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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.

- **Wednesday, June 6, 2018** – End-of-Year FY 2018 files are due.
- **Wednesday, June 27, 2018** – End-of-Year FY 2018 files are due.
- **Wednesday August 1, 2018** – End-of-Year FY 2018 files are due.

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

Software Update

Software SAI for MARSS reporting is no longer a MARSS-certified software.

If you have questions, contact [MARSS](#).

New Home Language

432 – Sourasthra, Country of origin India

Fiscal Year (FY) 2018 High School Graduates Verification

The MARSS 11 List of Graduate Students is a local MARSS WES report displaying all students included on the current MARSS file with a Status End code of 08 – public school graduate. This report can be used to identify seniors who will not graduate by the end of the school year and whose Status End code needs to be corrected. The report should be shared with your high school counselors before they are no longer available to identify which students are not graduating this year. MARSS coordinators need this information to accurately report year-end data. Students who have graduated are no longer eligible to enroll in a Minnesota public school or generate state aid.

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

Reporting for Immigrant Children and Youth Grant

MDE is required to report the number of immigrant students enrolled in the state to the U.S. Department of Education. Section 3115(e) of the Elementary and Secondary Education Act (ESEA) Title III, Part A, as amended by ESSA – Immigrant Children and Youth is a source of funding to supplement the resources of a local education agency (LEA) in providing quality education to new immigrant students. Its purpose is to provide enhanced instructional opportunities for immigrant children and youth who have been in U.S. schools for three years or less.

The [Student Support Data Collection \(SSDC\) system](#) is used by each district and charter school to identify and report immigrant children and youth. Each district and charter school should have an assigned SSDC coordinator to submit counts. This role is authorized by the district's/charter school's Identified Official with Authority (IOWA) just like the MARSS coordinator role is assigned. Counts should be finalized by **June 1 of 2018**.

In collecting such information, LEAs should pose the same question of all students and ensure that the information is not used to discriminate against students in any way. LEAs should regularly evaluate school and district processes to ensure that questions used and any documents collected will not have a chilling effect on enrollment.

Additional information is available on the [Immigrant Children and Youth webpage](#).

If you have questions, contact [Michael Bowlus](#) (651-582-8254).

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](#). We meet on Wednesday mornings to review these requests. Responses are provided after the meeting.

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

Early Learning Scholarship Administration System (ELSA)

As of March 2018, the Early Learning Scholarship Administration System (ELSA) has been updated to support improved communication between district SSID maintainers and the administrators of early learning

scholarships. Following “Return to Admin” next to a child record now leads to a note entry screen. The note entered will be displayed for the scholarship administrator along with the SSID Maintainer’s contact details.

If you have questions, contact [ELSA](mailto:MDE.ELSA@state.mn.us) (MDE.ELSA@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 who 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).

Identifying Students in the Student Support Data Collection (SSDC) System

Districts and charters are required to identify students in the SSDC by June 1, 2018, for the following areas:

- Students with Limited or Interrupted Education (SLIFE) data collection
- Immigrant data collection
- Active Duty Parent data collection
- Recently Arrived English learner (RAEL) data collection

If applicable, districts and charters should identify students in the Student Travel Incident Reporting for instances when students are hospitalized while traveling abroad by November 1, 2018.

If you have questions about the immigrant children and youth identification, please contact [Michael Bowlus](mailto:Michael.Bowlus@state.mn.us) (651-582-8254).

If you have general SSDC questions or questions about SLIFE or RAEL identification, please contact [Michelle Niska](mailto:Michelle.Niska@state.mn.us) (651-582-8323).

If you have questions about Active Duty Parent identification, please contact [Michael Diedrich](mailto:Michael.Diedrich@state.mn.us) (651-582-8332).

If you have questions about Student Travel Incident Reporting, please contact [Ursula Lentz](mailto:Ursula.Lentz@state.mn.us) (651-582-8664).

Reporting Summer Graduates

MARSS data are used to compute each high school’s graduation rate. Students are assigned to a cohort when they first enroll in ninth grade as a public school student.

The calculation uses:

1. The students reported as high school graduates (Status End 08) as the numerator; and
2. The cumulative count of the students enrolled in Minnesota who are expected to graduate in that year from that high school as the denominator (cohort).

Students are assigned to a cohort when they first enroll in ninth grade as a public school student. Graduates are counted in the year in which they are reported as a graduate either during the school year or as a summer graduate as reported on the following fall's and EOY's MARSS files. Summer graduates need to be reported on both the fall and EOY MARSS files. The fall data are used in the graduation rate calculations for the just prior school year. These same summer graduates need to be reported on the EOY files also because the following year's graduation rate calculations will no longer look at the prior fall files.

When the graduation requirements are met during the summer and the student was participating in a traditional summer school, i.e., a summer program that is not reported on MARSS, the school needs to create a "summer graduate" record so that MDE is aware that the student graduated. The student is reported per MARSS Reporting Procedure 12 with State Aid Category (SAC) 98 and Status End 08.

This same procedure applies to charter schools that may be generating additional revenue for extended year programs. Their optional summer program is not reported on MARSS, therefore, it is considered summer school. Students who complete graduation requirements during the summer school program need to be reported as summer graduates per MARSS Reporting Procedure 12. (The additional revenue is based on the school's total enrollment rather than membership hours of individual participants.)

When a student completes graduation requirements while enrolled in the summer term of a state approved alternative program, e.g., ALC or ALP, the ALC or ALP reports the student with a Status End 08. This student's SAC will be 00 (resident) or 03 (graduation incentives nonresident) rather than a summer graduate, SAC 98, because the student was enrolled in a summer program that is reported on MARSS and generates state aid. The diploma may be awarded by other than the ALC or ALP district or school, but only the ALC or ALP reports the student as a graduate.

When a student is awarded a diploma by September 15, report the graduate record on both the fall and EOY MARSS files. Students that receive a diploma by September 15 can count in the prior year graduation rate. For example, if a student receives a diploma before September 15, 2017, they were counted in the 2017 graduation rate.

When a student is awarded a diploma after September 15, report the graduate record on the EOY MARSS file only. Students who receive a diploma after September 15 will not count in the prior year graduation rate. For example, if a student receives a diploma after September 15, 2017, they will count in the 2018 graduation rate.

If you have questions, contact [MARSS](#).

Reporting Summer Leavers

MARSS data are used to compute each high school's graduation rate. Students are assigned to a cohort when they first enroll in ninth grade as public school students.

When students transfer from one public school to another, MDE picks up that enrollment based on the Student's State Identification (SSID) number at the receiving school and the student is "transferred" to the receiving school's cohort of expected graduates.

When students leave the Minnesota public school system during the school year, the students' Status End code tells MDE if they:

1. Dropped out, or
2. Continued to pursue a high school diploma by transferring to a nonpublic school or to a school in another state or country, or
3. Emigrated to another country, or
4. Passed away.

This is part of the normal "during-the-year" MARSS reporting. Students reported as meeting any one criteria 2 through 4 are removed from the cohort.

However, when any of these events occur during the summer, the school needs to create a "summer leaver" enrollment record so that MDE is aware that the students dropped out, left the Minnesota public school system but continue to pursue a high school diploma or are deceased. Students pursuing a high school diploma outside the Minnesota public school system or who are deceased can be considered to have left the cohort. Take care to report as summer leavers foreign exchange students who leave the Minnesota public school system by transferring back to their home country and students who transfer to a nonpublic or home school, even if they continue enrollment as a shared time student.

Per U.S. Department of Education, guidance is provided in the "[High School Graduation Rate](#)" documentation. Schools must have written documentation for students reported to the state as transfers to nonpublic schools or schools in another state, emigrants to another country or deceased so that each state provides an accurate count of graduates and the graduation rate can be computed accurately and consistently.

Refer to the High School Graduation Rate documentation for written documentation that is needed to report students as transfers during the school year or over the summer.

Report summer leavers on the fall and EOY FY 2018 MARSS files per MARSS Reporting Procedure 12. If students are not properly reported as summer leavers, these records will negatively impact the five-and six-year graduation rates computed in subsequent years.

If you have questions, contact [MARSS](#).

Posttest Editing in Test WES Opens May 22

Posttest Editing in Test WES is scheduled for May 21–June 8, but Wednesday, June 6, is the final date to submit MARSS data to resolve MARSS discrepancies on MCA, MTAS and ACCESS assessment records. Please note: if your district uses a student information service provider, the final date to submit MARSS may be earlier. This year, MDE is conducting a pilot to determine if districts are able to complete Posttest Editing in two weeks. While districts will have the entire window this year to complete Posttest Editing, your district assessment coordinator may work with you to try completing it within two weeks.

This is a very important window where districts will identify demographic errors on assessments records e.g., wrong MARSS number, special education or EL designation is missing) and match assessment and MARSS records. Many of the edits made in Test WES, or MARSS if appropriate, can impact the district's accountability calculations. The people in the best position to make these edits are the district assessment coordinator and the MARSS Coordinator.

A *Posttest Editing User Guide* will be available on the Test WES page of the MDE website when Posttest Editing opens. [View the Test WES page of the MDE website.](#)

Changing Student Information Systems (SIS) Software

If a school/district must change software vendors, be sure to edit the data thoroughly multiple times before the MARSS reporting timelines expire so that incorrect and/or incomplete data can be corrected. Schools are responsible for their own data. The new vendor may follow the same conversion steps that it has performed for other schools but that does not guarantee that your conversion was complete and accurate. The data conversion might appear fine in August, but in October, something could have occurred internally to cause underreporting.

Following are some suggestions of what to look for during the conversion before submitting the MARSS data.

- 1) Verify the data to make sure all students were converted to the new software. Compare a list of students generated from both systems to assure the same results, e.g., number of students by school and grade.
- 2) Make sure the data for individual students is correct, for example student's grade level was converted correctly, resident district, enrollment and withdrawal dates, calendars, etc.
- 3) Edit the MARSS files extracted from both software for the end of year to make sure results match. Compare the results generated by both files using the local MARSS WES reports, e.g., MARSS 15 ADM Served. There are also several reports that generate counts. The results should match for both software files.
- 4) Run the MARSS files through the MARSS WES for the first fall submission early enough to address errors and/or omissions that may occur.
- 5) Have staff from multiple areas of the school verify the data with which they are familiar, e.g., food service for reasonableness of free and reduced price meal counts, English learner staff for language and EL data, special education staff for special education counts by disability and setting, etc.

- 6) In the fall verify that the percentage of free and reduced price meal students is reasonable as compared to prior years' data early in the fall reporting cycle so that under-reporting can be identified and corrected prior to the final reporting deadline.

If you have questions, contact [MARSS](#).

Reporting of Foreign Students

The following covers the MARSS reporting procedures for students who are citizens of a foreign country who seek to enter the U.S. It also includes a discussion on reporting students of families who are in the U.S. on green cards or work visas and eligibility for Postsecondary Enrollment Options (PSEO) for these students.

A foreign student with a **J-1 visa** who is enrolled in a Minnesota public school is eligible to generate state aid for the enrolling school as a resident of Minnesota as long as the cultural exchange program is registered with the [Secretary of State's office](#). The student is considered a resident of the district in which the student enrolls. If the enrolling school is a charter school, the student is considered a resident of the district in which the charter school is located. The enrolling school reports the student on MARSS with State Aid Category (SAC) 02 if the exchange program is registered with the Secretary of State's office. If the program is not registered with the Secretary of State's office, report the student with a SAC 15.

A foreign student with an **F-1 visa** is required by federal law to pay the full cost of the instructional program and no state aid can be generated by the student. The student is considered a non-Minnesota resident. For MARSS, report Resident District Number 9998, Resident District Type 98 and SAC 15.

In either case, there is advance paperwork that is filed by the intended school of enrollment prior to the student's arrival and the enrolling school must be registered with the federal government. [Contact the Office of Homeland Security](#) for more information.

A foreign visitor with a **B visa** is considered to be in the U.S. under the criteria of tourism.

The student would be in the U.S. for the following reasons:

- tourism
- vacation (holiday)
- visit with friends or relatives
- medical treatment
- participation in social events hosted by fraternal, social, or service organizations
- participation by amateurs in musical, sports, or similar events or contests, if not being paid for participating
- enrollment in a short recreational course of study, not for credit toward a degree (for example, a two-day cooking class while on vacation)

The school is not obligated to enroll this child/youth and the child is not eligible to generate state aid. It is up to the school to decide if a child/youth on a B-1 visa can attend. Study for longer than a short time requires a different category of visa.

If the child/youth does attend, the school should either not report the visitor on MARSS because the visitor is not considered enrolled, or report the visitor with MARSS State Aid Category 15 so that no state aid is

generated. The school could charge the family tuition under [Minnesota Statutes, section 124D.02, subdivisions 2-4](#), but it is not obligated to charge tuition. Either way, no state aid should be generated.

Other Visas

Students can be in the U.S. under visas other than J, F and B. For example, R visa is for religious workers. There's nothing in state statute that would prohibit the family in the U.S. under other visas from enrolling their children in school. The family would be considered a resident of the school district in which the parent and student are living.

More information on U.S. Visas can be found on the [U.S. Department of State, Bureau of Consular Affairs](#).

Other Considerations

The students of families in the U.S. on green cards or work visas are considered a resident of the district in which they are living with their parents. They are eligible to enroll as a resident student and generate state aid.

The enrolling school should determine the appropriate grade level under which to serve and report foreign students.

Many other visas cover families and regular residency determination applies. No student with a diploma is eligible to generate state aid unless they are enrolled under a J-1 visa.

State statute specifically prohibits J-1 students from participation in PSEO. Federal law prohibits F-1 students from generating state aid which leaves them ineligible for PSEO. Generally, if a student is in the U.S. with their parent(s)/legal guardian under other visas and is able to generate general education revenue for the public school, the student would be eligible to participate in PSEO.

If you have questions, contact [MARSS](#).

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).

If you have questions on charter school calendars, contact [Jeanne Krile](#) (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](#).

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](#) (marss@state.mn.us).

MARSS Coordinator Contact List

The MARSS coordinator contact list is 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](#) (marss@state.mn.us).

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