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<p>Minnesota Automated Reporting Student System (MARSS) Reporting Timelines</p> <p>Fall Fiscal Year (FY) 2018-19</p>	<p>Monthly To Do List</p>
<p>Thursday, December 27, 2018 – due at Regional Management Information Center (RMIC)</p> <p>Thursday, January 3, 2019 – due at Minnesota Department of Education (MDE)</p>	<p>Final FY 2018 District/School ADM (average daily membership) Reports are posted to the Minnesota Funding Reports (MFR) webpage.</p>
<p>Monday, January 14, 2019 – MARSS WES opens for end of year FY 2019</p>	
<p>If you have questions, contact MARSS (marss@state.mn.us).</p>	

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 the [Special Education Funding and Data Team](mailto:mde.spedfunding@state.mn.us) (mde.spedfunding@state.mn.us).

MARSS Data and Statewide Testing

MARSS data is the main source of student data that is sent to testing service providers for the administration of statewide assessments. The following are important reminders in regards to how MARSS affects statewide testing:

- In order to ensure student information is up-to-date and students are available for testing, it is important to submit MARSS data on an ongoing basis between required submissions.
- Please ensure the English learner (EL) and special education (SPED) designations are up-to-date in MARSS as this affects how students are sent for testing. EL designations must be updated in MARSS by December 18 in order for students to be included in the pre-code file for ACCESS for ELLs, the annual English proficiency assessment for English learner.

MARSS Web Edit System (WES) Adding New State Student ID Numbers (SSID)

The process for assigning SSID numbers for new students when the identification (ID) number has not been assigned to another student and the student does not appear to already have an SSID assigned has been streamlined. The ID number will be automatically added to the student ID validation system without having to go through a MARSS WES edit upload. This is the same process that is currently used for preschool screening children.

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

Child Count Report

Districts and charter schools that submitted MARSS fall FY 2019 files by December 19, 2018, and/or on whose behalf another district reported eligible students, will find the MARSS 33 Child Count report posted to their MARSS 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 (for FY 2018-19 December 1 falls on a Saturday, December 3 will be the date used);
- 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).

School Calendars and Inclement Weather

Following are typical questions raised by schools with emergency late starts, early closings and canceled school days.

How do I mark a day when school was canceled?

Mark the day as “no school,” as for a Saturday or school break. For state reporting purposes, this day is not an instructional day for the school/grade and not an attendance/membership day for students. It does not matter if school is closed for weather, fire, boiler breakdown, staff development, funeral, school break, etc. No school is no school.

This does not affect ADM for most full-year students, which is the comparison of a student’s membership days to instructional days. The ADM formula for most students is Membership Days divided by Instructional Days. For example, 175 membership days divided by 175 instructional days is 1.0 ADM, as is 174 membership days divided by 174 instructional days.

Do I need to reschedule the school day later in the year?

This decision needs to be made by the local school board. They set the original calendar and they have the authority to change it. If the day is not made up, we recommend that the local board formally amend the calendar for local accountability purposes. Charter schools should send a copy of the new calendar to [Jeanne Krile](#) in School Finance.

Note that statute requires independent school districts to schedule at least 165 instructional days for grades one through 11 unless it has commissioner approval for a four-day week. It requires all schools to provide a minimum of 425 annual instructional hours for half-time kindergarten, 850 hours for full-day, daily kindergarten, 935 hours for grades one through six and 1,020 hours for grades seven through 12, excluding summer school and meals.

Will we lose state aid if we do not make it up?

There is no direct financial penalty for having too few days or too few instructional hours. Statute does not provide a penalty for not meeting these requirements. But again, the local board must be accountable to the students and families; they need to formally modify the calendar if it is different than what was originally scheduled.

However, students whose ADM is based on a statute-defined number of hours will generate fewer membership hours if the canceled instruction is not rescheduled. Specifically, kindergarten-disabled and early childhood students with more than 231 membership hours are affected. Also, the summer or extended-day membership of dual-enrolled students at a state-approved alternative program (SAAP) would generate less ADM if the core year membership provided fewer than the statute-defined minimums for learning year programs.

How do I code a late start/early dismissal?

Emergency late starts or early dismissals can be reported as a regular full school day. However, scheduled late starts and early dismissals for any reason (staff development, state tournaments, parent-teacher conferences, etc.) affect the length of day that is reported on the MARSS school file. Use the [Flexible Scheduling Report](#) (worksheet) to calculate an average length of day to report on MARSS when the scheduled length of day varies during the school year.

How do I code an emergency late start/early dismissal when one section of kindergarten is canceled?

For half-day, daily kindergarten:

- When morning kindergarten is canceled, but either afternoon kindergarten is held or there is no afternoon class, mark morning kindergarten as a non-school day.
- When afternoon kindergarten is canceled, but either morning kindergarten is held or there is no morning class, mark afternoon kindergarten as a non-school day.

For full-day, alternative day kindergarten:

- The kindergarten section that was scheduled to meet on a canceled day should be marked as “no school.”

Making Up Lost School Days

School boards have leeway in making up the lost instructional time if that is what they desire. Classes can be held on Saturday, the length of day can be extended, non-school days can be converted to student instructional days, and/or days can be added at the end of the school year in May and June.

If school is held on Saturday(s), non-school days converted to student instructional days, and/or days are added at the end of the year, mark them as instructional days in your student software. They should be reported as instructional days on the MARSS A School File and as membership days on the MARSS B Student File for students enrolled.

If the length of day is extended, use the *Flexible Scheduling worksheet* to compute the average length of day to report on the MARSS A School File. This “report” does not need to be returned to the department, but keep a copy on file in case of a student attendance audit.

Whether or not the canceled school days are made up, the board needs to adopt a new school calendar showing the canceled school days as non-school days. If any new days are added as student instructional days, identify them on the new calendar as well. Charter schools must send a copy of the modified school calendar to Jeanne Krile in School Finance.

If the lost days cause a district's annual instructional hours to fall below 1,020 for grades seven through 12 or 935 for grades five and six, students who are also enrolled at a SAAP will generate less ADM at the SAAP. Students enrolled at SAAPs other than targeted services generate ADM based on a minimum number of instructional hours.

If you have questions on calculating the length of the school day and/or making up school days contact [Kelly Wosika](#) (651-582-8855).

If you have questions on charter school calendars contact [Jeanne Krile](#) (651-582-8637).

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 end-of-year (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.

TransAct

As part of TransACT’s commitment to provide school district administrators with resources and guidance on federal program compliance and administration, they regularly publish blogs featuring guest writers. They are honored to feature David Nieto of BUENO Center for Multicultural Education, writing about changes to [migrant education programs under the Elementary and Secondary Education Act \(ESEA\) as amended by ESSA](#).

MARSS and Data Classification

MARSS numbers are used by MDE, and by every school a student attends, to share personally identifiable information about students. Each student's MARSS number is classified as private data under state and federal law. The MARSS number should be protected from access by those who do not have a work need to access the student's educational record. MARSS numbers also must not be designated as directory information under a school or district directory information policy.

The Family Education Rights and Privacy Act (FERPA) definition of directory information specifies that directory information does not include a student's social security number or student identification number.

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 and Electronic System Process

Local educational agencies (LEAs) that participate in Community Eligibility Provision for meal benefits, are Provision 2 or 3, or do not provide a meal program, must use the [Alternate Application for Educational Benefits](#) to document individual eligibility for economic status. Although all students enrolled in Community Eligibility Provision and Provision 2 or 3 schools are already eligible for a free meal, other programs such as state compensatory revenue require documentation of individual eligibility for economic status. This information is reported as an Economic Indicator on MARSS. LEAs may develop and use an electronic system process to document eligibility; however, it must contain all of the data items that are included on the paper application. The Minnesota statute that contains standards for electronic transactions is found under the [Minnesota Uniform Electronic Transactions Act, Minnesota Statutes, section 325L](#).

The electronic process for *Alternate Application for Educational Benefits* mirrors the process for the traditional *Application for Educational Benefits* in many ways but with some caveats. For example, the alternate application excludes references to the meal program because students in families that would complete the alternate application already either have access to a free meal or don't have access to a meal program at all. For more information, view the [Eligibility Manual for School Meals Determining and Verifying Eligibility](#). The manual provides guidance on federal requirements, policies and procedures to determine, certify and verify children's eligibility for free and reduced-price school meals.

If the LEA uses an electronic system as one of their application processes for the *Alternate Application*, the following conditions must exist:

- The letter to households must inform the household how to access the system in order to apply for benefits. It must also explain that the household still has the option to submit a paper application and must indicate how the household may obtain a paper application from the school and submit the completed application to the school.
- The computer system must be able to capture the original application date, date of approval, the basis for the determination (the household size and income used) and update the status of applications to account for transfers, withdrawals, terminations, and other changes.
- The online system has to be a "secure system" so that the school can rely on who is submitting the information.
- Maintain the history. Simply changing the original file is not acceptable.
- The electronic process must collect all relevant information. The electronic application must reflect the same data collected on the *Alternate Application* form.

- LEAs must maintain records that contain information about how the application was processed, including dates received and changes or modifications that were made.
- Information should be retained for a minimum of three years for state audit purposes.
- The electronic system must safeguard against data corruption, such as accidental deletion, equipment failures, storage media deterioration over time, or other hardware and software problems.
- The information must be readily accessible. Qualified staff must be available with knowledge of the electronic processes necessary to read older data. Passwords and encryption codes are preserved to maintain access to the archived information.

MDE does not evaluate, recommend, approve, or endorse any software used for certification or verification purposes for the *Alternate Application* just as the U.S. Department of Agriculture Food and Nutrition Services does not for the traditional *Application for Educational Benefits*. There are no specifications for software vendors. LEAs are responsible for assuring that any automated certification and verification processes meet all regulatory requirements and policies, including the calculation of income frequencies, and that the software used is performing correctly and meets all requirements.

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

Data Special Interest Group (SIG)

MDE has re-started the monthly webinar series called the Data SIG. The next SIG meeting is scheduled for January 17, 2019, starting at 2 p.m.

These webinars will first focus on MDE's transition from collecting student data via MARSS WES and the Student Support Data Collections (SSDC) to both the more detailed Ancestry Ethnicity Origin form titled Ethnic and Racial Demographic Designation Form (to be used in FY 2019-20) as well as the new data collection technology called Ed-Fi. Refer to the MARSS memo dated August 20, 2018, for the description of Ed-Fi.

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, Schools 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, 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.

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 an 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](mailto:marss@state.mn.us) (marss@state.mn.us).

Average Daily Membership Web Estimates (ADMWE)

The ADMWE and EL (English learners) Projections System had a mandatory December 17, 2018, reporting date. For all school districts and charter schools 4 years old or older, this is the second of two mandatory ADM estimate reporting deadlines. For charter schools 1 – 3 years old, this is the third of four mandatory ADM estimate reporting deadlines.

ADMWE is the means by which schools submit **estimated ADM data** and are done so either electronically through the ADMWE system, or a paper copy submitted to MDE. MARSS is the means by which schools report **actual enrollment data**.

MARSS student data does not update ADMWE estimates data.

Please share this submission deadline information with the person in your school or district responsible for submitting ADM estimates. This data reporting deadline is particularly important as these ADM estimates will be used in forecasts and legislative analysis beginning late December. Also, updates made after the December 17, 2018, deadline may not be used because MDE's appropriation is held at the February forecast.

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

Early Childhood Screening

1. Each year early childhood screening (ECS) records must be submitted by late October for the previous fiscal year. Some districts find records not assigned MARSS PS codes and may go through an appeal process.
2. By statute a child may receive more than one screening (often due to parent request) if it is a full, not partial screening. Each full screening should be assigned a MARSS PS record (same MARSS number, different date).
3. MARSS PS codes must be assigned for the date the screening was done. This means the registration forms must be completed accurately by ECS staff. Some districts have accidentally assigned the MARSS PS code date as the date when the follow up was completed, which could be months later, and could be when the child changed from age three to four. Thus their payment would be less and their MARSS report numbers and ages of children screened would not look like their ECS Annual Report.

To view the MARSS aid entitlement report, updated throughout the year: ECS Aid Entitlement MFR: [Data Center > Data Reports and Analytics](#) > School Finance Reports: Minnesota Funding Reports (MFR). Use the drop-downs and select district, Category: **Aid Entitlement Report**, year, Report: **Early Childhood Screening Counts and Aid Entitlement**. Posted in June and August; the final is posted in January by MDE. It is helpful to compare it to the Early Learning Services (ELS)-ECS Annual Report data to assure your district is receiving state aid for every child screened. Ten prior years are posted.

To view the ELS-ECS Annual Report submitted each July: Screening totals and aid entitlement start at the [Data Center > Data Reports and Analytics](#) > Early Learning: Early Learning Services (ELS). Use the drop-downs to select county, district, year and Report: **Early Childhood Screening Completion Report and Request for Reimbursement**. Posted each July by districts. Ten prior years are posted.

If you have questions, contact [Margaret Chresand](#).

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 Calculation 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 are 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).

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](#) (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](#) (marss@state.mn.us).

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