

Procedure 21

Reporting for Supplemental Online Learning (OLL) Students Enrolled in Other Than the OLL District

Data Elements	Attendance Days	State Aid Category
	Membership Days	Status End Date
	Percent Enrolled	Status Start Date

Procedure

This procedure applies to public school students who remain enrolled in their school and access online learning (OLL) courses from a state-certified OLL provider as a supplement to the classes taken at the enrolling school. These students and the aid they generate for the OLL program are described in Minnesota Statutes, sections 124D.095, 124D.096 and 126C.05, subdivision 19. The student is reported on the enrolling school's Minnesota Automated Reporting Student System (MARSS) file. Statute refers to the OLL courses that these students take as supplemental courses. The procedure outlined below provides the guidance in reporting the students on MARSS file, to assure that MARSS and the OLL/course completion file that the OLL program provides to the Minnesota Department of Education (MDE), are in sync and both programs generate the state aid to which they are entitled.

The enrolling school must be provided a copy of the supplemental OLL student's *Online Learning (OLL) Supplemental Notice of Student Registration* by the OLL program. Refer to the information on the back of that form for information on how to complete and route the form. A copy of the current form can be found on the OLL website, a link for which is at the end of this procedure.

State Reporting Number

The OLL program needs the student's State Reporting Number to report on its OLL/course completion file. This must be provided to the OLL program by the enrolling school at the OLL program's request.

Enrolling School

Every student enrolled in a school must have an enrollment record reported on MARSS, even if the student does not attend at the school but rather takes all courses via OLL from an approved OLL provider. This is the assurance to MDE that the OLL student is a Minnesota public school student.

The enrollment record also acts as a placeholder so that MDE programming can add additional average daily membership (ADM) generated by the supplemental OLL course completions to the MARSS record, when appropriate. When this occurs, the student is included on the enrolling school's statewide MARSS report called

MARSS 35 ADM Adjustment posted to the MARSS Secure Reports website. It is posted after each statewide end-of-year (EOY) MARSS edit, starting in June.

Status Start and End Dates, Percent Enrolled

The enrolling district should create a new enrollment record when a student starts OLL. The Percent Enrolled might be less than 100 percent if the student is not required to attend the full school day at the enrolling school. Conversely, the enrolling district should create a new enrollment record when the student completes an OLL course(s) if the Percent Enrolled changes, e.g., returns to full-time enrollment at the enrolling school.

The OLL course start and end dates reported by the OLL program must fall within Status Start and End Dates reported by the enrolling school on its MARSS file. For students starting OLL courses in the fall, the OLL program may ask what day the enrolling school's school year starts, to assure that the student does not start the supplemental OLL course until he/she is actually enrolled in a Minnesota public school this year.

When a student's MARSS enrollment record is interrupted during the year, the OLL/course completion record may error out. The enrolling school will not know this, but may be contacted by the OLL program during the following summer because they received an error report. One of the data items to verify with the OLL program is the student's enrollment and withdrawal dates at the enrolling school. The other data item to check is the student's State Reporting Number.

Membership and Attendance

Membership for students taking supplemental OLL courses equals the time the student is scheduled to attend at the enrolling school site; it excludes the time the student is scheduled to be off campus completing OLL courses. Attendance equals the actual attendance time at the enrolling school site.

Students who are scheduled to attend the school site for less than a full school day must be reported as part-time students. Attendance and membership can be reported in terms of:

- days, with a Percent Enrolled of less than 100, or
- hours, with a Percent Enrolled of 999.

If membership is reported in terms of days, then attendance must also be reported in terms of days. If membership is reported in terms of hours, then attendance must also be reported in terms of hours.

Membership for students taking supplemental OLL courses might be minimal, but cannot be zero. Per Minnesota Statutes, section 126C.05, subdivision 19, it includes "the number of instructional hours the pupil is enrolled in a regular classroom setting at the enrolling school." This could include:

- Technology training provided on-site that is credit-based and is not specific only to taking the OLL course.
- Teacher-supervised field trips related to specific courses.
- Small group instruction provided on-site (labs, mini-classes).

- State-required testing.
- Any locally required assessments.
- Special education assessments.
- Special education services.
- English learner (EL) instruction.
- Title I-funded instruction.
- Individual meetings with teachers related to the academic coursework that occurs at the school site.

Membership would not include phone calls, extracurricular activities, or after-school sports and clubs, parent-teacher conferences, or any other meetings that require a parent, e.g., conferences to develop or update an individualized education program (IEP), continual learning plan (CLP), or individual learning plan (ILP).

Membership for students taking supplemental OLL courses cannot be reported as zero. In the event that the enrolling school has waived the cap of 50 percent of the student's courses in supplemental OLL and there is no seat-based membership at the school site, as defined above, report Percent Enrolled 999 and one hour of attendance and membership. Students who take at least one seat-based class at the enrolling district are reported absent, but in membership, for the day(s) they do not attend the seat-based class.

Reporting Examples

1. Student is enrolled at District A which is not the OLL district:

- takes 10 semester classes out of a possible 14 semester classes at District A,
- attends at District A for only those 10 classes, and
- completes two supplemental OLL semester classes from OLL District B during the second semester.

District A reports the student on MARSS as a full-time student during the first semester while taking six classes and a study hall at the school site:

Status Start Date: September 5, 2017

Membership Days: 85 days

Attendance Days: 84 days

Percent Enrolled: 100

Status End Date: January 19, 2018

District B reports the student on MARSS as a part-time student during the second semester while taking four classes at the school site:

Status Start Date: January 22, 2018

Membership Days: 85 days

Attendance Days: 82 days

Percent Enrolled: 57 percent (4/7 of each day)

Status End Date: June 8, 2018

2. Student remains enrolled in District A, takes all classes via supplemental OLL from District B but receives special education services from District A. (If this student had transferred to the district or charter school with the OLL program, but the OLL program had purchased special education services from the resident district, the resident district would not report the student on its MARSS files. The OLL program would report the student on its MARSS files. The purchase of services would be reported via special education Special Education Data Reporting Application (SEDRA) reporting.)

District A reports the student on MARSS as a part-time student for the entire year while taking supplemental OLL courses elsewhere. The membership hours reported represents the special education services the student was provided. The student's IEP would have been updated. The new enrollment record on MARSS should reflect the most current setting. Contact the student's IEP manager for this information.

Status Start Date: September 5, 2017

Membership Days: 36 hours

Attendance Days: 35 hours

Percent Enrolled: 999

Status End Date: June 8, 2018

3. Student remains enrolled in District A all year, takes all classes via supplemental OLL from District B and never attends at the school site in District A for any kind of testing, special education or EL instruction.

District A reports the student on MARSS for the entire year while taking supplemental OLL courses elsewhere.

The attendance and membership hours reported act as a placeholder for the student so that the 12 percent of the OLL ADM can be added back to the correct district.

Status Start Date: September 4, 2017

Membership Days: 1 hour

Attendance Days: 1 hour

Percent Enrolled: 999

Status End Date: June 8, 2018

In all of these examples, only the OLL program reports the membership associated with the completion of the OLL courses. The OLL program does not report the student on MARSS so there should be no MARSS data overlap detected in the MARSS statewide edit. The OLL program reports the OLL course completions on a file, independent of MARSS.

15-Day Withdrawal

All public school students are subject to the 15-day withdrawal provision required by Minnesota Statutes, section 126C.05, subdivision 8: "However, a pupil, regardless of age, who has been absent from school for 15 consecutive school days during the regular school year or for five consecutive school days during summer school

or intersession classes of flexible school year programs without receiving instruction in the home or hospital shall be dropped from the roll and classified as withdrawn.”

Students who participate in OLL but who also maintain a regular schedule of seat-based instruction, albeit part-time, at the enrolling district/school, are considered in attendance on the days they attend at the enrolling school. They are considered absent when they fail to attend on a scheduled school day.

Supplemental OLL students are considered in attendance on the days that they participate in instructional activities at the school site. The OLL program must notify the enrolling district when the student is withdrawn and/or completes the OLL courses so that the enrolling district can assure compliance with the compulsory instruction laws and to record course completion on the student’s records.

Enrolling District

The OLL law allows students, who wish to take OLL courses from another school district or charter school, to take up to 50 percent of their coursework via supplemental OLL. Statute gives the enrolling district the right to reduce the student’s instructional time commensurate with the number of OLL courses the student intends to take because 88 percent of the OLL ADM that is generated by the OLL provider will be used in combination with the student’s seat-time ADM to determine a student’s 1.0 ADM cap.

ADM Adjustments

The OLL ADM that is generated by the OLL/course completion file will be used in determining a student’s maximum ADM: 1.0 for non-learning year students or 1.2 for learning year students. The following are summed to determine a student’s total ADM.

1. ADM based on seat-time membership at a traditional school or alternative program, plus
2. ADM based on independent study courses completed at an alternative program (i.e., all MARSS records for the student), plus 88 percent of the OLL ADM (from the OLL/course completion file), plus
3. 12 percent of the OLL ADM times the portion of the year the student participated in OLL. This is calculated by comparing the OLL/CC file with the MARSS records.

The first potential ADM adjustment will be to sum all of a student’s MARSS ADM, as described in Numbers 1 and 2. If these ADM exceed 1.0, or 1.2 for learning year students, the ADM in Number 1 will be reduced to 1.0 (referred to as ADM capped at 1.0). If the student was enrolled in a learning year program, any leftover ADM, up to 0.20, will be moved to extended time ADM.

Next, the student’s ADM capped at 1.0 is summed, plus extended-time ADM, plus the ADM described in Numbers 3 and 4.

- If this sum does not exceed 1.0, or 1.2 for learning year students, the ADM described in number 4 will be added to the ADM described in Numbers 1 and 2, not to cause the total ADM to exceed 1.0 (1.2 for learning year).

- If this sum exceeds 1.0, or 1.2 for learning year students, the first ADM to be reduced will be the ADM in the MARSS record that corresponds to the time period during which the student completed the OLL courses. This would correspond to the ADM described in numbers 1 and 2 above between the dates the student started and completed the OLL course(s). The enrolling district's ADM is guaranteed to be reduced no lower than the ADM described in number 4. If the full reduction cannot be taken from the corresponding MARSS record, the rest will be taken from the OLL ADM at the OLL provider.

Charging for OLL Courses

Before charging a student for OLL, the student must be given the option to participate free of charge under the OLL law. However, there are two instances when a student can be charged tuition:

- When a student has enrolled in the maximum number of OLL courses, the student can pay tuition for additional courses, i.e., 24 quarter credits, 18 trimester credits, 12 semester credits, or six year-long credits).
- When a student does not want his or her instructional time reduced at the enrolling district and also take OLL courses, the student can pay tuition for the OLL courses. The tuition rate is established by the OLL district, charter school or joint powers district.

Course Completion (OLL/CC) File

This is the file that the OLL providers use to report supplemental OLL course completions to the department.

Enrolling District/School

The enrolling district is the district or charter school in which a student's:

- grade progression/graduation is determined,
- transcript is held,
- IEP is maintained and services provided (either locally or via contract),
- statewide testing occurs,
- immunizations are verified,
- etc.

Students may be residents of the enrolling district or they may have open enrolled into this district. Students may have been nonpublic or home school students the year before enrolling in the district. However, only public school students are considered enrolled in a district. Nonpublic/home school students who take public school classes on a shared-time basis are not considered enrolled in the district; they are enrolled in a nonpublic or home school for purposes of the compulsory attendance law and for funding laws.

Nonpublic/Home Schools

Nonpublic and home school students are those who are enrolled in a nonpublic, private or home school to meet the requirements of the compulsory attendance law. At the resident district's discretion, they may take public school classes at the public school site and generate shared-time aid.

Home school and nonpublic students can discontinue the home or nonpublic schooling, become public school students and request transfer to another district or charter school under open enrollment or any other eligible statute. As public school students, they need to meet all of the graduation, grade promotion, testing, immunizations, etc., requirements of the public school in which they enroll and they are eligible to participate in OLL.

OLL ADM

OLL ADM is generated by students who complete supplemental OLL courses. An ADM has been calculated for each OLL course, depending on its length: quarter, trimester, semester or year-long.

0.0417 quarter credit course

0.0556 trimester credit course

0.0833 semester credit course

0.1667 year-long credit course

Contacts

[OLL website](https://education.mn.gov/MDE/fam/oll/): (<https://education.mn.gov/MDE/fam/oll/>)

[Kelly Wosika](#), for MARSS reporting and funding, 651-582-8855.