DEPARTMENT OF EDUCATION

MARSS Memo

March 29, 2019　　　　　　　　　　　　　　　　　　　　　　　　Issue 19.02

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Minnesota Automated Reporting Student System (MARSS) Reporting Timelines **End-of-Year Fiscal Year 2018-19**	Monthly To-Do List
MARSS Web Edit System (WES) closes the morning after the deadline, unless otherwise stated. Any files received after the deadline are not guaranteed to be included in the statewide edit.	The district/school average daily membership (ADM) reports are usually posted a week or so following the MARSS deadlines starting in June.
Thursday, March 21, 2019 – Due at Regional Management Information Center (RMIC) **Wednesday, March 27, 2019** – Due at Minnesota Department of Education (MDE)	**March** ☐ Run MARSS WES edits for testing files.
Monday, April 1, 2019 All errors and warnings will become active on the local edit.	**April** ☐ Run MARSS WES edits for testing files. ☐ Review the first statewide edit reports.
Thursday, April 11, 2019 – Due at MDE This is an optional submission. Statewide reports will be posted.	Not applicable

Minnesota Automated Reporting Student System (MARSS) Reporting Timelines End-of-Year Fiscal Year 2018-19	Monthly To-Do List
Thursday, April 25, 2019 – Due at RMIC **Wednesday, May 1, 2019** – Due at MDE	**May** ☐ Share local report MARSS 11 List of Graduates with the counseling office to identify seniors who did not graduate. Update the Status End code of those who did not graduate from 08 to 40. These data are used for Every Student Succeeds Act (ESSA) graduation rates and cross-year edits next fall. Students reported as a graduate this year but who re-enroll next year will not generate ADM and funding this year. ☐ Review the statewide report MARSS 61 Unknowns to verify that the correct Status End code was reported for students who were reported as transferring or re-enrolling in a Minnesota public school, but didn't. These students' Status End codes need to be updated to better reflect their status, e.g., dropout, transferred to a school outside Minnesota, transferred to a nonpublic school, etc. ☐ Review the statewide report MARSS 30 Error Report and start working with MARSS coordinators in other districts to correct date overlap errors. ☐ Remind special education staff that you will need Special Education Service Hours. Refer to the MARSS data element Special Education Service Hours (SESH) for the list of students who require SESH. ☐ If preparing for faculty-reduced summer schedules, the school districts and charter schools that have signed up to on-board with Ed-Fi should have their *Ancestry Form* (*Ethnic Racial and Demographic Designation Form*) ready to be used for 2019-20 school year (SY) (paper or electronic form), if it hasn't already been added to the enrollment packets.

Minnesota Automated Reporting Student System (MARSS) Reporting Timelines **End-of-Year Fiscal Year 2018-19**	**Monthly To-Do List**
Thursday, May 30, 2019 – Due at RMIC **Thursday, June 6, 2019** – Due at MDE	**June** ☐ Verify that the correct instructional days and length of day have been reported for each school and grade. ☐ Verify attendance and membership data for all students. These data will be used for the ESSA consistent attendance calculations. ☐ Enter special education service hours. ☐ Correct the errors for students with more than one Status End code of 08 (graduate) or 40 (end-of-year).
If you have questions, contact MARSS (marss@state.mn.us).	Not applicable

Determining Resident District

The Minnesota Department of Education has a Determining Resident District/Student Accounting Issues group. It is made up of staff from various areas of the department. Staff are available to assist districts and charter schools on complicated scenarios concerning student reporting.

Determining a resident district for a student can be particularly challenging, as many statutes and rules apply. Other student reporting characteristics, for example State Aid Category and Transportation Category, can also be puzzling. If, after reviewing the MARSS Manual, you can't determine the resident district for a student or have a unique reporting question, you are welcome to contact us.

In order for your question to be reviewed, complete a Determining Resident District Form and submit to MARSS (marss@state.mn.us). We meet on Wednesday mornings to review these requests. Responses are provided after the meeting.

If you have questions, contact MARSS (marss@state.mn.us).

MARSS 57 Teaching Models Report

Reminder: The MARSS 57 Teaching Models Report for the 2018-19 school year is due by March 31, 2019. This information is used in the end-of-year (EOY) MARSS edit to verify which students with individualized education programs (IEPs) require special education service hours (SESH) for tuition billing calculations.

The MARSS coordinator will need to retrieve this report from MARSS WES under the **fall** fiscal year (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.

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

If you have questions, contact MARSS (marss@state.mn.us).

Special Education Service Hours (SESH)

The August MARSS data will be used for preliminary tuition billing. Inaccurate SESH skews the calculations, revenue and billing.

In order for special education tuition billing to be accurate for students that require SESH, districts and charter schools need to report the actual number of SESH on the enrollment records no later than the July 31, 2019 submission.

Reporting the more accurate SESH tuition billing will be more accurate for the students that require SESH.

If you have questions, contact MARSS (marss@state.mn.us).

Postsecondary Enrollment Options (PSEO) End-of-Year Reports

The following MARSS reports have been posted for PSEO for school year 2018-19, semester 1 only.

- MARSS 13 – PSEO/Concurrent Enrollment Students
- MARSS 56 – PSEO-MARSS Comparison
- MARSS 58 – List of PSEO Students and Courses

Minnesota State, the University of Minnesota campuses and other eligible postsecondary institutions, have submitted their semester 1 files for PSEO, FY 2018-19. Postsecondary institutions have worked with high schools and districts to speed up the reporting process allowing these reports to be posted earlier in 2018-19 than past years.

What to check for:

- Gender and birthdates.
- The high school course(s).
- If the student was taught by a postsecondary institution (PSI) faculty member or a high school faculty member.

- Make sure the student's high school information is correct, check that the appropriate category, district, student name, and correct grade level in school is listed correctly.
- The correct future "graduation date" for the student's high school information so that they are appropriately categorized with the correct grade in school.

Who to contact for errors

- Contact the Postsecondary Institution (PSI):

  o To inform the PSI of incorrect information and request they correct it prior to their submission of semester 2 files.
  o If the student is on a MARSS PSEO report (MARSS 56/68) and should be on the MARSS Concurrent Enrollment report (MARSS 59/60).

- Contact MDE, Jeanne Krile (Jeanne.Krile@state.mn.us), with a copy of your MARSS 56 report and highlighting the type of error.

  o If a student appears on one of your district MARSS reports and is not your district student.
  o If a student's name is mismatched between the district name and the PSI name.

Test WES and MARSS WES

The following addresses questions we receive regarding MARSS WES and Test WES discrepancies.

If the student has a local error, the student will not upload into MARSS WES and will not be loaded into Test WES.

Verify on the MARSS 24 List of All Students those students that were included in the edit. However, if the student is not included on the report or has an "E" in the Error Status column, the student will not be included in the uploaded data into MARSS WES and will not be available to Test WES.

Running an **edit only** will not upload students into MARSS WES. You must choose the **Upload** button to submit your Districtwide School (A) and Student (B) files to MDE.

Submitting a partial district MARSS file will remove students from TEST WES.

If you verify that the student had no local errors and was uploaded into MARSS WES, your district assessment coordinator (DAC) should contact MDE Testing (mde.testing@state.mn.us).

Counting All Students and Ed-Fi

The Counting All Students new legislation continues to move forward. New legislation requires MDE to report graduation rates, results of the Minnesota Comprehensive Assessments (MCAs), and additional data by detailed ethnicity for students of color and American Indian students. This legislation is referred to as the "All Kids Count Act," and the more detailed reporting is called data disaggregation. Read the full text of the legislation: Minnesota Statutes, sections 120B.31, subdivision 3a, and 120B.35, subdivision 3. As the new legislation brought forth the need for a standard data collection architecture that allows programming changes to be made, as well

as MDE continuing the need to adapt to new data collection requirements, Ed-Fi was chosen and is currently being rolled out statewide in a five-year process.

- 2018-19 is a pilot year with less detailed MARSS data fields and validation rules, so MDE will not be able to certify student enrollment data submissions from Ed-Fi in the 2018-19 school year.
- 2019-20 will be the first year collecting student enrollment and demographic data with the full set of MARSS data fields and validation rules.

Currently, MDE has five partner districts as well as four student information system (SIS) vendors in the implementation phase of validating specific key MARSS data elements for 2018-19. As MDE moves to 2019-20, the goal is to have 50 percent of districts on-boarded; 90 percent by 2020-21; with the final goal being 100 percent of districts on-boarding or on-boarded in 2021-22, thus being fully implemented to Ed-Fi in 2022-23. 2022-23 will also be the last year for MARSS WES. Please note the MARSS WES statewide edit will continue. So far we have 95 districts slated to on-board in the 2019-20 school year and 13 for the 2020-21 school year. This number increases daily.

A district's first year on-boarding with Ed-Fi will consist of dual reporting for both MARSS WES and Ed-Fi. A district's data will be certified to solely report via Ed-Fi after their data is validated from MARSS WES and Ed-Fi with the final fall and EOY submissions. The MARSS WES local and statewide reports will continue for some time as programing time needs to be allowed for this to occur in Ed-FI.

MDE is currently working on a district training schedule for districts that have volunteered to on-board with Ed-Fi. Please stay tuned for further communication on this. During a district's first year of Ed-Fi reporting, expect support from both MDE and your SIS vendor, dual reporting of both the MARSS A and B files as well as Ed-Fi, and the collection and input of the new extended ancestry form. It is important to note that although a district may have collected and input new extended ancestry data on their students, MDE cannot retrieve that data until they are in their on-boarding year.

MDE will continue to hold monthly Data Special Interest Group (SIG) webinars to all districts on-boarding and/or interested in on-boarding. Communication for these webinars are sent out via email to all MARSS coordinators as well as emailed to contacts of districts on-boarding in the coming years or to those considering on-boarding. If your district is interested in on-boarding with Ed-Fi or you have questions related to the on-boarding process, please email: mde.cas@state.mn.us or Tara Chapa (tara.chapa@state.mn.us).

Early Childhood Students and Transportation Reporting

Children who are receiving early childhood special education (ECSE) services under a current individualized education program (IEP)/individualized family service plan (IFSP) are entitled to transportation under Minnesota Statutes, section 123B.88, subdivision 1. The transportation service can be added to the IEP under the Least Restrictive Environment (LRE) and would state that the student will be receiving free transportation. This is not considered a related service. A related service of transportation must be an IEP team determination based on the child's needs. The IEP team would include the related service of transportation when it is actually an IEP team determination based on the needs of the child. For example, the student may need a wheelchair-accessible bus.

For state reporting purposes and aid entitlement, the ECSE student receiving special transportation under the LRE provision, not a related service in the IEP, would be coded with Transportation Category 03-Disabled in MARSS, when the district provides a special education route for the student because of the timing or location of the classes. The related cost would be coded in Uniform Financial Accounting and Reporting Standards (UFARS) under Finance Code 723 for state aid.

When the IEP team has included transportation as a related service in a student's IEP based on the individual needs of the child, the ECSE student would be coded with Transportation Category 03-Disabled in MARSS. The related cost would be coded in UFARS under Finance Code 723 for state aid.

In those instances when an ECSE student rides a regular bus along with general education students, without any accommodations, adaptations or special routing, the student would be coded with Transportation Category 01-Regular. The cost of the transportation would be reported in UFARS under Finance Code 720.

If you have questions, contact Kelly Garvey (kelly.garvey@state.mn.us).

MARSS 62 Charter Transportation

A charter school has the option of providing its own transportation or using district-provided transportation. A charter school, after its first fiscal year of operation, must notify the district in which it is located, and MDE of its decision on transportation services for the 2019-20 school year, by March 1, 2019. For a charter school in its first fiscal year, the deadline is July 1, 2019.

To assist a charter school in notifying MDE of its choice, MARSS WES has a statewide report (MARSS 62 Charter Transportation Report) available. The report must be completed for each site and returned to MDE by March 1, 2019. First year charters' reports need to be completed by July 1, 2019. In order to view the charter school's MARSS WES report, the school's MARSS coordinator needs to access the report under **MARSS WES Fall FY 2019 Statewide Reports**.

A copy of the report must be sent to the district in which the charter school is located, regardless if the charter school is or is not using district-provided transportation. To find contact information for the district, use the MDE Schools and Organizations (MDE-ORG) site.

If you have questions, contact pupil transportation (pupiltransportation.mde@state.mn.us).

Early Childhood (EC) Pre-Screening (PS)

Assigning MARSS PS for EC Screening from Previous Year after the Year Has Closed

Districts may find copies of screenings from a previous year after the October deadline, and still need to assign a State Student Identification Number (SSID) for state reporting purposes.

No state aid is given for screenings submitted to MARSS after October of a previous screening year. MDE has determined a MARSS PS record can still be assigned using the registration form by marking State Aid Category

(SAC) 44 (private provider). SAC 44 private provider would be used in order for the screening to be assigned a MARSS PS record and no state aid will be awarded.

See the first paragraph of Page 3 of MARSS Manual Procedure 26 for related examples of assigning codes for a previous year. The paper or electronic chart in the district would have the correct information regarding the actual date of screening and the actual provider.

Assigning MARSS PS for EC Screening from Another Provider

When parents or guardians submit a copy of a screening form completed by a public or private health care provider (Head Start, Child and Teen Checkups or Clinics who provide observational developmental screening), districts and charter schools that provide screening assign MARSS PS records.

The MARSS PS record is reported by using the registration form. State aid categories are assigned based on the program that completed the screening. MARSS Procedure 26 outlines the process for assigning the MARSS PS records.

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

MARSS University and MARSS Training

We no longer provide full-day MARSS 101 training. Rather, we have broken the 101 topics into one- to two-hour WebEx sessions that will be specific to data elements, processes, and/or procedures. Some of these sessions will include presenters from other areas of MDE (e.g., representatives of staff who rely on the MARSS data and who can assist with questions and describe how the data are used). Additional staff from the district or charter school may also benefit by participating in the WebEx with the MARSS coordinator.

Each session will be scheduled during the month that relates to each particular data item, report, procedure, etc. After the WebEx is completed, the PowerPoint will be posted to the MARSS Student Accounting website under Training: MARSS Student Accounting.

Each WebEx will build on prior sessions. Some will recommend attendees participate in an earlier topic to get the most benefit from the current one. The sessions have been assigned numbers similar to college courses to convey the level of content.

To register for a training, go to the MDE Calendar (education.mn.gov > About MDE > Calendar), find the WebEx you want to register for and select the event name. On the event information page, click on the registration link. Successful registration results in a Registration Confirmed screen. You will receive an automated confirmation email from WebEx. You will also receive an email from MDE the day before and the day of the WebEx, with the presentation attached.

If you have questions, email MARSS (marss@state.mn.us).

Special Education Tuition Fund Applications

Minnesota Statutes establish the requirements for a local educational agency (LEA) to receive funds for special student placements. It is the LEA's responsibility to report the students' enrollment periods listed on the applications correctly in MARSS.

The state aid category (SAC) is used to determine which district generates state aid for students and which students are eligible to generate aid. A change in the SAC requires closing the current enrollment record and creating a new enrollment record. If the status start or status end dates fall outside the normal school year, the MARSS records must be adjusted to fit the reporting school's calendar. Summer membership should not be included in MARSS.

If a regular year membership is not entered in MARSS, no aid will be generated and a special education tuition fund application cannot be processed. If regular school year (RSY) application start and end dates do not match the membership start and status end dates, the application cannot be processed. Please note that if the student is not in MARSS, the student's information will not show up on the end-of-the-year MARSS reports used to verify the accuracy of an LEA's data.

Special Expenditure Application Out-of-State Tuition for Minnesota Residents 2018-19

Court action places these students in a care and treatment facility in a state that does not have a reciprocity agreement with Minnesota. The resident district reports the students in MARSS using SAC 14.

Special Expenditure Application Court Placed Non-Minnesota Residents With Individualized Education Programs (IEPs) 2018-19

Court action or a human service agency from outside Minnesota places students who are not a Minnesota resident in a care and treatment facility in Minnesota. Report the students in MARSS using SAC 15.

Special Expenditure Application Special Pupils With Individualized Education Programs (IEPs) 2018-19

Court action or a Minnesota human service agency places students with IEPs in a state institution, a licensed residential facility, or foster facility for care and treatment. The Minnesota serving district reports the students in MARSS using SAC 27 or 28. For students who have been placed out-of-state, the resident district reports the student using SAC 14.

Special Expenditure Application Special Pupils Without Individualized Education Programs (IEPs) 2018-19

Court action or a Minnesota human service agency places students without IEPs in a state institution, a licensed residential facility, or foster facility for care and treatment. The Minnesota service district reports the students in MARSS using SAC 27 or 28. For students who have been placed out-of-state, the resident district reports the students using SAC 14.

Please see Section 20 – Special Education Tuition Fund Application for eligibility requirements.

Disciplinary Incident Reporting System (DIRS)

DIRS online data entry is open for the 2018-19 school year.

Batch submissions are scheduled to open on April 16, 2019. Vendors were notified of system changes by email on February 2, 2019. Contact mde.batch@state.mn.us for more information about batch submissions.

Look for an updated DIRS User Guide in early May.

2018-19 Updates

In accordance with federal reporting requirements under the Every Student Succeeds Act (ESSA), the following changes were made to DIRS this year:

1. ***In-school Suspensions***

   In-school suspensions must now be reported for *all* public school students. In-school suspension will appear as an option on the "Add Offender Disciplinary Action" page for all enrolled students.

2. ***School-Related Arrests***

   All school-related arrests must now be reported. A new question was added to the "Offender Role" page to collect this data. When you answer "Yes" to the question "Was the offender referred to law enforcement for this incident?", the new question "Was the offender arrested by law enforcement for this incident?" will appear immediately below.

Deadlines

Principals must complete reports by **July 1, 2019**.

Superintendents must certify district data by **July 31, 2019**.

Contacts

- Data requests, reporting requirements, general feedback and questions: Carly Lykes (Carly.Lykes@state.mn.us), 651-582-8683
- User access set-up or technical assistance with DIRS processing: Ann Iweriebor (Ann.Iweriebor@state.mn.us), 651-582-8352
- DIRS system problems and passwords: MDE Helpdesk Support
- Batch set-up or support: DIRS Batch Support
- Discipline statutes and legal requirements: Sara Wolf (Sara.Wolf@state.mn.us), 651-582-8602

Migrant Students

Eligible migrant students are those who move for agricultural work purposes. MDE partners with Tri-Valley Opportunity Council (TVOC) for identification of eligible migrant students. All eligible migrant students have a Certificate of Eligibility (COE) which is generated and reviewed by TVOC. This report shows students enrolled in a district or charter school who were also designated as a migrant student with a qualifying COE at some time during the school year. Migrant designations are documented using a migrant student's COE – Qualifying Arrival

Date (QAD) plus three years, and comparing that date to September 1 of the current school year. Districts and charter schools should use this information to ensure continuity of services for migrant students who often have interrupted education.

Requirements for Districts:

- Students identified as migrant (as determined by TVOC) should automatically receive free meals: USDA Free Meals Memo.
- Transcripts and grades of migrant students must be submitted to TVOC for input in the Migrant Student Information Exchange (MSIX) TVOC Migrant Education Program (MEP) webpage.
- Provide information to TVOC Identification and Recruitment staff as needed.

Recommendations for Districts:

- Districts should designate a migrant liaison that will be the main point of contact for the TVOC MDE Migrant Liaison Contact List.
- Provide Move Notifications in MSIX as migratory children move in and out of districts.

For a list of eligible students, contact Linda Fournier at TVOC (linda.fournier@tvoc.org).

Subpart C-Migrant Education Program

Migrant Education Program

Questions about migrant students or eligibility should be directed to mde.migrant@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, State Student Identification Number (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 (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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