

Procedure 16A

Minnesota Residents Who Attend School Outside Minnesota

Data Elements: State Aid Category (SAC)
Status End
Student Resident District Number
Student Resident District Type

Procedure

Some Minnesota students who attend a school outside Minnesota may be claimed for Minnesota general education revenue by the resident district via inclusion on its Minnesota Automated Reporting Student System (MARSS) files. The resident district is responsible for assuring that eligible students are reported via MARSS, even if students were enrolled in another Minnesota district just prior to the out-of-state enrollment.

Eligible Minnesota students enrolled in a school or program outside Minnesota should be reported by the resident district in one of its schools using SAC 14. Eligible students are enrolled by means of:

1. Resident district placement in an out-of-state school. See Minnesota Statutes, section 124D.05.
2. An individualized education program (IEP), or individualized family service plan (IFSP).
3. Care and treatment. See Minnesota Statutes, sections 125A.15 and 125A.51.
4. In the case of students attending South Dakota, through reciprocity, use SAC 52. See Minnesota Statutes, section 124D.041.

Reporting Responsibilities

It is the resident district's responsibility to report these eligible students.

If the Status Start or Status End Dates fall outside the normal school year, they must be adjusted to fit the reporting school's calendar.

Example: If the out-of-state school starts a week before Labor Day and ends a week earlier than the reporting district's school year, report the Status Start Date as the reporting school's first day of school, and the Status End Date as the last day of school at the reporting school.

Summer membership should not be included on MARSS. Enrollment records with the SAC of 14 or 52 cannot in any instance overlap the Status Start and Status End Dates with another enrollment status record for this student. If the student's reported Membership Days equals the number of Instructional Days, the student will generate 1.0 Average Daily Membership (ADM).

For students beginning the school year enrolled in the resident school and then placed in the out-of-state school, the first enrollment status record must be closed using **Change** Status End code 03 or 20. A second

enrollment status record must be initiated using SAC 14 or 52 and Last Location of Attendance (LLA) 24. For students remaining at the out-of-state school through the end of the school year, close out their record with Status End code 40.

For students withdrawing from the out-of-state school and returning to the resident district during the school year:

1. The SAC 14 or 52 enrollment status record should be closed with a Status End code of 20; and
2. A third enrollment record must be initiated using LLA 24 and SAC 00.

If the students' resident districts change during the school year, but the students remain enrolled in the out-of-state school, the original district of residence closes the enrollment status record with a Status End code of 04. The new resident district enrolls the students using SAC 14 or 52 and an LLA of 14.

Other Students Who Attend an Out-of-State School

Students who participate in an exchange program and attend school in another country are ineligible to generate Minnesota state aid unless, they are under the direct supervision of a licensed, employed Minnesota teacher.

Example: Students who take a class trip to another country and are accompanied by a teacher employed by the enrolling district are eligible to generate state aid. These students should be included on the district's MARSS files as if they were attending their normal school.

Students who leave Minnesota on an extended trip or exchange program without a Minnesota teacher are ineligible for Minnesota state aid, even if the resident district emails assignments and course work. In this situation, the student is not physically in Minnesota under the direct supervision of a licensed, employed Minnesota teacher.

Summary

1. Eligible students enrolled in a school outside Minnesota must be reported by the resident district. If the students were enrolled in a nonresident district just prior to the out-of-state placement, the nonresident district must withdraw the students and notify the resident district that the students have been placed elsewhere. Since the resident district is the district that generates state aid and may be billed for tuition, it must then report the students. In some cases the non-resident district may report the students.
2. Students must be reported in a school at the resident district; this must be an existing school in which other students are enrolled. The school of choice may be that which students would have been enrolled had they not been placed elsewhere. Students may not be reported under school number 000 or under a fictitious (dummy) school number.
3. The Status End code on the just prior enrollment status record should reflect that students have entered an out-of-state school. Use Status End code 20 for IFSP/IEP placements, or **Change** Status End code 20 for care and treatment placements. The Status End code on the SAC 14 or 52 record should reflect where the students went after leaving the out-of-state school.

Example: Use Status End code 20 for a student who returned to a school in Minnesota. Use a dropout Status End code if the student did not transfer to another school anywhere.

4. Summer membership cannot be included on MARSS. This membership is ineligible to generate general education revenue. The resident district is responsible for the students' instructional tuition while placed over the summer in a residential care and treatment program. If the students are not performing at grade level, per Minnesota Statutes, section 125A.515 subdivision 7, the resident district is responsible.
5. SAC 14 is not valid at Learning Year Programs, Alternative Learning Centers (ALCs) or alternative schools.