



DATE: May 16, 2019

TO: Superintendents and Directors

FROM: Matthew Porett, Chief Business Technology Officer
Minnesota IT Services @ Education

SUBJECT: Annual Verification of District and School Site Information for FY20

Each year, information regarding schools and districts is updated in the MDE master database for organizations which validates sites for all major MDE reporting systems such as MARSS, STAR, UFARS, Assessments, etc. In previous years we asked you to formally identify a single point person as the **Site Verification Coordinator** for your district. This person has access to request and certify school configuration changes and update other essential contact information for all sites within the district through a secure website. The list of Site Verification Coordinators by district is available in the MDE Organization Reference Glossary in [Contact Lists](#).

The District and School Site Verification System is an easy to use review system that remains open all year for any changes. The system is a one-stop shop for contacts in your district such as the Superintendent, Identified Official with Authority, Principals, District Assessment Coordinator, etc. For all contacts at the district including superintendent, executive director or business manager, it is critical to have the district/school staff contact list current to make sure the right staff are contacted for a number of MDE initiatives.

We ask that you review your district and school sites along with the contacts and make changes for the FY20 school year. To ensure data collections, payments, and reports are correct, district and school site information and contacts for the FY20 school year must be reviewed and certified by **August 31, 2019**. Please find below the timeline and critical steps to maintaining accurate district and school site directory information for **FY20**:

1. Identify/Pre-Authorize your District Site Verification Coordinator (SVC):

Verify that you have a Site Verification Coordinator appointed. If someone new will be taking over as SVC, the Identified Official with Authority needs to pre-authorize the Site Verification Coordinator in the MDE External User Access Recertification System. Then the new SVC would apply for access to the District and School Site Verification System.

If you need help with setting up an Identified Official with Authority, you will find instructions on the [External User Access Recertification System webpage](#).

2. Site Verification Coordinator will notify MDE of New or Closed School Sites:

Notify MDE by July 1, 2019, if your district intends to open or close sites for FY20. If there are changes for the 2019-2020 school year due to sites opening or closing, grade changes and/or school classification changes, use the District and School Site Verification System and refer to the “Request Changes” section on the site record. As an example for closing a school, go into the closing school’s record and click on “This Site is Closing” in the Request Change section at the bottom of the page.

3. Verification of District and School Site Information and Contacts

Verify Contact Information – The Site Verification Coordinator should review the contact information for the district and all sites and make updates. Grade and School Classification changes can be requested through the system. This system allows updates to the following:

Location and Mailing Address

Phone and Fax Numbers

Name/Title of Lead Administrator (Superintendent, Principal) and a number of contacts including District Assessment Coordinator, District Technology Coordinator, etc.

Email Addresses

Website Address

Key Deadlines:

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| July 1 | Due date for adding a new school or closing school sites for FY20 . |
| August 31 | Certify the official FY2019-2020 district and school site records by confirming all sites are listed and are complete and accurate with current contact information, address, grades and school classification. Certification means the pie-chart on the main page will show 100% complete. |

If you have any questions about the annual District and School Site Verification process or website, please contact Mary Pat Olsen at (651) 582-8624 or email questions to mde.school-verify@state.mn.us.

The organizational information is critical in correctly processing records for your district including students, staff, payments, federal program data and is utilized by over 350 MDE electronic systems. In addition, the information you provide is now a very useful searchable database application used by MDE staff, School Districts and the public. The [MDE Organization Reference Glossary](#) is located on our website under “About,” Schools and Organizations (MDE-ORG). Just click on “[Enter the MDE-ORG site to get started!](#)”

Thank you for your assistance with this very important data collection for the 2019-2020 school year!