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## Minnesota Automated Reporting Student System (MARSS) Reporting Timelines

MARSS files are due to the Minnesota Department of Education (MDE) on the following dates. Refer to the [posted timelines](#) for more details.

MARSS Web Edit System (WES) closes the morning after the deadline, unless otherwise stated. Any files received after the deadline are not guaranteed to be included in the statewide edit. The district/school Average Daily Membership (ADM) reports are usually posted a week or so following the MARSS deadline starting in June.

- **Monday, April 2, 2018** – All end-of-year errors are activated on the local edit, which includes Special Education Service Hours (SESH).
- **Wednesday, May 2, 2018** – End-of-Year (EOY) Fiscal Year (FY) 2018 files are due. This is **mandatory** for all districts and charter schools.
- **Wednesday, June 6, 2018** – End-of-Year FY 2018 files are due.
- **Wednesday, June 27, 2018** – End-of-Year FY 2018 files are due.

If you have questions, contact [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us).

## Determining Resident District

The Minnesota Department of Education has a Determining Resident District/Student Accounting Issues group. It is made up of staff from various areas of the department. Staff are available to assist districts and charter schools on complicated scenarios concerning student reporting.

Determining a resident district for a student can be particularly challenging, as many statutes and rules apply. Other student reporting characteristics, for example State Aid Category and Transportation Category, can also be puzzling. If, after reviewing the [MARSS Manual](#), you can't determine the resident district for a student or have a unique reporting question, you are welcome to contact us.

In order for your question to be reviewed, complete a [Determining Resident District Form](#) and submit to [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us). We meet on Wednesday mornings to review these requests. Responses are provided after the meeting.

If you have questions, contact [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us).

## New Home Language Codes

430 – Larteh, Country of origin Ghana.

431 – Mina, Country of origin Cameroon – dialects are Belseri, Jingjing

## MARSS 57 Teaching Models Report

Reminder: The MARSS 57 Teaching Models Report for the 2017-18 school year is due by March 31, 2018. This information is used in the EOY MARSS edit to verify which students with Individualized Education Programs (IEPs) require Special Education Service Hours for tuition billing calculations.

The MARSS coordinator will need to retrieve this report from MARSS WES under the **fall** FY 2018 statewide reports and provide a copy to the special education director. The director needs to make any changes to the indicated teaching models, sign the form, and return it to the address on the form.

Once all reports have been submitted and the database has been updated, the final reports will be posted to the **EOY** FY 2018 statewide reports in MARSS WES.

If you have questions, contact [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us).

## Special Education Service Hours (SESH)

The August MARSS data will be used for preliminary tuition billing. Inaccurate SESH skews the calculations, revenue and billing.

In order for special education tuition billing to be accurate for students that require SESH, districts and charter schools need to report the actual number of SESH on the enrollment records no later than the August submission.

Reporting the more accurate SESH tuition billing will be more accurate for the students that require SESH.

If you have questions, contact [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us).

## Update: Homeless Children and Youth who are Homeless as a Result of Disasters

The following students and families who have recently lost their housing due to damage caused by the following circumstances meet the definition of homeless:

- a. Any hurricane from fall FY2017 and subsequent flooding; or,
- b. wildfires in the United States during the summer and fall of 2017.

Students that relocate to Minnesota and enroll in a Minnesota public school are eligible to generate state aid as Minnesota residents. They must be reported on MARSS using State Aid Category (SAC) 97, which has been reactivated for this use. The school district of residence for a homeless pupil is determined based on [Minnesota Statutes, section 120A.20 subdivision 2\(b\)](#).

For MARSS, the student must be reported with a complete enrollment record. Following are the specific codes to use for these data elements:

- State Aid Category = 97
- Last Location of Attendance = 02
- Homeless Flag = Y
- Economic Indicator = 2 (Free)
- Status Start Date = the day the student started school in your district (cannot be before August 25, 2017 for students displaced by the hurricanes)
- Resident District Number = see Minnesota Statutes section 120A.20 subdivision 2(b) for residency determination.

It is the responsibility of the [district homeless liaison](#) to verify whether a student is considered homeless and provide necessary documentation on that determination.

For MARSS reporting questions contact: [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us).

## Tri-Valley Opportunity Council (TVOC)

The Minnesota Department of Education is partnering with Tri-Valley Opportunity Council (TVOC) to provide professional development opportunities to school staff and other organizations regarding migrant education. Use the [TVOC Training Request link](https://www.tvoc.org/services/head-start/summer-migrant-education/) (https://www.tvoc.org/services/head-start/summer-migrant-education/) to indicate which trainings you would like more information about. Trainings can be done by Skype or in person.

TVOC is also responsible for identifying eligible migrant students in the state of Minnesota. If you would like a recruiter to contact you about the possibility of recruiting in your area, select the Recruitment Request. It only takes a couple of minutes and helps us to identify eligible migrant students in your area.

If your school district is contacted by a Tri-Valley Opportunity Council recruiter, please help him/her connect with migrant families in your area.

Did you know that migrant students are entitled to free meals? Contact [Linda Fournier](#) (TVOC) if you would like a list of eligible migrant students in your district, (linda.fournier@tvoc.org) at 952-232-1206.

## Test WES and MARSS WES

The following addresses questions we receive regarding MARSS WES and Test WES discrepancies.

- If the student has a local error, the student will not upload into MARSS WES and will not be loaded into Test WES.
- Verify on the MARSS 24 List of All Students those students that were included in the edit. However, if the student is not included on the report or has an “E” in the Error Status column, the student will not be included in the uploaded data into MARSS WES and will not be available to Test WES.
- Running an edit only will not upload students into MARSS WES. You must choose the “upload” button to submit your Districtwide School (A) and Student (B) files to MDE.
- Submitting a partial district MARSS file will remove students from TEST WES.
- If you verify that the student had no local errors and was uploaded into MARSS WES, your District Assessment Coordinator (DAC) should contact [MDE Testing](mailto:mde.testing@state.mn.us) (mde.testing@state.mn.us).

## New Status End Code Effective FY 2019

66 – Student rescreen planned valid for Early Childhood Health and Developmental Screening (Pre-School Screening (grade PS) only).

## Updated MARSS WES Error and Warning Edits

Error 312 – Starting end of year FY 2018, if a student is flagged as Hispanic/Latino, the student will need at least one additional race checked regardless of the last location code.

Error 093 – We will now allow students that are enrolled in a traditional school, an Alternative Learning Center/Alternative Learning Plan (ALC/ALP) and targeted services schools simultaneously to be reported in all three schools. The three records may overlap with each other. Districts will no longer have to exclude the targeted services record and add those hours on the ALC/ALP record.

Errors 128, 133 and 134 – Will now allow summer leavers or summer graduates be reported up through age 29.

Error 318 – Now allows Early Childhood (EC) students that are flagged as homeless and the SEES of 2 to have the State Aid Category (SAC) 11.

Warning 367 – Was updated so that students reported as American Indian in the legacy codes, should be identified as American Indian in the federal selections. If students are flagged as American Indian and Hispanic/Latino in the federal selections, it will be up to the district to have a policy on what code will be reported in the legacy codes if the family has not indicated which single category to report.

## MARSS University and MARSS Training

We will no longer provide full-day MARSS 101 training. Rather, we have broken the 101 topics into one-to two-hour WebEx sessions that will be specific to data elements, processes, and/or procedures. Some of these sessions will include presenters from other areas of MDE (e.g., representatives of staff who rely on the MARSS data and who can assist with questions and describe how the data are used). Additional staff from the district or charter school may also benefit by participating in the WebEx with the MARSS coordinator.

Each session will be scheduled at least twice to allow the maximum number of participants. They will be scheduled during the month that relates to each particular data item, report, procedure, etc. After the second session, the PowerPoint will be posted to the MARSS Student Accounting website under [Training: MARSS Student Accounting](#).

Each WebEx will build on prior sessions. Some will recommend attendees participate in an earlier topic to get the most benefit from the current one. The sessions have been assigned numbers similar to college courses to convey the level of content.

To register for a training, go to the [MDE Calendar](#) (education.state.mn.us > About MDE > Calendar), find the WebEx you want to register for, select the Event Name. On the event Information page, click on Link to

Registration. Successful registration results in a Thank You screen. That is your confirmation that you have been registered. You will receive an email from MDE the day before the WebEx with the PowerPoint attached.

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

## Students with Limited or Interrupted Formal Education (SLIFE) Identification

The 2014 Learning English for Academic Proficiency and Success (LEAPS) Legislation requires all districts and charter schools to identify SLIFE based on the definition found in [Minnesota Statutes, section 124D.59, subdivision 2a](#).

The LEAPS Act requires the MDE to annually report on the academic and linguistic growth of English learners (ELs) and SLIFE.

MDE has created a data collection system to capture SLIFE Identification at the student level, the Student Support Data Collection (SSDC) System. Each district and charter school will use the SSDC to report SLIFE to us. We are asking each superintendent or charter school director to assign and approve an SSDC coordinator to annually identify SLIFE via the SSDC system. The SSDC coordinator should be someone with access to student test scores and records information for ELs. This person will also be able to access the Immigrant Count site (more information to come).

Districts and charters can access the SSDC system or register for an account on the [SSDC webpage](#). Information on upcoming SSDC informational webinars to be held in April and May will be posted on the [MDE Calendar](#) when those dates become available.

Contact: [Michelle Niska](mailto:Michelle.Niska@state.mn.us) (Michelle.Niska@state.mn.us) at 651-582-8323.

## School Calendars and Inclement Weather

Following are typical questions raised by schools with emergency late starts, early closings and canceled school days.

### How do I mark a day when school was canceled?

Mark the day as “no school,” as for a Saturday or school break. For state reporting purposes, this day is not an instructional day for the school/grade and not an attendance/membership day for students. It does not matter if school is closed for weather, fire, boiler breakdown, staff development, funeral, school break, etc. No school is no school.

This does not affect Average Daily Membership (ADM) for most full-year students, which is the comparison of a student’s membership days to instructional days. The ADM formula for most students is Membership Days divided by Instructional Days. For example, 175 membership days divided by 175 instructional days is 1.0 ADM, as is 174 membership days divided by 174 instructional days.

**Do I need to reschedule the school day later in the year?**

This decision needs to be made by the local school board. They set the original calendar and they have the authority to change it. If the day is not made up, we recommend that the local board formally amend the calendar for local accountability purposes. Charter schools should send a copy of the new calendar to [Jeanne Krile](mailto:jeanne.krile@state.mn.us) (jeanne.krile@state.mn.us) in School Finance.

Note that statute requires independent school districts to schedule at least 165 instructional days for grades 1-11 unless it has commissioner approval for a four-day week. It requires all schools to provide a minimum of 425 annual instructional hours for half-time kindergarten, 850 hours for full-day, daily kindergarten, 935 hours for grades 1-6 and 1,020 hours for grades 7-12, excluding summer school and meals.

**Will we lose state aid if we do not make it up?**

There is no direct financial penalty for having too few days or too few instructional hours. Statute does not provide a penalty for not meeting these requirements. But again, the local board must be accountable to the students and families; they need to formally modify the calendar if it is different than what was originally scheduled.

However, students whose ADM is based on a statute-defined number of hours will generate fewer membership hours if the canceled instruction is not rescheduled. Specifically, kindergarten-disabled and early childhood students with more than 231 membership hours are affected. Also, the summer or extended-day membership of dual-enrolled students at a State-Approved Alternative Program (SAAP) would generate less ADM if the core year membership provided fewer than the statute-defined minimums for learning year programs.

**How do I code a late start/early dismissal?**

Emergency late starts or early dismissals can be reported as a regular full school day. However, scheduled late starts and early dismissals for any reason (staff development, state tournaments, parent-teacher conferences, etc.) affect the length of day that is reported on the MARSS school file. Use the [Flexible Scheduling Report](#) to calculate an average length of day to report on MARSS when the scheduled length of day varies during the school year.

**How do I code an emergency late start/early dismissal when one section of kindergarten is canceled?**

For half-day, daily kindergarten:

- When morning kindergarten is canceled, but either afternoon kindergarten is held or there is no afternoon class, mark morning kindergarten as a nonschool day.
- When afternoon kindergarten is canceled, but either morning kindergarten is held or there is no morning class, mark afternoon kindergarten as a nonschool day.

For full-day, alternative day kindergarten:

- The kindergarten section that was scheduled to meet on a canceled day should be marked as "no school."

## **Making Up Lost School Days**

School boards have leeway in making up the lost instructional time if that is what they desire. Classes can be held on Saturday, the length of day can be extended, nonschool days can be converted to student instructional days, and/or days can be added at the end of the school year in May or June.

If school is held on Saturday(s), nonschool days converted to student instructional days, and/or days are added at the end of the year, mark them as instructional days in your student software. They should be reported as instructional days on the MARSS A School File and as membership days on the MARSS B Student File for students enrolled.

If the length of day is extended, use the Flexible Scheduling worksheet to compute the average length of day to report on the MARSS A School File. This “report” does not need to be returned to the department, but keep a copy on file in case of a student attendance audit.

Whether or not the canceled school days are made up, the board needs to adopt a new school calendar showing the canceled school days as nonschool days. If any new days are added as student instructional days, identify them on the new calendar as well. Charter schools must send a copy of the modified school calendar to Jeanne Krile in School Finance.

If the lost days cause a district's annual instructional hours to fall below 1,020 for grades 7-12 or 935 for grades 5 and 6, students who are also enrolled at a state-approved alternative program (SAAP) will generate less ADM at the SAAP. Students enrolled at SAAPs other than Targeted Services generate ADM based on a minimum number of instructional hours.

### **How should e-learning days be reported in Minnesota Automated Reporting Student System (MARSS)?**

E-learning days would be reported as regular instructional days on the MARSS A School File. Students enrolled on an e-learning day would generate one day of membership. The length of the school day would be reported as the same length that was originally scheduled had the students attended at the school site. Other questions about e-learning Days can be directed to the [MDE Online Learning Providers webpage](#).

If you have questions on calculating the length of the school day and/or making up school days, contact [Kelly Wosika](#) ([Kelly.wosika@state.mn.us](mailto:Kelly.wosika@state.mn.us)).

If you have questions on charter school calendars, contact [Jeanne Krile](#) ([jeanne.krile@state.mn.us](mailto:jeanne.krile@state.mn.us)).

## **Repeat Articles**

### **Notification of Change in Student Enrollment**

When students change districts or charter schools, the [Notification of Change in Student Enrollment](#) must be initiated by the newly enrolling district. In addition to the capture of MARSS data, districts and charter schools are required to provide a few items of data when a student withdraws from one Minnesota school district or charter school and enrolls in another. This information includes the Student's Name, SSID, State Aid Category



and Status Start Date. Exchanging this document helps avoid date overlap errors by notifying the prior school/district of the date the student enrolled in the new school/district.

If you have questions, contact [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us).

### **Superintendent Authorization for MARSS Web Edit System (WES)**

MARSS WES is supported by the [External User Access Recertification System](#). The Identified Official with Authority (IOwA) needs to complete the preauthorization before the electronic request in MARSS WES can be approved for a MARSS coordinator, MARSS user or regional coordinator.

The process for registering a district or charter school staff person as the IOwA is posted on the [External User Access Recertification webpage](#).

If you have questions, contact [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us).

### **MARSS Coordinator Contact List**

The MARSS coordinator contact list is no longer posted to the MARSS Student Accounting webpage. MARSS coordinators are now listed in [MDE-ORG](#) (Schools and Organizations). Select “Enter MDE-ORG site to get started!”

There are two ways to locate MARSS coordinator information:

1. Enter the District Number and District Type or school name into the search field. This search will bring up a list for you to choose the appropriate district or charter school. After you find the district/school, choose “contact view” to see a list of all contacts for that district/school. If there is no name listed under MARSS coordinator, the school has not authorized a MARSS coordinator yet.
2. Choose “Contact Lists” on the left side of the page. This option will display a list of contact types that can be viewed. “District MARSS Coordinator” generates the list. This list can also be exported into an Excel format.

If your contact information changes, you will need to update it within your MDE and MARSS WES accounts so the information posted on MDE-ORG remains current.

If you have questions, contact [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us).

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