



MARSS Overview

Minnesota Automated Reporting Student System (MARSS)

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What is MARSS

MARSS is a system by which districts/charter schools report student data to the Minnesota Department of Education (MDE).

The Minnesota Automated Reporting Student System (MARSS) collects data required by multiple areas of MDE with one system:

- State aid
- Levy calculations
- Federal grant allocations
- Federal and state reports

- State aid and levy calculations.

Approximately 90 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.

Uses of MARSS Data (2)

Fall MARSS data used to calculate:

- Compensatory revenue
- Q Comp
- Title I
- Child count for federal special education funding
- Precode state assessment documents

Uses of MARSS Data continued (3)

Year-end financial aid calculations include:

- General education revenue
- Shared time aid
- Contract alternative school aid
- Extended time revenue
- Sparsity
- English learner (EL) aid
- Charter school lease aid

Uses of MARSS Data continued (4)

Data must be complete and accurate in a timely manner.

- State and federal money cannot be allocated.

Responsible for completeness and accuracy.

- Fall and End-of-Year (EOY) MARSS WES reports to verify data.

(MARSS WES – Minnesota Automated Reporting Student Web Edit System)

Two Cycles

- Fall:
 - October 1 Compensatory Counts
 - December 1 Federal Child Counts
- End-of-Year:
 - General Education Funding

MARSS Timelines

MARSS Timelines are posted to MDE Webpage

[MDE](#) > District, Schools and Educators > Business and Finance > School Finance > MARSS Student Accounting > Timelines

- **End-of-Year FY 2020**
- The following table specifies when 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 precode 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.

MARSS Timelines (2)

Reporting Deadline	What's Due	Comments/ Data Used For	Statewide Reports ¹
MARSS WES Opens 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* Wednesday, March 25, 2020	Files Due at RMIC Files Due at MDE	Mandatory for charter schools, Optional for districts. Used to verify average daily membership (ADM) projections.	Refer to MARSS WES MARSS 30 Statewide Error Report.

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

¹ 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.

January 17, 2019

Page 1 of 3

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

MARSS Timelines (3)

Thursday, July 23, 2020* Wednesday, July 29, 2020	Files Due at RMIC Files Due at MDE	Used for: August 30 FY 2020 entitlements; special education tuition billing; September 30, FY 2020 early childhood screening aid.	Refer to MARSS WES District/School ADM Report (MFR) Early Childhood Screening Aid Entitlement (MFR).
Thursday, August 13, 2020**		Statewide edit New statewide reports will be posted.	
Thursday, August 27, 2020* Wednesday, September 02, 2020	Files Due at RMIC Files Due at MDE	Used for: September 30, FY 2020 entitlements; special education tuition billing.	Refer to MARSS WES District/School ADM Report (MFR).
Thursday, September 17, 2020**		Statewide edit New statewide reports will be posted. 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.

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

January 17, 2019

Page 2 of 3

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

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

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MARSS Timelines (4)

- Timelines cannot be extended to districts/charter schools.
- Files must be received no later than 6 a.m. the following day.
- Files can be submitted anytime, do not wait until the last day to start editing files.

District/Charter Schools Responsibilities

- Choose method to capture data:
 - Regional Management Information Center (RMIC)
 - Vendor software
 - Direct reporting
- Captures and maintains data on all students.

District/Charter Schools Responsibilities (2)

- Exchanges State Student Identification Number (SSID)
 - Start Date
 - End Date
 - State Aid Category
 - Notification of Change form
- Edit data through MARSS WES.

District/Charter Schools Responsibilities (3)

- Review Reports
 - MARSS 08: Local error report
 - MARSS 30: Statewide error report
- Correct Errors
 - MARSS 08
 - MARSS 30

District/Charter Schools Responsibilities (4)

- Re-edit data
 - Once corrections are made in the district/charter school software.
 - Repeat cycle until files are error-free.
- Submit once error-free (you must click the upload button in order for the files to get to MDE.)
 - Once the files are error-free or just a few errors (under 5 percent).

Regional Management Information Center (RMIC)

- District/charter schools can contract with an RMIC.
- Receives data from member districts/charter schools.
- Edits district/charter school data through MARSS WES before submitting to MDE.
- Verifies data.
- Verifies that district data passes the MDE edit process before it submits the data to MDE.
- Provides districts/charter schools with reports.
- Help with reading MARSS WES reports local and statewide.

Regional Management Information Center

- Submits files to MDE instead of district/charter school.
 - Submit files for districts.
- No MARSS-related responsibilities to districts/charter schools that choose to report directly to MDE.
 - Districts/charter schools do not have to belong to a RMIC.
- Provide MARSS support.
 - First contact with MARSS errors/reporting requirements.

MDE's Responsibilities

- Provide Timelines.
 - Timelines are posted to the MDE website.
- Perform state level edit/error checks.
 - MARSS WES.
- Notify district via MARSS WES of local/statewide errors.
 - Local and statewide reports.

MDE's Responsibilities (2)

- Produces verification reports.
 - MARSS WES summary reporting.
- Provides pertinent data to MDE users for program compliance, grant applications and state aid payments.
- Certifies software vendors for compliance with MARSS reporting criteria.

Vendor Software Systems

- Several vendor software systems are certified for MARSS reporting.
- List of certified vendors is posted to the MDE website.
- Districts/charter schools must use a certified MARSS software.
- Direct reporting districts/charter schools need to follow procedure in MDE's Direct Reporting Policy.

Editing MARSS Data

- Each district/charter school is responsible for the accuracy and completeness of MARSS data.
- MDE provides an edit program: MARSS WES.
 - Districts/charter schools must run data through the MARSS WES before submitting data to MDE.
- Verification of Data
 - Statewide reports will be posted after each MARSS submission.
 - District/charter schools are responsible to verify the final data and make sure it is complete and error-free.

Students – Who to Report on MARSS?

- Students enrolled last year and attending current year
- State-Approved Alternative Programs (SAAP)
- Early Childhood (EC) Students
- Early Childhood Health and Development Screening (PS)
- Postsecondary Enrollment Options (PSEO)
- Students age 20 through 21

Students – Who to Report on MARSS? (2)

- Shared Time (nonpublic and home school students taking core curriculum and/or special education students)
- Residents Attending Elsewhere
- Care and Treatment

Students – Who **Not** to Report on MARSS?

- Students who withdraw
- Students who do not return in the fall
 - Students that rolled over from prior year and did not return
 - Summer Leaver Record

Students – Who **Not** to Report on MARSS? (2)

- Summer School
 - Only can report Extended School Year (ESY) summer enrollments.
 - Exceptions:
 - EC
 - HK (handicapped kindergarten)
 - SAAP
- Care and Treatment
 - District in which the facility is located reports the student until they have transitioned 100 percent back at the traditional school.



[MARSS Student Accounting website](https://education.mn.gov/MDE/dse/schfin/MARSS/)

(<https://education.mn.gov/MDE/dse/schfin/MARSS/>)

[MARSS WES website](http://education.mn.gov/MDE/dse/datasub/MARSSWES/index.html)

(<http://education.mn.gov/MDE/dse/datasub/MARSSWES/index.html>)

[Student ID Validation](https://education.mn.gov/MDE/dse/datasub/StuIDValid/)

(<https://education.mn.gov/MDE/dse/datasub/StuIDValid/>)

What Data is Collected

School Data

- School Year
- District Number
- District Type
- School Number
- School Grade Level
- Title I School Indicator
- Kindergarten Schedule Indicator
- Instructional Days in Session
- Minutes Per Day

Student – Demographic

- Student State ID Number
- Student Grade Level
- Resident District Number
- Resident District Type
- Gender
- Birthdate
- Race
- Federal Race Ethnicity
- Home Primary Language
- Economic Indicator
- Name: Last, First, Middle and Suffix
- Homebound
- Homeless
- Special Pupil Care and Treatment

Student – Enrollment

- Status Start Date
- Last Location of Attendance
- State Aid Category
- Status End Date
- Status End Code
- Percent Enrolled
- Attendance
- Membership
- Transportation Category
- Transporting District
- Transporting District Type

Student – Program Participation

- Postsecondary Enrollment Options
- Special Education
 - Special Education Evaluation Status (SEES)
 - Primary Disability
 - Instructional Setting
- Title I
- Gifted and Talented
- Independent Study Flag
- English learners (EL)

Sources of Information

- MARSS Manual
- MARSS Reports
- MARSS WES documentation
- MARSS Memos
- Department, region and vendor staff
- Student Validation System

Overview of Process

1. Enter data into your SIS (Student Information System)
2. Extract/Create data for the A and B file from your SIS
3. Run the A and B files through the MARSS WES
4. If files are error free you can upload the data, verify local reports for data accuracy
5. Verify local error reports and statewide error reports, if you have errors you will need to fix them in your SIS
6. If files are not clean you will need to fix the errors in your SIS
7. Start the process over at bullet number 2

This process will need to be done until your files are error-free.

Questions



[MARSS email](mailto:marss@state.mn.us) (marss@state.mn.us)

MARSS Reporting

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Thank you!

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