

Minnesota Automated Reporting Student System (MARSS) Fall Checklist

The MARSS 08 Error Report will detect invalid coding and some gross levels of unreasonableness, e.g., an open enrollment student cannot be coded as a resident of the enrolling district, or a school is missing entirely. However, more detailed verification of the accuracy of a district's data must be done locally.

The following is a list of data items that should be included in all districts' MARSS files. Use this list to review your school and district level MARSSWES reports to assure that this data has been reported. This may save the district dollars, and/or a reminder from the Department. There is no need to return this list. Refer to the MARSS Manual and the MARSS WES User Guide for more detailed information.

- Appropriate race/ethnicity has been reported for all students. Refer to MARSS 01 Fall Enrollment Report. Refer to Data Elements – Race/Ethnicity of the MARSS Manual for the Data Element Values.
- MARSS 03 Nonresident Reports have been forwarded to the resident districts requesting a copy.
- All local errors have been corrected. Refer to MARSS 08 Error Report.
- Students with a home primary language of other than English have been identified. Refer to MARSS 09 Edit Summary Home Primary Language report.
- Economic Indicator has been entered. This will be necessary for Compensatory Revenue. This should include all students certified as eligible between July 1 and December 15 based on an Application for Educational Benefits, Direct Certification or MARSS local Error Report. Refer to MARSS 12 Compensatory Revenue Student Count and MARSS 28 Economic Indicator report.
- Title I information has been included for each school. Participants have been flagged. Refer to MARSS 18 Title I Status Report, MARSS 22 Calendar and Title I Participation Report, and MARSS 41 Title I Demographics Report.
- Students who had IEPs have been identified. New enrollment records have been created when the disability or setting changed or the IEP was terminated. Refer to MARSS 19 Special Education Tuition Billing Report and MARSS 23 Special Education Report.
- The appropriate Kindergarten Schedule has been reported for all kindergarten grades except HK. Refer to the MARSS Reference Guide – Kindergarten Schedule Indicator. Refer to MARSS 22 Calendar and Title I Participation Report.

- Instructional Days and Length of School Day in minutes are correct. Refer to the MARSS Manual: Data Elements – Instructional Days and Length of School Day in Minutes. Refer to MARSS 22 Calendar and Title I Participation Report.
- Data for all schools and all grades are included. MARSS 24 lists all students reported on a given MARSS B student file.
- Statewide errors have been corrected. Refer to MARSS 30 Statewide Error Report.
- Students who participate in an EL program have been assigned an EL Start Date. Students who are not receiving EL services this year do not have an EL Start Date reported. Refer to MARSS 32 EL Eligibility report.
- Verify that all children and youth who are homeless have been designated in MARSS and verify that related fields are recorded. The homeless liaison is responsible for determining if a student is homeless and providing that information to the MARSS Coordinator. Refer to MARSS 51 Homeless Federal Count Report.
- Print the MARSS 57 Special Education Teaching Models Report and forward to the Special Education Director to update, sign and return to MDE at the address provided on the form.
- Summer leavers, e.g., graduates, dropouts, transfers to nonpublic schools or schools outside Minnesota, have been reported with SAC 98. Refer to the MARSS Manual, Procedure 12. For students in grades 9-12, refer to MARSS 61 Unknowns for Graduation Cohorts Report.
- Verify that prior year's seniors who did not graduate have the correct Status End code reported. Refer to MARSS 39 Returning Graduates and MARSS 61 Unknowns for Graduation Cohorts Report.
- Students in home-based early childhood programs have been included. These are students in grade EC who receive their instruction in their home rather than at a school-based program.
- Resident students who have been placed in an out-of-state school through either an IEP or care and treatment have been included on the district's files with State Aid Category (SAC) 14; refer to Procedure Number 16A.
- Students who are placed into a private/non-public residential facility have been reported with SAC 28 if the facility is geographically located in your district.
- Gifted/Talented students have been identified.
- Summer term students who withdrew prior to the start of the regular school year have been assigned valid Status End Dates and Status End codes.