



# Minnesota Automated Reporting Student System (MARSS) Distance Learning Reporting Instructions

## Distance Learning Planning Period: March 18-27, 2020

Districts can count as instructional days those days that school was scheduled to be in session between March 18 and March 27, 2020, the closure period. Students who were enrolled on the school day just prior to March 18 and for whom the enrolling school has not received notice that the student has enrolled elsewhere can report those students in attendance and membership for the days that the school was originally scheduled to be in session. Students would be reported as in attendance and membership for the days and hours that they were scheduled to attend during those days.

Days that a district was not in session, for example spring break, during the closure period are considered non-school days.

### Instructional Days

Instructional Days are the number of days based on the board approved school calendar during which all students in a particular grade and school are required to attend and participate in school activity for the school day. Districts should report the regularly scheduled school days between March 18 and March 27, 2020 as instructional days in the MARSS A School file.

### Attendance and Membership

Students can be reported as in attendance and membership on originally scheduled school days between March 18 and March 27, 2020 unless the family had notified the school that the students were withdrawn from school or the student reaches 15 consecutive days absence prior to March 18, 2020.

The student's Status Start Date on MARSS is the first day the student began receiving instruction. For most students this will be the first day of school. Students who transfer to a school between March 18 and March 27, 2020 will have a start date of March 30 or later.

**Early Childhood Special Education.** Early childhood special education (ECSE) students with an Individual Family Service Plan (IFSP) or Individualized Education Program (IEP) can be reported for the number of attendance and membership hours for which they were originally scheduled during these eight days.

Early childhood children who were scheduled to receive an evaluation during this time are ineligible to generate student membership until the actual evaluation occurs.

Early childhood special education (ECSE) students with an IFSP/IEP can be reported for the number of Special Education Service Hours (SESH) for which they were originally scheduled during these eight days.

**Student Enrolled in Area Learning Centers.** Students enrolled in seat-based classes in state-approved area learning centers (ALCs) or contract alternative programs can generate attendance and membership for their scheduled classes between March 18 and March 27, 2020. If the student was scheduled for a full load of classes prior to the shut-down, they can generate a full day of attendance and membership during these eight days. If the student was taking less than a full course load, reduce the number of attendance and membership hours proportionately.

Students enrolled in independent study classes in an ALC or alternative program will generate membership hours after these eight days based on the credit awarded. So as not to duplicate membership hours, these students should not generate attendance and membership during the eight days.

**Shared-time Students.** Shared time students (nonpublic and home school students who receive part-time public school instruction) who were enrolled on the school day just prior to March 18 and for whom the enrolling school has not received notice that the student has enrolled elsewhere or withdrawn from shared time instruction can be reported in attendance and membership for the hours that the school was originally scheduled to provide shared time instruction to them between March 18 and March 27, 2020.

## **Distance Learning Period: March 30 through May 4, 2020**

### **Instructional Days**

Report the scheduled instructional days per the district's or charter school's board-approved calendar on the MARSS A School file.

### **Attendance and Membership**

Effective March 30, 2020, districts are expected to offer distance learning to all students, including those who are quarantined due to illness or exposure to COVID-19. Students who are too ill to participate are considered absent but in membership for up to 15 consecutive school days at which time they are withdrawn. It is suggested that districts consider these cases excused absences. Once students who have been too ill to participate in distance learning begin receiving distance learning, they are reported in attendance each day of documented participation and in membership. Districts and charter schools should not wait for 15 consecutive days absence to start distance learning; distance learning should start as soon as the student is well enough to participate.

Students in seat-based classes in state-approved area learning centers (ALCs) or contract alternative programs can generate attendance and membership for the portion of the day that their distance learning classes represent. If the student is taking a full load of classes under distance learning they can generate a full day of attendance and membership. If the student is taking less than a full course load under distance learning, reduce the number of attendance and membership hours proportionately. Each program and student should have a schedule available to support the hours claimed.

Students in independent study classes in an ALC or alternative program generate membership hours based on the credit awarded. Attendance equals the student-teacher contact. Under distance learning that contact can be

done in a variety of methods. Refer to the description of distance learning in that section. The membership will be supported by the student's transcript and teacher's schedule.

Schools may count May 1 and May 4 as instructional days. Students who are enrolled on April 30 may be counted in attendance and membership on May 1 and May 4.

Contact: [Kelly Wosika](mailto:Kelly.Wosika@state.mn.us), 651-582-8855 or [MARSS@state.mn.us](mailto:MARSS@state.mn.us) for assistance in reporting COVID-19 enrollment records.