

Appendix N

Reporting Policy for MARSS Data Collection System

This policy establishes guidelines and standardizes computer data reporting procedures for Minnesota Automated Reporting Student System (MARSS) data.

Districts that elect to report directly should understand that the editing and other data maintenance services offered by the Regional Management Information Centers (RMICs) are not directly available at the department. Districts which choose not to be affiliated with an RMIC should be prepared to maintain their data files independently. They will need to combine the appropriate files, if separated; perform standardized edits; print local summary and local error reports, statewide error and summary reports; and correct errors, without the assistance of regional staff.

The department will continue to design and provide the systems needed to perform standardized edits and provide general summary reports. These programs, reports, file layouts, submission timelines and reporting documentation will be provided to RMICs, software vendors and districts.

1. Districts that choose to report directly must notify the department in writing.
 - Written notification must be made to both the Minnesota Department of Education (School Finance) and the district's current RMIC director.
 - Notification must include the district name, district number, district type, phone number, fax number, MARSS contact name and email address. The MARSS coordinator (either working independently or with their software support technician) should be able to resolve any problems regarding the file names, layouts or media.
 - This notification must be made prior to the first submission cycle for the respective data collection system.
 - Districts may rescind their request if an RMIC is willing to report data for the district in the next reporting cycle.
2. All MARSS data must be submitted via the MARSS Web Edit System (WES).

Data from MARSS must be submitted using standardized file formats defined by the department. These formats are included in the MARSS manual and may be periodically updated.
3. Data must pass the department's edit process and be error free prior to submission.
 - RMICs and districts are responsible for processing the data using the current MARSS WES provided by the department.
 - RMICs are responsible for providing their affiliated members with the appropriate printed error and summary reports as provided by the department.
 - Districts that report directly are responsible for producing their own error and summary reports as defined by the department.

- RMICs and districts are responsible for using MARSS WES. MARSS WES will be provided by the department and the URL link posted to the department's website.
 - Records that contain MARSS local errors will not be loaded at the department. Data without errors and data identified by warning messages will be loaded. Files with excessive errors, e.g., more than 5 percent, will not be accepted.
 - The department will post statewide error, summary and informational reports to MARSS WES and Secure Reports website for regions and districts to view, print and/or download according to the data system's submission reporting timeline.
4. Data submitted must meet the department's published reporting timelines.
- Data submitted in the fall is subject to the Fall Reporting Timelines as posted to the MARSS webpage.
 - Data submitted at the end-of-year (EOY) is subject to the EOY Reporting Timelines as posted to the MARSS webpage.
 - The term "reporting" means the department can successfully load and edit the data without errors in file names, formats or incompatible data elements. Data that cannot be loaded or edited due to errors in file names, formats or incompatible data elements will be refused. The district remains responsible for reporting the data, which includes meeting the published timelines with correctly formatted files containing the appropriate data elements.
5. The department reserves the right to require technical support for districts.
- The department will require districts that have elected to report directly to find alternative methods to report MARSS data if the department finds the file formats and/or data elements to be consistently in error, when reporting directly.
 - Timeliness is essential in reporting data to the state. The department will require districts that have elected to report directly to find alternative methods to report MARSS data, if the department finds a district is consistently late or does not submit data by the published deadlines.

For more information on direct reporting, contact [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us).