

Procedure 5

Who is Responsible for Reporting Students on MARSS

Data Elements: State Aid Category
Resident District Number and Type

Procedure

This procedure is intended to clarify which school or district is responsible for reporting a student on Minnesota Automated Reporting Student System (MARSS) in cases where the student might be receiving instruction from more than one school. A student can be enrolled in only one school district or charter school on any given day, and in most cases can be reported on MARSS by only one school district or charter school.

The enrolling district or charter school is where the student is working toward grade progression and ultimately a high school diploma. It is the district/school that is responsible for:

- mandatory testing
- transcript
- child find
- Free and Appropriate Public Education (FAPE) for students with an Individual Family Service Plan (IFSP)/Individualized Education Program (IEP)
- IFSP/IEP

However, in a few cases, students can legitimately be receiving instruction in more than one school during a given time period. Following is a list of these situations with an indication of which school is responsible for the MARSS reporting.

Online Learning

Students participating in Supplemental Online Learning (OLL) courses remain enrolled in their original school of enrollment, then access OLL courses offered by a state-approved OLL provider per Minnesota Statutes, section 124D.095. The student works toward grade progression and graduation at the enrolling district which then reports the student on MARSS. This is referred to as supplemental enrollment at the OLL Program.

If the Online Learning Supplemental Notice of Student Registration form indicates that the OLL provider will generate OLL aid for the completed course, the OLL provider reports the student on its OLL/course completion file only. If the Online Learning Supplemental Notice of Student Registration form indicates that the OLL provider will bill the enrolling district/charter school tuition for the supplemental OLL courses, the enrolling district/charter school reports the student on MARSS. The supplemental OLL course replaces a seat-based course for purposes of calculating the student's percent enrolled. The OLL provider does not report the student to the Minnesota Department of Education (MDE). For more information, refer to MARSS Reporting Procedure 21.

State-Approved Alternative Programs (SAAPs)

Minnesota Statutes, section 123A.05, subdivision 3, gives students enrolled in SAAPs the right to access “the district’s regular education programs...” Therefore, students enrolled in a SAAP can also attend classes in their traditional school. If the SAAP and traditional program are in different school districts, the student must be working towards grade progression and ultimately graduation in only one of those districts. Students enrolled full-time at a traditional school and whose SAAP membership occurs after traditional school hours are called “dual” enrolled. Students enrolled less than the full school day at the traditional school, yet are earning credit through classes at a SAAP are called “concurrently” enrolled. In both cases, each school reports the membership it provides on its MARSS file. Refer to MARSS Reporting Procedure 8 for more information.

Intra-District Concurrent Enrollment

Students taking classes in two or more schools within a school district, neither in care and treatment, day treatment or SAAP, can be reported as part-time students in each school. This is similar to “concurrent enrollment” as described under SAAP. Each school reports the membership it provides on its MARSS file. This might be two high schools, two elementary schools, a high school and an online learning school, etc.

All Other Cases

With the exceptions listed above, students can be reported by only one school during a given time period. Whichever school, district or cooperative is the primary instructional provider, they report all student data on MARSS, including the time purchased or contracted from another district or cooperative. Primary “instructional provider” is defined below. In this procedure, cooperative includes joint powers, special education cooperatives, secondary vocational cooperatives, intermediate districts, education districts and integration districts.

1. Students served only by a teacher from a cooperative should be reported on MARSS by the cooperative. The cooperative would be considered the primary instructional provider and responsible for the IEP and due process. The resident district would not report these students. Cooperatives that provide instruction to students who receive instruction nowhere else must have one or more site numbers (School Number) under which to report these students.
2. Students placed in residential care and treatment programs in which instruction is provided should be reported by the treatment program only. During a period of transitioning back into the regular school, the student continues to be reported only by the treatment program. The treatment program does not withdraw the student until the student has fully transitioned out of the treatment program.

For example, the student in the example below is reported only by the care and treatment program for September through November. The student is reported by the high school beginning in December.

- In September the student attends an instructional program for six hours per day for the treatment program only.
- In October the student attends the local high school for two hours per day and for four hours of instruction per day at the treatment program.

- In November the student attends the high school for four hours per day and for two hours of instruction per day at the treatment program.
 - In December the student attends only the high school.
3. The district in which students placed for day treatment reside are responsible for providing instruction.

For example, a student who spends the morning at a day treatment program where the student receives treatment only, and in the afternoon attends high school should be reported by the high school only. The day treatment program does not report the student on MARSS. The high school reports the student as a part time student with State Aid Category (SAC) 27. Refer to MARSS Reporting Procedure 27 for more information on day treatment.

4. Students in either day treatment or care and treatment programs who receive less instructional time than other public school students enrolled in the district should be reported as part time. Treatment does not generate student membership unless it is required by the student's IEP.

For example, a public care and treatment program provides instruction for three hours in the morning and treatment in the afternoon. The Length of School Day in Minutes on the MARSS A file should reflect the length of day for all public school students in the district in the same grade level. The students enrolled in the care and treatment program should be reported as part time students because they are receiving less than a full day of instruction as compared to other public school students enrolled in the district.

5. Home-based early childhood students and other students with IEPs/IFSPs should be reported by the school district or cooperative that serves the students and pays the visiting teacher's salary.

For example, six districts have a joint powers special education district, the joint powers cooperative serves all early childhood special education students birth through 2 years in home based programs. The cooperative maintains the students' IEPs/IFSPs and the visiting teachers are employees of that same cooperative. The cooperative reports the students on MARSS.

6. Homebound students should be reported by the school that pays the teacher's salary.

For example, instruction in the student's home for an open enrolled student who is medically confined to his/her home in his/her resident district is the responsibility of the open enrolled district. The district providing the homebound teacher reports the student on MARSS.

7. Students who receive instruction at a district for part of the school day and who are transported to either a neighboring district or a cooperative part-time are reported on MARSS by the enrolling district only. The other district or cooperative is considered a contracted provider and does not report the student on MARSS. This includes students with an IFSP or IEP whose enrolling district is responsible for the student's IFSP/IEP who then purchased services from another school to provide specific special education instruction. However, the instruction could be other than special education. A district may contract with a neighboring district for courses with low enrollment.
8. An enrolling district might not have licensed staff in a low incidence special education area and contract for specific instructional services from a neighboring district. The enrolling district is responsible for Free Appropriate Public Education (FAPE) and provision of those services. They accomplish this by purchasing services from a neighboring district, as opposed to contracting with a specific staff member in the neighboring district.

9. A student who is enrolled in a charter school and would like to take a high level language course when there are not enough other students in the charter school to make it economical to offer the course is transported to a local high school to take the course. The charter school and local district agree upon a tuition rate. The charter school reports the student on MARSS and includes the time the student attends the local high school. The local high school does not report the student on MARSS.
10. Students enrolled in two charter schools, two districts, a district and a charter school, a district or charter school and/or an online learning (OLL) program can be enrolled in only one school at a time. Only one school can report the student on MARSS.

For example, a kindergarten student who attends the morning program at one charter school and the afternoon program at another charter school can be enrolled in only one of those schools. One or both of the schools must request the parent choose one of the schools in which to enroll. If the parent wants to maintain attendance in both schools, the school in which the student is not enrolled can charge the parent tuition but it cannot report the student on MARSS.

11. A student enrolled in an OLL program who wants to take classes at a local public school cannot be enrolled in both. If the student has transferred to the OLL program, that's where the student is enrolled and that's the school that reports the student on MARSS. The two schools can arrange for tuition per mutual agreement.
12. A nonpublic school student with an IEP must be reported by the school district in which the nonpublic school is located to show compliance with the FAPE Act. The district may purchase services from another district or school to provide the teacher, but the district in which the nonpublic school is located must report the student on MARSS.

For example, a resident of district (A) is enrolled in a nonpublic school in district (B). The student has an IEP and the resident district (A) actually sends a teacher to the nonpublic school in district (B) to provide the special education instruction. The student must be reported on MARSS by district (B), where the nonpublic school is located. MARSS State Aid Category (SAC) 16 will direct the Shared Time Aid to the resident district.