

Table of Contents

Minnesota Automated Reporting Student System (MARSS) Reporting Timelines	3
End-of-Year Fiscal Year 2019-20.....	3
Monthly To-Do List	3
MARSS 57 Teaching Models Report	6
Annual Verification of District and School Site Information for Fiscal Year (FY) 2020-21.....	6
Transporting District Report.....	6
Early Childhood Students and Transportation Reporting	7
Early Childhood Screening.....	7
Early Childhood Screening Coordinators (ECS) and MARSS Coordinators	8
Enrollment in Online Learning (OLL) Program and Traditional School.....	9
Reporting Students Placed Outside Minnesota for Residential Care and Treatment.....	9
MARSS Reporting.....	10
Special Pupils Aid.....	10
Upcoming MARSS Changes for 2020-21 School Year	12
Verifying Average Daily Membership (ADM) Data on the District/School ADM Report.....	12
MARSS University and MARSS Training.....	13
Special Education Tuition Fund Applications	15
Determining Migrant Eligibility	16
District Requirements.....	16
District Recommendations	16

Tri-Valley Opportunity Council, Inc. | TVOC Migrant Education Program 16

Repeat Articles 17

Notification of Change in Student Enrollment 17

Superintendent Authorization for MARSS WES 17

MARSS Coordinator Contact List 17

<p align="center">Minnesota Automated Reporting Student System (MARSS) Reporting Timelines</p> <p align="center">End-of-Year Fiscal Year 2019-20</p>	<p align="center">Monthly To-Do List</p>
<p>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.</p>	<p>The district/school average daily membership (ADM) reports are usually posted a week or so following the MARSS deadlines starting in June.</p>
<p>Thursday, June 18, 2020 – Files due at Regional Management Information Center (RMIC)</p> <p>Wednesday, June 24, 2020 – Files due at Minnesota Department of Education (MDE)</p>	<p>June</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify that the correct instructional days and length of day have been reported for each school and grade. <input type="checkbox"/> Verify attendance and membership data for all students. These data will be used for the Every Student Succeeds Act (ESSA) consistent attendance calculations. <input type="checkbox"/> Enter special education service hours. <input type="checkbox"/> Correct the errors for students with more than one Status End code of 08 (graduate) or 40 (end-of-year) <input type="checkbox"/> Review District/School ADM Report. <input type="checkbox"/> Share the local MARSS 11 List of Graduates with counselors and update Status End code for students who did not graduate. <input type="checkbox"/> Review Postsecondary Enrollment Reports and Concurrent Reports. <input type="checkbox"/> Update ADM estimates for fiscal year (FY) 2020-21. <input type="checkbox"/> Request the special education service hours for early childhood and kindergarten students with disabilities and enter hours in database. <input type="checkbox"/> Review the statewide report MARSS 30 Error Report and work with MARSS coordinators in other districts to correct date overlap errors.

<p>Minnesota Automated Reporting Student System (MARSS) Reporting Timelines</p> <p>End-of-Year Fiscal Year 2019-20</p>	<p>Monthly To-Do List</p>
<p>Thursday, July 9, 2020 – Optional Submission</p> <p>New statewide reports will be posted</p>	<p>July</p> <p>Start using the FY 2020-21 Application for Educational Benefits.</p>
<p>Thursday July 23, 2020 – Files due at Regional Management Information Center (RMIC)</p> <p>Wednesday, July 29, 2020 – Files due at Minnesota Department of Education (MDE)</p>	<p>August</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update ADM estimates for FY 2022 and FY 2023 for the levy report. <input type="checkbox"/> Pupil Transportation Annual Report due August 15. <input type="checkbox"/> Check MDE calendar for upcoming webinars <input type="checkbox"/> Review District/School ADM Report.
<p>Thursday, August 13, 2020 – Optional Submission</p> <p>New statewide reports will be posted</p>	<p>Not applicable</p>
<p>Thursday, August 27, 2020 – Files due at RMIC</p> <p>Wednesday, September 2, 2020 – Files due at MDE</p>	<p>September</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update ADM Estimates for FY 2021. <input type="checkbox"/> Review District/School ADM Report. <input type="checkbox"/> Remove students from fall FY 2021 MARSS file who did not re-enroll from last year. <input type="checkbox"/> Review levy report. <input type="checkbox"/> Report summer leaver’s and summer graduates on the fall FY 2021 MARSS file.

<p style="text-align: center;">Minnesota Automated Reporting Student System (MARSS) Reporting Timelines</p> <p style="text-align: center;">End-of-Year Fiscal Year 2019-20</p>	<p style="text-align: center;">Monthly To-Do List</p>
<p>Thursday, September 17, 2020 – Optional Submission</p> <p>New statewide reports will be posted</p>	<p>Not Applicable</p>
<p>Thursday, October 8, 2020 – Files due at the RMIC</p> <p>Wednesday, October 14, 2020 – Files due at the MDE</p>	<p>October</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify Compensatory student counts. <input type="checkbox"/> Verify December 1 child count students (students who have a Special Education Evaluation Status of 4 or 6).
<p>Monday, October 19, 2020 through Thursday, November 12, 2020 Electronic Appeals</p>	<p>November</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify December 1 child count students (students who have the Special Education Evaluation Status of 4 or 6) for fall FY 2021. <input type="checkbox"/> Send list of concurrent Postsecondary Enrollment Options (PSEO) participants to the partnering postsecondary institutions. <input type="checkbox"/> Verify summer leavers and graduates. <input type="checkbox"/> Verify compensatory student counts. <input type="checkbox"/> Review MARSS 61, share with counselors and correct any errors.
<p>Tuesday, November 17, 2020 through Wednesday, December 2, 2020 Manual Appeals</p>	
<p>Tuesday, December 15, 2020 Final deadline</p>	
<p>If you have questions, contact MARSS (marss@state.mn.us).</p>	<p>Not applicable</p>

MARSS 57 Teaching Models Report

Reminder: The MARSS 57 Teaching Models Report for the 2019-20 school year was due **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](mailto:marss@state.mn.us) (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](mailto:marss@state.mn.us) (marss@state.mn.us).

Annual Verification of District and School Site Information for Fiscal Year (FY) 2020-21

Each year, information regarding schools and districts/charters is updated in the Minnesota Department of Education (MDE) master database for organizations (MDE Organization Reference Glossary (MDE-ORG)). MDE-ORG validates sites for all major MDE reporting systems, such as the Minnesota Automated Reporting Student System (MARSS), Staff Automated Reporting (STAR), Uniform Financial Accounting and Reporting Standards (UFARS), Assessments, etc. It is important that a point person is identified as the Site Verification Coordinator for your district. This person has access to request and certify school configuration changes and update other essential contact and address information for all sites within the district.

We ask that you review your organization and school sites, including contacts and addresses, and make changes for the 2020-21 school year. To ensure data collections, payments, and reports are correct, organization and school site information and contacts for the 2020-21 school year must be reviewed and certified by **August 31, 2020**.

Please read the [Annual Verification of District and School Site Information for SFY 2020-21](#) memorandum found on the [District and School Site Verification page](#). This memorandum outlines the timeline and steps to maintaining accurate district and school site directory information which is critical in correctly processing records for your district including students, staff, payments, and federal programs.

If you have any questions, contact mde.school-verify@state.mn.us.

Transporting District Report

A few times a year, usually in July and October, districts should look at the secure report titled *MARSS 49 Transportation Detailed Report*; this report has taken the place of the *MARSS 45 Transporting District*. The

report will list student transportation by resident and serving district. This report is intended to act as a tool to determine the accuracy of reporting the transporting district.

Please review the report and determine if the student(s) should be included or excluded on the report. The “Transporting District” should pay particular attention to the MARSS Transportation Categories 01-Regular, 03-Disabled, 06-Special Transportation and 04-Desegregation.

Contact the appropriate MARSS coordinators to make any changes in the record. It is important that the serving district work with the student’s resident district to determine the proper MARSS Transportation Category to assign to the student.

If the district identified as the transporting district is not transporting the student(s), code the student as 00-Walker or Transportation Does Not Apply. The transporting district, resident district and enrolling district do not have to be the same.

Early Childhood Students and Transportation Reporting

Children that are receiving early childhood special education (ECSE) services under a current IEP/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 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 Uniform Financial Accounting and Reporting Standards (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](mailto:kelly.garvey@state.mn.us) (kelly.garvey@state.mn.us).

Early Childhood Screening

Although districts are unable to complete full screenings at this time due to COVID-19, they may assign MARSS PS records and submit for screenings completed earlier in the year.

They may also assign MARSS PS records for screenings received from partners such as Head Start, Child and Teen Checkups or clinics if they provide a comparable screening.

There will be guidance on the screening program in the future on the [MDE COVID-19 Updates](#) web page.

If you have questions, contact [Margaret Chresand](mailto:Margaret.Chresand@state.mn.us) (Margaret.Chresand@state.mn.us)

Early Childhood Screening Coordinators (ECS) and MARSS Coordinators

At the end of the screening year, ECS coordinators work closely with their MARSS coordinators to assure data is entered as timely as possible. Districts should be careful to always assign MARSS Preschool Screening (PS) codes for the date the screening was done. This means the registration forms must be completed accurately by ECS staff. Some districts have accidentally assigned the MARSS PS code date as the date when the follow up was completed, which could be months later or when the child changed from age 3 to 4. Thus, their state aid payment would be less and their MARSS report numbers and ages of children screened would not look like their annual screening report.

Screening program information is covered in Minnesota Statutes, sections 121A.16-121A.19, and Minnesota Rules, sections 3530.3000-3530.3400. A child may be screened more than once prior to kindergarten. **This means a child may have more than one MARSS PS screening record.** The child would have the same MARSS number and a second MARSS PS code date.

When parents submit copies of comparable screenings to the district to meet the screening requirement (must include an observational developmental screening tool and other required components), districts must assign MARSS PS records with the following State Aid Categories: Head Start (43), Child and Teen Check Ups (42), health providers (44) or if they submit a letter to conscientiously object (45). State Aid Categories are listed on the back of the registration form. Districts use State Aid Category 41 if they screened the child (or if they contract with another entity to complete the screening on behalf of the district, Minnesota Statutes, section 121A.17, subdivision 6).

View the *MARSS Early Childhood Screening Counts and Aid Entitlement* from [Data Reports and Analytics](#), scroll to **School Finance Reports** then click **Minnesota Funding Reports (MFR)**. Select the following drop-downs: your district; View Reports: **All Reports**; Category: **Aid Entitlement Reports**; year and click **Early Childhood Screening Counts and Aid Entitlement**. These reports are updated monthly during the screening year and the final report is posted in January. It is helpful to compare the *MARSS Early Childhood Screening Counts and Aid Entitlement Report* to the *Early Childhood Screening Completion Report and Request for Reimbursement* or annual screening report to assure your district is receiving state aid for every child screened found at [Historic Early Learning Services \(ELS\)](#). Enter the county, district and year, then select **Early Childhood Screening Completion Report and Request for Reimbursement**. The report is posted each July by districts.

If you have questions, contact [Margo Chresand](mailto:margaret.chresand@state.mn.us) (margaret.chresand@state.mn.us).

Enrollment in Online Learning (OLL) Program and Traditional School

When a student enrolls in a comprehensive OLL program, no other district has access to revenue for the student – just like a student who open enrolls to a neighboring district. If a student enrolled in a comprehensive OLL program wants to take one or two classes at the resident district, there is no state funding available to the resident district. The resident district is not obligated to provide additional instruction to a student enrolled elsewhere. However, the resident district can request a tuition agreement with the OLL program. The OLL program is not obligated to honor the tuition request, but it can if it chooses. Only the OLL program reports the student on MARSS and includes all of the instructional time it either provides or pays for, not to exceed 100 percent enrolled.

If the OLL program denies the tuition request, the resident district can deny the student the class, charge the family tuition or provide the instruction free of charge. In any case, the resident district does not report the student on MARSS because the student is already enrolled elsewhere.

However, a student who is enrolled in a traditional school has access to supplemental OLL courses from a Minnesota state-approved OLL program. Use the *Online Learning (OLL) Supplemental Notice of Student Registration* form to document how the student's courses will be paid for. Find a copy of the form on the [Online Learning page](#).

When MDE pays for the student's supplemental OLL courses, the traditional school reports the student on MARSS for the time the student is required to attend at the school site. The OLL program reports the course completions to MDE independent of MARSS.

If the enrolling school pays for the supplemental OLL courses, the traditional school reports the student on MARSS for the time the student is required to attend at the school site, plus the equivalent number of hours each supplemental OLL course would have generated in a seat-based setting at the high school, not to exceed 100 percent.

In either case, the OLL program does not report the student on MARSS.

If you have questions, contact [Kelly Wosika](mailto:kelly.wosika@state.mn.us) (kelly.wosika@state.mn.us).

Reporting Students Placed Outside Minnesota for Residential Care and Treatment

Students placed for residential care and treatment are those students who have been placed by the courts, a medical authority, social services or parents to some type of treatment program. Students are considered to be in a residential treatment program if they are living in the facility in which the treatment is provided.

When a student is placed in a facility outside Minnesota, the resident district is responsible for the instructional costs and will generate general education revenue for the time the students receive eligible instruction during the core, required school year. Refer to *Appendices K and K-1* in the MARSS Manual for assistance in determining the resident district.

The district would only be responsible for the instructional costs, not the care and treatment or room and board costs. Districts should review the invoices to assure that they only include instructional costs.

The resident district is not financially responsible for students placed outside Minnesota, **if the students are placed:**

- by other than a Minnesota entity (e.g., a court in another state); or
- for other than treatment or individualized education program (IEP) purposes (e.g., general education purposes only).

The placing entity is financially responsible for these students. Parents are responsible for instructional costs for placements made for educational purposes only. These students would not be reported on MARSS.

MARSS Reporting

The resident district reports the students' instructional hours provided during the core, required school year, (i.e., the traditional school year), with State Aid Category (SAC) 14. The students will generate ADM and general education revenue for the resident district.

A separate record must be created so that if the pupil is eligible for additional aid beyond general education, the aid can be generated. Without a separate record with the appropriate SAC and special education status, no additional aid can be generated. The student may be reported under an existing traditional site.

Summer school and extended school year (ESY) services provided by an entity outside Minnesota are not reported on MARSS because it is not part of tuition billing. Students who receive instruction outside Minnesota and are reported with SAC 14 must have a Status Start Date after Labor Day, or the record will error in MARSS.

Special Pupils Aid

The Special Pupils for Care and Treatment flag in the student's MARSS enrollment record is used to assist the department in identifying students that qualify for special funding. Flag the student as "Yes" Special Pupil under the following conditions:

Regular Education

Regular education students can be considered a Special Pupil for Care and Treatment and be eligible for full state payment (Minn. Stat. § 125A.75, subd. 3) when:

- Parental rights have been terminated by court order (this includes parental rights terminated through the tribal courts); **and,**
- Student has been placed for care and treatment into one of the following facilities per Minnesota Statutes, section 125A.515. This does not include foster homes.
 - Group foster home
 - Secure juvenile detention facility
 - Juvenile residential facility
 - Temporary holdover – eight day
 - Group home
 - Residential academies

- Transitional programs
- Shelter care
- Shelter for the homeless
- Adult facility that admit persons under the age of 22
- Residential treatment programs

Special Education

Special education students can be considered a Special Pupil for Care and Treatment and be eligible for full state payment under Minnesota Statutes, section 125A.75, subdivision 3 or Minnesota Statutes, section 125A.17 when:

- The student has a current individualized family service plan (IFSP)/IEP; **and**
- Student has been placed for care and treatment into one of the following facilities under Minnesota Statutes, section 125A.515. This does not include foster homes.
 - Group foster home
 - Secure juvenile detention facility
 - Juvenile residential facility
 - Temporary holdover – eight day
 - Group home
 - Residential academies
 - Transitional programs
 - Shelter care
 - Shelter for the homeless
 - Adult facility that admit persons under the age of 22
 - Residential treatment programs; **and**
- The status of the parents of the student is one of the following under Minnesota Statutes, section 125A.17:
 - Parental rights have been terminated by court order (this also includes parental rights terminated through the tribal courts),
 - Parent or guardian is no longer living within the state of Minnesota after the student placement,
 - No other district of residency can be established, or
 - Parent or guardian having legal custody of the child is an inmate of a Minnesota correctional facility or is a resident of a halfway house under the supervision of the commissioner of corrections.
- Use [Special Expenditure Application Out-of-State Tuition for Minnesota Residents \(Form ED-02431\)](#) to report the students for special pupils aid.
- Special Education Data Reporting Application (SEDRA)
- For MARSS reporting questions, contact [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us)
- For Special Pupil Aid and SEDRA reporting questions, contact [SpedFunding](mailto:MDE_SpedFunding@state.mn.us) (MDE_SpedFunding@state.mn.us).

Use Special Expenditure Application Out-of-State Tuition for Minnesota Residents (Form ED-02431) to report the students for special pupils aid.

Report the students on the Special Education Data Reporting Application (SEDRA).

Refer to the article entitled [Special Education Tuition Fund Applications](#) for information on claiming special pupils aid.

Upcoming MARSS Changes for 2020-21 School Year

Kindergarten students who start the school year with an IEP and are age 5 should be coded with the Instructional Setting of 01-08. If the students were receiving special education services as grade EC (early childhood special education) either during the just prior school year or the prior summer, their setting would have been one of 30-34. The students' Instructional Setting should be updated to one of 01-08 on the earliest grade HK enrollment record for the current school year.

New error has been added: Error #435 Excessive Membership Reported for students flagged as Independent Study.

- For student with Independent Study Flag of Y.
- Membership cannot exceed five times the attendance.
- Membership hours should be reduced to reflect no more than five times the actual attendance hours.

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

Verifying Average Daily Membership (ADM) Data on the District/School ADM Report

The following are suggested steps to take when a school or district believes that the ADM shown on the *District/School ADM Report* is less than it should be (e.g., lower than that generated on local reports). The report is described in the documentation for the [District/School ADM Report and MARSS 35 ADM Adjustment Report](#).

1. Verify that the school has no MARSS enrollment records with local errors. All of the records with local errors are excluded from other local and statewide reports. The local errors are listed on the MARSS 08 Error Report.
2. Verify that the statewide date overlap and Status End code 08 and 40 errors have been corrected. These records will be excluded from the state-produced ADM reports, but they would have been included on the local reports. The statewide errors are listed on the MARSS 30 Statewide Error Report. The MARSS 30 report does not reiterate the local errors, so the school needs to review both error reports.
3. Verify that all students are included on the MARSS B Student file. Run the local report MARSS 24 List of All Students and compare the list of students with a report run from the school's software. Missing students cannot generate ADM.
4. Verify that all students have the correct enrollment and withdrawal dates and membership days. If these dates are in error, the generated membership days may be in error.
5. Verify that the software's calendar that generates student membership and instructional days is/are correct and in sync. A student enrolled for the entire school year in a single enrollment record from the first day of school through the last day of school should generate the same number of membership days as instructional days reported on the MARSS A School file in the same grade.
6. Verify that the number of instructional days reported on the MARSS A School file includes the number of days in the core, required school year. The file should exclude snow days, optional days, holidays, staff-only days, summer, etc. If full-year students on the MARSS 24 report consistently have less than 1.00 ADM, there

is an inconsistency between the number of instructional days and the student membership days. For FY 2019-20 school year only, schools can count the Distance Learning Planning days that were originally scheduled by the school board as instructional days as instructional and membership days. Be sure that they are included as instructional days in the MARSS A file and as membership days for enrolled students in the MARSS B file. Refer to the [Student Reporting During the Distance Learning Period](#) on the MARSS-Student Accounting website for more information.

7. State-approved alternative programs also need to verify the number of instructional days and length of day reported on the MARSS A School file. The instructional days should include only the number of days in the core, required school year. The length of day should include only the number of minutes in the core, required school day, excluding meal times. If the length of day varies during the year, calculate the average length of day using the *Flexible Scheduling Report (worksheet)* posted to the [MARSS Reporting Instructions website](#).
8. For state-approved alternative programs with a state-approved independent study component, the number of instructional days and length of day reported on the MARSS A School file needs to be the same as those used on the *Independent Study Calculation of Membership Hours* worksheet. Refer to the *MARSS Manual, Procedure 8* for more information.
9. ADM cannot exceed 1.00 unless the student is enrolled in a state-approved learning year program (e.g., alternative program). When the statewide edit is run, each student's total ADM is checked to assure that it does not exceed 1.00. If it does exceed 1.00, each record is proportionately reduced. If the student is enrolled in a learning year program, that enrollment record(s) is eligible to generate extended time ADM. Refer to the MARSS WES statewide report called *MARSS 35 ADM Adjustment*. This is a list of all enrollment records in which the locally computed ADM is probably different than that generated after the statewide edit. The adjustment could be due to:
 - a. A total ADM that exceeds 1.00, whether or not the student participated in a learning year.
 - b. The calculation of extended time ADM.
 - c. Supplemental online learning (OLL) participation.
 - d. An increased ADM for an early childhood special education student.

If you have questions, contact [Kelly Wosika](mailto:kelly.wosika@state.mn.us) (kelly.wosika@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](mailto:marss@state.mn.us) (marss@state.mn.us).

Student Support Data Collection (SSDC) System – information collected June 1, 2020

On June 1, 2020 the Minnesota Department of Education will collect information on Students with Limited or Interrupted Formal Education (SLIFE), Immigrant Children and Youth, Recently Arrived English Learners (RAEL), and Active Duty Parent (ADP), in the Student Support Data Collection (SSDC) system for the 2019-20 school year:

- For more information and a detailed explanation for how to report in the SSDC, please see the SSDC User Guide on [MDE's SSDC page](#).
- Every district needs to have an assigned SSDC Coordinator to complete the reporting. The district's Identified Official with Authority (IOWA) needs to approve the SSDC Coordinator. Some districts will also report some SSDC information on EDFI. If your district is piloting EDFI, it is essential to make sure all necessary information is reported in both systems.
- The students listed in the SSDC system reflect the list of potential students in each category. The actual classification or reclassification of students is done by the district.
- The SSDC system reflects information from the district's most recently submitted MARSS data. Students can be screened and identified as SLIFE, RAEL, ADP and Immigrant during the registration process. The SSDC Coordinator can then classify the student in the SSDC system, which is updated overnight after an error-free MARSS submission has been completed by the district.
- A student's name will appear in the SSDC for each district that the student attends in a given school year. For example, if a student is a potential SLIFE and attends schools in five different districts in a school year, that student's name will appear on all five district lists for the entire year.
- If a student was identified by the district as SLIFE, RAEL, ADP, or Immigrant in the SSDC system in the past, he or she will continue to be classified in the 2019-20 SSDC system. A student may no longer appear on the SSDC system for a district if the student no longer qualifies as SLIFE, Immigrant, or RAEL according to the filtering that MDE is able to use, which may include previously classified students.
- A reminder that the SLIFE definition changed in July 2019, so a district may notice students in earlier grades in the 2019-20 SSDC list for potential SLIFE. It is important that a district identified SLIFE using this new definition. For the most recent definition of SLIFE, please visit [MDE's SLIFE page](#).

For questions regarding MARSS, contact [Marilynn Loehr](#).

For questions regarding Immigrant Children and Youth, contact [Michael Bowlus](#).

For questions regarding SLIFE or RAEL identification or for general questions about the SSDC, contact [Michelle Niska](#).

For questions regarding ADP, contact [Michael Diedrich](#).

Special Education Tuition Fund Applications

Minnesota Statutes establish the requirements for a local educational agency (LEA) to receive funds for special student placements. It is the LEA's responsibility to report the students' enrollment periods listed on the applications correctly in MARSS.

The State Aid Category (SAC) is used to determine which district generates state aid for students and which students are eligible to generate aid. A change in the SAC requires closing the current enrollment status record and creating a new enrollment record. If the Status Start or Status End Dates fall outside the normal school year, the MARSS records must be adjusted to fit the reporting school's calendar. Summer membership should not be included in MARSS.

If a regular year membership (RSY) is not entered in MARSS, no aid will be generated and a special education tuition fund application cannot be processed. If RSY application start and end dates do not match the membership start and status end dates, the application cannot be processed. Please note that if the student is not in MARSS, the student's information will not show up on the end-of-the-year MARSS reports used to verify the accuracy of a LEA's data.

[Special Expenditure Application Out-of-State Tuition for Minnesota Residents 2019-20](#)

Court action places these students in a care and treatment facility in a state that does not have a reciprocity agreement with Minnesota. The resident district reports the students on MARSS using SAC 14.

[Special Expenditure Application Court Placed Non-Minnesota Residents With Individualized Education Programs \(IEPs\) 2019-20](#)

Court action or human service agency from outside Minnesota places students who are not a Minnesota resident in a care and treatment facility in Minnesota. Report the students on MARSS using SAC 15.

[Special Expenditure Application Special Pupils With Individualized Education Programs \(IEPs\) 2019-20](#)

Court action or Minnesota human service agency places students with IEPs in a state institution, a licensed residential facility, or foster facility for care and treatment. The Minnesota serving district reports the students on MARSS using SAC 27 or 28. For students who have been placed out-of-state, the resident district reports the student using SAC 14.

[Special Expenditure Application Special Pupils Without Individualized Education Programs \(IEPs\) 2019-20](#)

Court action or Minnesota human service agency places students without IEPs in a state institution, a licensed residential facility, or foster facility for care and treatment. The Minnesota service district reports the students on MARSS using SAC 27 or 28. For students who have been placed out-of-state, the resident district reports the students using SAC 14.

Please see [Section 20 – Special Education Tuition Fund Applications](#) for eligibility requirements.

Determining Migrant Eligibility

Eligible migrant students are those who move for agricultural work purposes. MDE partners with Tri-Valley Opportunity Council, Inc. (TVOC) Head Start, Child and Family Programs for identification of eligible migrant students. All eligible migrant students have a Certificate of Eligibility (COE) which is generated and reviewed by TVOC. Migrant designations are documented using a migrant student's COE – Qualifying Arrival Date (QAD) plus three years and comparing that date to September 1 of the current school year. All students identified as migrant should be receiving free meals automatically. MDE is working to develop a secure report that will show districts and charter schools which students have been identified as migrant by TVOC. Districts and charter schools should use this information to ensure continuity of services for migrant students who often have interrupted education.

District Requirements

Students identified as migrant (as determined by TVOC) should automatically receive free meals. [Free Meals Memo](#).

Transcripts and grades of migrant students **must be** submitted to TVOC for input in the Migrant Student Information Exchange (MSIX). [TVOC Migrant Education Program](#).

Provide information to TVOC Identification and Recruitment staff as needed:

[Cris Young](#) –Assistant Director of Migrant Education Services (christine.young@tvoc.org)

[Claudia Mladek](#) –Migrant Education Services Manager claudia.mladek@tvoc.org

[Linda Fournier](#) –Migrant Education Services Data Systems Specialist linda.fournier@tvoc.org.

District Recommendations

Be sure that the [Migrant Liaison Contact](#) is up-to-date in Schools and Organizations (MDE-ORG). Work with your district's site verification coordinator to update your information.

Provide Move Notifications in MSIX as migratory children move in and out of districts.

For questions about the Migrant Education Program contact [Noemi Treviño](mailto:noemi.trevino@state.mn.us) (noemi.trevino@state.mn.us).

Did you know?

Counselors and registration staff could apply for access to the National Migrant Student Information Exchange (MSIX) in order to ensure continuity of education for migratory students. Please contact Linda Fournier linda.fournier@tvoc.org for more information [Tri-Valley Migrant Education Program](#).

[Tri-Valley Opportunity Council, Inc. | TVOC Migrant Education Program](#)

Migrant Education Program Checklist for School Districts – Coordinate with Tri-Valley Opportunity Council (TVOC) to ensure the proper identification, placement, and reporting of migrant children for Title I Part C, Education of Migratory Children.

If you have questions contact [Tri-Valley Opportunity Council](#).

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](mailto:marss@state.mn.us) (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](mailto:marss@state.mn.us) (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](mailto:marss@state.mn.us) (marss@state.mn.us). This publication is produced by:

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