DEPARTMENT OF EDUCATION

MARSS and SERVS Errors Troubleshooting

The Minnesota Automated Reporting Student System (MARSS) is now pulling the data element about which learners are Title I students from the State Educational Record View and Submission System (SERVS). This document outlines the potential errors, help troubleshooting the errors, and who to contact if the error is unresolved after making changes to SERVS and waiting overnight for the sync to occur between the two databases (SERVS and MARSS).

The Potential Errors in MARSS/SERVS that may be occurring are:

1. A school is Title I D (Fin Code 406), but marked Title I A to be served 2020 in SERVS in their Title I A (Fin Code 401) application.
2. The school district or charter school is a Title I A site, but the when the application was filled out they forgot to check the box in SERVS in their 401 application.
3. Their school's student information system is reporting kids incorrectly or having an issue detecting consistency between reports for learners who are dually enrolled in a regular instruction program and an Extended School Year (ESY) or Alternative Learning Center (ALC) program.
4. The school district has miscoded student enrollments Intermediate Special Education districts and/or Children's Residential Facilities (like a program for neglected or delinquent youths).

Before you begin troubleshooting, please open your Title I, part A (Fin Code 401) application and verify that only Title I, Part A schools have a program type listed as schoolwide or targeted and that the box To Be Served 2020 is checked. The data element that MARSS wants to capture for your students is participation of students in **Title I, Part A** programs including both targeted assistance and schoolwide Title I, Part A programs. Schools that only receive Title I part D (Fin Code 406) Neglected or Delinquent money should not be marked as being served by in the Title I, part A (Fin Code 401) application.

Helping Troubleshoot:

Several schools are experiencing MARSS errors with their Title I participation data. There are several potential sources of the problem.

Trouble shooting error 1:
The school is not actually receiving Title I, Part A (Fin Code 401) money. The data element being collected is for a student's status in **Title I, Part A**. If the school receives part D, but not Title I, part A, then the school should **not** be checked on the Title I, Part A (401) application. They should revise their 401 application and uncheck checked boxes for Title I part D (Fin Code 406) sites.

Trouble shooting error 2:
The Title I contact forgot to check the box "To Be Served 2020" in this year's Title I (Fin Code 401) application. This year MARSS started using the Title application as reported by districts and charter schools in SERVS as the source for the type of Title I, Part A school: Targeted or School-wide.

Within the title application there are two pieces of information that MARSS uses. The first is the "To Be Served 2020" check box. If that box is not checked, MARSS considers the school to be not Title I.

If the box is checked, it looks to the "Title I Program" field to determine whether the school is Targeted or School-wide.

If you are getting errors that a school is not a Title I, Part A school, have your Title I coordinator make sure that the "To Be Served 2020" box is checked.

The Every Student Succeeds Act (ESSA) Title I, Part A grant is currently open for amendments and re-amendments if necessary until April 30th. If you do submit changes to your district's grant, please remind your Superintendent or Charter School Director to approve and submit the changes.

Once the Superintendent submits the changes.

The AD will need to approve the changes.

If the school reports a delay please remind the school about Education Identity and Access Management (EDIAM) permissions like this:

If you suspect that the delay has occurred because your Superintendent or Charter School Director does not yet have EDIAM access, they can find the information about creating an EDIAM account on the Minnesota Department of Education Website Data Submissions web page.

After changes are made and approved in SERVS, then their MARSS coordinator will need to re-run the MARSS WES once the SERVS data is updated. It may take some time (overnight) for SERVS to push data to MARSS and for the MARSS report to fully update.

Troubleshooting Errors 3 and 4:
Students who are dual enrolled, e.g., between a traditional school that receives Title I, Part A funding and a state-approved alternative program (SAAP) that does not receive Title I, Part A funding may be generating errors. The identification of Title I participation is unique to a student and school. So a student who receives

Title services at a traditional school but not at the SAAP must be reported as **Yes** Title at the traditional school and **No** Title at the SAAP. **Contact your student information system (SIS) vendor for questions on how to identify students in your local data base.**

More Students who receive Title services at the traditional school during the school year but not at the extended school year (ESY) site during either the prior July/August and/or the following June. The ESY enrollment record should indicate **No** Title participant. **Contact your SIS vendor for questions on how to identify students in your local data base.**

If you verify that it is not an SIS issue, please check with the state MARSS team because it is also possible that the district miscoded student enrollments in multiple programs. This can occur when students are enrolled in Intermediate Special Education districts and/or Children's Residential Facilities (like a program for neglected or delinquent youths).

Who to contact:

If issues are unresolved and you have fewer than 10 MARSS/SERVS reporting errors and suspect that error three or four has occurred, please email marss@state.mn.us.

If the issues are unresolved and you have several MARSS/SERVS reporting errors and you suspect that errors one or two have occurred, please email Sara George.