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<p>Minnesota Automated Reporting Student System (MARSS) Reporting Timelines</p>	<p>Monthly To Do List</p>
<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 (EOY) Checkoff Comparison report for Fiscal Year (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 Minnesota Department of Education (MDE) calendar for upcoming webinars. <input type="checkbox"/> Review District/School ADM Report.
<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. <input type="checkbox"/> Report summer leavers and summer graduates on the fall FY 2019 MARSS file.

<p>Wednesday, October 17, 2018 – Final End of Year FY 2018. Only electronic appeal web files will be accepted after this date.</p>	<p>October</p> <ul style="list-style-type: none"> <input type="checkbox"/> Start using the FY 2018-2019 Application for Educational Benefits. <input type="checkbox"/> Verify Compensatory student counts. <input type="checkbox"/> Verify December 1 child count students (students that have the Special Education Evaluation Status of 4 or 6).
<p>If you have questions, contact MARSS (marss@state.mn.us).</p>	<p>Not applicable</p>

MARSS 101 Workshop

Registration is now open for the MARSS 101 Workshop for brand new MARSS coordinators, on Tuesday, July 31, 2018. Participants can attend onsite or via WebEx. This workshop is intended for MARSS coordinators who are new in their first year, and new charter schools that will be opening in September 2018. The link to register is located on the [MDE Calendar page](#).

Verification of High School Graduate

The department uses the MARSS Status End code 08 to determine which students have graduated during the school year. This is used in the calculation of the graduation rate. Most student software defaults to Status End 08 for seniors and Status End 40 (end of year) for younger grades. To assure that MARSS coordinators have correctly identified seniors with the correct Status End code, share the local MARSS WES report MARSS 11 Graduate Student Report with the high school counseling office. This is a list of all students reported in grade 12 during the school year with their enrollment dates and their Status End code. Request that the counseling office identify which seniors did not graduate at the end of the school year so the Status End code can be correctly reported.

The following Status End codes are valid for seniors who were enrolled through the end of the school year.

08 – graduated from a public school district. The student met all graduation requirements. Seniors who met graduation requirements prior to the end of the school year and stopped attending school must be withdrawn on their last day of attendance with a Status End 08. Students reported with Status End 08 are ineligible to re-enroll in school during the following school year. Do not report as graduates those students who need to make up a credit during the following summer term of an Area Learning Center (ALC) or summer school. These students will be reported as graduates during the following school year. Do not report as graduates those students with Individualized Education Program (IEP) requirements that have not yet been met.

40 – end-of-year. The student was enrolled on the last day of the school year. The senior has not met all of the academic standard/credit requirements. Status End 40 would include seniors with IEP requirements that have not been met.

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 codes 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. It 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 worksheet posted to the MARSS-Student Accounting 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, 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).

2017-18 Pupil Transportation Annual Reporting Forms and Instructions

The [2017-18 Pupil Transportation Annual Reporting Forms and Instructions Memorandum](#) describes the pupil transportation annual reporting forms and several other transportation related forms. These data will be compared to data submitted via Uniform Financial Accounting and Report Standards (UFARS) and Minnesota Automated Reporting Student System (MARSS) to generate the Data Verification Report (DVR), which is required by Minnesota Statutes, section 123B.92, subdivision 5, that requires districts to report data to account for transportation expenditures.

Please share with your transportation directors.

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

MARSS 42 End-of-Year (EOY) Checkoff Comparison Report

Continue to review and verify this report which compares data submitted from final EOY FY 2017, to the most recent EOY FY 2018 submitted data. Use this report to identify unusual or unexpected trends in data that might actually be a reporting error on the current EOY MARSS file. The prior year's data is final, but the current year's data can be corrected and a new MARSS file submitted prior to the final reporting deadline.

Summer Instruction and Extended School Year (ESY) Services

Students, including students with an IEP, placed for residential care and treatment described in Minnesota Statutes, section 125A.515, are eligible for summer school based on the summer school program provided to other students enrolled in the district if the students are determined to be below grade level. This membership is not reported on MARSS; no Average Daily Membership (ADM) or state aid is generated. However, the resident district is responsible for the instructional costs for students not performing at grade level.

In addition, a student placed for residential care and treatment whose IEP team determines that the student is in need of Extended School Year (ESY), special education services must be provided by the local district. This service is reported on MARSS with State Aid Category (SAC) 46 if it is provided by the local district's special education teachers. ESY services provided by other than Minnesota publicly employed teachers are not reported on MARSS. The Special Education Service Hours (SESH) must be reported. This time will be included in tuition billing. The summer ESY enrollment records need to be split for the fiscal year. For example, ESY provided in

June is reported as part of the preceding school year; ESY provided in July and/or August is reported as part of the following school year.

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

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., 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 Alternative Learning Program (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 who 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, 2018, they will count in the 2018 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, 2018, they will count in the 2019 graduation rate.

Students over the age of 21 who complete graduation requirements can be reported as summer graduates, up to the age of 29. These students' graduation status will be included in the appropriate year's graduation rates.

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

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 a public school student.

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 two through four 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 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](mailto:marss@state.mn.us) (marss@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 MDE website.

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

If you have questions on the Alternate Application for Educational Benefits, contact [Kelly Wosika](#) (651-582-8855).

Migrant Education Program Update

The summer Migrant Education Program is well under way. The Migrant Education Program is asking that all secondary students in grades 7-12 be officially enrolled in the local school district, in order to assign them a MARSS number so that an official transcript can be generated to send to their home base school. If you would like some assistance in determining if new students to your school are eligible for the migrant program please complete the [Recruitment Request](#). We would also like to take this opportunity to offer some professional development training for your staff in the fall. Please complete the [Training Request](#).

To obtain a list of the students who have been determined eligible for the Title I Part C Migrant Education Program, please contact [Linda Fournier](#), Tri-Valley Opportunity Council (952-232-1206).

Secured Website Systems User Access Agreements and Acknowledgements

All authorized users of the Minnesota Department of Education secured website systems must review and abide by the following agreements and acknowledgements:

1. All authorized persons agree to restrict their activities when using the MDE secured website systems solely to submitting, gathering, or processing information as permitted by their application role and organization access as authorized by their supervisor.
2. All authorized persons agree to abide by the provisions of Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act); the Family Educational Rights and Privacy Act (FERPA) 20 United States Code (U.S.C.) 1232g; and any other applicable statutes and regulations on privacy and confidentiality of data and information. **No private data accessed in the course of the performance of this agreement shall be duplicated, used, or disseminated except as authorized by statute or this agreement, either during the period of this agreement or thereafter.** All authorized persons agree to abide by the security standards prescribed by the Minnesota Department of Education.
3. All electronic data communications are to be encrypted or encoded at the protocol level using security standards developed by the Internet Engineering Task Force (IETF) and the IP (IPSec) Working Group. This will ensure the safety and security of all business transactions, communication exchanges and education data protected under the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and FERPA, 20 U.S.C. 1232g.
4. **All authorized persons understand and agree that any sign-on or password instructions issued are for their exclusive use pursuant to this agreement and are not to be shared with or delegated to others.**
5. **All authorized persons further agree to maintain procedures within their office that safeguard the privacy and confidentiality of data.** This includes, but is not limited to, always logging off from the MDE secured website when leaving their computer unattended; protecting their password or sign-on from access by others, and not authorizing another person to access data using their password or sign-on; and any other procedures that may be necessary to prevent unauthorized access to the MDE secured website systems.
6. **All authorized persons agree that student data, alone or in combination with any other student data received from any MDE source or school source, is to be protected as private data.** Further, all secure data and financial information is intended for verification purposes only and is not to be combined with additional available data for other purposes.
7. All authorized persons understand and agree that continued access to the MDE secured website depends on their compliance with the procedures and data practices policies as outlined. **Failure to abide by this agreement will result in access being discontinued.**
8. All authorized persons acknowledge that they may be subject to criminal and civil penalties if they do not abide by the above policy.

Open Enrollment Forms Revised

Statewide enrollment options, informally known as open enrollment, is Minnesota's public school choice option that allows students and parents to have access to schools that are not within their resident district. This program allows student enrollment from one school district into another. The Minnesota Department of Education (MDE) has updated the open enrollment forms posted on the MDE website to now include two separate open enrollment forms. One open enrollment form is for voluntary prekindergarten and school readiness plus programs, which are not available in every school district. The second open enrollment form is for Early Childhood Special Education (ECSE) and grades K-12. Please have parents use these forms when they are open-enrolling their child into those programs. In addition, the statewide enrollment options instructions provide guidance in completing either open enrollment form.

Students who are currently open enrolled do not need to complete the new application form unless their resident district changes.

For more information about statewide enrollment options, including instructions and forms, please visit the MDE [Open Enrollment webpage](#).

If you have questions about statewide enrollment options, please contact [Cindy Jackson](#) (651-582-8572).

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

MARSS Coordinator Contact List

The MARSS coordinator contact list is available in [MDE-ORG](#) (Schools and Organizations). Click **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 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](#) (marss@state.mn.us).

This publication is produced by:

Minnesota Department of Education
Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266
Phone: 651-582-8779
Fax: 651-582-8878

[MDE homepage](https://education.mn.gov) (<https://education.mn.gov>)

[MARSS email](mailto:marss@state.mn.us) (marss@state.mn.us)