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<p align="center"><b>Minnesota Automated Reporting Student System (MARSS) Reporting Timelines for End-of-Year Fiscal Year (FY) 2017-18* and Fall FY 2018-19**</b></p>	<p align="center"><b>Monthly To Do List</b></p>
<p><b>**MARSS Web Edit System (WES) opens for fall FY 2018-19</b></p> <p><b>August 15, 2018</b></p>	<p><b>August</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Update Average Daily Membership (ADM) estimates for FY 2020 and FY 2021 for the levy report.</li> <li><input type="checkbox"/> Check Minnesota Department of Education (MDE) calendar for upcoming webinars.</li> <li><input type="checkbox"/> Review District/School ADM Report.</li> <li><input type="checkbox"/> The site verification coordinator for districts and charter schools needs to verify that all pertinent sites (schools) have been added for the 2018-19 school year.</li> <li><input type="checkbox"/> Submit fall FY 2018-19 files for student testing history in Student Assessment History Report for instructional and placement decisions.</li> <li><input type="checkbox"/> Confirm Warning 389 *W* Following enrollment not found for students who didn't reenroll. Follow-up to see if status end code is incorrect.</li> <li><input type="checkbox"/> Start using the FY 2018-19 Application for Educational Benefits.</li> </ul>

**\*EOY FY 2017-18**  
**\*\*Fall FY 2018-19**

<p align="center"><b>Minnesota Automated Reporting Student System (MARSS) Reporting Timelines for End-of-Year Fiscal Year (FY) 2017-18* and Fall FY 2018-19**</b></p>	<p align="center"><b>Monthly To Do List</b></p>
<p><b>*Thursday, August 30, 2018 – due at Regional Management Information Center (RMIC)</b></p> <p><b>*Wednesday, September 5, 2018 – due at MDE End-of-Year (EOY) FY 2018 files.</b></p> <p>Data will be used for September 30, FY 2018 and October 30, FY 2018 entitlements and special education tuition billing.</p> <p><b>**Mandatory for all districts and charter schools.</b></p> <p><b>**Thursday, September 20, 2018 – due at RMIC</b></p> <p><b>**Wednesday, September 26, 2018 – due at MDE for fall FY 2019</b></p>	<p><b>September</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Update ADM Estimates for FY 2019.</li> <li><input type="checkbox"/> Review District/School ADM Report for end of year FY 2018.</li> <li><input type="checkbox"/> Remove students from fall FY 2019 MARSS file who did not re-enroll from last year.</li> <li><input type="checkbox"/> Review levy report.</li> <li><input type="checkbox"/> Report summer leavers and summer graduates on the fall FY 2019 MARSS file.</li> <li><input type="checkbox"/> The site verification coordinator for districts and charter schools needs to verify that all pertinent sites (schools) have been added for the FY 2018-19 school year.</li> </ul>
<p><b>*Thursday, October 11, 2018 – due at RMIC</b></p> <p><b>*Wednesday, October 17, 2018 – due at MDE final EOY FY 2018.</b></p> <p>Only electronic appeal web files will be accepted after this date.</p>	<p><b>October</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verify compensatory student counts.</li> <li><input type="checkbox"/> Verify December 1 child count students (students who have the Special Education Evaluation Status of 4 or 6) for fall FY 2019 reporting data.</li> <li><input type="checkbox"/> Review District/School ADM Report for end of year FY 2018.</li> <li><input type="checkbox"/> Review MARSS 61 and share with counselors and correct any errors.</li> <li><input type="checkbox"/> Verify summer leavers and graduates.</li> </ul>

**\*EOY FY 2017-18**

**\*\*Fall FY 2018-19**

<p align="center"><b>Minnesota Automated Reporting Student System (MARSS) Reporting Timelines for End-of-Year Fiscal Year (FY) 2017-18* and Fall FY 2018-19**</b></p>	<p align="center"><b>Monthly To Do List</b></p>
<p><b>*Monday, October 22, 2018 – due at RMIC</b></p> <p><b>*Thursday, November 15, 2018 – due at MDE</b></p> <p>Electronic appeal file process. Records that cause cross-district errors will prevent the entire file from submission.</p> <p><b>**Thursday, November 1, 2018 – due at RMIC</b></p> <p><b>**Wednesday, November 7, 2018 – due at MDE</b></p>	<p><b>November</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verify December 1 child count students (students who have the Special Education Evaluation Status of 4 or 6) for fall FY 2019 reporting data.</li> <li><input type="checkbox"/> Send list of concurrent Postsecondary Enrollment Options (PSEO) participants to the partnering postsecondary institutions.</li> <li><input type="checkbox"/> Verify summer leavers and graduates.</li> <li><input type="checkbox"/> Verify compensatory student counts.</li> <li><input type="checkbox"/> Review MARSS 61 and share with counselors and correct any errors.</li> </ul>
<p><b>*Tuesday, November 20, 2018 through *Monday, December 3, 2018</b></p> <p><b>Appeals for EOY FY 2018 MARSS data</b></p> <p>Refer to appeal of MARSS Data Reported by Another District/Charter School</p>	<p><b>December</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verify December 1 child count students (students who have the Special Education Evaluation Status of 4 or 6) for fall FY 2019 reporting data.</li> <li><input type="checkbox"/> Verify summer leavers and graduates.</li> <li><input type="checkbox"/> Verify compensatory student counts.</li> <li><input type="checkbox"/> Review MARSS 61 and share with counselors and correct any errors.</li> </ul>

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<p><b>Minnesota Automated Reporting Student System (MARSS) Reporting Timelines for End-of-Year Fiscal Year (FY) 2017-18* and Fall FY 2018-19**</b></p>	<p><b>Monthly To Do List</b></p>
<p><b>*Monday, December 17, 2018</b></p> <p>Refer to appeal of MARSS Data Reported by Another District/Charter School (MARSS Manual, Appendix P).</p> <p><b>**Thursday, December 13, 2018 – due at RMIC</b></p> <p><b>**Wednesday, December 19, 2018 – due at MDE</b></p>	<p><b>January</b></p> <p><input type="checkbox"/> Verify December 1 child count students (students who have the Special Education Evaluation Status of 4 or 6) for fall FY 2019 reporting data.</p>
<p><b>**Thursday, December 27, 2018 – due at RMIC</b></p> <p><b>**Thursday, January 3, 2019 – due at MDE</b></p>	<p>Not applicable</p>
<p>If you have questions, contact <a href="#">MARSS</a> (marss@state.mn.us).</p>	<p>Not applicable</p>

**\*EOY FY 2017-18**

**\*\*Fall FY 2018-19**

## District/School ADM Reports for the 2017-18 School Year

The District/School Average Daily Membership (ADM) reports for the 2017-18 school year are posted to the Minnesota Funding Reports (MFR) website in the Student category. From the [MDE homepage](#), select Data Center > Data Reports and Analytics > Minnesota Funding Reports (MFR). Next, select your district/charter school, Category: Student and Year: 17-18.

These reports represent the ADM generated by MARSS files submitted from the last statewide submission. A new District/School ADM Report is posted within a week after each year-end MARSS reporting deadline. Each new report replaces the prior report. Therefore, print or save a copy of the report prior to the next reporting deadline to keep a history of the changes between each MARSS submission. The final report for a school year is posted the following January.

Documentation on how to read the District/School ADM Report is also posted to the MARSS Student Accounting website. From the [MDE homepage](#), select Districts, Schools and Educators > Business and Finance > School Finance > MARSS Student Accounting > Average Daily Membership. Please view the document titled [District/School ADM \(Average Daily Membership\) Report and MARSS 35 ADM Adjustment Report – 2017-18 School Year](#).

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

## Verifying 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 Web Edit System (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).

## Community Eligibility for Meal Programs

Schools with a high percentage of students who are eligible for the free meal program through Direct Certification are eligible to participate in a relatively new program called Community Eligibility Provision. Schools that choose to participate in Community Eligibility Provision provide free meals to all students enrolled in the school and, for food services purposes only, do not need to collect annual Applications for Educational Benefits. However, for MARSS reporting, the requirement to report the economic status by individual student based on supporting documentation, such as *Direct Certification*, *Application for Educational Benefits* or the *Alternate Application for Educational Benefits*, does not change.

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

## Ed-Fi is coming to Minnesota!

In an effort to streamline and connect student data collection systems, MDE is moving to Ed-Fi which is a data standard or a set of rules that allow (previously disconnected) educational data systems to connect. Ed-Fi allows for rapid future growth by streamlining the process of adding new data collections to the system in order to meet state and federal reporting requirements.

Over the course of the next five years, districts and charter schools will transition from MARSS-WES to Ed-Fi, submissions. At the same time, they will begin collecting more detailed race/ethnic demographic data. Each district and charter school will do dual reporting (MARSS WES and Ed-Fi) for at least their first year. All districts and charter schools will need to begin reporting via Ed-Fi no later than the 2021-22 school year, but you choose the year to start. The 2022-23 school year will be the last year of MARSS-WES.

Districts, charter schools, intermediate districts and joint powers districts can sign up to begin reporting via Ed-Fi as early as the 2019-20 school year. How do you do this? First, you need to [contact MDE](#). You will also need to include a new racial/ethnic demographic collection form in your 2019-20 enrollment packet. The finalized form along with a corresponding FAQ and parent letter will be available on the Students and Families > Programs and Initiatives > [Counting All Students webpage](#) in September 2018.

You can find out more about what this will mean for you and your district on the Districts, Schools and Educators > Business and Finance > [Counting All Students webpage](#). Watch for more information in future MARSS memos.

We look forward to hearing from you!

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

## Application for Educational Benefits

Food and Nutrition Services (FNS) will continue to provide the *Application for Educational Benefits* for all schools that provide a food service program but are not participating in Community Eligibility Provision. The material is posted on the FNS website. The cost of processing these applications can be attributed to Food Service.

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 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, contact [Kelly Wosika](mailto:kelly.wosika@state.mn.us) (kelly.wosika@state.mn.us).

## Direct Certification

Whether or not the school participates in the Community Eligibility Provision Program, Direct Certification can also be used to certify students as eligible for the free meal program. Direct Certification is a process by which a file of eligible children is provided to MDE by the Department of Human Services (DHS) and is matched to MARSS enrollment records. The enrolling district needs to verify that the student on the Direct Certification list is the same student who is enrolled in the school. If they are the same student, the student can be reported on MARSS as eligible for the free meal program – Economic Status 2. Direct Certification can occur in two ways:

- Schools with a food service program have access to a Direct Certification report through FNS. This is a list of the potentially matched students.



- All public schools have a warning message on the fall MARSS edit that identifies students who are enrolled in the district who may also be matched to the DHS list.

Students directly certified do not need to have an *Application for Educational Benefits* or an *Alternate Application for Educational Benefits* on file. For audit purposes, keep a copy of all applications and Direct Certifications used to report students on MARSS as eligible for the free or reduced-price meal program.

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

## Cost of Certifying Alternate Applications for Educational Benefits

The cost of processing *Applications for Educational Benefits* to provide school meal benefits may be charged to the Food Service Fund (02) or the General Fund (01), according to Minnesota Statutes, section 124D.111, subdivision 3. The cost of processing the *Alternate Applications for Educational Benefits* for a Community Eligibility Provision school must be charged to the General Fund (01) because there is no meal benefit to the students; the data are used for other than food service purposes. For more information, refer to the FNS website discussion of Financial Management System Requirements.

If you have questions on the *Alternate Application for Educational Benefits*, contact [Kelly Wosika](mailto:kelly.wosika@state.mn.us) (kelly.wosika@state.mn.us).

If you have questions on accounting for the cost of certifying the *Alternate Applications for Educational Benefits*, email the [Accounting Helpdesk](mailto:MDE.UFARS-Accounting@state.mn.us) (MDE.UFARS-Accounting@state.mn.us).

## Minnesota Budget and Economic Outlook

### Forecast Overview

Twice each year, the Budget and Economic Forecast is prepared as required by [Minnesota law](#). The November forecast is used to set the starting point for the budget, and is the basis for the governor's recommendations. The February forecast incorporates additional data and is used by the Legislature and the governor to set the enacted budget or to ensure that enacted budgets remain on track and in balance. Forecast information is also used by bond rating agencies and other financial analysts to review the state's financial health, and by the media who present information on the state's financial condition to the public.

A financial forecast is an estimate of future financial outcomes for an agency. Using historical internal student accounting data, a financial forecast is a best guess of what will happen in financial terms over a given time period. For MDE, the financial forecast is a fiscal management tool that presents estimated information based on past, current and projected student enrollments.

### Request

To facilitate the forecast in an efficient and accurate manner, MDE analyzes student data. We start reviewing statewide data after the September 5, 2018, MARSS submission for the November forecast. **If you know that**

**the ADM on the District/School ADM Report posted September 5, is incomplete, e.g., missing more than a few ADM, please tell [Kelly Wosika](#), MDE school finance specialist, that the district's student data is not complete.**

The incomplete student data would include data that hasn't been submitted because of incomplete site information, inaccurate instructional days, incorrect student enrollment dates and/or membership days or hours, especially for State-Approved Alternative Programs (SAAPs), prekindergarten and early childhood special education students. If the ADM is low due to errors, we are able to estimate the missing ADM. However, we are unable to estimate for missing students or missing membership.

Being informed about missing student data during the forecast process allows MDE to provide an accurate outlook to the Legislature and the governor.

## Online Learning: Comprehensive and Supplemental

Please share this article with your counseling office and any other staff who register students for classes.

Under [Minnesota Statutes, section 124D.095](#), Minnesota public school students are eligible to access online learning (OLL) courses from a state-approved OLL provider. A list of [state-approved OLL programs](#) is available.

1. A student can enroll in the district or charter school with the state-approved OLL program and work toward this district's or charter school's graduation requirements. This enrollment is referred to as "Comprehensive". The enrolling school, i.e., the OLL program, is responsible for providing required assessments, special education services, transcript, etc. If the student is transferring to an independent school district, the timelines for open enrollment must be followed, with the exception listed below, or the districts can agree to waive the deadline before the school year starts. There are no open enrollment application timelines for students either transferring into or transferring out of a district that receives achievement and integration revenue. Once the school year starts, a student can still transfer to another district if both districts sign an Agreement Between Boards. There are no application timelines for students enrolling in a charter school.

When a student transfers to the district or charter school with the OLL program, the original school must withdraw the student from MARSS. The OLL program will report the student on MARSS once the student starts his/her classes. The original district or charter school of enrollment no longer has access to revenue. For example, a student who open enrolls from the resident district to a district with a state-approved OLL program is not eligible to also enroll part-time at the resident district, e.g., participate in band, choir, etc. In this case, the resident district does not have access to any revenue because the student is enrolled elsewhere. The student cannot be reported on MARSS by the resident district—only the enrolling district can report the student on MARSS. The resident district can request a tuition agreement with the OLL program for classes the student would like to take at the resident district, but the OLL program is not obligated to pay tuition. The resident district is not obligated to provide classes to a student who is enrolled elsewhere.

2. A student can remain enrolled in the original school and take up to 50 percent of their courses via OLL from a state-approved Minnesota provider; this is referred to as "Supplemental" enrollment. The online learning provider must notify the enrolling district of the student's participation in online learning using *Online Learning (OLL) Supplemental Notice of Student Registration*—a form provided by MDE. The enrolling district can choose to waive the cap of 50 percent of the coursework, and it can require the student drop a course

for each supplemental OLL course in which the student enrolls. If the student declines dropping courses at the enrolling district, the student can pay for the OLL course(s). The [Online Learning Supplemental Notice of Student Registration form](#) is used for the student to participate in supplemental OLL. The check boxes on Page 2 of the form describe how the funding will be generated. The form is available from the [department's website](#): select Districts, Schools and Educators > Teaching and Learning > Online Learning Providers.

When a student enrolls in supplemental OLL courses, the enrolling school can reduce the student's course load. This will initiate a new MARSS enrollment record if the Percent Enrolled changes. The attendance and membership reported on MARSS includes only that provided by the enrolling district; it excludes the time the student is not required to attend at the enrolling school site. There is no tuition charged to the enrolling school for supplemental OLL courses. The OLL provider generates OLL Aid based on data it reports to MDE, independent of MARSS.

Nonpublic school students are ineligible to generate shared-time aid by participation in supplemental OLL. Statute requires shared-time aid to be generated only for time the student is physically at the public school building.

The enrolling district can choose to contract with the OLL provider for supplemental OLL courses. In this case, the tuition rate is agreed upon by the enrolling district/charter school and the OLL program. The enrolling school reports the student on MARSS and includes the OLL course time as a replacement for a seat-based class. For example, if the enrolling school has a six-period day, and the student is required to be at school for five of those periods and is taking an OLL course via a tuition agreement with a state-approved OLL program, the student can be reported as 100 Percent Enrolled. The OLL program does not report the student on MARSS and does not report the student to MDE for OLL Aid reimbursement.

Please view [Reporting for Online Learning Students](#) for more information.

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

## Student Assessment History Report

In order for assessment staff to view a newly enrolled student's assessment results in the Student Assessment History Report in Secure Reports, districts will need to submit MARSS data for the 2018-19 school year.

## Early Learning Scholarships Reminder

As a reminder, all children receiving an Early Learning Scholarship must be assigned a State Student ID number (SSID) in Early Learning Scholarship Administration (ELSA) by their resident school district prior to any payment being allowed. As scholarships have been awarded all summer, be sure to log in to the ELSA system, select your district, and review for any children pending SSID number assignment. If support is needed, contact [ELSA](mailto:MDE.ELSA@state.mn.us) (MDE.ELSA@state.mn.us) for the step-by-step guide for SSID maintainers.

## 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, 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 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 available in [MDE-ORG](#) (Schools and Organizations). Click **Enter MDE-ORG site to get started!**

There are two ways to locate MARSS coordinator information:

- Enter the district number and district type or school name in to 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.
- Select **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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