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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>*Thursday, November 15, 2018 – was due at Minnesota Department of Education (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, 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, share with counselors and correct any errors.</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, 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>Final FY 2018 District/School ADM Reports are posted to the Minnesota Funding Reports (MFR) webpage.</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>

**\*EOY FY 2017-18**

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

## FY 2018 End-of-Year MARSS Web Edit System (WES) Manual Appeal Files

The Manual Appeal Process applies in only very limited circumstances and only for errors made by those other than the district/charter submitting the appeal. Therefore, it is crucial that every district and charter school carefully review the data it has submitted for EOY FY 2018 and make any necessary corrections/additions via the electronic appeal window, which closes on Thursday, November 15, 2018.

To submit a manual appeal, access the [Appeal of End-of-Year FY 2018 MARSS Data](#) posted to the MARSS Reporting Instructions page.

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

## Notices of Residents Enrolled Elsewhere

Minnesota Statutes, section 127A.47, subdivision 5, requires school districts and charter schools to share lists of nonresident students served with the resident districts.

*A district educating a pupil who is a resident of another district must notify the district of residence within 60 days of the date the pupil is determined by the district to be a nonresident, but not later than August 1 following the end of the school year in which the pupil is educated.*

The local MARSS 03 Non-Resident Report was designed to help districts exchange uniform information.

In many cases with the posting of MARSS WES statewide reports, MDE facilitates this process by posting MARSS 31 Residents Served Elsewhere reports after each fall MARSS reporting deadline and after most of the year-end MARSS reporting deadlines. MARSS 31 is a list of resident students reported by another district or charter school and provides basic enrollment information to the resident district. Therefore, when a district or charter school submits MARSS enrollment data files with the first statewide reporting deadline, the MARSS 31 that is posted will be within two months of enrollment for most students who started the school year at the nonresident district or charter school. Students who enroll in the nonresident district or charter school during the last two months of the school year will be included on a MARSS 31 starting in May. For these students, a separate notice to the resident would not be necessary.

For a school that starts prior to Labor Day or does not submit files for the initial fall statewide deadline, the span between the student's enrollment and the posting of the MARSS statewide reports may be unacceptable. Also, for students who enroll after the final fall MARSS submissions, no MARSS 31 will be posted until May. To meet the intent of the statute, districts and charter schools that enroll nonresident students who are not posted to a MARSS 31 within a reasonable time frame of the student's enrollment, because of MARSS reporting timelines, must continue to provide a copy of the MARSS 03 Nonresident Report to the resident district.

## Exemptions

This procedure does not replace the student acknowledgement for tuition billing that a nonresident district or charter school must provide the resident district for students with an individualized education program (IEP). A

signed acknowledgement is required to confirm agreements for the education of students with disabilities receiving instruction. The [Special Education Student Acknowledgement](#) that schools may use is necessary for the resident district to verify that the student is a resident of their district.

Note: Beginning in FY 2018, if a resident district notifies the department after August 1 with documentation that they have contacted the serving district and have been unable to get a Special Education Student Acknowledgement, the department will permanently block the student from tuition billing. (Blocking the student will result in the unreimbursed cost of providing special education services to not be billed to the resident district through Special Education Tuition Billing.)

A serving district is still required to notify the resident district within 15 days of enrolling a student placed for treatment.

Minnesota Statutes, section 127A.47, subdivision 6. State agency and court placements.

*If a state agency or a court of the state desires to place a child in a district that is not the child's district of residence or to place a pupil who is a parent under section [120A.22, subdivision 3](#), in a school district which is not the school district in which the pupil's biological or adoptive parent or designated guardian resides, that agency or court must, before placement, allow the district of residence an opportunity to participate in the placement decision and notify the district of residence, the district of attendance and the commissioner of the placement decision. When a state agency or court determines that an immediate emergency placement is necessary and that time does not permit district participation in the placement decision or notice to the districts and the commissioner of the placement decision before the placement, the agency or court may make the decision and placement without that participation or prior notice. The agency or court must notify the district of residence, the district of attendance and the commissioner of an emergency placement within 15 days of the placement.*

A [Notification of Change in Student Enrollment](#) form is still needed to assure that the MARSS State Reporting Number follows the student and to notify the prior enrolling district of the date the student enrolled in the new district or charter school.

The [Statewide Enrollment Options Form](#), which is completed by the student's parent/guardian when there is a parent-initiated request to attend a nonresident district, is also still needed. The nonresident district must notify the resident district by March 15 (or 30 days after initial receipt if the form is filed after January 15) of the student's intent to enroll under [Minnesota Statutes, section 124D.03](#).

This change in procedure also does not replace the Parent Initiated Agreements Between School Boards, Minnesota Statutes, section 124D.08, subdivisions 1 and 2.

124D.08 School Boards' Approval to Enroll in Nonresident District.

Subdivision 1. Enrollment exception.

*A pupil may enroll in a district of which the pupil is not a resident under this section.*

Subdivision 2. Board approval.

*The pupil's parent or guardian must receive the approval of the board of the nonresident district and the board of the resident district. The nonresident board shall notify the resident board of the approval.*

A district or charter school should always stand ready to provide a MARSS 03 Nonresident Report to the resident district upon request.

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

If you have questions on Special Education Tuition Acknowledgments, contact [Special Education Funding](mailto:mde.spedfunding@state.mn.us) (mde.spedfunding@state.mn.us).

## Child Count Report

Districts and charter schools that submitted MARSS fall FY 2019 files by November 7, 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](http://education.mn.gov) (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 that generate child count for the charter school;
- Minnesota Department of Corrections that generates child count for the correctional facilities; and
- Academies for the Deaf and Blind that generates child count for the academies.

### Do not forget to report the following:

- Infants and toddlers with an individualized family service plan (IFSP) who receive their special education services at home;
- Shared-time students who have an 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.

## 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.

## New Home Language

436 – Apache, Arizona, Western United States

437 – Rohingya, Country of origin Burma/Myanmar

## Enrollment in Online Learning (OLL) Program and Traditional School

When a student enrolls in a comprehensive OLL program, no other district has access to revenue for the student – just like a student who open enrolls to a neighboring district. If a student enrolled in a comprehensive OLL program wants to take one or two classes at the resident district, there is no state funding available to the resident district. The resident district is not obligated to provide additional instruction to a student enrolled elsewhere. However, the resident district can request a tuition agreement with the OLL program. The OLL program is not obligated to honor the tuition request, but it can if it chooses. Only the OLL program reports the

student on MARSS and includes all of the instructional time it either provides or pays for, not to exceed 100 percent enrolled.

If the OLL program denies the tuition request, the resident district can deny the student the class, charge the family tuition or provide the instruction free of charge. In any case, the resident district does not report the student on MARSS because the student is already enrolled elsewhere.

However, a student who is enrolled in a traditional school has access to supplemental OLL courses from a Minnesota state-approved OLL program. Use the *Online Learning (OLL) Supplemental Notice of Student Registration* form to document how the student's courses will be paid for. Find a copy of the form on the [Online Learning page](#).

When MDE pays for the student's supplemental OLL courses, the traditional school reports the student on MARSS for the time the student is required to attend at the school site. The OLL program reports the course completions to MDE independent of MARSS.

If the enrolling school pays for the supplemental OLL courses, the traditional school reports the student on MARSS for the time the student is required to attend at the school site, plus the equivalent number of hours each supplemental OLL course would have generated in a seat-based setting at the high school, not to exceed 100 percent.

In either case, the OLL program does not report the student on MARSS.

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

MARSS 12 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

MARSS 28 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 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.

## 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).

## Consistent Attendance

Consistent attendance is an indicator in the new accountability system under Every Student Succeeds Act (ESSA). For MDE, students are considered to be consistently attending if they attend school more than 90 percent of the time during which they are enrolled. This computation uses the students' attendance and membership as reported on MARSS.

In MARSS a student is considered absent if they are not in attendance at the school site and they are not on a school-supervised field trip. Students on out-of-school suspensions are considered absent. Students on homebound are reported as absent; however, for purposes of the consistent attendance accountability calculation, we consider them to be 100 percent attending. Students enrolled in an independent study program are also considered to have 100 percent attendance.

Each district and school can determine how frequently attendance is taken and reported. Generally, attendance is taken at the beginning of the school day. Many schools take attendance again after lunch. Secondary schools take attendance by period to comply with the truancy requirements. Schools need to determine at what point a tardy becomes an absence, e.g., 10 minutes passed the bell.

Each district's/school's student information system (SIS) has a list of codes indicating the reason for a student's absence. If you believe that your district's or school's consistent attendance calculation is too low, verify that your software is reporting only those times when students are not at school and not under the supervision of school staff as absences. For example, students on a field trip with a teacher can be reported as in attendance.

The consistent attendance calculation uses the MARSS enrollment records for all students in grades 1-12 enrolled in the school. It includes only public school students, so excludes shared-time students. Summer leaver records are excluded because these records indicate graduates, dropouts or transfers outside the Minnesota

public school system rather than enrollment. The calculation also includes only students whose total average daily membership (ADM) in the school is at least 0.50.

The first calculation is to sum each student's ADM for all records in the school. If it is at least 0.50, then the student's total average daily attendance (ADA) is summed. Next, the student's total ADA is divided by the student's total ADM. If the result is more than 90 percent, the student is considered to be consistently attending.

For the school level calculations, the number of students considered to be consistently attending is divided by the number of students whose total ADM in the school is at least 0.50.

More information can be found in the [Accountability Indicators](#) section of the School and District Accountability page.

## Data Special Interest Group (SIG)

MDE has re-started the monthly webinar series called the Data SIG. The first Data SIG was held on October 25. The next one is scheduled for November 15 starting at 3 p.m.

These webinars will first focus on MDE's transition from collecting student data via MARSS WES and the Student Support Data Collections to a new technology called Ed-Fi. Ed-Fi was described in the August 20, 2018, MARSS memo.

There are two Counting All Students websites with more detailed information.

1. [Students and Families > Programs and Initiatives > Counting All Students](#) focuses on information for families.
2. [Districts, School and Educators > Business and Finance > Counting All Students](#) focuses on information for school districts and student information system (SIS) vendors.

To register for the Data SIG webinars, navigate to [mde.webex.com](http://mde.webex.com), select the "Upcoming" tab and look for the events called **Data Special Interest Group (SIG)**. Join us to learn more about Ed-Fi and to see if your district would like to start using this technology starting with the 2019-20 school year.

Contact: [mde.cas@state.mn.us](mailto:mde.cas@state.mn.us).

## October 1 Assignment for Compensatory Revenue

The October 1 enrollment count is the official enrollment count generated by the fall MARSS files. These counts are used in federal reports as well as compensatory revenue. By definition, the October 1 enrollment is an unduplicated head count of students enrolled in a public school on October 1. If October 1 falls on a weekend or holiday, the next business day is used as the official count date.

According to Minnesota Statutes, section 125C.05, a student is counted only once during a school year for compensatory revenue, based on the student's enrollment as of October 1. Date overlap errors on the fall

MARSS files do not cause both records to be excluded from the October 1 enrollment counts. The Minnesota Department of Education (MDE) programming will determine the site at which the student is counted. This is based on a statewide hierarchy decision process. During the fall statewide MARSS edit, each enrollment record is flagged as either “Yes” or “No” for October 1 enrollment.

This decision process may explain why student counts on the local MARSS 12 Compensatory Student Count report would differ from the statewide MARSS 28 Economic Indicator report.

The October 1 assignment is as follows:

- For dual-enrolled students (i.e., Percent Enrolled is 999 at a state-approved alternative program (SAAP) that is classified as 41, area learning center (ALC) or 42, alternative learning program (ALP) and the student is enrolled in a non-SAAP school), the October 1 flag is assigned to the non-SAAP school.
- For concurrent enrolled students (i.e., Percent Enrolled is 998 at a SAAP school classification 41, ALC or 42, ALP and the student is enrolled in a non-SAAP school), the October 1 flag is assigned to the SAAP.
- For non-SAAP overlapping enrollment records where both records span October 1:
  - If both records are Percent Enrolled 100 (whether inter-district or intra-district), the October 1 flag is assigned to the record with the later Start Date.
  - If both records have the same Start Date, the October 1 flag is assigned to the record with the lowest school classification.
  - If both records have the same Start Date and the same school classification, the October 1 flag is assigned to the record with the lowest school number.
- If both records are Percent Enrolled 999 (whether inter-district or intra-district, the October 1 flag is assigned to the record with the later State Date.
  - If both records have the same Start Date, the October 1 flag is assigned to the record with the lowest school classification.
  - If both records have the same Start Date and school classification, the October 1 flag is assigned to the record with the lowest school number.
- When one record is Percent Enrolled 999 and one is at least 50 percent, the October 1 flag is assigned to the record with the Percent Enrolled of 50 percent or more.
- When one record is Percent Enrolled 999 and one is less than 50 percent, the October 1 flag is assigned to the record with 999 Percent Enrolled. If there are three or more overlapping records, and one is 999, and the others are less than 50 percent, the October 1 flag is assigned to the 999 percent record.
- If there are three or more overlapping records and all records have Percent Enrolled of less than 999, the October 1 flag is assigned to the record with the greatest Percent Enrolled.
- For records with the same Percent Enrolled, the October 1 flag is assigned to the record with the later State Date.
- For records with the same Percent Enrolled and same Start Date, the October 1 flag is assigned to the school with lowest school classification.
- For records with the same Percent Enrolled, same Start Date, and same school classification, the October 1 flag is assigned to the school with lowest school number.

More information about the Economic Indicator is available in the [MARSS Manual](#).

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

## Verifying Compensatory Revenue Student 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.

Several reports have been designed and made available to schools to assist them in editing and verifying data, locally via MARSS WES and posted to the MDE public website. MARSS coordinators should share these reports with others in the district or charter school who can assist in editing the counts.

### Local MARSS WES Reports

MARSS 12 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 Reports

MARSS 28 Economic Indicator Comparison report shows the number of students reported as enrolled on October 1 of the current year and the number enrolled on October 1 of the prior school year. The report 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.

### Compensatory Revenue Report

Finally, there is the FY 2020 Compensatory Revenue Aid Entitlement Report posted to the [Minnesota Funding Reports \(MFR\) website](#). This allows districts and charter schools to review their October 1 data. Preliminary FY 2020 Compensatory Revenue Reports will be posted after each of the fall statewide edits and include the October 1, 2018, enrollments and counts of students reported as eligible for the free or reduced-price meals. These reports are posted prior to the final fall MARSS files, with the intention that the school's business officials can assist in editing the data prior to the data being finalized; the data are available to more than just a district's MARSS coordinator.

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

## MARSS Reporting of Students Experiencing Homelessness and Economic Indicator

### Homelessness

Each district or charter school should have a designated homeless liaison. The district's or charter school's homeless liaison is identified in [MDE-ORG](#) as a contact.

The homeless liaison is important to the MARSS coordinator because he/she provides the necessary documentation for students experiencing homelessness. These students are categorically eligible to report as free meal – Economic Indicator 2 – and are eligible for Title I services. The students should be flagged as Homeless in the MARSS file. Without the written, signed and dated documentation, a student cannot be flagged as homeless in MARSS.

A district's/charter school's homeless liaison must provide certification to the MARSS coordinators to ensure that the student is eligible to report as Homeless. The documentation may be provided in a spreadsheet or a form. The document needs to be signed and dated by the homeless liaison. The date that the student is determined to be homeless is based on when the homeless situation occurred, not when the homeless liaison first learned of the homelessness or met with the family. The district's homeless liaison needs to re-evaluate the student at the beginning of the next school year to determine if he/she is still identified as homeless.

Once the student has been identified as homeless, a new enrollment record needs to be created with Homeless Flag = "Y". The start date should be the initial night of homelessness. The end date can be the last date the student was known to be homeless or the end of the school year. Either end date is acceptable; however, a warning message will be generated, indicating an earlier record exists in which the student is reported as homeless, when a new enrollment record is generated when the student moves into established housing. This warning message can be ignored. Please view the Homeless Student Flag Data Element in the [MARSS Manual](#) for more information.

### Economic Indicator

For MARSS reporting, a student identified as homeless is categorically eligible to be reported as "free" in the Economic Indicator data item. Homeless students remain eligible for free meals for the duration of the current school year, regardless of where they are living, due to yearlong eligibility. Please see [Eligibility Manual for School Meals Determining and Verifying Eligibility](#) for more information.

For compensatory revenue calculations and for the student to be reported as free meal eligible, current year verifications must be signed and processed by the homeless liaison between July 1 and December 15. The district has until the final fall MARSS deadline to include the information indicating that the student is eligible for a free meal. Districts should be sure to report the highest eligibility on the student's record that spans October 1.

Because there are several scenarios in which a new enrollment record needs to be created for a student (e.g., homelessness, resident district change, special education status change), the MARSS coordinator needs to take

special care on accurately reporting the Economic Indicator in the fall. If the student became homeless after October 1, a second enrollment record will be created for the student. Change the Economic Status to free-meal eligible on the student's first enrollment record so that the compensatory revenue student counts are accurate.

Districts need to report Economic Indicator data on the EOY files. If at any time during the school year, the student is eligible for a free or reduced-price meal, the student should be reported as eligible in the EOY MARSS file. Keep in mind that every student marked as eligible because of homelessness must have verification from the homeless liaison on file. This data is used for a federal homeless report and other demographic data analysis.

Please view the Economic Indicator Data Element in the [MARSS Manual](#) for more information.

## Warning Messages

There are two warnings in MARSS for students that are flagged homeless:

\*W\* 387 – Prior Record Indicates Homeless = Y, Fall/EOY.

The student's prior enrollment record within the district indicates Homeless = Y. Verify that the student has been verified as homeless by the district's homeless liaison. If the student meets the criteria for homelessness, flag each successive enrollment record as Homeless = Y. If the district's homeless liaison has not verified that the student is homeless, change the prior enrollment record to Homeless = N. When a student is assessed as homeless, the student's enrollment records are flagged Homeless = Y for the remainder of the school year. Refer to the data element Homeless in the MARSS Manual for more information.

\*W\* 388 – Homeless but no Economic Indicator 2, Fall/EOY

This student is flagged as homeless in this enrollment record but is not reported as free-meal eligible, Economic Indicator 2. All students who are determined to be homeless by the district's/charter school's homeless liaison are eligible for free meals. Verify that the student is homeless, as determined by your homeless liaison. If the student is homeless, the student should be reported with Economic Indicator 2 in this enrollment record.

## Reporting Examples

### **MARSS Fall File**

*Student A* enrolls on September 5 and becomes homeless on November 8. Resident District changes. Create a new enrollment record on November 8 with Homeless Flag equals Yes, new Resident District equals B, Economic Indicator equals 2. Change the prior record to reflect the highest Economic Indicator eligibility. This student would be included in the district's October 1 enrollment as free.

Resident District = A

Homeless Flag = N

Resident District = B

Homeless Flag = Y

**MARSS EOY File**

*Student A* finds permanent housing in District B on April 2, no longer determined to be homeless. Although not required, the district chooses to create a new record when homelessness ceases. Report the highest Economic Indicator eligibility on the EOY record.

Resident District = A Homeless Flag = N	Resident District = B Homeless Flag = Y	Resident District = B Homeless Flag = N
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**MARSS Fall File**

*Student B* enrolls on September 5, is not determined to be homeless and does not qualify for free or reduced-price meals. This student would be included in the October 1 counts as ineligible.

Resident District = A Homeless Flag = N
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**MARSS EOY File**

*Student B* becomes homeless on February 16. The student remains enrolled in Resident District A. Create a new record and report the highest Economic Indicator eligibility on the EOY record.

Resident District = A Homeless Flag = N	Resident District = A Homeless Flag = Y
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If you have questions on MARSS reporting, contact [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us).

If you have questions on determining if a student is homeless, contact [Roberto Reyes](tel:651-582-8302) (651-582-8302).

**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.

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

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