set by the teacher with only limited working ahead possible.
- Communication within the course is both between the individual student and the teacher as well as among students and is more synchronous communication than the completion-based method.
- The OLL program has established terms within which students must complete courses.
- No additional membership is generated for students who have not completed the coursework during the term.

The “term-based” method of computing membership model is that found in a typical high school. The school has defined terms within which courses are offered and courses may have a scheduled time when students and the teacher meet synchronously. The OLL program must have a set number of instructional days and periods per day (i.e., a school calendar). The periods per day remain constant throughout the school year for all students and must be adequate so that a student enrolled full-time can make regular grade progression. Each term the student starts new courses or completes the next portion of a prior credit (e.g., first semester the student takes American History A and the second semester the student takes American History B).

The Percent Enrolled describes a given student’s level of enrollment. A student reported as 100 Percent Enrolled must be enrolled in a full course load that, if successfully completed, will result in grade progression. Students enrolled in fewer courses than would result in grade progression are reported as part-time (i.e., less than 100 Percent Enrolled).

Each year the OLL program must complete and retain for audit purposes a copy of the *Calculation of Courses Required for OLL Students Enrolled in OLL Program/Term-Based Method*. A copy can be found in [Appendix G](#).

“Calculation of Courses Required for OLL Students Enrolled in OLL Program/Term-Based Method”

Refer to *Calculation of Courses Required for OLL Students Enrolled in OLL Program/Term-Based Method* (page 19). Under “Graduation Requirements at District Granting Diploma” the OLL program requires 21.5 credits or standards to graduate in the four years of high school. This means that a student needs to complete 5.5 yearlong or 11 semester credits per year to make regular grade progression and graduate on time.

MARSS

Term-based schools must have the same calendar for all students in a given grade and school just like a seat-based school. So this term-based OLL program would need to schedule at least six periods per day so that a student could enroll in the number of classes needed to make grade progression. A student would need to be enrolled in all six periods to be claimed as 100 Percent Enrolled. A student enrolled in only five classes during a term would be reported as 83 Percent Enrolled (five classes divided by six periods).

Calculation of Membership Hours for OLL Students Enrolled in OLL Program Term-based Completion Method

Graduation Requirements at District Granting Diploma

Line	Math	Enter Figure	Description
1	n/a	21.5	Number of credits or academic standards students need to complete to graduate from the OLL program
2	/	4	Years of high school in the OLL program granting the diploma
3	=	5.5	Number of credits or academic standards needed to complete per year to graduate from the OLL program granting the diploma, rounded up to the nearest half credit
4	Round Up	6	Required number of periods der day in school calendar to be reported as 100 percent enrolled (line 3, rounded up to the nearest whole number)

Incompletes and Fails

In the term-based method, students enrolled during the entire term but who were awarded an Incomplete can generate no more membership hours or days for that credit. The student and teacher would need to determine how and when the student could complete the credit outside the membership generated by the student during the next term.

In the completion-based method, students generate membership hours based on the portion of the credit that they did complete. They cannot be claimed for the entire number of membership hours until the credit is completed.

A student who failed a course although completing all requirements of the course can repeat the course entirely (i.e., complete all of the related coursework and assessments), and the OLL program can claim the entire membership again. Or, the student could be allowed to complete only a portion of the coursework to earn the credit and the OLL program would claim prorated membership for the student.

Attendance

Each OLL program needs to have documented how attendance/absences are determined and reported, no matter which method of computing membership is used. Individual student records must contain daily attendance to show compliance with the statute that requires students to be withdrawn after 15 consecutive days absence and for truancy purposes. In no case can a student's attendance exceed the student's membership in either method.

VIII. Records to Keep for Audit

Residency

Students must be residents of Minnesota and physically residing in Minnesota to claim for Minnesota state aid. Records should be kept showing the student's and parent's physical address, not just a post office box number. This information should be made available to the resident district, if requested.

For students who were not enrolled the entire school year, there should be a manual record of students' entry and/or withdrawal dates. The auditor uses these to verify the entry of these dates to the student attendance software and student membership as reported on MARSS.

Each student's transcript must include all courses taken and which generated student membership. The courses must be identified by the school year during which the membership was claimed.

Supplemental

To be included on the OLL program's OLL/course completion file, the OLL program must have a signed copy of the student's "Online Learning (OLL) Supplemental Notice of Student Registration." The registration must be signed by the enrolling district. If the student has taken more than 50 percent of his or her course load via supplemental OLL, the enrolling district needs to have checked the appropriate box on the registration form.

A copy of the OLL Supplemental Notice of Student Registration can be obtained from the

[MDE website](#) > Student Success > Enrollment Choices > Online Learning.

In addition, the student must have completed the OLL course to claim OLL aid. Completion of the course is defined as completing enough of the required assignments and assessments such that had the work been of passing quality the student would have passed the course. A student who drops a course or does not complete enough of the requirements to pass the course is considered to have not completed the course and should not be included on the OLL/course completion file.

A grade of F is considered passing if the student completed all of the required assignments and assessments but the course work was not of sufficient quality to pass the course.

Students must be enrolled in a Minnesota public school as a Minnesota public school student to be eligible to claim OLL aid.

Comprehensive

An OLL program in an independent school district should have a copy of the student's "School District Enrollment Options Program," ED-01861 for nonresident students. If the student enrolled under a different statute, maintain a copy of the appropriate documentation (e.g., agreement between school boards signed by both districts).

The OLL program should have a copy of either the “Calculation of Membership Hours for OLL Students Enrolled in OLL Program/Course Completion Method” or “Calculation of Courses Required for OLL Students Enrolled in OLL Program/Term-Based Method” and be able to show how each student’s membership was computed. The students’ transcripts serve to show which courses the students took while enrolled in the school. Records should be kept for students who were awarded partial credit upon enrollment, withdrawal or at the end of the school year.

Have available a description of how attendance was calculated and reported to show compliance with the 15-day withdrawal requirement. (Minn. Stat. § 126C.05, subd. 8).

More information on records needed to be kept for student attendance audit purposes can be found in the [MARSS Manual, Appendix H](#).

IX. Hybrid/Supplemental OLL for Enrolled Students

Schools can offer online learning (OLL) courses to enrolled students on a part-time basis without state certification. However, a comprehensive OLL program and/or one that is offered to students who are not enrolled must be state-approved for the students to generate state aid. Any district or charter school that enrolls a student full-time in OLL courses with no required attendance at the school site must be approved.

Hybrid courses are those in which enrolled students may attend the classroom for some of the scheduled sessions and other times learn independently outside the classroom. Each OLL or hybrid course is considered one class period for purposes of reporting Percent Enrolled and membership for MARSS. Students enrolled in a course for each period of the day, including the hybrid/OLL courses, can be reported on MARSS as full time or 100 Percent Enrolled. Students enrolled in less than a full schedule must be reported as part-time or less than 100 Percent Enrolled. The courses must be documented on the student’s transcript for audit purposes.

Appendix A: Sample Online Learning Aid Report

Run Date: 06/28/2018
Run Time: 14:59

2017-18 Online Learning Aid Calculation Report
Provided By:

Formula Allowance: \$6,188.00

Course	Elg Type	Grd Lvl	P N	LGT	Base Adm	Excess OLL	Ini Adm	Adj Pct	Adj Adm	Excess MARSS	OLL Adm	Weight Factor	OLL PUN	Aid Amount
Student Nbr: <input style="width: 80px;" type="text"/> Name: <input style="width: 80px;" type="text"/>														
# 01 ALGEBRA REVIEW	PUB	12	P	S	.0833	.0000	.0833	.8800	.0733	.0000	.0733	1.2000	.0880	544.54
* STUDENT TOTAL *													.0880	544.54
Student Nbr: <input style="width: 80px;" type="text"/> Name: <input style="width: 80px;" type="text"/>														
# 01 GEOGRAPHY	ERR	12	P	S	.0833	.0000	.0833	.8800	.0733	.0833	.0000	1.2000	.0000	.00
* STUDENT TOTAL *													.0000	.00
Student Nbr: <input style="width: 80px;" type="text"/> Name: <input style="width: 80px;" type="text"/>														
# 01 AMERICAN HISTORY A	PUB	09	P	S	.0833	.0000	.0833	.8800	.0733	.0000	.0733	1.2000	.0880	544.54
# 02 INTEGRATED SCIENCE	PUB	09	P	S	.0833	.0000	.0833	.8800	.0733	.0000	.0733	1.2000	.0880	544.54
# 03 ENGLISH 1A	PUB	09	P	S	.0833	.0000	.0833	.8800	.0733	.0000	.0733	1.2000	.0880	544.54
* STUDENT TOTAL *													.2640	1,633.62
Student Nbr: <input style="width: 80px;" type="text"/> Name: <input style="width: 80px;" type="text"/>														
# 01 LIFE SKILLS	PUB	12	P	S	.0833	.0000	.0833	.8800	.0733	.0000	.0733	1.2000	.0880	544.54
# 02 CHEMISTRY A	PUB	12	P	S	.0833	.0000	.0833	.8800	.0733	.0000	.0733	1.2000	.0880	544.54
* STUDENT TOTAL *													.1760	1,089.08

Appendix B: Sample MARSS 46 OLL/MARSS Error Report

Minnesota Department of Education
On-Line Learning (OLL) / MARSS Reporting Errors

OLL Provider

District:

MARSS Enrolling

<u>District</u>	<u>Sch</u>	<u>Student Number</u>	<u>Student Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Name</u>	<u>Error</u>
0011-01	091	<input type="text"/>		09/05/2017	01/18/2018	GEOGRAPHY	NO CORRESPONDING MARSS ENROLLMENT RECORD
0199-01	026			11/29/2017	01/18/2018	ENGLISH 2A	NO CORRESPONDING MARSS ENROLLMENT RECORD

Appendix C: Sample Online Learning Student Data Report

2017-18 Online Learning Student Data Report

Provided By

<u>COURSE</u>		<u>ENROLLMENT DATE</u>	<u>COMPLETION DATE</u>	<u>LENGTH</u>	<u>GRADE LEVEL</u>	<u>PUB NON</u>	<u>ENROLLING NBR-TYPE-SCH</u>	<u>RESIDENT NBR-TYPE</u>	<u>ELIG TYPE</u>
Student Nbr: <input type="text"/>	Name: <input type="text"/>								
# 01 Myths and Legends B	50300	04/06/2018	06/08/2018	Q	12	P	0191-01-014	0000-00	PUB
# 02 Myths and Legends B	50300	04/06/2018	06/08/2018	Q	12	P	0191-01-014	0000-00	PUB
Student Nbr: <input type="text"/>	Name: <input type="text"/>								
# 01 Precalculus A - Part	110601	11/10/2017	01/24/2018	Q	10	P	0282-01-020	0000-00	PUB
# 02 Precalculus A - Part	110601	11/10/2017	01/24/2018	Q	10	P	0282-01-020	0000-00	PUB
Student Nbr: <input type="text"/>	Name: <input type="text"/>								
# 01 Algebra 1.5 B - Part	110301	01/31/2018	04/03/2018	Q	09	P	4215-07-010	0000-00	PUB
# 02 Algebra 1.5 B - Part	110301	04/06/2018	06/08/2018	Q	09	P	4215-07-010	0000-00	PUB

Appendix D: Sample OLL/Course Completion File

RUN DATE 07/16/18
 RUN TIME 07:32:35

MINNESOTA DEPARTMENT OF EDUCATION
 LOAD 17-18 ONLINE LEARNING STUDENT DATA

PAGE 1
 PRIOR CONTENTS MOVED TO RECYCLE BIN

ONLINE LEARNING PROVIDER

STUDENT NUMBER	BIRTH DATE	STUDENT NAME / COURSES	ENROLLMENT DATE	COMPLETION DATE	LENGTH	GRADE LEVEL	PUB NON	ENROLLING NBR-TYPE-SCH	RESIDENT NBR-TYPE	ELIG TYPE
		COURSE 01 Digital Photography	020207	01/29/2018	04/06/2018	S	11	P 0728-01-401	0000-00	PUB
		COURSE 02 Web Design	301700	01/29/2018	04/06/2018	S	11	P 0728-01-401	0000-00	PUB
		COURSE 03 Image and Design	020207	04/09/2018	06/08/2018	S	11	P 0728-01-401	0000-00	PUB
		COURSE 04 Heath	080100	04/09/2018	06/08/2018	S	11	P 0728-01-401	0000-00	PUB
		COURSE 01 Chemistry A	130333	09/11/2017	11/10/2017	S	12	P 0196-01-088	0000-00	PUB
		COURSE 01 Physical Science B	130310	11/13/2017	01/24/2018	S	09	P 0719-01-030	0000-00	PUB
		COURSE 01 World History A	150800	09/11/2017	11/10/2017	S	12	P 0414-01-002	0000-00	PUB
		COURSE 02 World History B	150800	11/13/2017	01/24/2018	S	12	P 0414-01-002	0000-00	PUB
		COURSE 01 US History A	150800	09/11/2017	11/10/2017	S	10	P 0535-01-315	0000-00	PUB
		COURSE 02 Geometry A	111200	09/11/2017	01/24/2018	S	10	P 0535-01-315	0000-00	PUB
		COURSE 03 English 10A	050300	09/11/2017	01/24/2018	S	10	P 0535-01-315	0000-00	PUB
		COURSE 04 US History B	150800	11/13/2017	01/24/2018	S	10	P 0535-01-315	0000-00	PUB
		COURSE 05 Chemistry A	130333	01/29/2018	04/06/2018	S	10	P 0535-01-315	0000-00	PUB
		COURSE 06 Geometry B	111200	01/29/2018	06/08/2018	S	10	P 0535-01-315	0000-00	PUB
		COURSE 07 English 10B	050300	01/29/2018	06/08/2018	S	10	P 0535-01-315	0000-00	PUB
		COURSE 08 Chemistry B	130333	04/09/2018	06/08/2018	S	10	P 0535-01-315	0000-00	PUB
		COURSE 01 British and World Li	050300	01/29/2018	06/08/2018	S	12	P 0883-01-001	0000-00	PUB
		COURSE 02 Algebra IIB	111300	01/29/2018	06/08/2018	S	12	P 0883-01-001	0000-00	PUB

Appendix E: Sample OLL Pre-Edit Report

RUN DATE 06/27/18	MINNESOTA DEPARTMENT OF EDUCATION	PAGE	1
RUN TIME 07:52:23	LOAD 17-18 ONLINE LEARNING STUDENT DATA		
	PRE-EDIT		
ONLINE LEARNING PROVIDER			
[REDACTED]			
RECORD NUMBER 1			
[REDACTED]	20010204F019201020	11110000Pre Calculus A	2017120420180302T
INVALID BIRTH DATE			
INVALID COURSE (STAR ASSIGNMENT) CODE			
INVALID COURSE COMPLETION DATE (END DATE)			
RECORD NUMBER 2			
[REDACTED]	20010204F019201020	11119991Trigonometry	2017120420180302T
INVALID BIRTH DATE			
INVALID COURSE (STAR ASSIGNMENT) CODE			
INVALID COURSE COMPLETION DATE (END DATE)			
RECORD NUMBER 3			
[REDACTED]	20010204F019201020	11150600Economics	2017120420180302T
INVALID BIRTH DATE			
INVALID COURSE (STAR ASSIGNMENT) CODE			
INVALID COURSE COMPLETION DATE (END DATE)			
RECORD NUMBER 4			
[REDACTED]	20010204F019201020	11149918Law and Safety	2017120420180302T
INVALID BIRTH DATE			
INVALID COURSE (STAR ASSIGNMENT) CODE			
INVALID COURSE COMPLETION DATE (END DATE)			

Appendix F: Calculation of Membership Hours/Course Completion Method

Calculation of Membership Hours for OLL Students Enrolled in OLL Program Course Completion Method

Graduation Requirements at District Granting Diploma

Line	Math	Enter Figure	Description
(1)			Number of credits or academic standards students need to complete to graduate from the OLL program
(2)	/		Years of high school in the OLL program granting the diploma (3 or 4)
(3)	=		Number of credits or academic standards needed to complete per year to graduate from the OLL program granting the diploma

Program Information (for each grade) at OLL program

Line	Math	Enter Figure	Description
(4)			Instructional days per year at the OLL program in the core year. Reported on MARSS School File
(5)	X		Average Length of day in minutes at the OLL program. Reported on MARSS School File.
(6)	/	60	Minutes per hour
(7)	=		Hours required for a full-time student (Instructional Hours)
(8)	/		Number of credits or academic standards needed to complete per year to graduate from the school granting the diploma (from line 3 above)
(9)	=		Maximum number of membership hours to claim per OLL credit completed.

Appendix G: Calculation of Courses Required/Term-Based Method

Calculation of Courses Required for OLL Students Enrolled in OLL Program Term-Based Method

Graduation Requirements at District Granting Diploma

Line	Math	Enter Figure	Description
(1)			Number of credits or academic standards students need to complete to graduate from the OLL program
(2)	/		Years of high school in the OLL program granting the diploma
(3)	=		Number of credits or academic standards needed to complete per year to graduate from the OLL program granting the diploma rounded up to the nearest half credit
(4)	Round up		Required number of courses in which to be concurrently enrolled to be reported as 100 Percent Enrolled (line 5, rounded up to the nearest whole number)