

# Record Keeping for Learning Year Programs Including SAAPs

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# Requirements M.S. 124D.128

- **All SAAPs are Learning Year Programs (subd. 2(a))**
- **Credit-based instruction leading to grade promotion and graduation**
  - **Subd. 1**
- **Mid-year grade promotions must be reported**
  - **Subd. 2(b)(2) and Subd. 6**
- **Every participant must have a CLP updated annually**
  - **Subd. 3**
- **Total cumulative ADM kindergarten through grade 12 cannot exceed 13.00 without documented failures on the CLP/transcript.**
  - **Subd. 2(b)(2))**
- **Separate record keeping system required for all participants.**
  - **Subd. 2(b)(2)**

# Learning Year Record System

(c) To be designated, a state-approved alternative program must demonstrate to the commissioner that it will:

...

(2) develop and maintain a separate record system that, for purposes of section [126C.05](#), permits identification of membership attributable to pupils participating in the program. **The record system and identification must ensure that the program will not have the effect of increasing the total average daily membership attributable to an individual pupil as a result of a learning year program.** The record system must include the date the pupil originally enrolled in a learning year program, the pupil's grade level, the date of each grade promotion, the average daily membership generated in each grade level, the number of credits or standards earned, and the number needed to graduate.

# Learning Year Record System cont.

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# MARSS Is Not the Record Keeping System

- **The record keeping system must:**
  - **Track individual students across all years of participation and include:**
    - Date the student originally enrolled in a learning year program
    - Student's grade level
    - Date of each grade promotion
    - ADM generated in each grade level (by fiscal year)
    - Number of credits/standards earned
    - Number of credits/standards needed to graduate

# Sources of the Data Items

- **Sync with MARSS**
  - Grade level and dates of grade promotions
  - Calendar
  - Membership hours and enrollment dates
- **Transcript**
  - Credits earned by year
  - Grade level and grade promotions
- **District Records**
  - Credits needed to graduate
- **CLP**
  - Grade promotions
  - Classes needed to grade promote

# Let's start at the beginning

- **School Calendar**

# Minimum School Year

- **The SAAP school calendar must provide a minimum number of annual instructional hours for students to be eligible to generate up to 1.0 ADM:**
  - 425 hours for kindergarten, non-disabled
  - 935 hours for grades 1 – 6
  - 1,020 hours for grades 7 – 12



# MARSS School File – Instructional Day

- **Instructional Days provided during core school year (typically September – late May or early June)**
- **Required instructional days for all students**
  - Exclude summer term
- **Program must have a calendar showing dates of instruction if any students are reported in a seat-based program.**

# MARSS School File – Length of Day

- **The length of day during the required core school year**
- **Reported in terms of minutes**
- **Exclude meal times**
- **Can vary by grade**
- **Used in combination with the number of Instructional Days as a basis for calculating ADM and Independent Study membership hours**
- **Compute average length of day if it varies during the core, required school year**

# If Totally Independent Study

- **Report**
  - 170 Instructional Days
  - 360 Minutes Length of Day
- **Use this on MARSS and the Independent Study worksheet**

# Grade Level

- **Grade level is used to show:**
  - **Assign pupil unit weighting**
  - **Determine required assessments**
  - **Changes indicate grade promotions**

# Grade Levels

- **Elementary**
  - Grade level at which students are doing most of their coursework and are assigned for purposes of assessments.
- **Middle school students**
  - Grade level at which students have completed coursework and are assigned for purposes of assessments.
- **Secondary students**
  - Grade level at which students have attained credits toward graduation.

# Summer

- **Membership provided in June after the end of the prior school year is reported on the next school year's MARSS.**

# Summer Membership

**M.S. 124D.128, subd. 6. “Hours of participation that occur after the close of the regular instructional year and before July 1 must be attributed to the following fiscal year. For revenue computation purposes, the learning year program shall generate revenue based on the formulas for the fiscal year in which the services are provided.”**

**M.S. 126C.05, subd.15(a). “...Hours that occur after the close of the instructional year in June shall be attributable to the following fiscal year...”**

# Enrollment Date

- **New enrollment record needed when:**
  - **Student first starts attending**
  - **Changes**
    - Grade level
    - Resident district
    - IEP status, disability or setting
    - PSEO participation
    - State Aid Category (SAC)



# Withdrawal Date

- **Close enrollment record when:**
  - Absent for 15 consecutive school days during core school year
  - Absent for 5 consecutive school days during summer term
  - Graduation
  - Any change as described in Enrollment Date slide including Grade Level

# MARSS Student File

- **Attendance and membership for all students in the SAAP must be reported in terms of hours, even those who choose not to participate during the optional portion of the school year.**

# Percent Enrolled

- **999 Dual Enrolled**
  - Students enrolled only at the SAAP
  - Targeted Services students
  - Students who are full-time at the traditional school and enrolled in SAAP outside the core school day
- **998 Concurrently Enrolled**
  - Students who are part time at the traditional school and enrolled in SAAP

# Membership Hours

- **Based on student's scheduled seat-time, or**
- **Based on credits and partial credits completed in an Independent Study or Project-Based Learning program**
- **Must be calculated for each enrollment record**
- **ADM is computed for each enrollment record**

# Summer Memberships

- **Create a separate enrollment record for the summer term.**
- **Students must actually attend before they are assigned an Enrollment Date.**
- **Students must be withdrawn after 5 consecutive days absence during the summer term or inter-sessions.**

# 13 ADM and Withdrawal

- **Students enrolled in a LYP should be taking only the credits necessary to graduate.**
- **Students can generate membership for repeating a failed course(s) that is documented in the CLP/transcript.**
- **Students who have generated an average of 1.0 or more ADM per year must be withdrawn as soon as they have earned the credits/standards needed for graduation.**

# ADM for Non-Targeted Services Programs

## Membership Hours

Divided by

**Greater of (Minimum Annual Instructional Hours) or  
(Program's Annual Instructional Hours)**

- **Annual instructional hours must equal or exceed the minimums shown on an earlier slide. The minimums are used to compute ADM if the calendar provides too few hours.**
- **Maximum of 1.2**
- **ADM that exceeds 1.0 is Extended Time ADM, up to 0.20 per student**

# ADM for Targeted Services

**Membership Hours**  
divided by  
**Minimum Annual Instructional Hours**

- **HK has a cap of 1.0**
- **Other grades' maximum is 1.2**



# Record Keeping System

- **Program can develop a spreadsheet or database**
- **Or can use a variation of the following sample**



# Instructions

- **At the time the student first enrolls in a learning year program, create a Learning Year Record for the student.**
- **Update it annually until the student graduates or transfers elsewhere. Forward it to the new school.**
- **The information in columns A - E and G - K must match what was reported on MARSS.**
- **Annual Instructional Hours = J (Instructional Days) X K (Length of Day in Minutes / 60)**
- **ADM = I (Membership Hours) / L (Annual Instructional Hours)**

## Instructions Continued (2)

- **A new enrollment record generates a new row on the Record Keeping System.**
- **Enter the Grade Level, Enrollment and Withdrawal Dates, Percent Enrolled, Membership Hours, the credits earned in that time period and the calendar information.**
- **Mid-year grade progressions must be reported and generate a new enrollment record.**
- **When a student generates more than 1.0 ADM in a grade, the CLP must address what requirements the student failed to meet, accounting for the additional ADM, otherwise students should not generate more than an average of 1.0 ADM per grade level.**

# Verify Reasonableness

- **Did the student generate more than 1.0 ADM per grade level?**
- **If so, does the CLP and transcript document why?**
- **Did the student generate ADM for credits not necessary for grade promotion or graduation?**

**QUESTIONS?**

# Contacts

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