DEPARTMENT OF EDUCATION

MARSS Memo

March 19, 2020 Issue 20.01

Table of Contents

Minnesota Automated Reporting Student System (MARSS) Reporting Timelines **End-of-Year Fiscal Year 2019-20**	Monthly To-Do List
MARSS Web Edit System (WES) closes the morning after the deadline, unless otherwise stated. Any files received after the deadline are not guaranteed to be included in the statewide edit.	The district/school average daily membership (ADM) reports are usually posted a week or so following the MARSS deadlines starting in June.
Thursday, March 19, 2020 – Due at Regional Management Information Center (RMIC) **Wednesday, March 25, 2020** – Due at Minnesota Department of Education (MDE)	**March** ☐ Run MARSS WES edits for testing files. ☐ **Review the statewide report MARSS 30 Error Report and start working with MARSS coordinators in other districts to correct date overlap errors**
Wednesday, April 1, 2020 All errors and warnings will become active on the local edit.	**April** ☐ Run MARSS WES edits for testing files. ☐ Review the first statewide edit reports.
Thursday, April 11, 2020 – Due at MDE This is an optional submission. Statewide reports will be posted.	Not applicable

Minnesota Automated Reporting Student System (MARSS) Reporting Timelines **End-of-Year Fiscal Year 2019-20**	**Monthly To-Do List**
Thursday, April 23, 2020 – Due at RMIC **Wednesday, April 29, 2020** – Due at MDE	**May** ☐ Share local report MARSS 11 List of Graduates with the counseling office to identify seniors who did not graduate. Update the Status End code of those who did not graduate from 08 to 40. These data are used for Every Student Succeeds Act (ESSA) graduation rates and cross-year edits next fall. Students reported as a graduate this year but who re-enroll next year will not generate ADM and funding this year. ☐ Review the statewide report MARSS 61 Unknowns to verify that the correct Status End code was reported for students who were reported as transferring or re-enrolling in a Minnesota public school, but didn't. These students' Status End codes need to be updated to better reflect their status, e.g., dropout, transferred to a school outside Minnesota, transferred to a nonpublic school, etc. ☐ **Review the statewide report MARSS 30 Error Report and start working with MARSS coordinators in other districts to correct date overlap errors**. ☐ Remind special education staff that you will need Special Education Service Hours. Refer to the MARSS data element Special Education Service Hours (SESH) for the list of students who require SESH. ☐ If preparing for faculty-reduced summer schedules, the school districts and charter schools that have signed up to on-board with Ed-Fi should have their *Ancestry Form* (*Ethnic Racial and Demographic Designation Form*) ready to be used for 2020-21 school year (SY) (paper or electronic form), if it hasn't already been added to the enrollment packets.

Minnesota Automated Reporting Student System (MARSS) Reporting Timelines **End-of-Year Fiscal Year 2019-20**	Monthly To-Do List
Thursday, May 28, 2020 – Due at RMIC **Thursday, June 4, 2020** – Due at MDE	**June** ☐ Verify that the correct instructional days and length of day have been reported for each school and grade. ☐ Verify attendance and membership data for all students. These data will be used for the ESSA consistent attendance calculations. ☐ Enter special education service hours. ☐ Correct the errors for students with more than one Status End code of 08 (graduate) or 40 (end-of-year) ☐ **Review the statewide report MARSS 30 Error Report and start working with MARSS coordinators in other districts to correct date overlap errors**.
If you have questions, contact MARSS (marss@state.mn.us).	Not applicable

Coronavirus Update from Minnesota Department of Health

Schools, staff, parents and students may have questions and concerns about the novel (new) coronavirus outbreak, now called coronavirus disease 2019 (COVID-19). The Minnesota Department of Health (MDH) is closely monitoring the situation.

MDH has posted information on their website at Information for Schools, Colleges and Universities on Coronavirus Disease 2019 (COVID-19). MDE has created the COVID-19 Updates website. Please share this information with your school administrators and health personnel, and ask them to share information with parents as they deem appropriate.

This is an evolving situation, so check back to the MDH Coronavirus Disease 2019 (COVID-19) website often for the latest information. For assistance with questions, call the Minnesota Department of Health at 651-201-5414 or 1-877-676-5414.

Data Special Interest Group (SIG)

Data SIGs (Special Interest Group) are a way for MDE to share data related information with districts and schools. A standing agenda item is transition to Ed-Fi and what statewide implementation looks like. This is geared towards districts wishing to learn more about Ed-Fi. Some new items on the Data SIG will be program resources and supplemental information we are now gathering for specific programs. We wish to notify districts now as it could result in business practice changes as we move forward.

The next Data SIG webinar is Thursday, April 23. Ed-Fi is now in statewide implementation, so our Data SIGs will be geared towards new districts wishing to learn more about Ed-Fi. The webinars will consist of a general overview of Ed-Fi and include goals and timelines as associated with the roll-out.

Districts on-boarding are participating in monthly technical webinars which include navigation inside the Ed-Fi Validation Portal, the syncing process from districts' Student Information System (SIS), as well as the dual submission process, in-depth views of the Comparison Report and answering discrepancies within the report.

If you wish to on-board to Ed-Fi, please attend the next Data SIG and email mde.cas@state.mn.us.

Determining Resident District

The Minnesota Department of Education has a Determining Resident District/Student Accounting Issues group. It is made up of staff from various areas of the department. Staff are available to assist districts and charter schools on complicated scenarios concerning student reporting.

Determining a resident district for a student can be particularly challenging, as many statutes and rules apply. Other student reporting characteristics, for example State Aid Category and Transportation Category, can also be puzzling. If, after reviewing the MARSS Manual, you can't determine the resident district for a student or have a unique reporting question, you are welcome to contact us.

In order for your question to be reviewed, complete a Determining Resident District Form and submit to MARSS (marss@state.mn.us). We meet on Wednesday mornings to review these requests. Responses are provided after the meeting.

If you have questions, contact MARSS (marss@state.mn.us).

Residency and Online Learning in Minnesota

Districts, parents and guardians may have questions about a student's eligibility to participate in online learning while physically outside the state of Minnesota. MDE has posted information on residency and online learning in Minnesota on the website.

Please review this document for information on non-Minnesota residents, determining resident district and supporting non-Minnesota resident students.

If you have further questions about residency requirements and MARSS reporting, contact MARSS (marss@state.mn.us) or call 651-582-8855.

If you have questions regarding online learning programs, contact mde.onlinelearning@state.mn.us or call 651-582-8457.

MARSS 57 Teaching Models Report

Reminder: The MARSS 57 Teaching Models Report for the 2019-20 school year is due **by March 31, 2020**. This information is used in the end-of-year (EOY) MARSS edit to verify which students with individualized education programs (IEPs) require special education service hours (SESH) for tuition billing calculations.

The MARSS coordinator will need to retrieve this report from MARSS WES under the **fall** fiscal year (FY) 2020 statewide reports and provide a copy to the special education director. The director needs to make any changes to the indicated teaching models, sign the form and return it to the address on the form, or email to MARSS (marss@state.mn.us).

Once all reports have been submitted and the database has been updated, the final reports will be posted to the EOY FY 2020 statewide reports in MARSS WES.

If you have questions, contact MARSS (marss@state.mn.us).

Special Education Service Hours (SESH)

The August MARSS data will be used for preliminary tuition billing. Inaccurate SESH skews the calculations, revenue and billing.

In order for special education tuition billing to be accurate for students that require SESH, districts and charter schools need to report the actual number of SESH on the enrollment records **no later than the July 29, 2020** MARSS submission.

Reporting the more accurate SESH tuition billing will be more accurate for the students that require SESH.

If you have questions, contact MARSS (marss@state.mn.us).

Postsecondary Enrollment Options (PSEO) End-of-Year Reports

The following MARSS reports have been posted for PSEO, school year 2019-20, semester 1 only.

- MARSS 13 – PSEO/Concurrent Enrollment Students
- MARSS 56 – PSEO-MARSS Comparison
- MARSS 58 – List of PSEO Students and Courses

Minnesota State, the University of Minnesota campuses, and other eligible postsecondary institutions have submitted their semester 1 files for PSEO, FY 2019-20. Please check your reports for student participation and data. Errors on the MARSS 56 report must be corrected prior to end of year 2019-20.

What student data to check and have MDE correct:

- Student name, gender and birthdate.
- Student is enrolled in your district
- Student's name is mismatched between the district name and the Postsecondary Institution (PSI) name.
- Student grade level listed by the PSI is correct in year 2019-20.
- The PSEO course(s).
- Student has at least one free period (required by PSEO eligibility).
- If the student was taught by a postsecondary institution (PSI) faculty member, the course is likely PSEO.
- If the course was taught by a high school faculty member, it is likely Concurrent Enrollment
- If the student is on a MARSS PSEO report (MARSS 56/68) and should be on the MARSS Concurrent Enrollment report (MARSS 59/60).

Fixing report errors:

- Scan and send a copy of the MARSS 56 report highlighting the error(s) and notating what the correct data should be. Email the copy to Jeanne Krile (Jeanne.Krile@state.mn.us)
- Contact the PSI to inform them of incorrect information and request they correct it prior to their submission of semester 2 files.

Test WES and MARSS WES

The following addresses questions we receive regarding MARSS WES and Test WES discrepancies.

If the student has a local error, the student will not upload into MARSS WES and will not be loaded into Test WES.

Verify on the MARSS 24 List of All Students those students that were included in the edit. However, if the student is not included on the report or has an "E" in the Error Status column, the student will not be included in the uploaded data into MARSS WES and will not be available to Test WES.

Running an **edit only** will not upload students into MARSS WES. You must choose the **Upload** button to submit your Districtwide School (A) and Student (B) files to MDE.

Submitting a partial district MARSS file will remove students from TEST WES.

If you verify that the student had no local errors and was uploaded into MARSS WES, your district assessment coordinator (DAC) should contact MDE Testing (mde.testing@state.mn.us).

Early Learning Reporting in Ed-Fi

Districts will be reporting Early Learning data via Ed-Fi effective with the 2020-21 school year. Any district that is on boarded to Ed-Fin in 2020-21 will be expected to also report Early Learning data in Ed-Fi.

To that end, early childhood family education (ECFE) and school readiness (SR) programs that exist in elementary, middle or high schools can be reported under that site number in Ed-Fi.

However, ECFE and SR programs that are provided in other sites will need to be reported under a site classified as 84 (ECFE) or 85 (SR). Before requesting MDE to delete or inactive sites classified as ECFE or SR, please verify that you will not need these sites for Ed-Fi reporting.

If you have questions, contact Avisia Whiteman (Avisia.Whiteman@state.mn.us).

Counting All Students and Ed-Fi

The Counting All Students legislation continues to move forward. Read the full text of the legislation: Minnesota Statutes, sections 120B.31, subdivision 3a, and 120B.35, subdivision 3. Because this legislation underscored the need for MDE to utilize standard data collection architecture that allows programming changes to be made, research was conducted and MNIT and MDE chose Ed-Fi as the solution. Ed-Fi not only solves existing data collection, submission, and reporting issues, but will allow MDE to continue to adapt to new data collection requirements. Ed-Fi is currently being rolled out statewide in a five-year process.

- 2018-19 was a pilot year with fewer MARSS data items and validation rules, so MDE will not be able to certify student enrollment data submissions from Ed-Fi in the 2018-19 school year.
- 2019-20 is the first year for collecting student enrollment and demographic data with the full set of MARSS data items and validation rules.

Currently, MDE has 72 districts in production out of 116 districts that on-boarded for the 2019-20 school year. MDE continues to support the remaining 41 districts in configuring their software to sync to the production environment as well.

As MDE moves to the 2020-21 school year, 75 districts are scheduled to on-board to Ed-fi. Below is the timeline for 2020-21 districts on-boarding to Ed-Fi.

- **March 2020**
  Roll out onboarding guide
  First Ed-Fi technical webinar
- **April 2020**
  Begin checklist to be able to sync data to staging (IOwA Authorizations)
  Ed-Fi Technical webinar
- **May 2020**
  Further directing districts on checklist completion prior to syncing data to staging (IOwA Authorizations & ESCT Tool Application)
  Ed-Fi Technical webinar
- **June 2020**
  Checklist complete and instructions rolled out on setting up configurations in SIS to be able to sync data *(after MARSS WES opens for 20-21 in mid- August).*
- **July 2020**
  Set up configuration to sync to staging
- **August 2020**
  Syncing to staging
  Ed-Fi Webinar (addressing issues, navigation to the Comparison Report and EDVP)

- **September 2020 – May 2021**
  Sync to production by end of September
  Validating your data coming in through Ed-Fi in production through the rest of the school year for the various MARSS snapshot timelines.

A district's first year on-boarding with Ed-Fi will consist of dual reporting for both MARSS WES and Ed-Fi. A district's data will be certified to solely report via Ed-Fi after their data is validated from MARSS WES and Ed-Fi with the final fall and EOY submissions. The MARSS WES local and statewide reports will continue for some time as programing time needs to be allowed for this to occur in Ed-FI.

During a district's first year of Ed-Fi reporting, expect support from both MDE and your SIS vendor, dual reporting of both the MARSS A and B files as well as Ed-Fi, and the collection and input of the new extended ancestry form. It is important to note that although a district may have collected and input new extended ancestry data on their students, MDE cannot retrieve that data until they are in their on-boarding year.

MDE will continue to hold monthly Data Special Interest Group (SIG) webinars to all districts on-boarding and/or interested in on-boarding. Data SIGs (Special Interest Group) are geared towards districts wishing to learn more about Ed-Fi and what statewide implementation looks like. Some new items on the Data SIG will be program resources and supplemental information we are now gathering for specific programs. Other new items include: future of Ed-Fi, future programs on-boarding to Ed-Fi (Early Education (EE), Minnesota Common Course Catalog (MCCC)), 2020-21 timeline for districts onboarding to Ed-Fi as well as some specifics of onboarding process. Communication for these webinars are sent out via email to all MARSS coordinators as well as emailed to contacts of districts on-boarding in the coming years or to those considering on-boarding.

Districts on-boarding are participating in monthly technical webinars which include navigation inside the Ed-Fi Validation Portal, the syncing process from districts' Student Information System (SIS), as well as the dual submission process, in-depth views of the Comparison Report and answering discrepancies within the report.

If you wish to on-board to Ed-Fi, please attend the next Data SIG and email ed-fi.mde@state.mn.us.

Early Childhood Students and Transportation Reporting

Children who are receiving early childhood special education (ECSE) services under a current individualized education program (IEP)/individualized family service plan (IFSP) are entitled to transportation under Minnesota Statutes, section 123B.88, subdivision 1. The transportation service can be added to the IEP under the Least Restrictive Environment (LRE) and would state that the student will be receiving free transportation. This is not considered a related service. A related service of transportation must be an IEP team determination based on the child's needs. The IEP team would include the related service of transportation when it is actually an IEP team determination based on the needs of the child. For example, the student may need a wheelchair-accessible bus.

For state reporting purposes and aid entitlement, the ECSE student receiving special transportation under the LRE provision, not a related service in the IEP, would be coded with Transportation Category 03-Disabled in MARSS, when the district provides a special education route for the student because of the timing or location of

the classes. The related cost would be coded in Uniform Financial Accounting and Reporting Standards (UFARS) under Finance Code 723 for state aid.

When the IEP team has included transportation as a related service in a student's IEP based on the individual needs of the child, the ECSE student would be coded with Transportation Category 03-Disabled in MARSS. The related cost would be coded in UFARS under Finance Code 723 for state aid.

In those instances when an ECSE student rides a regular bus along with general education students, without any accommodations, adaptations or special routing, the student would be coded with Transportation Category 01-Regular. The cost of the transportation would be reported in UFARS under Finance Code 720.

If you have questions, contact Kelly Garvey (kelly.garvey@state.mn.us).

MARSS 62 Charter Transportation

A charter school has the option of providing its own transportation or using district-provided transportation. A charter school, after its first fiscal year of operation, must notify the district in which it is located, and MDE of its decision on transportation services for the 2020-21 school year, by March 1, 2020. For a charter school in its first fiscal year, the deadline is July 1, 2020.

To assist a charter school in notifying MDE of its choice, MARSS WES has a statewide report (MARSS 62 Charter Transportation Report) available. The report must be completed for each site and returned to MDE by **March 1, 2020.** First year charter schools' reports need to be completed by July 1, 2020. In order to view the charter school's MARSS WES report, the school's MARSS coordinator needs to access the report under **MARSS WES Fall FY 2019 Statewide Reports**.

A copy of the report must be sent to the district in which the charter school is located, regardless if the charter school is or is not using district-provided transportation. To find contact information for the district, use the MDE Schools and Organizations (MDE-ORG) site.

If you have questions, contact pupil transportation (pupiltransportation.mde@state.mn.us).

Early Childhood (EC) Pre-Screening (PS)

Assigning MARSS PS for EC Screening from Previous Year after the Year Has Closed

Districts may find copies of screenings from a previous year after the October deadline, and still need to assign a State Student Identification Number (SSID) for state reporting purposes.

No state aid is given for screenings submitted to MARSS after October of a previous screening year. MDE has determined a MARSS PS record can still be assigned using the registration form by marking State Aid Category (SAC) 44 (private provider). SAC 44 private provider would be used in order for the screening to be assigned a MARSS PS record and no state aid will be awarded.

See the first paragraph of Page 3 of [MARSS Manual Procedure 26](#) for related examples of assigning codes for a previous year. The paper or electronic chart in the district would have the correct information regarding the actual date of screening and the actual provider.

Assigning MARSS PS for EC Screening from Another Provider

When parents or guardians submit a copy of a screening form completed by a public or private health care provider (Head Start, Child and Teen Checkups or Clinics who provide observational developmental screening), districts and charter schools that provide screening assign MARSS PS records.

The MARSS PS record is reported by using the registration form. State aid categories are assigned based on the program that completed the screening. [MARSS Procedure 26](#) outlines the process for assigning the MARSS PS records.

If you have questions, contact [Margaret Chresand](#) (margaret.chresand@state.mn.us).

MARSS University and MARSS Training

We no longer provide full-day MARSS 101 training. Rather, we have broken the 101 topics into one- to two-hour WebEx sessions that will be specific to data elements, processes, and/or procedures. Some of these sessions will include presenters from other areas of MDE (e.g., representatives of staff who rely on the MARSS data and who can assist with questions and describe how the data are used). Additional staff from the district or charter school may also benefit by participating in the WebEx with the MARSS coordinator.

After the WebEx is completed, the PowerPoint will be posted to the [MARSS Student Accounting website under Training: MARSS Student Accounting.](#)

Each WebEx will build on prior sessions. Some will recommend attendees participate in an earlier topic to get the most benefit from the current one. The sessions have been assigned numbers similar to college courses to convey the level of content.

To register for a training, go to the [MDE Calendar](#) (education.mn.gov > About MDE > Calendar), find the WebEx you want to register for and select the event name. On the event information page, click on the registration link. Successful registration results in a Registration Confirmed screen. You will receive an automated confirmation email from WebEx. You will also receive an email from MDE the day before and the day of the WebEx, with the presentation attached.

If you have questions, contact [MARSS](#) (marss@state.mn.us).

Disciplinary Incident Reporting System (DIRS)

DIRS online data entry is open for the 2019-20 school year. The [2019-20 DIRS Update Memo](#), outlining data submission requirements and 2019-20 updates, was sent to all districts upon opening on December 17, 2019.

Batch submissions are scheduled to open on April 1, 2020. Vendors were notified of system changes by email on February 3, 2020. All updated batch specification documents are available on the [DIRS](#) webpage.

DIRS Reporting Required by MDE

DIRS reporting requirements are based on federal and state regulations and include the following incidents:

1. There is a school disciplinary action involving an enrolled student, including:

    a. In-school Suspension;
    b. Out-of-school suspension;
    c. Expulsion (report within 30 days of effective date);
    d. Exclusion (report within 30 days of effective date);
    e. Administrative Transfer;
    f. Offender Requested to Transfer within the School District;
    g. Offender Requested to Transfer to Another District;
    h. Offender Withdrew from School;
    i. Unilateral Removal to An Alternative Educational Setting; or
    j. Removal by Hearing Officer on Determination of Likely Injury.

2. A student is referred to law enforcement as a result of a school-related incident, regardless of the disciplinary outcome.
3. A student is arrested as a result of a school-related incident, regardless of the disciplinary outcome.
4. Possession or use of a dangerous weapon in a school zone, regardless of the disciplinary outcome.
5. Physical assault of a district employee, including all teachers and staff, by a student (report within 30 days of assault), regardless of disciplinary outcome.

Updates

Several minor revisions were made to DIRS for the 2019-20 school year to improve data accuracy and the flow of online data entry. These changes *do not* change reporting requirements. Below is a brief summary of the changes

1. Disciplinary Action Types

As outlined above, there are several incident types that must be reported, regardless of disciplinary action type.

- "Other Sanction, Intervention, or Resolution in response to the Assault," was replaced with a broader "Other" disciplinary action type.

    o This change will improve the process for entering incidents of physical assault of a district employee and *does not change reporting requirements*.
    o Not all incidents resulting in a disciplinary action that falls within "Other" must be reported. The only incidents that must be reported regardless of the disciplinary outcome are items 2 through 5 listed above.

Alternative Educational Setting Option

Districts must report the alternative educational setting provided whenever a student is removed from school for more than 5 days.

- "No services provided" was added as an option for alternative educational setting for instances in which no alternative educational setting was provided.

2. Victim Information

The changes below were made to improve accuracy of victim information reported in DIRS.

- On the Incident Details page, the check boxes under "Are there victims involved in this incident?" were removed.
- When the victim type "Student (MARSS information unknown)" is selected, you must now report the estimated count of enrolled and unenrolled victims.

Deadlines

- June 30 – Principals must complete school-level reports and data review.
- July 31 – Superintendents must complete district-level data review and certify data.

Additional Support & Resources

- Access the DIRS webpage to log in to DIRS, view the DIRS User Guide, batch file upload instructions, and other helpful links.
- Contacts:
  - Data requests and reporting requirements:
    - Carly Lykes – 651-582-8683 or carly.lykes@state.mn.us
  - Online data entry and technical assistance with DIRS processing:
    - Ann Iweriebor – 651-582-8352 or mde.incident-reporting@state.mn.us
  - Clarification of discipline statutes and legal requirements:
    - Sara Wolf – 651-582-8602 or sara.k.wolf@state.mn.us
  - DIRS system problems and passwords:
    - MDE Helpdesk Support
  - Batch set up or support:
    - DIRS Batch Support

Repeat Articles

Notification of Change in Student Enrollment

When students change districts or charter schools, the *Notification of Change in Student Enrollment* must be initiated by the newly enrolling district. Districts and charter schools are required to capture MARSS data and provide a few data items when a student withdraws from one Minnesota school district or charter school and enrolls in another. This information includes the Student Name, State Student Identification Number (SSID), State Aid Category and Status Start Date. Exchanging this document helps avoid date overlap errors by notifying the prior school/district of the date the student enrolled in the new school/district.

If you have questions, contact MARSS (marss@state.mn.us).

Superintendent Authorization for MARSS WES

MARSS WES is supported by Education Identity and Access Management (EDIAM). The Identified Official with Authority (IOwA) authorizes each person needing access as a MARSS coordinator, MARSS user or regional coordinator.

The process for registering a district or charter school staff person as the IOwA is posted on the Data Submissions webpage.

If you have questions, contact MARSS (marss@state.mn.us).

MARSS Coordinator Contact List

The MARSS coordinator contact list is available in MDE-ORG (Schools and Organizations). Click **Enter MDE-ORG site to get started!**

There are two ways to locate MARSS coordinator information:

- Enter the district number and district type or school name into the search field. This search will bring up a list for you to choose the appropriate district or charter school. After you find the district/school, click **Contact View** to see a list of all contacts for that district/school. If there is no name listed under **District MARSS Coordinator**, the school has not yet authorized a MARSS coordinator.
- Click **Contact Lists** on the left side of the page. This option will display a list of contact types that can be viewed. **District MARSS Coordinator** generates the list. This list can also be exported into an Excel format.

If your contact information changes, you will need to update it within your MDE EDIAM account and MARSS WES accounts so the information posted on MDE-ORG remains current.

If you have questions, contact MARSS (marss@state.mn.us). This publication is produced by:

Minnesota Department of Education
Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266
Phone: 651-582-8779
Fax: 651-582-8878
MDE homepage (https://education.mn.gov)
MARSS email (marss@state.mn.us)