



# MARSS 103 B-File Enrollment Data

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# “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

BE19800250005113820000000004171070100606250100008200609060040200  
70614999017400174N0000N100N00000000NF41993110901100012NYN40270  
7NN000000000N0000000000000NNNNNN0000000000DOE, 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 pre-schooling 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) pre-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 pre-authorization is complete, users will need to log in and ask for access to the Student ID Validation system at:

- [Minnesota Department of Education](#): 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 = 20180905

- 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 = 20190607

- 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:

- 01: Change in student grade level
- 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)
- 50: Change in special education Information
- 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

**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 00-07

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

- 00: Most recent enrollment was last year in a public school in the reporting district/charter school. (Student was with you last year.)
- 01: Most recent enrollment was last year in a nonpublic or 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 00-07 (2)

- 05: Student age 5 or younger as of September 1, and has never been in school before (public or nonpublic).
- 06: Students age 6 or older as of September 1, and never been in school.

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.

- 07: Previously enrolled but haven't attended school at any location since start of prior school year.
  - This code is used primarily for dropouts who return to school after an entire years absence.



# B-File Last Location of Attendance 11-14

Codes for students who transfer into the district/charter school after start of the school year and not previously enrolled in your district/charter:

- 11: Transferred into reporting district/charter school after the start of the student's current school year from a nonpublic, private or home school.
- 12: Transferred into reporting district/charter school after the start of the current school year from out-of-state.

# Last Location of Attendance 11-14

- 13: Transferred into reporting district since start of current school year from another country.
- 14: Transferred into reporting district/charter school after the start of the current school year from another Minnesota public school.
  - Used also if student was in a summer program at another district and comes to your district at the beginning of the school year.

# B-File Last Location of Attendance 21-24

Codes for students who changed schools within a district, changed grades within a school, have been re-enrolled or have changed resident districts. There may or may not be a lapse of time between this enrollment period and the just prior enrollment period:

- 21: Transferred into school from another public school within the same district.
- 22: Student's grade level has changed. (Mid-year grade promotion or demotion.)

# Last Location of Attendance 21-24

Codes for students who changed schools within a district or have re-enrolled:

- 23: Student's resident district has changed. (Student moved from one district to another.)
- 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.*

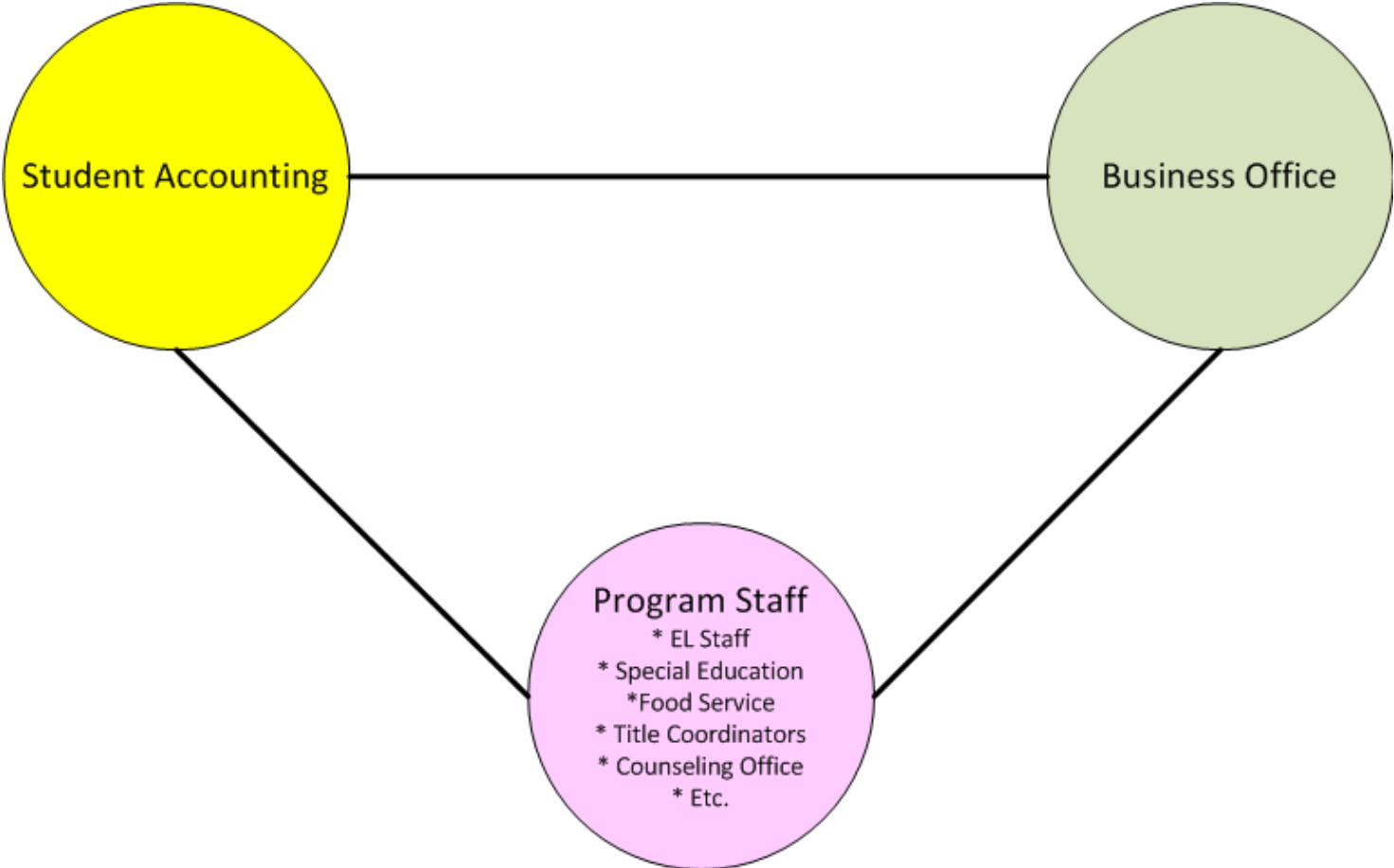
# Homeless Student Flag

1 character = N (Y/N)

- 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 navigation bar with links for Home, About, Students and Families, Licensing, Districts, Schools and Educators, and Data Center. A breadcrumb trail indicates the current page: MDE > Districts, Schools and Educators > School Finance > MARSS Student Accounting. The main content area is titled "MARSS Student Accounting" and includes a description of the system, a list of related documents with dates, and a sidebar menu. The sidebar menu is highlighted with a green box and lists various sub-topics under "MARSS Student Accounting".

**m DEPARTMENT OF EDUCATION**

Home About Students and Families Licensing Districts, Schools and Educators Data Center

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

**MARSS Student Accounting**

- Average Daily Membership
- Forms: MARSS Student Accounting
- MARSS Memos
- MARSS Reporting Instructions
- Online Learning (OLL)
- Timelines
- Training: MARSS Student Accounting
- Vendors and Regional Management Information Centers (RMIC) Lists

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# MDE Schools and Organization (MDE-ORG)

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**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/EuRpYNOXs>  
5 days ago

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

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**Contact MDE**  
Minnesota Department of Education  
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Roseville MN 55113  
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## MDE ORG

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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 Organizations**

Schools and Districts

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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](#)

# School Information

## Public School District

Contact View

District View

Contacts:	Role	Title	Name	Contact
	Head	Superintendent		
	DAC	District Assessment Coordinator		
	District Technology Coordinator	District Technology Coordinator		
	District School Nurse	District School Nurse		
	Site	Site Verification Coordinator		
	MARSS Coordinator	MARSS Coordinator		
	HMG_0_2	Help Me Grow Contact		
	HMG_3Plus	Help Me Grow Contact		

# 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!

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