



# MARSS 210 SAAPs

## State Approved Alternative Programs

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# Types of SAAPs

- Area Learning Center (ALC)
  - High school
  - Middle school
- Alternative Learning Program
  - High school
- Contract Alternative Program
  - K-12
- Targeted Services
  - K-8
  - 9th grader only in districts with 10-12 high schools

# Program Requirements

- All students must meet Graduation Incentives criteria.
- All students must have a Continual Learning Plan (CLP) that is updated annually.
  - Developed with student, parent and staff.
  - All must sign and date.
  - Indicates required learning experiences, credits needed to graduate and documents failed objectives.

# Program Requirements (2)

- All programs must have a Record Keeping System. This is not Minnesota Automated Reporting Student System (MARSS).
- Total cumulative Average Daily Membership (ADM) kindergarten through grade 12 cannot exceed 13.00 without documented failures on the CLP/transcript.
- Mid-year grade promotions must be reported on MARSS.

# School Calendar Minimum School Year

- All SAAPs are learning year programs and can generate extended time ADM.
- 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, no Individualized Education Program (IEP)
  - 850 hours for full-day, daily kindergarten, no IEP
  - 935 hours for grades 1-6
  - 1,020 hours for grades 7-12

## MARSS A School File

# School Calendar

## MARSS School File – Instructional Days

- 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.
- Used to calculate ADM except for Targeted Services.

# School Calendar

## MARSS School File – Length of Day

- The length of day during the core, required school year.
- Reported in terms of minutes.
- Exclude meal times.
- Can vary by grade.
- Used 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.



# Length of Day: Seat-based Program

- During the core year, the number of minutes between time instruction starts in the morning and the first dismissal at the end of the day, excluding meal times, or
- For programs that run extra long days, the time represented by the length of day students must attend to make grade progression.
- Include additional time if students must participate in work-based learning to generate a full year's work of credits.

# School Calendar If Totally Independent Study

- Report:
  - 170 Instructional Days
  - 360 Minutes Length of Day
- Report these days and hours on the MARSS A school file and on the independent study worksheet.

## MARSS B Student File

- Grade level is used to:
  - Assign pupil unit weighting
  - Determine minimum annual instructional hours and ADM divisor
  - Determine eligibility, e.g., targeted services, Postsecondary Enrollment Options (PSEO)
  - Determine required assessments
  - Indicate grade promotions

# State Aid Categories

- 00 – residents of district that sponsors the SAAP
- 03 – nonresident students, Minnesota
- 26 – contract alternative program
- 27 – care and treatment, ineligible for Independent Study (IS), Targeted Services (TS) or Extended Time (XT) ADM
- 15 – resident of other state or country
- 16/17 – shared time, must be credit-based and seat-based. Ineligible for targeted services or independent study.

## 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.

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

# Summer Membership

- Minnesota Statutes, section 124D.128, subdivision 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.”
- Minnesota Statutes, section 126C.05, subdivision 15(a). “...Hours that occur after the close of the instructional year in June shall be attributable to the following fiscal year....”



## New enrollment record needed when:

- Student first starts attending classes
- Changes
  - Grade level
  - Resident district
  - IEP status, disability or setting
  - PSEO participation
  - State Aid Category (SAC)
  - Homelessness
  - Selected transportation categories

For audit, maintain a manual record of entries and withdrawals so data entry can be verified.

# Withdrawal Date

- Close enrollment record when:
  - Student withdraws or school is notified that student is leaving
  - Absent for 15 consecutive school days during core school year, i.e., three weeks
  - Absent for five consecutive school days during summer term, i.e., one week
  - Graduation
  - Any change as described in Enrollment Date slide including Grade Level

# 15/5 Consecutive Days Absent

- Programs that run fewer than five days per week: Student is considered to be absent five of the 15 or five days when absent for a week.
  - Summer programs that run four days per week
  - Evening programs that meet twice per week

# Status End Codes

- Dual enrolled students: refers to a student who is enrolled full time in a traditional school and enrolled in an SAAP outside the traditional school's instructional day, i.e. Targeted Services.
- Continue at both the traditional school and the SAAP through the same day at the end of the school year:
  - Status End 08, 40 or 42 at the traditional school
  - Status End 99 at the SAAP
- Concurrently enrolled students: refers to a student who is enrolled less than full time at a traditional school and who is also enrolled at a SAAP.
  - Continue at both the traditional school and the SAAP through the same day at the end of the school year:
    - The school in which they were primarily enrolled reports Status End 08, 40 or 42.
    - The other school reports Status End 99.

- Dual enrolled students who are withdrawn from both the traditional school and the SAAP on the same day.
  - The traditional school reports the appropriate Status End.
  - The SAAP reports Status End 99.
- Concurrently enrolled students who are withdrawn from both the traditional school and the SAAP on the same day.
  - The school in which the student was primarily enrolled reports the appropriate Status End.
  - The other school reports Status End 99.

- Students have an earlier Status End Date at the traditional school:
  - The traditional school reports Status End 99.
  - The SAAP reports the appropriate Status End code.
- Student have an earlier Status End Date at the SAAP:
  - The SAAP reports Status End 99.
  - The traditional school reports the appropriate Status End code.

# MARSS Student File

- Attendance and membership for all students in the SAAP must be reported in terms of hours.
- Percent Enrolled indicates to the MARSS programming that attendance and membership are in terms of hours rather than days so that ADM is computed accurately.

- 999 Dual Enrolled
  - Students enrolled only at the SAAP
  - Targeted Services students
  - Students who are full-time at the traditional school and enrolled in a SAAP outside the core school day or core year
- 998 Concurrently Enrolled
  - Students who are part time at the traditional school and enrolled in SAAP
  - SAAP could be evening or during the day



# Membership Hours

- Based on:
  - Scheduled seat-time, or
  - Credits and partial credits completed in an Independent Study or Project-Based Learning program.
- Each membership hour must be associated with a specific credit that is posted to the transcript (secondary). Middle school must be a class.
- Must be calculated for each enrollment record.
- ADM is computed for each enrollment record.

# Membership: Seat-based or Individualized Instruction

- Student must have a regular daily schedule that indicates class times and classes.
- Coursework completed off-site does not generate membership.
- Include membership generated during the summer term.
- Exclude travel time; registration does not generate membership.

# Seat-based vs. Independent Study

- Each combination of a student and a course/credit must be designated either independent study or seat-based – it cannot be both.
- If coursework completed outside the school day is claimed as membership, this course/credit is considered independent study; do not claim absences as membership.

# Membership: Independent Study

- Students age 16 or older required to have at least 20% student teacher contact for the membership hours claimed.
- Membership is based on completed coursework and credit documented in transcript.
- Partial credit that is documented in transcript generates pro-rated membership hours.
- Use Independent Study worksheet to calculate membership hours per credit.
- Attendance is a subset of membership; do not add attendance to membership.

# Independent Study

- Credits or partial credits must be claimed in the fiscal year in which they were earned.
- The remainder of the membership hours can be claimed during a later school year when the student completes the course.
- When a student is given credit for past coursework, only the percentage completed during the current school year can be claimed.

# Independent Study Worksheet


## Independent Study Worksheet

# Independent Study Membership Hours Calculation for State Approved Alternative Programs

[Minnesota Department of Education \(MDE\) homepage \(education.mn.gov\)](https://education.mn.gov)

- Districts Schools and Educators
- Business and Finance
- School Finance
- MARSS Student Accounting
- Forms: MARSS Student Accounting
- [Independent Study Membership Hours Calculation for State Approved Alternative Programs](#)

# Independent Study – Calculation

| A  | B           | C   | D   |
|--|-------------|---|---|
|  |             | <b>Calculation of Membership Hours<br/>for State-Approved Independent Study</b><br>Complete the gray shaded cells<br>Retain a copy for audit purposes |   |
| <i>Line</i>  | <i>Math</i> | <i>Enter figure</i>   | <b><i>Graduation Requirements at District Granting Diploma</i></b>  |
| (1)  |             | 1   | Number of credits or academic standards students need to complete to graduate from the district granting the diploma  |
| (2)  | /           | 1   | Years of high school in the district granting the diploma (3 or 4)  |
| (3)  | =           | 1   | Number of credits or academic standards needed to complete per year to graduate from the district granting the diploma  |
| <b><i>Program Information (for each grade) at SAAP</i></b>                         |             |   |   |
| (4)  |             | 1   | Instructional days per year at the SAAP in the core year: Sept to June (reported on MARSS School file)  |
| (5)  | X           | 1   | Average length of day in minutes at the SAAP in seat-based program for a full time student, excluding meals (reported on MARSS School file)                     |
| (6)  | /           | 60  | Minutes per hour  |
| (7)  | =           | 0   | Hours required for a full time student (Instructional Hours)  |
| (8)  |             | 1,020   | Greater of (7) or 1,020 hours   |
| (9)  | /           | 1   | Number of credits or academic standards needed to complete per year to graduate from the district granting the diploma (from above)                             |
| (9)  | =           | 1020  | Maximum number of membership hours to claim per independent study credit or academic standard (coursework completed). Can choose to use fewer than this.        |
| (10)   |             | 0.20  | Minimum attendance per independent study credit.  |
| (11)   | =           | 204   | This is a subset of membership hours. Report actual student teacher contact time as attendance on MARSS.  |
| <b><i>Optional: Student Information (for each independent study student)</i></b>   |             |   |   |
| (12)   |             |   | Independent study credits or academic standards (coursework) completed by the student (include entire 12 month school year: June to June)                       |
| (9)  | X           | 1020  | Membership hours per independent study credit or academic standard (coursework completed) Line (9) is the maximum; can use fewer hours.                         |
| (13)   | =           | 0   | Student's independent study membership hours (for MARSS reporting, add this to the seat-based membership generated for non-independent study classes)           |
| <b><i>Optional: Average Daily Membership (ADM)</i></b>                             |             |   |   |
| (11)   |             |   | Student's Membership Hours  |
| (8)  | /           | 1,000   | Instructional Hours (from above)  |
| (12)   | =           | 0.00  | Student's ADM capped at 1.0   |
| (13)   | =           | 0.00  | Student's Extended Time ADM capped at 0.20 (Total ADM should not exceed 1.0 unless student earns more credits than a full-time traditional high school student) |



# Work Experience

- Means by which students are placed in work settings to earn credit for graduation.
- Requires:
  - MDE approval
  - Related classroom instruction by an appropriately licensed teacher
  - Signed agreements among employer, program, and student

# Work Experience (2)

- In an independent study program or during summer, membership is based on the credits earned not the number of hours worked.
- In a seat-based program, the membership is based on the seat-time that the student would have generated had this credit been taken on site – not necessarily the number of hours the student worked to earn the credit.

- Student must have a free period to be eligible and cannot generate the full 1.2 ADM.
- Report the actual number of SAAP membership hours as both regular membership and PSEO High School (HS) hours.
- The ADM is based on the greater of:
  - PSEO High School Hours (call if less than 122 hours)
  - 0.12 times the regular ADM

# Supplemental Online Learning (OLL)

- Supplemental OLL: MDE pays OLL Aid to certified program
- ALC membership hours for a student accessing OLL from elsewhere is based on the membership generated at the SAAP.
- Exclude the supplemental OLL membership time.

# Summer Membership (2)

- Create a separate enrollment record for the summer term.
- Students must actually attend before they are assigned an Status Start Date.
- Students must be withdrawn after five consecutive days absence during the summer term or inter-sessions.
- Students who enroll but never attend should not be reported at all.

- Attendance cannot exceed membership.
- Attendance for a seat-based course cannot be used as the contact time for an independent study or project-based credit.

## Seat-based and individualized instruction

- The number of hours that the student actually attended as compared to the number of hours scheduled, between the enrollment and withdrawal dates

## Independent study

- Actual student-teacher contact; this is a subset of membership hours computed on the IS worksheet (don't add it to the membership hours)

## Work-based

- Actual student-teacher contact, teacher visits to employer and documented work time, not to exceed the eligible membership

## Project-based

- Actual student-teacher contact, documented time on task off-site, not to exceed membership hours

# Attendance (3)

- Maintain records of daily attendance for each seat-based student to show compliance with the 15/five day withdrawal requirements.
- In a seat-based setting, attendance must be taken at least once per day for state reporting purposes; however, the district's or school's policy can require more detailed records, particularly with respect to the truancy laws.
- For independent study, attendance should be by student and course.



# Last Location of Attendance

Same as for other students.

For dual or concurrently enrolled:

- 00 for enrollment in same district
- 04 for enrollment in another district

Same as for other students.

For dual or concurrently enrolled:

- Record with earlier Status End Date equal 99
- Record with later Status End Date equal 40 or graduation

# Average Daily Membership (ADM)

- ADM represents the portion of the school year during which a student is enrolled.
- ADM for students enrolled in nonlearning year programs cannot exceed 1.0.
- Total ADM for students enrolled in SAAPs and other learning year programs can reach 1.2, except for grade Handicapped Kindergarten (HK) which is limited to 1.0.
- The 0.2 portion is called Extended Time ADM.
- Programs can serve students and/or award more credit than is covered by ADM.

# 13 ADM and Withdrawal

- Students enrolled in a Learning Year Program (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 Formula for All But Targeted Services

Membership Hours

divided by

Instructional Hours in the core year

Instructional Hours equals

- Instructional Days x (Length of Day/60)
- Must equal or exceed the minimums

# ADM for Targeted Services

Membership Hours  
divided by  
Minimum Instructional Hours

## Minimum Instructional Hours

- 875 kindergarten disabled (with IEP)
- 850 kindergarten non-disabled (without IEP)
- 935 grades 1-6
- 1,020 grades 7-8 or 9

## Types of adjustments

- A. Too few core instructional hours
- B. Short traditional year
- C. Total exceeds 1.0
- D. Online Learning (OLL)
- E. Extended time exceeds 0.2

- Continual Learning Plan
- Transcript
- Calendar – dates and times
- Attendance
- Record Keeping System



- Records of Attendance and Membership Calculations.
- Records of enrollment/withdrawal dates.
- Independent Study worksheet.
- Transcript
  - Shows failed courses that can be repeated and generate funding a second time.
  - Documents the student's membership hours.
- CLP
  - Eligibility under Graduation Incentives
  - Shows unmet objectives, e.g., credits, assessments, which support additional ADM and/or continued enrollment beyond one year of 12th grade.

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# Thank you!

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