

MARSS Timelines

Submissions/Turnaround Reports

Fall Fiscal Year (FY) 2020

The following table specifies when Minnesota Automated Reporting Student System (MARSS) files will be edited, what data will be used to produce turnaround reports for districts, and what other uses will be made of the data. The first date in each block is the date that districts who deal with a Regional Management Information Center (RMIC) must have their files to the RMIC so it can meet the state’s deadline. The second date in each block is the date by which districtwide files are due to the Minnesota Department of Education (MDE). However, there is no need to wait for a deadline to submit files; they will be accepted any time prior to the final deadline. The data will automatically be used for the next submission cycle’s turnaround edits and reports. Statewide Testing uses the district’s most recent submission to send information to assessment vendors on dates communicated in the *Assessment Update* for specific tasks. This includes test material shipments and to load student data for testing, for some assessments, information is sent nightly throughout the school year.

A district/charter school need not resubmit data every reporting deadline if there are no errors or omissions to correct. However, postponing the initial submission lessens the district’s opportunity to be made aware of errors, make the corrections and resubmit. **Each submission must be districtwide** (all schools’ data). One submission completely replaces the prior submission. Records containing errors will not generate a student count, or revenue, for the district. When date overlap errors exist on the fall files, the state will determine which record to include for the October 1 and/or December 1 counts. Refer to the [MDE Policy on Making State Aid Adjustments](#) to read our policy for accepting/rejecting data submitted after the reporting timelines have expired.

Reporting Deadline	What’s Due	Comments/ Data Used For	Reports Posted to the MARSS Web Edit System (WES)	Reports Posted to the Minnesota Funding Report (MFR) Site
MARSS WES opens Wednesday, August 14, 2019	MARSS WES files.	MARSS data for the current school year must be submitted in order for district staff to access student testing history in Student Assessment History Report for instructional and placement decisions.	None	None

Reporting Deadline	What's Due	Comments/ Data Used For	Reports Posted to the MARSS Web Edit System (WES)	Reports Posted to the Minnesota Funding Report (MFR) Site
Thursday, September 19, 2019* Wednesday, September 25, 2019	Files due at RMIC. Files due at MDE.	Mandatory Used to verify charter schools' average daily membership (ADM) projections	Yes. View MARSS WES website .	Preliminary FY 2021 Compensatory Revenue Entitlement Report
Thursday, October 31, 2019* Wednesday, November 6, 2019	Files due at RMIC. Files due at MDE.		Yes. View MARSS WES website . Same as September 25, 2019, submission.	Preliminary FY 2021 Compensatory Revenue Entitlement Report
Thursday, December 12, 2019* Wednesday, December 18, 2019	Files due at RMIC. Files due at MDE.	Child Count, Compensatory Revenue. Verification of Charter School ADM Estimates.	Yes. View MARSS WES website . Same as November 6, 2019, submission.	Preliminary FY 2021 Compensatory Revenue Entitlement Report
Tuesday, December 31, 2019* Tuesday, January 7, 2020	Files due at RMIC. Files due at MDE.	Final Submission No changes can be made after this date. There is no appeal process for Fall data. Child Count, Compensatory Revenue, Special Education Tuition Billing.	Same as December 18, 2019, submission.	Final FY 2021 Compensatory Revenue Entitlement Report

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