

## **MARSS Timelines**

### **Submission/Turnaround Reports**

#### **End-of-Year FY 2021**

The following table specifies when Minnesota Automated Reporting Student System (MARSS) files will be edited, used to produce turnaround/statewide reports, and what other uses will be made of the data. The first date in each block is the date that districts who report through a Regional Management Information Center (RMIC) must have their files to the RMIC so the RMIC can meet the Minnesota Department of Education's (MDE) deadline. The second date in each block is the date by which district-wide files are due at MDE. However, there is no need to wait for a deadline to submit files; they will be accepted any time (prior to the final deadline). The data will automatically be used for the next submission cycle's turnaround edits and reports. Data files can be submitted any time beginning January 11, 2021 for assessment precode files. Statewide Testing uses the district's most recent submission to send information to assessment vendors on dates communicated in the Assessment Update for specific tasks. This includes test material shipments and to load student data for testing.

A district/charter school need not resubmit data every reporting deadline if it has no errors or omissions to correct. Each submission must be district-wide (all schools' data). One submission completely replaces the prior submission. Records containing errors will not generate a student count, or revenue, for the district/charter school. Refer to [MDE Policy on Making State Aid Adjustments](#) to read our policy for accepting/rejecting data submitted after the reporting timelines have expired.

<sup>1</sup> All pertinent statewide MARSS Web Edit System (WES) reports are posted about one week after every deadline beginning **March 24, 2021**. Minnesota Funding Reports (MFR) reports are typically posted one to two weeks after the MARSS reporting deadline.

\* Files due at RMIC are suggested deadlines. Contact your RMIC for exact dates.

\*\*We will run the statewide edit between the required MARSS submissions. Data that is on file at that time will be included in the updated statewide reports.

Reporting Deadline	What's Due	Comments/ Data Used For	Statewide Reports <sup>1</sup>
MARSS WES Opens Monday, January 11, 2021	n/a	Through early June 2021, a district's most recent submission will be provided to the assessment vendors to update student information for test administration and test results.	None
Thursday, March 18, 2021* Wednesday, March 24, 2021	Files Due at RMIC Files Due at MDE	Mandatory for Charter Schools, Optional for Districts Used to verify Average Daily Membership Projections	Refer to <a href="#">MARSS WES</a> MARSS 30 Statewide Error Report
Thursday, April 1, 2021	n/a	All EOY Errors Activated on the Local Edit	n/a
<b>Thursday, April 8, 2021**</b>	<b>Optional</b>	<b>Statewide edit</b> <b>New statewide reports will be posted</b>	Refer to <a href="#">MARSS WES</a> MARSS 30 Statewide Error Report
Thursday, April 22, 2021* Wednesday, April 28, 2021	Files Due at RMIC Files Due at MDE	Mandatory for All Districts and Charter Schools May contain a few errors. Used to identify date overlap errors.	Refer to <a href="#">MARSS WES</a>
<b>Thursday, May 20, 2021**</b>	<b>Optional</b>	<b>Statewide edit</b> <b>New statewide reports will be posted</b>	<b>Refer to MARSS WES</b> <b>Preliminary Early Childhood Screening Aid Entitlement (MFR)</b>
Thursday, June 3, 2021* Thursday, June 10, 2021	Files Due at RMIC Files Due at MDE	Local auditors use the Statewide reports. Used for: Special Education tuition billing; Elementary Secondary Education Act (ESEA) Accountability Enrollment; Direct Certification for FY 2021	Refer to <a href="#">MARSS WES</a> District/School Average Daily Membership (ADM) Report (MFR) Preliminary Early Childhood Screening Aid Entitlement (MFR)
Wednesday, June 23, 2021* Thursday, July 1, 2021	Files Due at RMIC Files Due at MDE	n/a	Refer to <a href="#">MARSS WES</a> District/School ADM Report (MFR)
Thursday, July 22, 2021* Wednesday, July 28, 2021	Files Due at RMIC Files Due at MDE	Used for: August 30 FY 2021 entitlements; Special Education tuition billing; September 30 FY 2021 Early Childhood Screening Aid.	Refer to <a href="#">MARSS WES</a> District/School ADM Report (MFR) Early Childhood Screening Aid Entitlement (MFR)

Reporting Deadline	What's Due	Comments/ Data Used For	Statewide Reports <sup>1</sup>
<b>Thursday, August 12, 2021**</b>	<b>Optional</b>	<b>Statewide edit New statewide reports will be posted</b>	Refer to <a href="#">MARSS WES</a> District/School ADM Report (MFR)
Thursday, August 26, 2021* Wednesday, September 1, 2021	Files Due at RMIC Files Due at MDE	Used for: September 30 FY 2021 entitlements; Special Education tuition billing.	Refer to <a href="#">MARSS WES</a> District/School ADM Report (MFR)
<b>Thursday, September 16, 2021**</b>	n/a	<b>Statewide edit New statewide reports will be posted</b> Used for October 30 FY 2021 entitlements.	Refer to <a href="#">MARSS WES</a> District/School ADM Report (MFR)
Thursday, October 7, 2021* Wednesday, October 13, 2021	Files Due at RMIC Files Due at MDE	Final data due. ONLY electronic appeal Web Files will be accepted after this date.	Refer to <a href="#">MARSS WES</a> District/School ADM Report (MFR)
Monday, October 18, 2021 Through Wednesday, November 10, 2021	Appeal files, if needed	Electronic appeal file process. Records that cause cross-district errors will prevent the entire file from submission.	Refer to <a href="#">MARSS WES</a> District/School ADM Report (MFR)
Tuesday, November 16, 2021 Through Wednesday, December 1, 2021	Appeals of EOY FY 2021 MARSS data	<a href="#">Refer to Appeal of MARSS Data Reported by Another District/Charter</a>	None Refer to <a href="#">MARSS WES</a> District/School ADM Report (MFR)
Wednesday, December 15, 2021	n/a	<a href="#">Refer to MDE Policy for Making State Aid Adjustments</a> Final FY 2021 Aid Entitlements (MARSS Manual, Appendix P)	Refer to <a href="#">MARSS WES</a> Final District/School ADM Report (MFR) Final Aid Entitlement Reports

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All pertinent statewide MARSS WES and student MFR reports are posted within one week after every deadline beginning **March 24, 2021**.