

Table of Contents

Minnesota Automated Reporting Student System (MARSS) Reporting Timelines	2
Monthly To-Do List	2
Statewide MARSS WES Reports: What’s Posted Where	3
New Home Language.....	3
New MDE Website Address.....	3
Fiscal Year (FY) 2018 High School Graduates Verification.....	4
Verifying Average Daily Membership (ADM) Data on the District/School ADM Report.....	4
Alternate Application for Educational Benefits.....	5
Transporting District Report.....	5
Average Daily Membership Web Estimates (ADMWE), and MARSS Final Data.....	6
Charter School Lease Aid Pupil Units.....	7
Transportation Category 06 – Special Transportation	7
Reserved Revenue for State Approved Alternative Programs (SAAPs).....	7
Early Childhood Screening (ECS) Coordinators and MARSS Coordinators	9
Repeat Articles	10
Notification of Change in Student Enrollment	10
Superintendent Authorization for MARSS Web Edit System (WES).....	10
MARSS Coordinator Contact List	10

<h2>Minnesota Automated Reporting Student System (MARSS) Reporting Timelines</h2>	<h2>Monthly To-Do List</h2>
<p>MARSS files are due to the Minnesota Department of Education (MDE) on the dates listed below. Refer to the posted timelines for more details.</p> <p>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.</p> <p>Wednesday, June 27, 2018 – End-of-Year FY 2018 files are due.</p>	<p>June</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review District/School Average Daily Membership (ADM) Report. <input type="checkbox"/> Share the local MARSS 11 List of Graduates with counselors. <input type="checkbox"/> Review Postsecondary Enrollment Reports and Concurrent Reports. <input type="checkbox"/> Update ADM Estimates for FY 2018-19. <input type="checkbox"/> Request the special education service hours for early childhood students and enter hours in database.
<p>Not Applicable</p>	<p>July</p> <ul style="list-style-type: none"> <input type="checkbox"/> Compile data for the Pupil Transportation Annual Report. <input type="checkbox"/> Share the End-of-Year Checkoff Comparison Report for FY 2017-18 with the business managers. <input type="checkbox"/> Start using the FY 2018-19 Application for Educational Benefits. <input type="checkbox"/> Review District/School ADM Report. <input type="checkbox"/> Enter Special Education Service Hours for all students for whom they are required.
<p>Wednesday, August 1, 2018 – End-of-Year FY 2018 files are due. MARSS data on file as of August 1 will be used for the August 30, FY 2018 entitlements, special education tuition billing and September 20, 2018 Early Childhood Screening Aid.</p>	<p>August</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update ADM estimates for FY 2020 and FY 2021 for the levy report. <input type="checkbox"/> Pupil Transportation Annual Report due August 15. <input type="checkbox"/> Check MDE calendar for upcoming webinars. <input type="checkbox"/> Review District/School ADM Report.

<h2>Minnesota Automated Reporting Student System (MARSS) Reporting Timelines</h2>	<h2>Monthly To-Do List</h2>
<p>Wednesday, September 5, 2018 – End-of-Year FY 2018 files are due. Data will be used for September 30, FY 2018 and October 30, FY 2018 entitlements and special education tuition billing.</p>	<p>September</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update ADM Estimates for FY 2019. <input type="checkbox"/> Review District/School ADM Report. <input type="checkbox"/> Remove students from fall FY 2019 MARSS file who did not re-enroll from last year. <input type="checkbox"/> Review levy report.
<p>If you have questions, contact MARSS (marss@state.mn.us).</p>	

Statewide MARSS WES Reports: What's Posted Where

What reports get posted where? There are currently four statewide reports that get posted to the MDE Data Center under Secure Reports. These reports are: MARSS 30 Error Report; MARSS 31 Residents Served Elsewhere; MARSS 32 EL (English learner) Eligibility; and, MARSS 56 PSEO (Postsecondary Enrollment Options) Comparison. To view and/or print these reports, go to the [MDE homepage](#) and select Data Center > Secure Reports. Find the MARSS Secure Reports section and choose the statewide report you would like to view or print.

If you have access to the statewide reports in MARSS WES, you will be able to access these reports from the secure site.

All other statewide reports are available through the MARSS WES website.

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

New Home Language

433 – Tulu, Country of origin India

New MDE Website Address

MDE has [changed the address of its website to https://education.mn.gov](https://education.mn.gov). Bookmarked links to MDE webpages that use the previous website address should be redirected for the time being, but please check to see if you have bookmarks to the MDE site that should be updated to use the new address.

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).

Verifying Average Daily Membership (ADM) Data on the District/School ADM Report

Following are suggested steps to take when a school or district believes that the ADM shown on the District/School ADM Report is less than it should be (e.g., lower than that generated on local reports). The report is described in the documentation for the [District/School ADM Report and MARSS 35 ADM Adjustment Report](#).

1. Verify that the school has no MARSS enrollment records with local errors. All of the records with local errors are excluded from other local and statewide reports. The local errors are listed on the MARSS 08 Error Report.
2. Verify that the statewide date overlap and Status End code 08 and 40 errors have been corrected. These records will be excluded from the state-produced ADM reports, but they would have been included on the local reports. The statewide errors are listed on the MARSS 30 Statewide Errors Report. The MARSS 30 report does not reiterate the local errors, so the school needs to review both error reports.
3. Verify that all students are included on the MARSS B Student file. Run the local report MARSS 24 List of All Students and compare the list of students with a report run from the school's software. Missing students cannot generate ADM.
4. Verify that all students have the correct enrollment and withdrawal dates and membership days. If these dates are in error, the generated membership days may be in error.
5. Verify that the software's calendar that generates student membership and instructional days is/are correct and in sync. A student enrolled for the entire school year in a single enrollment record from the first day of school through the last day of school should generate the same number of membership days as instructional days reported on the MARSS A School file in the same grade.
6. Verify that the number of instructional days reported on the MARSS A School file includes the number of days in the core, required school year. The file should exclude snow days, optional days, holidays, staff-only days, summer, etc. If full-year students on the MARSS 24 report consistently have less than 1.00 ADM, there is an inconsistency between the number of instructional days and the student membership days.
7. State-approved alternative programs also need to verify the number of instructional days and length of day reported on the MARSS A School file. The instructional days should include only the number of days in the core, required school year. The length of day should include only the number of minutes in the core, required school day, excluding meal times. If the length of day varies during the year, calculate the average length of day using the Flexible Scheduling Report (worksheet) posted to the [MARSS Student Accounting - MARSS Reporting Instructions website](#).

8. For state-approved alternative programs with a state-approved independent study component, the number of instructional days and length of day reported on the MARSS A School file needs to be the same as those used on the *Independent Study Calculation of Membership Hours* worksheet. Refer to the MARSS Manual, Procedure 8 for more information.
9. ADM cannot exceed 1.00 unless the student is enrolled in a state-approved learning year program (e.g., alternative program). When the statewide edit is run, each student's total ADM is checked to assure that it does not exceed 1.00. If it does exceed 1.00, each record is proportionately reduced. If the student is enrolled in a learning year program, that enrollment record(s) is eligible to generate extended time ADM. Refer to the MARSS WES statewide report called MARSS 35 ADM Adjustment. This is a list of all enrollment records in which the locally computed ADM is probably different than that generated after the statewide edit. The adjustment could be due to:
 - a. A total ADM that exceeds 1.00, whether or not the student participated in a learning year.
 - b. The calculation of extended time ADM.
 - c. Supplemental online learning (OLL) participation.
 - d. An increased ADM for an early childhood special education student.

If you have questions, contact [Kelly Wosika](mailto:Kelly.wosika@state.mn.us) (Kelly.wosika@state.mn.us).

Alternate Application for Educational Benefits

For purposes of MARSS reporting, schools must have documentation showing individual students' eligibility for the free and reduced-price meals (Economic Indicator) so that MDE can accurately calculate compensatory revenue. Eligibility can be determined based on Direct Certification or household income reports. Historically, the [Application for Educational Benefits](#) has been used to certify eligibility for students who are not included on a Direct Certification list. An *Alternate Application for Educational Benefits* is available specifically for schools on the Community Eligibility Program (CEP), Provision 2 and 3 schools, and schools without a meal program. The application collects the same type of household income data that is collected on the *Application for Educational Benefits*, but excludes references to free meals to avoid confusion for the families completing the form.

A copy of the 2018-19 *Alternate Application for Educational Benefits* and related material is available on the [MARSS webpage](#).

Community Eligibility is a Food Service program that allows eligible schools to provide free meals to all students enrolled. The program is described in more detail in the June 2014 [School Business Bulletin](#).

If you have questions, contact [Kelly Wosika](mailto:Kelly.wosika@state.mn.us) (Kelly.wosika@state.mn.us).

Transporting District Report

A couple of times a year, usually in July and October, the MDE Transportation staff sends out a report titled MARSS45 "Transporting" District, Resident Students Reported by Other School Districts and Selected Non-Resident Student Attending the District. The report does not include resident students attending the resident district and enrollment options students (State Aid Categories 01, 04 or 11). This report is intended to act as a tool to determine the accuracy of reporting the transporting district.

Please review the report, and determine if the student(s) should be included or excluded on the report. The “Transporting District” should pay particular attention to the MARSS Transportation Categories 01 – Regular, 03 – Disabled, 06 – Special Transportation and 04 – Desegregation.

Contact the appropriate MARSS coordinators to make any changes in the record. It is important that the serving district work with the student’s resident district to determine the proper MARSS Transportation Category to assign to the student.

If the transporting district is not transporting the student(s), continue to code with 00 – Walker or Transportation Does Not Apply. The transporting district, resident district and enrolling district do not have to be the same.

If you have questions, contact [Transportation](mailto:pupiltransportation.mde@state.mn.us) (pupiltransportation.mde@state.mn.us).

Average Daily Membership Web Estimates (ADMWE), and MARSS Final Data

When are ADMWE and MARSS final data used to revise aid entitlement calculations?

Many state aid and levy revenues use ADM or a derivative, as a formula component in determining revenue on an estimated basis and after the year is closed, in a final calculation. To assure the school district state aid entitlements and levy limits, and charter school state aid entitlements are being calculated on the most accurate estimates, the business office and MARSS coordinator need to work together so that MDE has accurate ADM estimates available at key points throughout the year.

Two tables on the MDE website provide Student ADM Web Estimates (ADMWE) and MARSS reporting timelines as well as the corresponding MDE use of the district/charter school reported ADM. These timelines help district staff to identify how, and approximately when, MDE will use one of the following:

- “Preliminary final” and “final” annual state aid entitlements for the closed year (August, September, October and November aid entitlements).
- Estimated annual state aid entitlements for the current year.
- Projected annual state aid entitlements used for state forecasting and determination of state appropriations required to fund aid programs.

The two tables are:

- ADMWE/EL Estimate Timelines – document name is “[Timelines for Student Data for Calendar Year 2018](#)”
- MARSS End-of-Year timelines – document name is “[MARSS Timelines for End of Year FY 2018](#)”

For questions regarding the ADMWE/EL reporting and timelines, contact [Jeanne Krile](mailto:Jeanne.krile@state.mn.us) (Jeanne.krile@state.mn.us).

For questions regarding the MARSS end-of-year timelines, contact [Marilynn Loehr](mailto:Marilynn.loehr@state.mn.us) (Marilynn.loehr@state.mn.us).

Charter School Lease Aid Pupil Units

The ADM that MDE uses to calculate pupil units served for charter school lease aid will include the “college” time for students participating in state-paid postsecondary enrollment options (PSEO). Charter schools will not need to report any new data in MARSS. The department will be able to calculate this additional ADM and pupil units from the data already collected.

For estimate purposes and aid entitlements during the school year, we will use each charter school’s most recent year’s “college” time. This **data** will impact only charter schools that have secondary students participating in state-paid PSEO.

At the end of the school year, the “college” ADM will be included in the District/School ADM Report as a separate line item. This **process** will go into effect for fiscal year 2018 and later.

If you have questions, contact [Kelly Wosika](mailto:Kelly.wosika@state.mn.us) (Kelly.wosika@state.mn.us).

Transportation Category 06 – Special Transportation

We have received a number of questions on how to report students experiencing homelessness. A new enrollment record is required on the day the student first experiences homelessness in a given school year. It is also necessary to create a new enrollment record for a homeless student that has found shelter in a nonresident district and continues to be enrolled at the school of origin/serving district. This second enrollment record is required due to the resident district changing. The student should remain reported through the end of the school year with a Transportation Category – 06 Special Transportation and the homeless flag remaining checked. Districts experiencing specific student errors on their MARSS data for which they cannot determine how to correct the error should send MDE a MARSS 17 Individual Student Report for the student in question. This report provides all of the data reported for the student along with any errors so we can provide advice on how to correct the error.

If you have questions, contact [Transportation](mailto:pupiltransportation.mde@state.mn.us) (pupiltransportation.mde@state.mn.us).

Reserved Revenue for State Approved Alternative Programs (SAAPs)

MDE has received some questions and complaints regarding allocation of funding to State-Approved Alternative Programs (SAAPs). After reviewing some cases and talking with programs, it appears that some SAAPs may not be receiving the appropriate allocation of resources required by statute. The discrepancies appear greatest when comparing the compensatory/basic skills funding generated by students at SAAPs against the expenditures reported by districts in Uniform Financial Accounting and Reporting Standards (UFARS).

Minnesota Statutes, section 126C.15, subdivision 2, describes the requirements for allocation of compensatory revenue by school building, which generally apply to all schools in the district:

Subdivision 2. Building allocation.

(a) A district or cooperative must allocate its compensatory revenue to each school building in the district or cooperative where the children who have generated the revenue are served unless the school district or cooperative has received permission under Laws 2005, First Special Session chapter 5, article 1, section 50, to allocate compensatory revenue according to student performance measures developed by the school board.

(b) Notwithstanding paragraph (a), a district or cooperative may allocate up to 50 percent of the amount of compensatory revenue that the district receives to school sites according to a plan adopted by the school board. The money reallocated under this paragraph must be spent for the purposes listed in subdivision 1, but may be spent on students in any grade, including students attending school readiness or other prekindergarten programs.

However, Minnesota Statutes, section 126C.05, subdivision 15, paragraph (a), clause (ii), imposes a more specific requirement for Alternative Learning Centers (ALC's):

*Each school district that has an area learning center or alternative learning program must reserve revenue in an amount equal to at least 90 and not more than 100 percent of the district average general education revenue per pupil unit, minus an amount equal to the product of the formula allowance according to section 126C.10, subdivision 2, times .0466, calculated without basic skills revenue, local optional revenue, and transportation sparsity revenue, times the number of pupil units generated by students attending an area learning center or alternative learning program. The amount of reserved revenue available under this subdivision may only be spent for program costs associated with the area learning center or alternative learning program. **Basic skills revenue generated according to section 126C.10, subdivision 4, by pupils attending the eligible program must be allocated to the program.** (Emphasis added)*

The area learning center law, Minnesota Statutes, section 123A.05, has similar language requiring 100 percent of the compensatory revenue generated by students attending an ALC to be spent on program costs associated with the ALC:

Subdivision 2. Reserve revenue.

Each district that is a member of an area learning center or alternative learning program must reserve revenue in an amount equal to the sum of (1) at least 90 and no more than 100 percent of the district average general education revenue per adjusted pupil unit minus an amount equal to the product of the formula allowance according to section 126C.10, subdivision 2, times .0466, calculated without basic skills revenue, local optional revenue, and transportation sparsity revenue, times the number of pupil units attending an area learning center or alternative learning program under this section, plus (2) the amount of basic skills revenue generated by pupils attending the area learning center or alternative learning program. The amount of reserved revenue under this subdivision may only be spent on program costs associated with the area learning center or alternative learning program.

MDE's interpretation is that the specific requirements for State Approved Alternative Programs (SAAP) funding takes precedence over the general provision, allowing districts to reallocate up to 50 percent of the compensatory revenue among sites. SAAPs are treated differently under these statutes than other school buildings because all of the students enrolled at SAAPs are identified as at-risk, and are in need of compensatory education services. In addition, SAAPs enroll a disproportionate number of students of color and students from low-income families. Appropriate investment of compensatory revenue at the SAAPs is not only required by Minnesota Statutes, but also a key strategy for closing the achievement gap.

Please contact the following people if you have questions or concerns:

- [Mary Weigel](mailto:mary.weigel@state.mn.us) (mary.weigel@state.mn.us or 651-582-8770) or [Deb Meier](mailto:debra.a.meier@state.mn.us) (debra.a.meier@state.mn.us or 651-582-8656) for UFARS reporting
- [Jon VanOeveren](mailto:jon.vanoeveren@state.mn.us) (jon.vanoeveren@state.mn.us or 651-582-8375) for aid calculations
- [Sharon Peck](mailto:sharon.peck@state.mn.us) (sharon.peck@state.mn.us or 651-582-8811) for student counts
- [Sally Reynolds](mailto:sally.reynolds@state.mn.us) (sally.reynolds@state.mn.us or 651-582-8567) or [Mary Barrie](mailto:mary.barrie@state.mn.us) (mary.barrie@state.mn.us or 651-582-8478) for program concerns.

Early Childhood Screening (ECS) Coordinators and MARSS Coordinators

Registration form changes as of July 1, 2018, which impact 2018-19: revised state race/ethnicity question; *and* a new status end code of “rescreen planned”: 66, has been added to the back of the registration form. The form is posted on the [MDE Early Childhood Screening for Districts, Schools and Educators website](#).

It is important for ECS coordinators to work closely with their MARSS coordinators to assure data is entered as timely as possible. Districts should be careful to always assign MARSS Pre-school Screening (PS) codes for the date the screening was done. This means the registration forms must be completed accurately by ECS staff. Some districts have accidentally assigned the MARSS PS code date as the date when the follow up was completed, which could be months later or when the child changed from age 3 to 4. Thus, their state aid payment would be less and their MARSS report numbers and ages of children screened would not look like their annual screening report.

Screening program information is covered in Minnesota Statutes, sections 121A.16-121A.19 and Minnesota Rules, chapters 3530.3000-3530.3400. A child may be screened more than once prior to kindergarten. **This means a child may have more than one MARSS PS screening record.** The child would have the same MARSS number and a second MARSS PS code date.

When parents submit copies of comparable screenings to the district to meet the screening requirement (must include an observational developmental screening tool and other required components), districts must assign MARSS PS records with the following State Aid Categories: Head Start (43), Child and Teen Check Ups (42), health providers (44) or if they submit a letter to conscientiously object (45). State aid categories are listed on the back of the registration form. Districts use State Aid Category 41 if they screened the child (or if they contract with another entity to complete the screening on behalf of the district, Minnesota Statutes, section 121A.17, subdivision 6).

To view the MARSS Early Childhood Screening Counts and Aid Entitlement, begin on the [MDE Data Center](#) > Data Reports and Analytics. Scroll down to **School Finance Reports**, then click the **Minnesota Funding Reports (MFR)** link. Select the following drop-downs: District, All Reports, Category: **Aid Entitlement Reports**, Year and Report: **Early Childhood Screening Counts and Aid Entitlement**. These reports are updated monthly during the screening year and the final report is posted in January. It is helpful to compare the MARSS Early Childhood Screening Counts and Aid Entitlement report to the Early Childhood Screening Completion Report and Request for Reimbursement or annual screening report to assure your district is receiving state aid for every child screened.

Early Childhood Screening Completion Report and Request for Reimbursement or the annual screening report, is also found on the [Data Reports and Analytics page](#) by scrolling down to Early Learning, then click **Early Learning Services (ELS)**, enter the County, District, Year and select **Early Childhood Screening Completion Report and Request for Reimbursement**. The report is posted each July by districts.

If you have questions, contact [Margo Chresand](mailto:margaret.chresand@state.mn.us) (margaret.chresand@state.mn.us) or 651-582-1136.

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. Districts and charter schools are required to capture MARSS data and provide a few data items when a student withdraws from one Minnesota school district or charter school and enrolls in another. This information includes the Student's Name, Student State Identification (ID) Number (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 **District MARSS Coordinator**, the school has not yet authorized a MARSS coordinator.
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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