

## MARSS Timelines

### Submission/Turnaround Reports

#### End-of-Year Fiscal Year (FY) 2020

The following table specifies when Minnesota Automated Reporting Student System (MARSS) files will be edited, used to produce turnaround/statewide reports, and what other uses will be made of the data. The first date in each block is the date that districts who report through a Regional Management Information Center (RMIC) must have their files to the RMIC so the RMIC can meet the Minnesota Department of Education (MDE) deadline. The second date in each block is the date by which districtwide files are due at 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. Data files can be submitted any time beginning January 13, 2020, for assessment pre-code files. 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 it has no errors or omissions to correct. 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/charter school. Refer to [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/<br>Data Used For  | Statewide Reports <sup>1</sup>   |
|--|---------------------------------------|---|--|
| MARSS WES Opens<br>Monday, January 13, 2020            |                                       | Through summer 2020, a district's most recent submission will be provided to the assessment vendors to update student information for test administration and test results. | None   |
| Thursday, March 19, 2020*<br>Wednesday, March 25, 2020 | Files Due at RMIC<br>Files Due at MDE | <b>Mandatory for charter schools, Optional for districts.</b><br>Used to verify average daily membership (ADM) projections.   | Refer to <a href="#">MARSS WES</a><br>MARSS 30 Statewide Error Report. |

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

<sup>1</sup> All pertinent statewide MARSS Web Edit System (WES) reports are posted about one week after every deadline beginning June 4, 2020. Minnesota Funding Reports (MFR) are typically posted one to two weeks after the MARSS reporting deadline.

| Reporting Deadline  | What's Due                            | Comments/<br>Data Used For   | Statewide Reports <sup>1</sup>   |
|---|---------------------------------------|--|--|
| Wednesday, April 01, 2020                                   |                                       | All end-of-year (EOY) errors activated on the local edit.  |  |
| Thursday, April 09, 2020**                                  |                                       | Statewide edit<br>New statewide reports will be posted date overlap errors only.   |  |
| Thursday, April 23, 2020*<br>Wednesday, April 29, 2020      | Files Due at RMIC<br>Files Due at MDE | Mandatory for all districts and charter schools<br>May contain a few errors.<br>Used to identify date overlap errors.  | Refer to <a href="#">MARSS WES</a><br>MARSS 30 Statewide Error Report.   |
| Thursday May 28, 2020*<br>Thursday, June 04, 2020           | Files Due at RMIC<br>Files Due at MDE | Local auditors use the Statewide reports.<br>Used for: Special education tuition billing;<br>Elementary and Secondary Education Act (ESEA) accountability<br>enrollment; direct certification for FY 2020. | Refer to <a href="#">MARSS WES</a><br>District/School ADM Repot (MFR)<br>Preliminary Early Childhood Screening<br>Aid Entitlement (MFR). |
| Thursday, June 18, 2020*<br>Wednesday, June 24, 2020        | Files Due at RMIC<br>Files Due at MDE | n/a  | Refer to <a href="#">MARSS WES</a><br>District/School ADM Report (MFR).  |
| Thursday, July 09, 2020**                                   |                                       | Statewide edit<br>New statewide reports will be posted.  |  |
| Thursday, July 23, 2020*<br>Wednesday, July 29, 2020        | Files Due at RMIC<br>Files Due at MDE | Used for: August 30 FY 2020 entitlements; special education tuition<br>billing; September 30, FY 2020 early childhood screening aid.   | Refer to <a href="#">MARSS WES</a><br>District/School ADM Report (MFR)<br>Early Childhood Screening Aid<br>Entitlement (MFR).            |
| Thursday, August 13, 2020**                                 |                                       | Statewide edit<br>New statewide reports will be posted.  |  |
| Thursday, August 27, 2020*<br>Wednesday, September 02, 2020 | Files Due at RMIC<br>Files Due at MDE | Used for: September 30, FY 2020 entitlements; special education<br>tuition billing.  | Refer to <a href="#">MARSS WES</a><br>District/School ADM Report (MFR).  |
| Thursday, September 17, 2020**                              |                                       | Statewide edit<br>New statewide reports will be posted.<br>Used for October 30 FY 2020 entitlements.   |  |

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

\*\*We will run the statewide edit between the required MARSS submissions. Data that is on file at that time will be included in the updated statewide reports.

<sup>1</sup>All pertinent statewide MARSS WES and student Minnesota Funding Reports (MFR) are posted within one week after every deadline beginning June 4, 2020.

| Reporting Deadline   | What's Due                            | Comments/<br>Data Used For   | Statewide Reports <sup>1</sup>   |
|--|---------------------------------------|--|--|
| Thursday, October 08, 2020*<br>Wednesday, October 14, 2020           | Files Due at RMIC<br>Files Due at MDE | <b>Final data due. Only electronic appeal web files will be accepted after this date.</b>  | Refer to <a href="#">MARSS WES</a><br>District/School ADM Report (MFR).  |
| Monday, October 19, 2020<br>Through<br>Thursday, November 12, 2020   | Appeal files, if<br>needed            | Electronic appeal file process. Records that cause cross-district errors will prevent the entire file from submission.                       | Refer to <a href="#">MARSS WES</a><br>District/School ADM Report (MFR).  |
| Tuesday, November 17, 2020<br>Through<br>Wednesday, December 2, 2020 | Appeals of EOY FY<br>2020 MARSS data  | Refer to <a href="#">Appeal of MARSS Data Reported by Another District/Charter.</a>  | None   |
| Tuesday, December 15, 2020   |                                       | Refer to MDE <a href="#">Policy for Making State Aid Adjustments.</a><br>Final FY 2020 aid entitlements ( <i>MARSS Manual, Appendix P</i> ). | Refer to <a href="#">MARSS WES</a><br>Final District/School ADM Report (MFR)<br>Final Aid Entitlement Reports. |

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

\*\*We will run the statewide edit between the required MARSS submissions. Data that is on file at that time will be included in the updated statewide reports.

<sup>1</sup>All pertinent statewide MARSS WES and student Minnesota Funding Reports (MFR) are posted within one week after every deadline beginning June 4, 2020.

**Contact Information:** Division of School Finance  
Phone: 651-582-8456  
Fax: 651-582-8878  
Email: [marss@state.mn.us](mailto:marss@state.mn.us)