



MARSS 103 B-File Enrollment Data

Marilynn Loehr | State MARSS Coordinator

February 26, 2020

“Prerequisite”

- Minnesota Automated Reporting Student System (MARSS) Overview
 - Who to report on MARSS
 - Who’s your software vendor?
 - Have you entered data to your software?
 - MARSS Student Accounting website
- MARSS 102 B-File Demographics

Uses of MARSS Data

- State aid and levy calculations
 - Approximately 99 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

Files Required for Fall and End-of-Year (EOY) Reporting

- Reporting Cycles. There are two MARSS reporting cycles:
 - Fall submissions
 - End-of-Year (EOY) submissions

Every time a district, charter school or its Regional Management Information Center (RMIC) submits MARSS data to the Minnesota Department of Education (MDE), the submission must include both the school and student files for all schools in the district. You should not be submitting partial files.

Important Notice: The submission of partial data eliminates all previously existing data and replaces only part of it. The district would then be in jeopardy of losing state and/or federal revenue by reporting partial data.

- B-File – Student Data

```
BE20800250005113820000000004171070100606250100008200609060040200  
70614999017400174N0000N100N00000000NF41993110901100012NYN40270  
7NN000000000N0000000000000NNNNNNN0000000000DOE, JOHN, - - - - -
```

State Student Identification (SSID)

State Student Identification (SSID)

- (13 digits = 0001000123456)

The SSID is used to identify enrollment records for a specific student. The number must be unique within Minnesota.

- The SSID is also known as the MARSS identification (ID) number.

State Student Identification (SSID) (2)

- The SSID is issued to a student when they are participating in:
 - Early Learning Scholarship Program
 - Early Childhood Family Education
 - Head Start
 - Other public preschool programs
 - Or, at the time of preschool screening, or when they first enter into the Minnesota public school system.
- When assigning the SSID, the first four digits are the district number where the student receives screening or is first enrolled.

Student State Identification (SSID) (3)

- Once a student's SSID has been assigned the entire 13 digit number stays with the student for the entire time the student is enrolled in Minnesota public education.
- When students transfer, from one public Minnesota school into another public Minnesota school, the enrolling school must request and obtain the student's SSID from the previous school using the *Notification of Change in Student Enrollment* form.

Student State Identification (SSID) (4)

Assigning SSID: For students without a SSID

- First four digits should be a valid district number (since 1996), but can be nearly any number.
- Last nine digits are unique within the assigning district/charter school.

School/district must keep historical records of numbers assigned so duplication doesn't happen.

Notification of Change in Student Enrollment

The *Notification of Change in Student Enrollment* form must be initiated by the newly enrolling district/charter school and used by both the:

- Newly enrolling district/charter school, to request the SSID from the prior district/charter school, and
- Prior enrolling district/charter school, to verify that the student has been assigned a Status End Date prior to the new school's Status Start Date.

Notification of Change in Student Enrollment Form



**NOTIFICATION OF CHANGE IN STUDENT ENROLLMENT
REQUEST FOR STUDENT STATE IDENTIFICATION NUMBER**

Method of Transmittal:

- MAIL: _____
 FAX E-MAIL OTHER

*Please provide address for the Transfer District when checked

Date of Transmittal:	Number of Pages:
----------------------	------------------

Routing: To: From:

PRIOR DISTRICT INFORMATION

MARSS Contact Person:	District Name:	District Number:
District Type:	Telephone Number:	Email Address:

TRANSFER DISTRICT INFORMATION

MARSS Contact Person:	District Name:	District Number:	District Type:	Telephone Number:
Email Address:	Address:	City:	State:	Zip:

****Routing: PLEASE CHECK THE APPROPRIATE BOXES.**

I have provided you with this student's name, birthdate, grade level, state aid code and status start date. Please provide me with the student's State Reporting Number. Please verify that the status start date I have recorded does not overlap with the status end date you have.

Student Name (Last, First, Middle)	State Reporting Number	Birthdate (MM/DD/YYYY)	Student Grade Level	State Aid Code	Status Start Date

Additional Transmittal Information:

Student ID Validation

- This system can be used to search for known students, validate new students, add new SSID numbers and resolve problems with student identity issues on submitted data.
- District staff that want access will need to have the district's Identified Official with Authority (IOwA) authorize them as a user before they can get into the Student ID Validation system.

Student ID Validation Levels

There are two levels of access: Maintainer or reviewer.

- **Maintainer** can lookup State Student Identification (SSID) numbers, validate student identities, add new SSID numbers and report problems.
- **Reviewer** can lookup SSID and validate student identities only; they cannot report a problem or add new SSID numbers.

Student ID Validation Access

Once the authorization is complete, users have access to the Student ID Validation system.

[Minnesota Department of Education \(MDE\) homepage](#): Districts, Schools and Educators > Business and Finance > Data Submissions > Student ID Validations.

Student ID Validation Search Input

Minnesota Department of
Education

Student ID System

Monday, March 20, 2017
Logged in as **MarilynnL**
System Role **helpdesk**
Selected Organization **Aitkin Public School District, 0001-01**

[Home](#) [Student](#) [Logout](#)

Student -> Search

Search Criteria

Last Name Starts with

First Name Starts with

Gender Equals No Preference

Birth Date Equals MM/dd/yyyy format. e.g 12/31/1994

State Student ID Equals

Middle Name Starts with

Suffix Equals

Filter by Reporting Organization All Organizations

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B-File – Student Enrollment Data That is Collected

- State Aid Category (SAC)
- Status Start Date
- Status End Date
- Status End
- Local Use ID
- Percent Enrolled
- Membership Days
- Attendance Days
- Transportation Category
- Transporting District Number
- Transporting District Type
- Last Location of Attendance (LLA)
- Homebound Service Indicator
- Homeless

State Aid Category

State Aid Category (SAC): Two digits = 01

- Valid SAC include:
 - 00 – The majority of independent districts' students will be SAC 00. Enrolled at the resident district.
 - 01 – Open enrolled.
 - 03 – Graduation incentive (State-Approved Alternative Program (SAAP)) non-residents.
 - 08 – The majority (if not all) of a charter school's students will be SAC 08.
 - 15 – Non-Minnesota resident student. Student is resident of another state or country and is ineligible to generate general education revenue. You can bill the family or placing agency for tuition.
 - 98 – Summer leaver or summer graduate.

A new record is required when the State Aid Category changes during the school year.

B-File – Status Start Date

Status Start Date: Eight digits = 20190903

- This is the first day the student attends at the school during the current school year.
- Start date for students absent the first day will not be until they attend school.
- Exception:
 - Parent calls in the first day of school reporting the student absent, the student can be enrolled on the first day of school and marked absent.

B-File Status End Date

Eight digits = 20200609

- The last day the student was expected to be in attendance at your school during the current school year.
- Students must be withdrawn after 15 consecutive days absent. Withdraw sooner if school has been notified that the student has left. *Minnesota Statutes, section 126C.05.*
- Students must be withdrawn after five consecutive days absent during summer programs, e.g., Alternative Learning Center (ALC), targeted services.

Two digits = 40

- This describes why the student has left the district/charter school.
- Why the student's record has been closed out.
- Every enrollment record has a Status End code.
- A student could have several Status End codes but only one per enrollment record.
- All records with a Status End code must have a Status End Date
- Data is used to determine a school's count of graduates and dropouts, which are used instate and federal statistical reports.

B-File – Status End Most Commonly Used

Most common Status End codes:

- 03: Transferred to an approved nonpublic school
- 04: Student moved outside of the district
- 05: Students moved outside of the state or country
- 08: Public school graduate
- 14: Withdrawn after 15 consecutive days absence
 - Five days in summer programs
- 20: Student transferred to another district/charter school or state but did not move
- 40: End-of-Year (EOY)
- 99: Change in student enrollment record

10 Characters = Smith00015

- This field is for districts use.
- It can be anything that might help verify the student.
- It can be numbers or letters.
- It can be left blank.

Three digits = 100

- Percent Enrolled is used in calculating Average Daily Attendance (ADA) and Average Daily Membership (ADM).
- For students whose attendance and membership are reported in terms of days, this is the percent of the school day the student is scheduled to be in attendance:
 - 100 for a full-day.
 - 050 for a half-day.
- Part-Time
 - **Students who are scheduled to attend less than a full school day are considered part-time. Example student is enrolled for $\frac{3}{4}$ of the day would have the percent enrolled of 075.**

A new record is required when the percent enrolled changes during the school year.

Percent Enrolled For Grade HK

Kindergarten Disabled (HK)

- Two methods to reporting students in grade HK
 - Attendance and membership may be reported in terms of hours and the percent enrolled equals 999, or
 - For grade HK students only, Percent Enrolled may be used to report hours served each day times 100, if students have a set schedule where they participate the same number of hours Monday-Friday.
 - Example: if student is scheduled to attend five hours a day, $5 \times 100 = 500$, which becomes the percent enrolled.

HK students should not be reported with the percent enrolled of 100, that would mean the student is only receiving one hour of educational/special education services.

Percent Enrolled for Grade EC and SAAP

Early Childhood (EC)

- Percent enrolled must be 999 and membership and attendance are reported in hours.

State-Approved Alternative Programs (SAAP)

- Reported with percent enrolled of 999 or 998 and membership and attendance reported in hours. There is a separate webinar for SAAP reporting, percent enrolled and Average Daily Membership (ADM) where this will be covered in more detail.

Four digits = 0174

- Used in the calculation of the ADM.
- Number of school days the student is scheduled to be in school based on the school calendar.
- Student enrolled on the first day of school and withdrawn on the last day of school, no breaks in the enrollment period, membership days should be equal to instructional days on the MARSS A-File.
- Percent enrolled of 999 or 998, membership is reported in hours.
- Part-time students with percent enrolled other than 100, 999 or 998, membership days should not be prorated, the calculation will be performed using the percent enrolled.

Five digits = 01740 (implied decimal 0174.0)

- Used in the calculation of Average Daily Attendance (ADA), which is required for federal statistical reports.
- Number of days student was actually present in school.
 - Membership days minus number of absences.
- Attendance must be reported in terms of hours when the Percent Enrolled is 999 or 998.
- Both attendance and membership must be reported in terms of hours or days, do not report one in terms of days and the other in terms of hours.
- Make sure your file includes the implied decimal. Do not report 00174 for 174.0. Report 01740 for 174.0.

Transportation Category

Two digits = 01

- 00: Walker
- 01: Regular
- 02: Excess
- 03: Disabled
- 04: Desegregation
- 05: Ineligible
- 06: Special Transportation
- 07: Shelter Care Facility
- 08: Pregnant and Parenting Teens

A new record is required when Transportation Category changes during the school year.

Transporting District Number/District Type

Transporting District Number: Four digits = 0442

Transporting District Type: Two digits = 01

A new record is required when the Transporting District Number changes during the school year.

B-File Last Location of Attendance (LLA)

Two digits = 00

- Last Location of Attendance (LLA) is used for tracking migration and mobility patterns, primarily into the Minnesota public schools.
- Describes where the student was prior to enrolling in your district/charter school.
- A new code is assigned for each enrollment record; a single student could have several LLA codes.

B-File Last Location of Attendance

Codes for the student's first enrollment record of the year in Minnesota:

- 00: Most recent enrollment was last year in a public school or charter school in the reporting district/charter school. (Student was with you last year.)
- 01: Most recent enrollment was in a Minnesota nonpublic school. Which include an approved home school.
- 02: Last year in another state.
- 03: Last year in another country.
- 04: Most recent enrollment was last school year in a Minnesota public school in another school district/charter school.

B-File Last Location of Attendance

- 05: Student age 5 or younger as of September 1, and has never been in school before (public or nonpublic).

For purposes of assigning LLA codes, children in day care, Head Start or Early Childhood Family Education (ECFE) programs and did not have an individualized family service plan (IFSP)/individualized education program (IEP) are not considered to have been enrolled in public school. Children who received early childhood screening are not considered to be enrolled in public school. Children with an IFSP/IEP are considered to have been enrolled in public school.

24: Student has a change in enrollment. (Student had been withdrawn and is re-enrolling.) There may or may not be a lapse of days and membership between records.

Homebound Service Indicator

1 character = N (N/Y).

- Y = Receiving instruction in the home and medical authority provided a written verification of students' confinement to the students' home.
 - Student must be marked absent while on homebound.
- N = not receiving homebound services.

New enrollment record must be created when a student stops or starts homebound services during the school year.

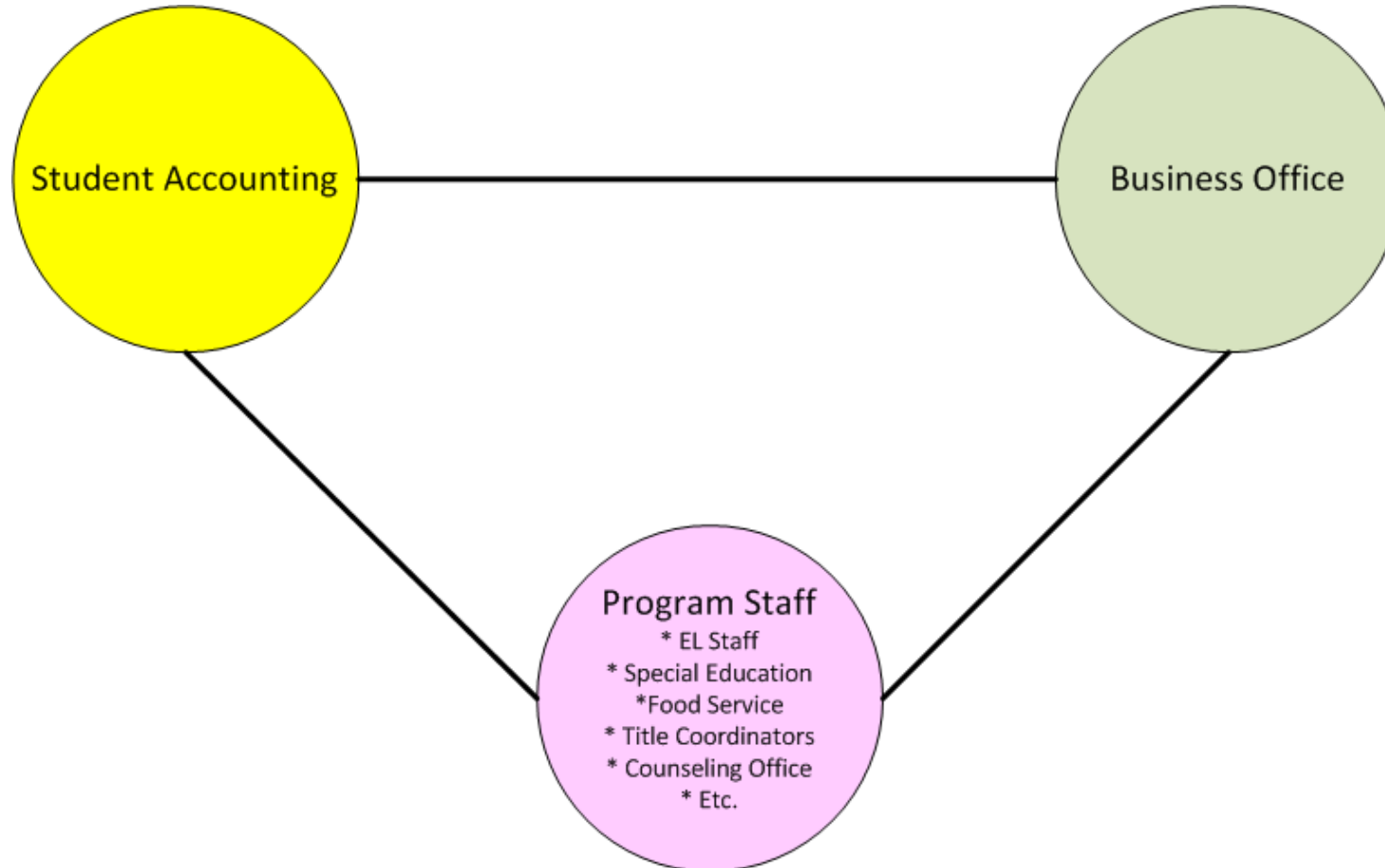
Homeless Student Flag

1 character = N (N/Y)

- Y = Student was homeless sometime during the enrollment period as determined by the homeless liaison.
- N = Student was not homeless.

New record is required if the student becomes homeless during the school year.

Who Should I Collaborate With?



Steps To Ensure Accurate and Complete Data

- Communication between systems and people must occur to ensure accurate and complete data.
- All areas – business and programs need to be involved.
- Administration needs to ensure there are proper resources – staff, time for all key staff to review data, equipment, software.
- Administration needs to identify who is accountable.

MARSS Student Accounting Webpage

The screenshot shows the Minnesota Department of Education (MDE) website. At the top is the MDE logo and the text "DEPARTMENT OF EDUCATION". Below this is a dark blue navigation bar with links for Home, About, Students and Families, Licensing, Districts, Schools and Educators, and Data Center. A left sidebar contains a list of categories, with "MARSS Student Accounting" highlighted in a green box. The main content area features the title "MARSS Student Accounting" and a paragraph explaining that MARSS is an individual student record system used for reporting student data. Below the paragraph is a list of links to various reports and documents, including "2017-18 Household Income Guidelines and Alternate Application for Educational Benefits", "Partnership List Concurrent Enrollment 2016-17", "MARSS 32 English Learners (EL) Served with State EL Funding Eligibility", "National Alliance of Concurrent Enrollment Partnerships (NACEP) in Minnesota 2016-17", "List of Software Vendors and Districts That Use Them", "Community Eligibility for Meal Programs", "Assignment of State Student Identification Number for Early Learners", and "Policy for Making State Aid Adjustments".

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MARSS Reporting Instructions
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Timelines
Training: MARSS Student Accounting
Vendors and Regional Management Information Centers (RMIC) Lists

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

MARSS Student Accounting

The Minnesota Automated Reporting Student System (MARSS) is an individual student record system that serves as the Minnesota Department of Education's primary reporting system for student data. A variety of student data are collected that are used to compile student counts, including October 1 enrollments, December 1 child counts, and average daily membership (ADM).

[2017-18 Household Income Guidelines and Alternate Application for Educational Benefits - 7/14/17](#)

[Partnership List Concurrent Enrollment 2016-17 - 5/4/17](#)
This list includes only partnerships with non-NACEP accredited postsecondary institutions.

[MARSS 32 English Learners \(EL\) Served with State EL Funding Eligibility - 12/19/16](#)

[National Alliance of Concurrent Enrollment Partnerships \(NACEP\) in Minnesota 2016-17 - 9/1/16](#)

[List of Software Vendors and Districts That Use Them - 9/22/15](#)

[Community Eligibility for Meal Programs - 6/19/14](#)

[Assignment of State Student Identification Number for Early Learners - 4/15/14](#)

[Policy for Making State Aid Adjustments - 11/4/11](#)

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MDE Schools and Organization (MDE-ORG)

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[MDE](#) > [About MDE](#) > [Schools and Organizations \(MDE-ORG\)](#)

Schools and Organizations (MDE-ORG)

The Minnesota Department of Education-Organization Reference Glossary (MDE-ORG) is a searchable database. It includes a variety of Minnesota school, district and education-related organization directories.

Users can generate files using search parameters that can be used to create listservs, mailing lists, and more. Historical information on districts and schools, including the names and terms of administration staff, can also be found here. You may also find districts or organizations listed by region, such as city or legislative district. Tagged collections allow you to filter for school or district type, such as [Alternative Learning Centers](#) or [Higher Education](#) institutions.


[Enter MDE-ORG site to get started!](#)

[MDE-ORG Welcome Video](#)

Note: Specific instructions for using this database are available as you navigate the site.

This database replaces the former "Contact List - Schools and Organizations" previously available on this page. Don't see something you need? Please use the Report Problem link found on each page inside MDE-ORG.

The system was funded by a federal American Reinvestment and Recovery Act grant.



Minnesota School, District and Education Organization Directories

[Sign up for email alerts](#)

Related MDE resources:

Related offsite resources:

Twitter

Celebrate Every Kid Healthy Week April 23-27 with our partner @Act4HealthyKids! Host healthy, interactive events that... <https://t.co/iEuRpYNDXs> 5 days ago

We love to read! Let us know how you're celebrating I Love to Read Month! <https://t.co/LstjSGxUKU> 9 days ago

Quick Links

[A-Z Subject Directory](#) [Special Education](#)

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[Bullying Prevention](#) [Testing](#)

[Calendar](#) [World's Best Workforce](#)

Contact MDE

Minnesota Department of Education
1500 Highway 36 West
Roseville MN 55113
651-582-8200
[Email the Commissioner](#)

[Directions](#)

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MDE Organization Reference Glossary

MDE Organization Reference Glossary

Instructions

To find organization and contact data, enter in parts of a person or organization name, such as `elk river`, or the formatted organization ID, such as `0728-01`.

Click on [Search Help](#) for advanced search options.

Click on [Schools and Districts](#) to the left to see listings of districts, schools, charter schools, among others.

Click on [Specialty Tagged Collections](#) to the left to see collections of organization data, such as Public Schools or Independent School Districts.

Note: You'll find enrollment counts in the [MDE Data Center](#)

Search: [Search](#) [Search Help](#)

Is there a list of all Elementary Schools in Minnesota?

Questions like this are very common. To see such a list, go to the [Specialty Tagged Collections](#) page (see the link on the left).

The **Elementary** tag is applied to all schools with a school classification of type 10 (public elementary). Click the **Extract** button and select **Organization Head** (principal, superintendent, director, etc.) as the contact type you want. The **Extract** button will then extract an Excel-formatted file.



MDE ORG

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Search

MDE Organization Reference Glossary

Search Organization Data

Instructions

To find **organization and contact data**, enter in parts of a person or organization **name**, such as **elk river**, or the formatted organization ID, such as **0728-01**.

Search: [Search Help](#)

Bookmark this search with the following link: <http://w20.education.state.mn.us/MdeOrgView/search/search/0001-01>

Organizations (1)

Aitkin Public School District 0001-01

306 2nd St NW [Contact View](#)
Aitkin, MN 56431-1289 [District View](#)
[\(218\) 927-2115](#)

- MDE ORG
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- Contact Lists
- Specialty Tagged Collections
- Legislative Districts

[Schools and Districts](#) > [View](#) **District View**

MDE Organization Reference Glossary

[Aitkin Public School District 0001-01](#)

[Superintendent Brad Kelvington](#)

bkelvington@isd1.org

[\(218\) 927-2115](#)

Note: You'll find **enrollment counts** in the [MDE Data Center](#)

[Jump to Senior High, Secondary, Postsecondary, and Adult Education Schools](#)

[Jump to ALCs, Special Ed, Miscellaneous](#)

[Jump to Programs](#)

Elementary Schools

Name	Number	Phone Number
Rippleside Elementary	0001-01-002	(218) 927-4838

Senior High, Secondary, Postsecondary, and Adult Education Schools

Name	Number	Phone Number
Aitkin Secondary School	0001-01-001	(218) 927-2115

ALCs, Special Ed, Miscellaneous

Name	Number	Phone Number
Aitkin ALC	0001-01-003	(218) 927-2115

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MDE Organization Reference Glossary

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Note: You'll find enrollment counts in the [MDE Data Center](#)

Search: [Search](#) [Search Help](#)

Is there a list of all Elementary Schools in Minnesota?

Questions like this are very common. To see such a list, go to the [Specialty Tagged Collections](#) page (see the link on the left).

The **Elementary** tag is applied to all schools with a school classification of type 10 (public elementary). Click the **Extract** button and select **Organization Head (principal, superintendent, director, etc.)** as the contact type you want. The **Extract** button will then extract an Excel-formatted file.

Note that this does not include most nonpublic schools (they have limited reporting requirements so we cannot always tell the kind of school) and **Combined Schools** (school classification 40 for combined Elementary/Secondary). MDE ORG has a tag for this kind of school as well, **Combined School**. We also have a combination tag of **Elementary/Combined** that includes both kinds of schools. You can extract Excel-formatted data the same way.

Disclaimer

All the data herein are based on what has been reported to MDE. Certain types of organizations, such as nonpublics, have very limited reporting requirements, which results in very limited data stored at MDE.

MARSS Coordinator Contact List



MDE Organization Reference Glossary

Contact Type Lists

- [Charter School Authorization Contact](#)
- [Identified Official with Authority](#)
- [Regional Centers of Excellence Director](#)
- [School Assessment Coordinator](#)
- [District Assessment Coordinator](#)
- [District Business Manager](#)
- [District Communications/Media Contact](#)
- [SSDC Coordinator](#)
- [District Curriculum Leader](#)
- [District English Learner Coordinator](#)
- [District Homeless Liaison](#)
- [District MARSS Coordinator](#)
- [District School Wellness Coordinator \(with emergency contact\)](#)
- [District Technology Coordinator](#)
- [District Transportation Director/Coordinator](#)
- [Electronic Data Reporting System \(EDRS\) Contact](#)
- [School Board Chair](#)
- [Site Verification Coordinator](#)
- [Special Education Director](#)
- [STAR Coordinator](#)
- [Help Me Grow Birth to 2 Central Intake](#)
- [Help Me Grow 3 to 5 Central Intake](#)
- [Carl Perkins Consortium Leader](#)
- [VPK Program Coordinator](#)

MARSS Coordinator Contact Names



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[Contact Lists](#) > District MARSS Coordinator

MDE Organization Reference Glossary

District MARSS Coordinator

Note: people who work for more than one organization are listed for each organization.

Extract Contacts

<u>Name</u>	<u>Title</u>	<u>Number</u>	<u>Organization Name</u>	<u>Email</u>	<u>Phone</u>
Sandra Deanne Benson	MARSS Coordinator	2396-01	A.C.G.C. Public School District	bensons@acgcfalcons.org	(320) 244-4675
William Evan Lloyd	MARSS Coordinator	4074-07	AFSA High School	blloyd@afsahighschool.com	(651) 209-3917
Katie Groh de Avina	MARSS Coordinator	4073-07	Academia Cesar Chavez Charter School	kavina@cesarchavezschool.com	(651) 778-2940
Shoua Yang	MARSS Coordinator	4119-07	Academic Arts High School	shoua.yang@academicarts.org	(651) 457-7427
Heather Freeman	MARSS Coordinator	4018-07	Achieve Language Academy	hfreeman@achievemn.org	(651) 738-4875
Sandra Kay Gunderson	MARSS Coordinator	2854-01	Ada-Borup Public School District	sandyg@ada.k12.mn.us	(218) 784-5300
Deb Lutmer	MARSS Coordinator	0511-01	Adrian Public School District	d.lutmer@isd511.net	(507) 483-2232
Keli Gerling	MARSS Coordinator	4220-07	Agamim Classical Academy	kgerling@agamim.org	(952) 856-2531
Sheri Sanbeck	MARSS Coordinator	0001-01	Aitkin Public School District	ssanbeck@isd1.org	(218) 927-7121
Heather Marquart	MARSS Coordinator	0745-01	Albany Public School District	hmarquart@district745.org	(320) 845-2171

Sources of Information

- MARSS manual
- MARSS reports
- MARSS Web Edit System (WES) documentation
- MARSS memos
- Department, region and vendor staff
- Student ID Validation system

MARSS email

(MARSS@state.mn.us)

Marilynn Loehr

(marilynn.loehr@state.mn.us)

Questions?



Thank you!

Marilynn Loehr

Marilynn.Loehr@state.mn.us