



Instructions: If, after reviewing the Minnesota Automated Reporting Student System (MARSS) Manual Appendices K and K1, you're unable to determine a student's resident district, please complete this form by responding to all questions and emailing this form in the current format to [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us). Do not scan the form.

Person Requesting Decision

Name: _____ Telephone Number: _____ Date: _____

District Name: _____ Email Address: _____

Student Information

Three Initials: _____ Date of Birth (mm/dd/yyyy): _____ Age: _____ Grade: _____

Enrollment Date (mm/dd/yyyy): _____ Student's Marital Status: _____ Is Student a Parent? Yes No

Enrolling District: _____

Homeless, determined by district homeless liaison

Where is Student Living?

District number and type where student is living: _____

Living with a parent? No Yes, Mother Only Yes, Father Only Yes, Both Parents

If both, is this shared custody in different school districts? Yes No

If yes, district designated by parents as resident district: _____

Type of facility/home (select one):

- Entirely Self-Supporting Private Home with Parent Residential Care and Treatment
- Shelter Care Facility Foster Facility/Group Home Foster Home

Private Home with Nonparent (select one):

- Parent/Guardian providing financial support
- Nonparent providing financial support

Student Placement

Who placed the student in this facility/home?

Minnesota Entity

Non-Minnesota Entity

Select one of the following:

Parent/Guardian

Court/Police

Tribal Court

Medical Authority

Social/Human Services

School District, including individualized education program (IEP) placement:

District Number and Type: _____

Charter School, including IEP placement:

Charter School Number and Type: _____

Other, explain:

Does the student have a current IEP or 504 plan (select one):

IEP

504

Neither

If IEP, does it require:

This placement?

Yes

No

Extended School Year (ESY)?

Yes

No

Special Transportation?

Yes

No

If 504, does it require special transportation?

Yes

No

Is the student placed for care and treatment (C&T) day program?

Yes

No

If care and treatment day program, does IEP require special transportation because of program?

Yes

No

If neither IEP nor 504, is the student performing below grade level? (for summer C&T only)

Yes

No

Mother's Status

Parental Rights:

Intact

Terminated

Permanent Suspension by Tribal Court

Deceased

Unknown

District where living: Independent School District Number (ISD#): _____

Other State/Country: _____

Living in a Minnesota Correctional Facility under Minnesota Department of Corrections?

Yes

No

Was student living with mother just prior to placement?

Yes

No

Unknown

Is mother homeless?

Yes

No

Unknown

Father's Status

Parental Rights: Intact Terminated Permanent Suspension by Tribal Court
Deceased Unknown

District where living: ISD#: _____ Other State/Country: _____

Living in a Minnesota Correctional Facility under Minnesota Department of Corrections? Yes No

Was student living with father just prior to placement? Yes No Unknown

Is father homeless? Yes No Unknown

Both Parents

If the answer to the questions above for **both** parents were Yes to any of the following: 1) terminated, 2) deceased or not living in Minnesota, or 3) remanded to a correctional facility under Minnesota Department of Corrections then, has a court assigned an individual who is not a county or law firm employee as guardian for the student? Yes No

If yes, district where guardian is living: District Number/Type: _____ Outside Minnesota

Comments:

MDE Use Only

Based on the information provided above and related Minnesota Statutes and Rules:

Minnesota resident of Independent School District number/type: _____ **Or**

Non-Minnesota resident. State Aid Category (SAC) 15, placing agency may be billed for instruction by the Minnesota district providing instruction. For more information, refer to MARSS Appendix dated

K Item _____ or K1 Item _____

Minnesota district responsible for transportation:

Transportation Category:

Determination made by one or more of the following Minnesota Department of Education (MDE) staff on:

Kelly Garvey Beth Chaplin Sharon Peck Kelly Wosika Jill Bemis Beth Tomlinson

Comments: