



MARSS University 101 School File A

(MARSS = Minnesota Automated Reporting Student System)

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Uses of MARSS Data

- State aid and levy calculations
 - Approximately 99 percent of general fund state aid and levy revenues use student data in the funding formulas, for example:
 - Directly: General education revenue
 - Combination: State special education aid, or equalized levies
- Federal grant allocations
- Other federal and state reports

Files Required for Fall and End-of-Year (EOY) Reporting

Reporting Cycles

There are two MARSS reporting cycles:

- Fall submissions
- End-of-Year (EOY) submissions

Every time a district, charter school or its Regional Management Information Center (RMIC) submits MARSS data to the Minnesota Department of Education (MDE), the submission must include **both the school and student files** for all schools in the district.

Important Note: The submission of partial data eliminates all previously existing data and replaces only part of it. The district would then be in jeopardy of losing state and/or federal revenue by reporting partial data.

Files Required for Fall and End-of-Year (EOY) Reporting continued

A-File: School/Grade Data

AF18044201010KAB0000000E174000360

School Record Layout

VALUE A	→	PIC-X(1)¶
VALUE F FOR FALL / VALUE E FOR END OF YEAR	→	PIC-X(1)¶
SCHOOL YEAR	→	PIC-9(2)¶
DISTRICT NUMBER	→	PIC-9(4)¶
DISTRICT TYPE	→	PIC-9(2)¶
SCHOOL NUMBER	→	PIC-9(3)¶
SCHOOL GRADE LEVEL	→	PIC-X(2)¶
TITLE I SCHOOL INDICATOR	→	PIC-X(1)¶
RESERVED FOR FUTURE USE	→	PIC-9(7)¶
KINDERGARTEN SCHEDULE INDICATOR	→	PIC-X(1)¶
INSTRUCTIONAL DAYS IN SESSION	→	PIC-9(3)¶
FILLER	→	PIC-9(3)¶
LENGTH OF SCHOOL DAY IN MINUTES	→	PIC-9(3)¶
	→	TOTAL 33¶

A File – School/Grade Data

School Record: one character = A

Submission Code: one character = F (F Fall/E EOY)

School Year: two digits = 19 equals 2018-19/Fiscal Year (FY) 19

District Number: four digits = 0442 or 4007

District Type: two digits = 01 or 07

School Number: three digits = 010

A-File – School/Grade Data continued

School Grade Level: two characters = KA for kindergarten.

Title I School/Grade Indicator: one character

Instructional Days: three characters

Length of School Day: three characters

School Number/Site Number

These are the same site numbers used in:

- Uniform Financial Accounting and Reporting Standards (UFARS) to report finance data.
- Staff Automated Report (STAR) to report staff data.
- No duplicate school numbers can exist within a district.

To add a new school number or close an existing school, enter the [District and School Site Verification webpage](#). Then scroll down to the MDE Site Request or Change Form. Fill the form out completely and email it to [School Verify](mailto:mde.school-verify@state.mn.us) (mde.school-verify@state.mn.us).

A district's or charter school's valid site numbers can be found in [MDE-ORG](#). Click on **Enter MDE-ORG site to get started!** Enter the district number in the search box and click on **Search**. Click on **District View**. The list of schools and programs with assigned site numbers are listed.

- School Grade Level is used to link school file records with student file records, primarily for calculating average daily membership (ADM) and for obtaining enrollment counts by school and grade.
- The current grade levels in which students are served within the school are reported in the School File (A-File).
- Used to assign a pupil unit weighting.

Grade Level continued

Data Element Values:

- **EC** Early Childhood. This includes infants and toddlers and all prekindergarten students who either had an Individualized Family Service Plan/Individualized Education Program (IFSP/IEP) or received evaluation services for special education during the fiscal year.
- **PK** Voluntary Prekindergarten (voluntary pre-K or VPK). A student that is enrolled in an approved voluntary pre-K classroom is reported in one of the grades PA through PJ.
- **SR** School Readiness. A student that is enrolled in an approved school readiness plus classroom is reported in one of the grades RA through RJ.
- **HK** Kindergarten Disabled. Students in kindergarten and have an IFSP/IEP, irrespective of the special education program to which they are assigned.
- **KA** Kindergarten Section A. HK students should not be included in regular kindergarten.
- **KB** Kindergarten Section B, etc.
- **PS** Early Childhood Health and Developmental Screening (Pre-School Screening)
- **01** Grade 1 • **05** Grade 5 • **09** Grade 9
- **02** Grade 2 • **06** Grade 6 • **10** Grade 10
- **03** Grade 3 • **07** Grade 7 • **11** Grade 11
- **04** Grade 4 • **08** Grade 8 • **12** Grade 12

Title I School Indicator

- The Title I School Indicator data items are collected on the School File (MARSS A-File) and edited during the fall and end-of-year reporting cycle.
- All schools must report this information, whether or not the school qualifies for Title I monies.
- These data will be used to complete the *Annual Evaluation Report for Title I*, which is required of all districts that received federal Title I dollars.

Title I School Indicator continued

One character = B, *for example*

- A: School does not receive Title I Funds
- B: Targeted Assistance Title I School
- C: Schoolwide Title I School
- D: Neglected Students Title I School
- E: Delinquent Students Title I School

A File – Kindergarten Schedule Indicator

One character = E, *for example.*

- A: Half-day, daily.
- B: Full-day, alternate days.
- C: Full-day, three days per week.
- E: Full-day, every day throughout the year or full-day, four days per week (no paid parent tuition) and provides at least 850 hours of instruction; available to all enrolled students.
- H: Full-day, daily available to some but not all.

This field does not refer to KA, KB, KG, HK, etc. which are grade levels reported in the B Student File.

A File – Instructional Days

Three digits = 174, *for example*.

- Number of days in the school calendar during which all students in a particular grade and school are required to attend and participate.
- Different grade levels in a school may have a different number of days.
- Charter school calendar can be anytime between July 1-June 30.
- Independent school district schools cannot start until after Labor Day without special approval.
- For State-Approved Alternative Programs (SAAPs), report core, required year only.

A-File – Instructional Days continued

- Include partial days; complete the *Flexible Scheduling Report* (worksheet).
- Exclude cancelled days, e.g., snow days.
- This is the basis for calculating student membership and ADM.
- A school cannot report accurate membership without an accurate calendar.

A-File – Length of School Day in Minutes

Three digits = 360, *for example*.

- Reported in terms of minutes.
- Reported by grade and can vary by grade.
- Measured from the time all students are required to be in attendance until the first students are dismissed.
- Excludes breakfast and lunch but includes passing time at a secondary school or supervised recess before or after lunch at an elementary school.
 - Exception: Voluntary prekindergarten – Student in all-day programs must be provided a lunchtime. Their lunchtime is not included in Length of School Day.
 - Lunchtime for part-time or half-day programs can be included in the length of day. The teacher must be present and be providing instruction.
 - Snacks are not considered lunch. Snack time may be included in Length of School Day.
- For SAAPs, report minutes for core, required school day.

Number of Instructional Days includes partial days.

Calculate and report the average Length of Day if the required length of day varies during the year.

- Scheduled early releases or late starts.

Flexible Scheduling Report (worksheet):

- [MDE homepage](#) > Districts, School and Educators > Business and Finance > School Finance > MARSS Student Accounting > MARSS Reporting Instructions

Keep a copy for audit purposes.

Flexible Scheduling Report Worksheet

FLEXIBLE SCHEDULING REPORT WORKSHEET

GENERAL INFORMATION AND INSTRUCTIONS: Effective beginning with the 1996-97 school year, all prior statutes and rules mandating minimum numbers days (in a school year) and minimum hours per day were rescinded. However, for MARSS reporting purposes, it is still necessary to report the number of instructional days and the average length of day for each grade in each school. This worksheet provides you with a simple means for computing and summarizing these two statistics for those grades in which multiple schedules existed. Contact marss@state.mn.us if you have questions.

SCHOOL	SCHEDULES	(1)	(2)	(3)	(4)
		LENGTH OF DAY (MINUTES)	NUMBER OF DAYS	TOTAL MINUTES	AVERAGE LENGTH OF DAY (3÷2)
Grade(s) Applicable: ____ through ____	1st				
	2nd				
	3rd				
	4th				
TOTAL					

SCHOOL	SCHEDULES	(1)	(2)	(3)	(4)
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Grade(s) Applicable: ____ through ____	1st				
	2nd				
	3rd				
	4th				
TOTAL					

FLEXIBLE SCHEDULING REPORT WORKSHEET INSTRUCTIONS

Forward: If your school schedule is constant throughout the school year, this worksheet is not necessary; the number of instructional days and length of day are a given. However, if your schedule varies during the year for any reason other than emergency late starts or early dismissals, this worksheet can assist you in determining the average length of the school day. Note that school days canceled entirely are not considered instructional days. This worksheet is for your use; **do not submit it to the Minnesota Department of Education.** It provides space for computation of two different school or grade schedules. You may have to reproduce additional copies.

COLUMNS:

Schedules: This column allows you to include up to four different schedules/year for a particular school or grade (i.e., four different school day lengths).

Column 1: Length of Day (Minutes): For each separate schedule, list the number of instructional minutes in the day (include passing time; exclude lunch).

Column 2: Number of Days: List the number of instructional days for which this schedule applies. Total this column.

Column 3: Minutes: List the total number of minutes in the year generated by this schedule. Column 3 equals Column 1 times Column 2. Total this column.

Column 4: Average Length of Day: Column 3 total divided by Column 2 total. All decimal places must be dropped (e.g., both 350.12 minutes and 350.98 minutes equal 350.00 minutes).

Flexible Scheduling Report Worksheet Example

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		LENGTH OF DAY (MINUTES)	NUMBER OF DAYS	TOTAL MINUTES	AVERAGE LENGTH OF DAY (3÷2)
Grade(s) Applicable: 7 through 12	1st Reg	371	164	60,844	371
	2nd 2 hr	266	8	2,128	266
	3rd				
	4th				
TOTAL			172	62,972	366.1

SCHOOL	SCHEDULES	(1)	(2)	(3)	(4)
		LENGTH OF DAY (MINUTES)	NUMBER OF DAYS	TOTAL MINUTES	AVERAGE LENGTH OF DAY (3÷2)
Grade(s) Applicable: _____ through _____	1st				
	2nd				
	3rd				
	4th				
TOTAL					

= 1049.5 Hours
minimum Required 1020

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- Column 3:** Minutes: List the total number of minutes in the year generated by this schedule. Column 3 equals Column 1 times Column 2. Total this column.
- Column 4:** Average Length of Day: Column 3 total divided by Column 2 total. All decimal places must be dropped (e.g., both 350.12 minutes and 350.98 minutes equal 350.00 minutes).

MARSS 22 – Calendar and Title I Participation

- Verify that each school's Title I School Indicator is accurately reported.
- Verify that the number of Instructional Days and Length of Day have been reported accurately for each school and grade.
- Verify kindergarten schedule has been reported for each section of kindergarten at elementary schools.
- Share the report with the title coordinator.

MARSS WES 22 – Calendar and Title I Participation Report

MARSS CALENDAR AND TITLE I PARTICIPATION REPORT

Serving District: 0014:01 FRIDLEY PUBLIC SCHOOL DISTRICT

USING Fall DATA

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Serving School: 550 STEVENSON ELEMENTARY

2017-2018 SCHOOL YEAR

Edited:

Information contained in this report must be treated as private data on students.

Printed 3/9/2018 8:01:00AM

Grade Level	Title I Information			School Information				
	School Indicator	Yes - Receiving Services	No - Not Receiving Services	Percent Receiving Services	Instructional Days	Non-instructional Days	Length of Day	K Schedule
HK	B	1	12	7.7%	171	0	365	
KD	B	21	82	20.4%	171	0	365	E
01	B	15	92	14.0%	172	0	365	
02	B	17	94	15.3%	172	0	365	
03	B	16	107	13.0%	172	0	365	
04	B	24	113	17.5%	172	0	365	
Unduplicated count within district/school		94	499	15.9%				
Duplicated count across grades and/or Title I status		94	500	15.8%				

Appendix B – Instructional Days/Length of Day

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- Tournaments/Off-Site Activities
 - If students are supervised by school staff at the activity and instruction is provided for students who do not participate in the off-site activity, the day can be reported as an instructional day for the school and grades affected.
 - If the off-site activity is not required and school is not held for students who choose not to participate, the day cannot be reported as an instructional day.

Late Start/Early Dismissal

Days on which classes start late or dismiss early because of emergencies that are beyond the control of the school board, may be counted as Instructional Days.

- Power outage
- Water line break

Days on which school is canceled entirely are not considered instructional or membership days.

- Snow days

Minimum Number of Instructional Days

Minnesota Statutes, section 120A.41, requires the school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved. This language applies only to independent school districts.

Both charter schools and independent districts must provide a minimum number of annual instructional hours:

- 350 for voluntary prekindergarten
- 425 for half-day kindergarten
- 850 for full-day, daily kindergarten
- 935 for grades 1 through 6
- 1,020 for grades 7 through 12

The local school board retains the authority to modify the school calendar after the school year has started.

Kindergarten Disabled (HK)

- There are no Minnesota rules or statutes that set a minimum length of day for kindergarten students who are disabled.
- Membership and attendance for these students are to be reported in terms of hours. ADM is the ratio of hours of instruction provided to 875 hours. This ratio may not exceed 1.0 (1.00 ADM).
- MARSS programming will hold the students' total ADM and pupil units to no more than 1.0. The ADM will be prorated for students with more than one enrollment record.

Early Childhood Special Education (ECSE)

- There are no Minnesota rules or statutes that set a minimum length of day for prekindergarten students with disabilities.
- Membership and attendance for these students are to be reported in terms of hours. ADM is the ratio of hours of instruction provided to 825 hours. This ratio may not exceed 1.00 (1.00 ADM).
- MARSS programming will hold the students' ADM to no more than 1.0. The ADM will be prorated for students with more than one enrollment record.

Snow Days/Teacher Strikes

- It is the school board's responsibility to set the school calendar and to determine whether canceled days must be made up at a later date.
- Minnesota Statutes, section 120A.41, requires school districts to provide instruction for a minimum number of hours and days in the school year.
- There is no specific provision in law for state aids to be reduced if a district does not provide instruction for a certain number of days. However, ADM could be negatively impacted in some cases.

Digital E-learning Days

- Effective FY 2018 school boards and charter schools may adopt e-learning plans that provide up to five digital or e-learning **days due to inclement weather**.
- Digital or e-learning days are defined as instructional days on which no students in the school attend at the school site but **all** students are required to participate in instruction online.
- Requirements of the plan include:
 - Consultation with the teachers.
 - Accommodations for students who lack access to internet at home or digital devices.
 - Accessible options for student with disabilities.

Digital E-learning Days (2)

- The district must notify parents and students of the potential for e-learning days at the beginning of the school year and at least a two-hour notice before the school start time that students will follow the e-learning day plan on a scheduled instructional day.
- Requires teachers to be accessible online and by phone during normal school hours on an e-learning day.
- E-learning days are reported as a regular instructional day on the MARSS A-File.
- Length of school day would be the same length that was originally scheduled had the students attended at the school site.
- Students enrolled on an e-learning day will generate one day of membership.

Digital E-learning Days (3)

[March 2018 Memorandum: Program plan for e-Learning days](#)

Frequently asked questions regarding digital e-learning days:

- [MDE homepage](#) > Districts, Schools and Educators > Teaching and Learning > Online Learning Providers

Average Daily Membership

Average Daily Membership (ADM) is the portion of the year that a student is enrolled in school.

It is used in many Minnesota funding formulas.

$$\text{ADM} = \frac{\text{Percent Enrolled} / 100 \times \text{Membership Days}}{\text{Instructional Days}}$$

More information on ADM will be provided in other MARSS University training sessions.

Thank you!

Kelly Wosika

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