



# MARSS University 209

## Reporting Comprehensive Online Learning (OLL) Students

Kelly Wosika | Student Accounting

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# Ten Minnesota Commitments to Equity

1. Prioritize equity.
2. Start from within.
3. Measure what matters.
4. Go local.
5. Follow the money.
6. Start early.
7. Monitor implementation of standards.
8. Value people.
9. Improve conditions for learning.
10. Give students options.

# Questions to Answer

- Who can provide OLL?
- What students are eligible for state aid?
- What is the difference between comprehensive and supplemental OLL?
- How are comprehensive OLL students reported on MARSS (Minnesota Automated Reporting Student System)?
- Are there any resources available?

# Who Can Provide OLL Courses?

- Districts, charter schools, intermediate districts or joint powers districts must be state-approved to offer:
  - Full-time, comprehensive OLL to any enrolled student, or
  - Supplemental OLL to students enrolled in other public schools.
- Any district can provide part-time OLL or hybrid classes to enrolled students without state approval.

# Supplemental OLL

- **Supplemental** OLL is when a student accesses individual OLL courses from a state-approved OLL provider that is other than the enrolling district or charter school.
- Completed courses generate OLL aid unless the enrolling district/charter school has paid for the OLL course. Only state-approved OLL providers have access to OLL aid.
- An *Online Learning Supplemental Notice of Student Registration* form needs to be on file, whether the state or the enrolling district/charter school pays for the OLL course.
- The enrolling district remains responsible for assessments, transcript, special education, etc., and reports the student on MARSS.

# Comprehensive OLL

- **Comprehensive** OLL is when a student transfers to the district or charter school with the state-approved OLL program.
- The OLL district/charter school is responsible for assessments, transcripts, child find, special education, etc.
- If enrolled in other than the resident district, an *Open Enrollment Application* is on file at the enrolling district.
- All students who transfer to a new district or charter school should have a *Notification of Change in Student Enrollment (NCSE)* form on file.

# Request for Classes Elsewhere

- Comprehensively enrolled students do not have guaranteed access to classes at their local public school.
- The prior district/school:
  - Has no access to funding.
  - Is not obligated to provide instruction.
  - Cannot report the student on MARSS.
  - Can request a tuition agreement with OLL program or parent for additional courses.
- The comprehensive OLL program is not obligated to agree to pay tuition for courses a student takes elsewhere. If it does pay tuition, it includes the contracted time on its MARSS file, but not to exceed full-time.

# Which Students are Eligible to Report for OLL?

The student must be:

- A Minnesota resident public school student.
- Enrolled in a Minnesota public school.
- Physically in Minnesota.
- Residents of South Dakota enrolled in Minnesota under reciprocity are eligible to enroll in contiguous Minnesota districts.



# MARSS for Comprehensive OLL Students

- Full MARSS record is required just like any other student.
- State Aid Category:
  - 00 if resident of district
  - 01 if open enrollment paperwork is on file
  - 08 if enrolled in charter school
  - 11 if the resident district agreed to the transfer
- The OLL district/school is responsible for child find and special education services. Report special education data items per the Individualized Education Program (IEP).
- Start Date is when student logs in for the first class. This date should not overlap with the Status End Date of the enrollment record in the prior district.

# Student Membership

## Completion Based

- Students can transfer to program any time.
- Students complete course work at their own pace. Students in the same course complete coursework relatively independently of other students in the course.
- Course credit could be posted to transcripts throughout the school year.
- Course completion generates student membership.

## Term Based

- Students start and complete courses during scheduled terms.
- Course credit posted to the transcript at end of each term.
- Students must be enrolled in a full course load at the same time to be full-time.
- Membership based enrollment in course.
- No further membership available for incomplete courses.

# Completion Based Membership

- School calendar required, including Instructional Days and Length of Day in terms of minutes.
- Use Calculation of Membership Hours for OLL Students Enrolled in OLL Program Course Completion Method worksheet, in the OLL documentation to determine the number of membership hours to claim for each completed credit.
- Partially completed credits generate prorated membership hours. Take care not to duplicate these hours in a future school year.

# Course Completion Worksheet

**Calculation of Membership Hours  
for OLL Students Enrolled in OLL Program  
Course Completion Method**  
*(Complete the grade shaded cells)*

## Graduation Requirements at District Granting Diploma

Line	Math	Enter Figure	Description
1	n/a	21.5	Number of credits or academic standards students need to complete to graduate from the OLL Program.
2	/	4	Years of high school in the OLL Program granting the diploma (3 or 4)
3	=	5.5	Number of credits or academic standards needed to compete per year to graduate from the OLL Program granting the diploma

# Course Completion Worksheet (2)

## Program Information (for each grade) at OLL Program

Line	Math	Enter Figures	Description
4	n/a	172	Instructional days per year at the OLL Program in the core year. Reported on MARSS School File
5	X	360	Average Length of Day in Minutes at the OLL Program. Reported on MARSS School File
6	/	60	Minutes per Hour
7	=	1032	Hours required for a full time student (Instructional Hours)
8	/	5.5	Number of credits or academic standards needed to complete per year to graduate from the school granting diploma (from above)
9	=	188	Maximum number of membership hours to claim per OLL credit completed

# Membership for Completion Based

- Membership reported in terms of hours and Percent Enrolled 999.
- Membership equals the number of completed credits, or portion thereof, times the membership hours per credit from worksheet.
- Partial credits are eligible to claim. Take care not to duplicate these membership hours when the credit is completed in a following year.
- ADM (average daily membership) is capped at 1.0.
- Calculate credits or partial credits earned within each enrollment record.

# Example A of Completion Based

## Example A:

- Student completes 4.75 credits during an enrollment record
  - Membership =  $4.75 \times 188 = 893$  hours
  - ADM =  $893 / 1,032 = 0.87$  ADM

# Example B of Completion Based

## Example B:

- Student completes six credits during an enrollment record
  - Membership =  $6 \times 188 = 1,128$  hours
  - Instructional Hours =  $172 \times (360 / 60) = 1,032$
  - Report Membership Hours = 1,032 (Membership Hours cannot exceed Instructional Hours)
  - ADM =  $1,032 / 1,032 = 1.00$  ADM



# Term Based Membership

- School calendar required, including Instructional Days and Length of Day in terms of minutes.
- Use Calculation of Courses Required for OLL Students Enrolled in OLL Program Term Based Method. This determines daily “class periods.”
- Membership can be reported in terms of hours and Percent Enrolled representing full-time or part-time status.

# Courses Required for Term Based Worksheet

**Calculation of Courses Required  
for OLL Students Enrolled in OLL Program  
Term-Based Method**  
*(complete the gray shaded cells)*

**Graduation Requirements at District Granting Diploma**

Line	Math	Enter Figure	Description
1	n/a	21.5	Number of credits or academic standards students need to complete to graduate from the OLL Program
2	/	4	Years of high school in the OLL Program granting the diploma
3	=	5.5	Number of credits or academic standards needed to complete per year to graduate from the OLL Program granting the diploma rounded up to nearest half credit.
4	Round up	6	Required number of periods per day in school calendar to be reported as 100 Percent Enrolled (line 3 rounded up to the nearest whole number)

# Membership for Term Based

- Membership is the number of days in the enrollment record.
- Percent Enrolled represents the ratio of courses enrolled to number needed for full time.
  - $\text{Number of Enrolled Courses} / \text{Number of Courses for Full Time Student}$
- ADM is capped at 1.0.

# Example A Percent Enrolled

## Example A:

- Student enrolled in four full-credit courses concurrently for the entire school year.
  - Membership = Number of Instructional Days between Status Start and End Dates.
  - Percent Enrolled = (4 courses / 6 class periods) x 100 = 067
  - ADM = (172 membership days x (067 Percent Enrolled / 100)) / 172 = 0.67 ADM

# Example B Percent Enrolled

## Example B:

- Student enrolled in six courses concurrently for the entire school year.
  - Membership = Number of Instructional Days between Status Start and End Dates.
  - Percent Enrolled =  $6 / 6 \times 100 = 100$
  - ADM =  $172 \text{ Membership Days} \times (100 \text{ Percent Enrolled} / 100) / 172 = 1.00 \text{ ADM}$

- The October 1 enrollment counts and ADM reports are the same for comprehensive OLL programs as for other Minnesota public schools.
- Comprehensively enrolled students generate the same level of funding as those enrolled in the district's or charter school's brick and mortar schools.

# Records Needed for Audit

- Dates of Instructional Days, e.g., school calendar.
- Daily schedule showing class periods for term-based programs.
- Documentation supporting enrollment and withdrawal dates.
  - Notification of Change in Student Enrollment
  - Open enrollment application
- Student schedule and transcript. Include dates that partial credits were claimed for membership hours.

- [MDE website](https://education.mn.gov) (https://education.mn.gov)
  - Districts, Schools and Educators > Business and Finance > School Finance > MARSS Student Accounting > Online Learning (OLL): Reporting for Online Learning Students.
- Online Learning website: Students and Families > School Choice > Online Learning
- Infrequent MDE emails to OLL programs. Send a request to [Kelly Wosika](mailto:Kelly.Wosika@state.mn.us) (Kelly.Wosika@state.mn.us) to be added to the list.



# Thank you!

**Kelly Wosika**

Kelly.Wosika@state.mn.us

651-582-8855