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<p>Minnesota Automated Reporting Student System (MARSS) Reporting Timelines for End-of-Year Fiscal Year (FY) 2017-18* and Fall FY 2018-19**</p>	<p>Monthly To Do List</p>
<p>Not applicable</p>	<p>October</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify compensatory student counts. <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. <input type="checkbox"/> Review District/School ADM Report (average daily membership) for End-of-Year (EOY) FY 2018. <input type="checkbox"/> Review MARSS 61 Unknown for Graduation Cohorts, share with counselors and correct any errors. <input type="checkbox"/> Verify that 2018 summer leavers and graduates have been reported on fall FY 2019 MARSS files.

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

<p align="center">Minnesota Automated Reporting Student System (MARSS) Reporting Timelines for End-of-Year Fiscal Year (FY) 2017-18* and Fall FY 2018-19**</p>	<p align="center">Monthly To Do List</p>
<p>*Monday, October 22, 2018 – due at Regional Management Information Center (RMIC)</p> <p>*Thursday, November 15, 2018 – due at Minnesota Department of Education (MDE)</p> <p>Electronic appeal file process. Records that cause cross-district errors will prevent the entire file from submission.</p> <p>**Thursday, November 1, 2018 – due at RMIC</p> <p>**Wednesday, November 7, 2018 – due at MDE</p>	<p>November</p> <ul style="list-style-type: none"> <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. <input type="checkbox"/> Send list of concurrent Postsecondary Enrollment Options (PSEO) participants to the partnering postsecondary institutions. <input type="checkbox"/> Verify summer leavers and graduates. <input type="checkbox"/> Verify compensatory student counts. <input type="checkbox"/> Review MARSS 61, share with counselors and correct any errors.
<p>*Tuesday, November 20, 2018 through *Monday, December 3, 2018</p> <p>Appeals for EOY FY 2018 MARSS data</p> <p>Refer to Appeal of MARSS Data Reported by Another District/Charter School</p>	<p>December</p> <ul style="list-style-type: none"> <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. <input type="checkbox"/> Verify summer leavers and graduates. <input type="checkbox"/> Verify compensatory student counts. <input type="checkbox"/> Review MARSS 61, share with counselors and correct any errors.
<p>*Monday, December 17, 2018</p> <p>Refer to Appeal of MARSS Data Reported by Another District/Charter School (MARSS Manual, Appendix P).</p> <p>**Thursday, December 13, 2018 – due at RMIC</p> <p>**Wednesday, December 19, 2018 – due at MDE</p>	<p>January</p> <ul style="list-style-type: none"> <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.

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

<p align="center">Minnesota Automated Reporting Student System (MARSS) Reporting Timelines for End-of-Year Fiscal Year (FY) 2017-18* and Fall FY 2018-19**</p>	<p align="center">Monthly To Do List</p>
<p>**Thursday, December 27, 2018 – due at RMIC **Thursday, January 3, 2019 – due at MDE</p>	<p>Final FY 2018 District/School ADM Reports are posted to the Minnesota Funding Reports (MFR) webpage.</p>
<p>If you have questions, contact MARSS (marss@state.mn.us).</p>	<p>Not applicable</p>

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

Child Count Report

Districts and charter schools that submitted MARSS Fall FY 2019 files by September 26, 2018, and/or on whose behalf another district reported eligible students, will find the MARSS 33 Child Count report posted to their MARSS Web Edit System (WES) statewide reports webpage. This report is a list of eligible students sorted by district of residence and student name. Please share this report with your special education director. Documentation of terms used in this report is posted to the Child Count webpage. From the [MDE homepage](#) (education.mn.gov) > Districts, Schools and Educators > Business and Finance > School Finance > Special Education > Child Count; the document is called *Special Education Instructions on Reporting Child Count*.

The students included on MARSS 33 will differ from those included on the MARSS 23 Special Education Report that is posted to your local MARSS WES reports. Your local report includes students who are enrolled in your district; they may or may not be your residents. The statewide MARSS 33 Child Count Report includes eligible resident students enrolled in other districts.

Eligible students are defined as:

- Enrolled on December 1;
- Special Education Evaluation Status is 4 or 6; and
- Primary Disability and Instructional Setting are greater than 00.

Eligible students generate federal special education money for the resident district except for students enrolled in:

- Charter schools who generate child count for the charter school,
- Minnesota Department of Corrections who generate child count for the correctional facilities, and
- Academies for the Deaf and Blind who generate child count for the academies.

Do not forget to report the following:

- Infants and toddlers with an Individual Family Service Plan (IFSP) who receive their special education services at home;
- Shared-time students who have an Individualized Education Program (IEP) and are enrolled for only a small portion of the school week; and
- Students with IEP/IFSP who receive their special education services on a part-time basis at a cooperative. (Students enrolled full-time at a cooperative should be reported by the cooperative only.)

If you have questions, contact [Michelle Jones](mailto:michelle.jones@state.mn.us) (michelle.jones@state.mn.us).

MARSS 57 Special Education Teaching Models Report

The MARSS 57 Teaching Models Report for the 2018-19 school year is due to MDE by March 31, 2019. This information is used in the EOY MARSS edit to verify which students with IEPs require Special Education Service Hours for tuition billing calculations.

The MARSS coordinator will need to retrieve the report from MARSS WES under **Fall FY 2019 Statewide Reports** and provide a copy to the special education director. The director needs to make any changes to the indicated teaching models, sign the form and return it to the address on the form by March 31, 2019.

Once all reports have been submitted and the database has been updated, the final reports will be posted to **EOY FY 2019 Statewide Reports** in MARSS WES.

If you have questions on how to access the report or if you are uncertain if a report has been submitted for your district or charter school, contact [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us). Please include your district/charter school number in your query.

Membership in MARSS Fall Files

These are the options to report membership in the fall files:

Membership on the Fall Submission. In the fall submission, a full enrollment record, including Membership Days, should be reported for students who have withdrawn or whose enrollment record was closed out by the date of the file creation. However, for students who have not withdrawn and whose enrollment record did not have to be closed out by the fall submission date, report one of the following:

- Membership Days through the remainder of the school year.
- Membership Days up through a default Status End Date; Status End code must be reported.
- 0000.

If a Status End Date is reported for the enrollment record, the software needs to report Membership Days and Status End code.

If membership is reported as zero in the fall files, when districts run the local MARSS WES – MARSS 15 District ADM Report, there will be no ADM calculated. Without membership data, ADM cannot be calculated. The membership days and ADM are also used to update tuition billing from the final fall MARSS files. When only one membership day is reported, the ADM is extremely low and the tuition billing per day is inflated.

Counting All Students and Ed-Fi

Legislation passed during the 2016 session and updated in the 2017 session requires MDE to analyze and report assessment results disaggregated into several subcategories of students, including more detailed ancestry groups. Several stakeholder meetings were conducted to assist MDE in implementing the legislation. MDE used the information to develop a data collection form for schools and districts to request the information from their families. Student software vendors that support MARSS reporting in Minnesota have also been working with MDE to implement this collection.

The implementation of the automated data collection, Ed-Fi, will be phased in over four years. Five pilot districts and charter schools are collecting and reporting the expanded ancestry data for the 2018-19 school year using Ed-Fi. Starting with the 2019-20 school year, all districts and charter schools, including cooperative districts, are invited to start participating in Ed-Fi. All districts and charter schools will be required to participate in Ed-Fi no later than the 2021-22 school year. The 2022-23 school year is scheduled to be the last year of the current student reporting system, MARSS WES.

Ed-Fi is the means by which the new ancestry data as well as data currently collected via MARSS WES and the Student Support Data Collection systems will be collected. This was discussed briefly in the August 20, 2018, MARSS memo in an article called *Ed-Fi is coming to Minnesota!*

Ed-Fi is a reporting system that will allow for a district's data to be transferred to the Department of Education without the need for producing a data file and submitting through an edit system. In essence, this eventually will become a "real time" reporting system that will give the department better data when reporting to the public and legislators.

What do you need to do to transition to Ed-Fi?

1. Email [Counting all students](#) that you would like to start Ed-Fi. In your email include your district or charter school name, district number, contact person's name, contact person's email and phone number, your student software vendor and whether you use paper or electronic registration forms.
2. The district or charter school needs to begin collecting the more-detailed ancestry data from their families starting with their first year of Ed-Fi. They can use the form that MDE has provided or collect the same data through their online system. The data collection form for the 2019-20 school year is posted to the [Counting All Students website](#).
3. Every district and charter school will need to report via both Ed-Fi and MARSS WES for at least their first year of Ed-Fi. If the data submitted in the two systems result in the same student counts, the district or charter school will be certified to report only via Ed-Fi for future years.

We will notify your vendor of your intent to start Ed-Fi so that they can work with your technology staff. MDE will also notify you of relevant training sessions related to that year's onboarding.

More information, please!

1. Review the material posted to either of the Counting All Students websites. One is focused on [information for families](#), including a letter and FAQ, and the other, link provided above, is focused on information that schools need.
2. Review your vendor's website to learn what they have been doing to facilitate the transition.
3. Attend business conferences sponsored by your vendor to learn more and ask questions.
4. Watch for an invitation to participate in webinar and conference calls from MDE that will include discussions about Ed-Fi.

Questions can be emailed to [Counting All Students](#).

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 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 determine and 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.

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](#) (kelly.wosika@state.mn.us).

Early Childhood Screening

Districts had until the final MARSS submission due October 17, 2018, to submit all MARSS Pre-Screening (PS) records for the 2017-18 school year. Please check in with the district early childhood screening coordinator to assure all completed screenings have been reported.

If you have questions, contact [Margaret Chresand](#) (margaret.chresand@state.mn.us).

Upcoming Changes to Legacy Race/Ethnic Data

The legacy, 1 of 5 race/ethnic data item has been reduced to whether or not a student meets the state's definition of a North American Indian. Here's the definition from the MARSS Manual:

Data Element Values:

0 – Not North American Indian, e.g., student is Central or South American Indian, White, Asian, etc.

1 – American Indian or Alaskan Native: Persons having origins in any of the original people of North America and maintain cultural identification through tribal affiliation or community recognition.

These data are used exclusively for American Indian education programs. The current federal definition of American Indian includes persons from Central and South America who are not eligible for American Indian education aid. You may need to continue with all five categories in your database for the fall FY 2019 reporting so that you don't lose the detail you need to finish up FY 2018 MARSS reporting. MDE has procedures in place to accept the data that is provided in the fall and store it in the format that we need.

The [2019-20 Ethnic and Racial Demographic Designation Form](#) accommodates this distinction in Questions 1 and 2 on the form. During the time period that districts transition to Ed-Fi, they will start using this form to collect the more-detailed race/ethnic data. It provides the level of detail required for MARSS reporting and Ed-Fi. Once the district has successfully transitioned to Ed-Fi, the data will be reported only per the new form's categories which MDE can aggregate to the state and federal categories: North American Indian for American Indian education needs and the federal for federal reporting.

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

FY 2020 Compensatory Revenue

Preliminary FY 2020 compensatory revenue aid entitlement reports have been posted to the [Minnesota Funding Reports website](#). Or, from the [department homepage](#) select Data Center > Data Reports and Analytics > School Finance Reports: Minnesota Funding Reports (MFR).

Please use these reports to assist your MARSS coordinator and food service staff in verifying the completeness and accuracy of these data. Compensatory revenue is based on the prior year's October 1 enrollments and counts of students eligible for the free or reduced-price meal program. From the final Fall FY 2019 MARSS data, MDE will generate the October 1, 2018, counts that will be used to calculate FY 2020 compensatory revenue. For first year charter schools, these counts will be used for both FY 2019 and FY 2020 compensatory revenue. Therefore, it is critical that schools edit these data thoroughly during the fall MARSS reporting cycle and make any necessary corrections before the reporting timelines have expired. These counts are not updated using year-end MARSS data.

Other Reports for Editing the Data

Other reports have been designed and made available to schools to assist them in editing and verifying data locally via MARSS WES. These reports are available from the district's/charter school's MARSS coordinator.

Local MARSS WES Report

MARSS12 Compensatory Revenue Student Count report shows the number of students enrolled by grade on October 1 and how many have been reported as eligible for the free or reduced-price meal program. Records in error are excluded. This report is refreshed every time a new fall MARSS file is edited locally.

Statewide MARSS WES Report

MARSS28 Economic Indicator Comparison report shows the number of students reported as enrolled on October 1 of the current school year, and the number enrolled on October 1 of the prior school year. It also compares the number of students reported as eligible for the free or reduced-price meal program for the two years. The first version of this report is posted in October after the statewide fall edit is completed. The report will be refreshed after each statewide fall edit with the final report posted in January of 2019.

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).

First Day of School – No Shows

Students, who do not attend on the first day of school, even though they registered with the school, should not automatically be enrolled on the first day of school. A student's first day of attendance is considered the student's enrollment date.

The school may enroll a student on the first day of the school year if the parent/legal guardian notified the school that the student was absent on the first day of school. The student must show up within 15 school days or the enrollment record must be purged/deleted and not included on the fall MARSS file.

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 9th 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.

When the graduation requirements are met during the summer and the student was participating in a traditional summer school, 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, State Aid Category (SAC) 98 and Status End 08*.

When a student completes graduation requirements while enrolled in the summer term of a state-approved alternative program, e.g., area learning center (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. The diploma may be awarded by other than the ALC or ALP district or school, but 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.

When a student is awarded a diploma after September 15, report the graduate record on the EOY MARSS file only.

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, we pick 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 us if they:

1. Dropped out, or
2. Continue to pursue a high school diploma by transferring to a nonpublic school or to a school in another state or country, or
3. Immigrated to another country, or
4. Passed away.

This is part of the normal "during-the-year" MARSS reporting. Students reported as meeting any one of Criteria 2 through 4 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.

Per U.S. Department of Education, guidance is provided in the [Every Student Succeeds Act \(ESSA\) 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, immigrants 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 *Every Student Succeeds Act (ESSA) 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 2019 MARSS files per *MARSS Reporting Procedure 12*. These records will impact the five- and six-year graduation rates computed the next year.

If you have questions, contact: [MARSS](#).

Student Support Data Collection (SSDC) System

MARSS coordinators may find the following information helpful when reporting Students with Limited or Interrupted Formal Education (SLIFE), immigrant children and youth, Recently Arrived English Learners (RAEL), Active Duty Parent (ADP), and student travel incident reporting in the SSDC system for the 2018-19 school year:

- Every district needs to have an assigned SSDC coordinator to complete the reporting. The 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 students in each category. The actual classification or reclassification of students 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, RAEL, ADP and immigrant during the registration process. 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 identified by the district as SLIFE, RAEL, ADP, or immigrant in the SSDC system for 2017-18, he/she will continue to be classified 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, immigrant or RAEL according to the filtering that MDE is able to use, which may include previously classified students.

For questions regarding MARSS, contact [Marilynn Loehr](mailto:marilynn.loehr@state.mn.us) (marilynn.loehr@state.mn.us).

For questions regarding Immigrant Children and Youth, contact [Michael Bowlus](mailto:michael.bowlus@state.mn.us) (michael.bowlus@state.mn.us).

For questions regarding SLIFE or RAEL identification or for general questions about the SSDC, contact [Michelle Niska](mailto:michelle.niska@state.mn.us) (michelle.niska@state.mn.us).

For questions regarding ADP, contact [Michael Diedrich](mailto:michael.diedrich@state.mn.us) (michael.diedrich@state.mn.us).

For questions regarding Student Travel Incident Reporting, contact [Ursula Lentz](mailto:ursula.lentz@state.mn.us) (ursula.lentz@state.mn.us).

Warning Message #364 Direct Certification (DC)

The Direct Certification (DC) process is used by MDE to notify school districts of students who can be reported as eligible for free school meals based on Minnesota Department of Human Services (DHS) data without any application from the family for school meal benefits. The DHS data identifies children who are automatically eligible for free school meals because they have already been approved for participation in the Supplemental Nutrition Assistance Program (Food Stamps) or the Minnesota Family Investment Program (MFIP). This direct certification process has been available to all districts and charter schools that participate in School Nutrition Programs (SNP), primarily school lunch, administered by MDE Food and Nutrition Services. The edit is described below and is included on all school districts' and charter schools' local error reports to improve accuracy of reporting students on MARSS as free meal eligible, regardless of whether the district or charter school participates in SNP.

The DC matching process is expanded to run an additional match with DHS foster care program data and MARSS student data. This is in addition to the usual direct certification matching run for the MFIP file from DHS and the most recent MARSS files. Students in the DHS foster program are eligible to receive free meals in schools. The MARSS 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.

The edit flags students who have been identified in the direct certification match but who have not been reported as eligible for the free meal program on their MARSS record. The warning message is: 364 *W* May be free eligible via direct certification.

For any student marked with this warning, the school needs to verify that the student enrolled in the school and the student identified on the direct certification match is the same student. To assist district staff in this verification, the parent/guardian and home address is provided on the local MARSS 08 Error Report. The home address is from DHS and is the most recent address known to DHS; however, it may be from as early as just prior to June 2018, so it may not be where the student is currently living.

If the student has been verified as the same student enrolled in the school, the student can be reported as free meal eligible on MARSS, that is, Economic Indicator of 2. If they are different students, the district must have an eligible *Application for Educational Benefits* or *Alternate Application for Educational Benefits* on file to report the student as eligible for the free or reduced-price meal program. The Economic Indicator data for students enrolled on October 1 are used to calculate a district's or charter school's compensatory revenue for the

following school year. There may be students who are identified on MARSS warning #364 who are not on the district's/charter school's direct certification list. The MARSS error report may be more current than the Cyber-Linked Interactive Child Nutrition System (CLiCS) direct certification list because the MARSS WES edit looks for a new DHS file nightly. Direct certification reports are run less frequently. Also, the MARSS WES edit looks for students wherever they were reported as enrolled on the fall MARSS files while the direct certification list looks for the student only where they were most recently enrolled. The lists serve two, slightly different purposes.

Keep a copy of documentation for each student reported with an Economic Indicator of 1 or 2 (free or reduced-price meal eligible). This includes the local MARSS error report on which the student was identified, the *Direct Certification Report* and all *Applications for Educational Benefits*. These are required in case of an audit.

Please note that these data are classified as private and need to be treated with the same level of confidentiality as the *Direct Certification Report* and the *Applications for Educational Benefits*. Steps need to be taken locally to assure compliance with data privacy laws.

Statutes allows districts and charter schools to update each student's free/reduced-price meal eligibility up through December 15 each year. The direct certification match is updated periodically with new files from DHS resulting in a cumulative file of matches since the beginning of the fiscal year. The MARSS edit will be refreshed nightly by looking at the most recent match file until December 15, 2018. After December 15, the direct certification edit will stop looking for new direct certification match files. Rather, it will use the December 15 match file through the last fall MARSS submission.

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

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 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 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, click **Contact View** to see a list of all contacts for that district/school. If there is no name listed under **District MARSS Coordinator**, the school has not yet authorized a MARSS coordinator.
- Click **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.

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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)