

Indian Education Student Count Appeal

Each year, schools or districts submit student enrollment data into the MARSS system. Those identified as having 20 or more American Indian students are eligible for American Indian Education Aid. Your estimated aid for this program is based on the number of American Indian students enrolled in your school/district on October 1 of the previous year. If your school/district qualifies, you must submit a Letter of Intent to the Office of Indian Education by June 1st to receive funding.

On October 1st of each year, your school or district should be capturing American Indian student counts for next year, as well as submitting its American Indian Education Program Plan (IEPP) for the current year. These plans are reviewed by the Office of Indian Education, and either approved, or returned for revision. Aid will be released to once your plan is approved. In order for a smooth process through the proper channels, please read the following information thoroughly.

Each year your school or district should **verify** the MARSS counts of American Indian students on or before December 1. Verify the students reported as American Indian in the original/legacy race/ethnic counts (i.e., the data field in which students are reported in only one of five groups). To verify these counts:

1. Request the MARSS 24 List of All Students report from your district MARSS Coordinator. This report can be exported to excel that data can be sorted and filtered. The other reports in MARSS WES show only the federal race/ethnic categories.
2. Filter on column BA (labeled ETH) for values of 1. These are the students reported as American Indian.
3. Filter on column AD (labeled Oct Rec). These are the students enrolled on October 1.

There are many possibilities as to why student data is not accurate. If you feel your American Indian student count is inaccurate, please consider the following:

- Are your school enrollment/registration forms designed to capture accurate information for the self-identification of American Indian students?
- If the list is missing students whom you believe are American Indian, work with the staff who enter the family registration materials, i.e., the forms that include the student's/family's race/ethnic designation.
- Verify that data have been entered to the local data base correctly.
- Verify that students/families that have chosen to not provide the information have been properly identified using locally defined procedures.
- Work with your MARSS coordinator and request the list of students reported on MARSS who are identified as American Indian in the state race/ethnic categories. Ask for a copy of the MARSS 24 List of All Students from the fall MARSS file. This report needs to be exported to excel so that you or the MARSS Coordinator can identify the students who are enrolled don October 1 and identified as American Indian. Select

- Column J: SAC exclude SACs 14-18, 52
- Column BA: Ethnic = 1
- Column AD: Oct Record = X
- Errors or omissions identified before the final fall MARSS submission can be corrected without an appeal by your MARSS Coordinator submitting an updated fall MARSS file prior to the final reporting deadline. The final deadline is around December 31st. Check the [MARSS Timelines website](#) for the exact date each year.

If reporting deadlines have passed, and your school or district believes its data has been reported in error, you may file an appeal with the Minnesota Department of Education.

Appeal Process for October 1 Enrollment

Districts must have at least 20 American Indian students enrolled on October 1 of the prior school year to be eligible for Indian Education Aid. This data comes from Fall MARSS files submitted by school districts the prior school year. If the district believes its data has been reported in error, MDE will follow this process:

1. The district must appeal the student data counts in writing no later than December 1 to the Office of Indian Education.
2. MDE will provide the district with a list of students enrolled on the prior year's October 1 with their reported race/ethnic category.
3. The district will be asked to update the race/ethnic category for those reported in error.
4. The district will return the updated list to the Office of Indian Education with assurance that it has documentation on file at the district to support the data changes. Only students who had been reported on MARSS as enrolled on October 1 are eligible to be appealed. Do not add students to the list that MDE provides (*do not add students enrolled after October 1*).
5. The district will provide a description of how these data will be edited in the future to assure that the race/ethnic data is reported accurately within the established timelines.
6. MDE will review the updated race/ethnic data and re-compute the count of American Indian students.
7. MDE will update the aid entitlement and the Office of Indian Education will notify the district.

This is a process that may take some time. Thank you for reading and following these instructions carefully.

Dr. Jane Harstad

Director of Indian Education

mde.indian-education@state.mn.us

651-582-8280

Greg Sogaard

Finance Specialist

greg.sogaard@state.mn.us

651-582-8858