

**Table of Contents**

Minnesota Automated Reporting Student System (MARSS) Reporting Timelines for End-of-Year Fiscal Year (FY) 2017-18* and Fall FY 2018-19** .....	2
Monthly To-Do List .....	2
Counting All Students .....	5
Student Assessment History Report.....	5
Direct Certification of Students in Foster Care.....	5
Student Support Data Collection (SSDC) System.....	6
Student ID System Helpful Tips .....	7
Email .....	7
Common Error Messages .....	7
Search/Lookup Shortfalls.....	8
Why does ELSA keep going to the Search Screen Instead of the Validate Screen? .....	8
Why is there an ID when the Student has Never Been in Public School? .....	8
The Generate Student ID Button is on the Validate Screen.....	9
Multiple IDs for the Same Student .....	9
If there are Multiple IDs for a Student, One of Two Situations Exist .....	9
Early Learning Scholarships .....	9
Application for Educational Benefits.....	9
Student Assessment History Report.....	10
Alternate Application for Educational Benefits.....	10

Direct Certification ..... 10

New MARSS 63 State-Approved Alternative Program (SAAP) Student Detail for Year-End Billing..... 11

ADMWE Estimates, Average Daily Membership (ADM) and MARSS Final Data ..... 12

Cost of Certifying Alternate Applications for Educational Benefits ..... 12

Early Childhood Screening..... 12

Repeat Articles ..... 13

    Notification of Change in Student Enrollment ..... 13

    Superintendent Authorization for MARSS WES ..... 13

    MARSS Coordinator Contact List ..... 13

<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>**Mandatory</b> for all districts and charter schools.</p> <p><b>**Thursday, September 20, 2018 – due at Regional Management Information Center (RMIC)</b></p> <p><b>**Wednesday, September 26, 2018 – due at the Minnesota Department of Education (MDE) for fall FY 2019</b></p>	<p><b>September</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Update Average Daily Membership (ADM) estimates for FY 2019.</li> <li><input type="checkbox"/> Review District/School ADM Report for End-of-Year (EOY) 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>

**\*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, 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 Unknown for Graduation Cohorts and share with counselors and correct any errors.</li> <li><input type="checkbox"/> Verify that 2018 summer leavers and graduates have been reported on fall FY 2019 MARSS files.</li> </ul>
<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>

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

<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>*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>
<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> <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> </ul>
<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="mailto:marss@state.mn.us">MARSS</a> (marss@state.mn.us).</p>	<p>Not applicable</p>

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## Counting All Students

Last month's MARSS memo included an article on Ed-Fi, the new means by which student data will be submitted to MDE in the future. Districts and charter schools will be transitioning to Ed-Fi over the next five years. You can subscribe to the monthly newsletter through either of the two Counting All Students websites; one is focused on the initiative from the [district's perspective](#) and one is designed to be a [resource for families](#). The subscription and newsletter is the same on both websites.

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

## Student Assessment History Report

In order for assessment staff to view a newly enrolled student's assessment history in the Student Assessment History Report in Secure Reports, districts will need to submit MARSS data. This year, since there is no fall testing, MARSS data will not be sent for precode files until October.

## Direct Certification of Students in Foster Care

Beginning with fiscal year 2016, the Direct Certification (DC) matching process was expanded to run an additional match with the Department of Human Services (DHS) foster care program data and MARSS student data. This is in addition to the usual direct certification matching run for the Minnesota Family Investment Program (MFIP) file from DHS and the most recent MARSS files. In this process, the department can directly certify students for the free meal program without soliciting an *Application for Educational Benefits*.

Students in the DHS foster program are eligible to receive free meals in schools. MDE will receive a new list monthly that will be used to update the MARSS local edit and food service DC lists. No application is necessary if eligibility for these programs is determined through the direct certification process. For additional information about direct certification, refer to *Section 2 – [Categorical Eligibility in the U.S. Department of Agriculture \(USDA\) Eligibility Manual for School Meals](#)*.

Students on the fall direct certification list, using current year MARSS files, can be coded as eligible for the free meal program for the current year. However, the direct certification list must be dated no later than December 15. This process is done several times during the school year. The students must be coded to MARSS by December 15.

The MARSS Web Edit System (WES) 08 Error Report will display *DHS Foster Program* to indicate students who are eligible to be coded as Economic Indicator 2. The foster matches will not have a case number or applicant name. Use this report to validate that the students are categorically eligible. Print a copy of the report before indicating that the student is Economic Indicator 2 in the enrollment record. Once the student is indicated as Economic Indicator 2, the warning on the report is eliminated.

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

## Student Support Data Collection (SSDC) System

MARSS coordinators may find the following information helpful when reporting Students with Limited or Interrupted Formal Education (SLIFE) and Immigrant Children and Youth in the SSDC system for the 2018-19 school year.

Every district needs to have an assigned SSDC coordinator to complete the SLIFE and Immigrant Children and Youth reporting. Your Identified Official with Authority (IOWA) needs to approve the SSDC coordinator. Many SSDC coordinators are also the MARSS coordinators for the district.

The students listed in the SSDC system reflect the list of potential SLIFE or Immigrant Children and Youth. The actual classification or reclassification of SLIFE and immigrants is done by the district.

The SSDC system reflects information from the district's most recently submitted data for the latest fiscal year. Once the district submits MARSS enrollments for the 2018-19 school year, the SSDC system will be updated to reflect this new information.

Students can be screened and identified as SLIFE or immigrant at registration. The SSDC coordinator can then classify the student in the SSDC system, which is updated overnight after a MARSS submission has been completed by the district.

A student's name will appear in the SSDC for each district that the student attends in a given school year. For example, if a student is a potential SLIFE and attends schools in five different districts in a school year, that student's name will appear on all five district lists for the entire year.

If a student was classified as SLIFE or immigrant in the SSDC system for 2017-18, he/she will continue to be classified as SLIFE or Immigrant in the 2018-19 SSDC system. A student may no longer appear on the SSDC system for a district if the student no longer qualifies as SLIFE or immigrant according to the filtering that MDE is able to use, which may include previously classified students.

If you have any questions regarding Immigrant Children and Youth, contact [Michael Bowlus](#) (651-582-8254).

If you have any questions regarding SLIFE identification and the SSDC, contact [Michelle Niska](#) (651-582-8323).

More information can be found on the [SLIFE](#) webpage or by referring to the *SSDC Immigrant Children and Youth User Guide* on the Immigrant Children and Youth webpage.

If you have any questions regarding the MARSS end-of-year timelines, contact [Marilynn Loehr](#) (651-582-8456).

## Student ID System Helpful Tips

### Email

Most communications from the student ID support team will be through email.

- The email address in the user's MDE account will be used when responding to a problem report.
- If the email address is wrong: using a different email address than is on your MDE account is a security violation.
- The next time you are in the Student ID System, click on the ID in the upper right corner, click **Update Personal Information**, change the name, email information, phone number, etc., and click **Save Changes**. You will have made the changes. You will have to use the URL or link to get to Student ID again, but it will be worth it!
- The student ID support team will always respond with an email referencing the problem reports received and handled. The only exception is the case of multiple reports for the same situation; these may be documented but not necessarily reported back to you.
- If you have not gotten a response from the student ID support team and there are no announcements on MARSS explaining the delay, check your email inbox and spam folders. You may need to add the IDs used by the team to your list of safe senders.

### Common Error Messages

- "Student appears to be new to the ID System" – This is not really an error. It means there are no probable matches that the computer system can find.
  - Click **Add Student** or upload to MARSS.
- "This ID is already assigned to another Student" – This means that either you are trying to use an ID that already belongs to another student or there are a few fields that are different from what is currently listed on the student ID database for this student.
  - Look carefully at the results at the bottom of the screen. You may need to expand them by clicking the "+" in front of each student and alias.
  - If the ID is used by another student, you will need to assign a new ID for this student, either one from your district or an "8002" by clicking **Generate Student ID**. Either way, make sure your local database is updated with the new ID.
  - If the ID is being used by your student and you feel your information is correct, click **Report Problem** and the support team will add the alias.
- "Student match based on matching rules, but ID is different" – The student has the same last name, first name, gender and date of birth. Most of the time, the student is a match and you should use the ID found. In some cases, the middle name is the tie breaker and you will need to click **Report Problem** so the student can be added.
- "Student may already exist with a different ID based on exact match" – This means that the last name and first name match.

- “Student may already exist with a different ID based on similar sounding names” – The results may be totally different or show another possible spelling for the student’s name.
- “Student may already exist with a different ID based on initials” – The match is even weaker. The gender and date of birth are the only true matches, except for initials on last and first name.
- “State Student ID Invalid, must be a 13-character non-zero integer value >0001000000000” – As it says, there must be 13 numbers. Delete any spaces, if any exist before or after the number.

## Search/Lookup Shortfalls

The Search screen is a good starting point to find an ID or other information for a student. The less information you fill in, the better chance you will find potential matches.

- You will not see the potential matches that MARSS, DIRS (Disciplinary Incident Reporting System), Assessments or any other system saw, when it produced an error: only the Validate screen uses the identical edits. Be sure to fill in the fields exactly as your local database has them or launch from the error report.
- You may receive a “Not Found” message even if the student exists when using the Search/Lookup screen. The spelling, date of birth or gender may be incorrect. Also, when searching with the ID, there are 13 characters: look for transpositions.
- Because the Search screen does not require much information to be filled in, a problem report may not contain enough information to research a problem.
- It is possible to search using just the ID.
- The search requires at least three characters be entered in any name field used. Because some names don’t have three characters in them, use “Equals” for first or last name and “First character equals” for middle initial.

## Why does ELSA keep going to the Search Screen Instead of the Validate Screen?

- If no ID is included for a student in Early Learning Scholarship Administration System (ELSA), clicking the link will bring up the Search screen. This would allow a search of the student ID database to verify if there is an existing ID for the student/child.
- If no ID is found (the student appears new), key either an assigned ID number or a “fake” number and re-edit the student. Click the link and the Validate screen should display. Clear the “fake” ID and click **Generate State Student ID** or use the assigned ID, if available. Click **Validate** and then either **Add Student** or **Report Problem** as required.

## Why is there an ID when the Student has Never Been in Public School?

- An ID may be created shortly after the child/student is born because of early childhood initiatives.
- The child/student may have been pre-school screened by several districts over several years or all in the same year.
- The student may be/have been involved in athletics or bussing in a public school district.
- The student may have been tested. Any student that tests must have an ID.
- **Note:** The first ID wins in most cases. In some situations, an old ID will be merged with the new one leaving the new ID as the primary to reduce assessment or notification issues.

## The Generate Student ID Button is on the Validate Screen.

- The Generate Student ID button will create an ID that is unique and starts with the numbers “8002.”
- The ID that is generated does not get stored until the **Add Student** button is clicked.
- Most public school districts will create their own IDs based on their Student Information System using the four-digit district number as the first four characters.
- There are no edits in any MDE system that require the first four characters of the ID to be a valid district number.
- Any public school district or nonpublic school (with a maintainer role) can use the Generate Student ID button.

## Multiple IDs for the Same Student

The Student ID System was created to ensure that each student would have one valid ID while in Minnesota public schools.

### If there are Multiple IDs for a Student, One of Two Situations Exist

- There are multiple student icons to the left of the names. This is a problem that requires MDE intervention. Submit a **problem report** and someone will merge the IDs and respond with the correct ID to use.
- There is one student icon but multiple IDs are listed. The ID that is listed on the line with the student icon or the “P” icon is the correct ID to use.

## Early Learning Scholarships

As a reminder, all children receiving an Early Learning Scholarship must be assigned a State Student Identification (SSID) number in ELSA by their resident school district prior to any payment being allowed. As scholarships have been awarded all summer, be sure to log into 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.

## 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 to the FNS website. The cost of processing these applications can be attributed to Food Service.

If you have questions, contact [Kelly Wosika](#).

## 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.

## Alternate Application for Educational Benefits

For purposes of MARSS reporting, schools must have documentation showing an individual student's 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 two and three 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. It is described in more detail in the June 2014 [School Business Bulletin](#).

If you have questions, contact [Kelly Wosika](#).

## 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.

## New MARSS 63 State-Approved Alternative Program (SAAP) Student Detail for Year-End Billing

There is a new MARSS WES report titled MARSS 63, SAAP Student Detail for Year-End Billing. This report lists the students who are enrolled at a site in an SAAP with the classification 41-Public Area Learning Center (ALC), 42-Public Alternative Learning Program (ALP) or 45-Targeted Services Program. These students are enrolled in a cooperative that does not have a fiscal host district. This report can be used to bill for general education revenue to the resident districts based on the Average Daily Membership (ADM) the students generated. The report is available under the [MARSS Secure Reports on the MDE webpage](#). Only those cooperatives that have SAAP programs without a fiscal host will have this report.

The report includes only students who have Special Education Evaluation Status of 1, 2, 3, 5, 7 or 8. State Tuition Billing will automatically bill the resident district for students receiving special education services.

The SAAP can pair this report with the ALC General Education spreadsheet posted to the [Data Center > Data Reports and Analytics](#). The spreadsheet is called General Education under the School Finance Spreadsheets section.

### Use the Drop Downs to identify the files of interest

Category	<input type="text" value="General Education"/>	<input type="button" value="List files"/>
Subcategory	<input type="text" value="Area Learning Centers (ALC's)"/>	<input type="button" value="Reset"/>
Year	<input type="text" value="2018"/>	

### Available Files

Category	Subcategory	Year	Document	Data Files	Help Files
General Education	Area Learning Centers (ALC's)	2018	WHATIF 2018 for Alternative Programs	<a href="#">alsrc</a>	

The spreadsheet supports each resident district’s rate of billing per adjusted ADM. The extended-time pupil units all generate the same amount each year; for FY 2018, that is \$5,117.

Resident districts can access their MARSS 31, Resident Served Elsewhere report to view a list of resident students reported as enrolled by another public school in Minnesota. The students on the MARSS 63 would be listed under the Tuition Students category of the MARSS 31 report. The MARSS 31 report would include both general and special education students.

The resident district will generate general education based on the student’s ADM. An SAAP may include a section of this report along with their bill to the selected resident districts for general education billing purposes.

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

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

When are they used to revise aid entitlement calculations?

Many state aid and levy revenues use ADM as a formula component in estimated revenue. To assure the entitlements are being calculated using the most accurate estimates, the business office and MARSS coordinator must work together so that MDE has accurate ADM estimates.

There are two timelines on the MDE website that provide ADM Web Estimates (ADMWE) and MARSS reporting timelines. These timelines identify how, and when, MDE uses the data:

- FY 2017-18 preliminary final and final (September, October and November 2018 aid entitlements).
- Estimated state aid entitlements for FY 2018-19.
- Projected aid entitlements in forecasting FY 2019-20 and FY 2020-21.

The two timelines are:

- [Timelines for Student Data for Calendar Year 2018](#) – document name is *Timelines for ADM Estimates and Selected Aid Entitlements for Calendar Year 2018*.
- [MARSS End of Year Timelines](#) – document name is *MARSS Timelines for End of Year FY 2018*.

If you have any questions regarding the ADM Web Estimates (ADMWE) reporting and timelines, contact [Jeanne Krile](#) (651-582-8637).

## 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](#).

If you have questions on accounting for the cost of certifying the *Alternate Applications for Educational Benefits*, email the [Accounting Helpdesk](#) (mde.helpdeskufars@state.mn.us).

## Early Childhood Screening

The *Screening Registration* form has been updated as of July 1, 2018 (FY 2019) to reflect the new MARSS state race/ethnicity definition and a new Status End code 66 “rescreen planned.” If your district has not made the

changes to the MARSS system, please contact your technology department. The district technology department will need to contact your software vendor to find out when they will release the changes for FY 2019.

## 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 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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