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<p align="center">Minnesota Automated Reporting Student System (MARSS) Reporting Timelines</p> <p align="center">End-of-Year Fiscal Year 2018-19</p>	<p align="center">Monthly To-Do List</p>
<p>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.</p>	<p>The district/school average daily membership (ADM) reports are usually posted a week or so following the MARSS deadlines starting in June.</p>
<p>Not applicable</p>	<p>August</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update ADM estimates for Fiscal Year (FY) 2021-FY 2022 for the levy report. <input type="checkbox"/> Pupil Transportation Annual Report due August 15. <input type="checkbox"/> Check the Minnesota Department of Education (MDE) calendar for upcoming webinars <input type="checkbox"/> Review District/School ADM Report. <input type="checkbox"/> Verify that seniors who did not graduate prior year are not reported as graduates.
<p>Thursday, August 15, 2019 – Optional Submission</p> <p>New statewide reports will be posted</p>	<p>Not applicable</p>
<p>Thursday, August 29, 2019 – Files Due at Regional Management Information Center (RMIC)</p> <p>Wednesday, September 4, 2019 – Files Due at MDE</p>	<p>September</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update ADM Estimates for FY 2020. <input type="checkbox"/> Review District/School ADM Report. <input type="checkbox"/> Remove students from fall FY 2020 MARSS file who did not re-enroll from last year. <input type="checkbox"/> Review levy report. <input type="checkbox"/> Report summer leavers and summer graduates on the fall FY 2020 MARSS file.
<p>Thursday, September 19, 2019 – Optional Submission</p> <p>New statewide reports will be posted</p>	<p>Not Applicable</p>

<p>Minnesota Automated Reporting Student System (MARSS) Reporting Timelines End-of-Year Fiscal Year 2018-19</p>	<p>Monthly To-Do List</p>
<p>Thursday, October 10, 2019 – Due at the RMIC Wednesday, October 16, 2019 – Due at the MDE</p>	<p>October</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify Compensatory student counts. <input type="checkbox"/> Verify December 1 child count students (students that have the Special Education Evaluation Status of 4 or 6)
<p>Thursday, October 31, 2019 – Optional Submission New statewide reports will be posted</p>	<p>Not applicable</p>
<p>Monday, October 21, 2019 through Thursday, November 14, 2019 Electronic Appeals</p>	<p>November</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify December 1 child count students (students who have the Special Education Evaluation Status of 4 or 6) for fall FY 2020 reporting data. <input type="checkbox"/> Send list of concurrent Postsecondary Enrollment Options (PSEO) participants to the partnering postsecondary institutions. <input type="checkbox"/> Verify summer leavers and graduates. <input type="checkbox"/> Verify compensatory student counts. <input type="checkbox"/> Review MARSS 61, share with counselors and correct any errors.
<p>If you have questions, contact MARSS (marss@state.mn.us).</p>	<p>Not applicable</p>

Education Identity and Access Management (EDIAM)

The Identified Official with Authority (IOwA) process is being revised to what’s called Education Identity and Access Management (EDIAM). Through EDIAM, district users will be granted access to Ed-Fi with the district IOwA’s authorization. EDIAM will allow the IOwA to manage access to Minnesota Department of Education (MDE) secure systems without waiting for an MDE approval. Through EDIAM the access process will change by

removing one step. Once a district IOwA grants users access to a system through EDIAM, they will no longer need to go into the specific system and request access. Upon IOwA authorization, the user will have access.

EDIAM will be rolled in waves starting in August. Once it does roll out, please expect communication from us to authorize users for Ed-Fi. To view more specifics on EDIAM, refer to the power points for [Data SIG](#).

MARSS 101 Workshop

Registration is now open for the MARSS 101 Workshop for brand new MARSS coordinators, on Wednesday August 21 8:30 a.m.-3:30 p.m. Participants can attend via WebEx. This workshop is intended for MARSS coordinators who are new in their first year, and new charter schools that will be opening in September 2019. The link to register is located on the [MDE Calendar page](#).

Data Special Interest Group (SIG)

MDE has restarted the monthly webinar series called Data SIG. Stay tuned for the next SIG to be scheduled in August.

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 by districts that are on-boarding to Ed-Fi) as well as the new data collection technology called 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, 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 the [MDE Calendar](#) and look for the event called Data SIG Webinar. 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.

If you have questions, contact mde.cas@state.mn.us.

MARSS 42 End-of-Year (EOY) Checkoff Comparison Report

Continue to review and verify this report which compares data submitted from final EOY FY 2018, to the most recent EOY FY 2019 submitted data. Use this report to identify unusual or unexpected trends in data that might actually be a reporting error on the current EOY MARSS file. The prior year's data is final, but the current year's data can be corrected and a new MARSS file submitted prior to the final reporting deadline.

2018-19 Pupil Transportation Annual Reporting Forms and Instructions

The [2018-19 Pupil Transportation Annual Reporting Forms and Instructions Memorandum](#) describes the pupil transportation annual reporting forms and several other transportation-related forms. This data will be compared to data submitted via Uniform Financial Accounting and Reporting Standards (UFARS) and Minnesota Automated Reporting Student System (MARSS) to generate the Data Verification Report (DVR), which is required by Minnesota Statutes, section 123B.92, subdivision 5, that requires districts to report data to account for transportation expenditures.

Please share with your transportation directors.

If you have questions, contact [pupil transportation](mailto:pupiltransportation.mde@state.mn.us) (pupiltransportation.mde@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 2019-20 [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 [November 2018 School Business Bulletin](#).

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

Postsecondary Enrollment Options (PSEO) Reports

The following MARSS reports have been posted for PSEO, all postsecondary institutions except Bethel University, for school year 2018-19, semesters 1 and 2.

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 and 2 files for PSEO, FY 2018-19.

What to check for:

- Gender and birthdates.
- The high school course(s).

- Grade level the student began participating in PSEO.
- If the student was taught by a postsecondary institution (PSI) faculty member or a high school faculty member.
- Student high school information such as district, name and course list.
- 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 institute
 - To inform the PSI of incorrect information or incorrect invoicing to MDE.
 - If the student is on a MARSS PSEO report (MARSS 56/58) and should be on the MARSS Concurrent Enrollment Report (MARSS 59/60).
- Contact MDE, [Jeanne Krile](mailto:Jeanne.krile@state.mn.us) (Jeanne.krile@state.mn.us), attaching a PDF copy of your MARSS 56 report and highlighting the type of error.
 - If a student appears on one of your district MARSS reports and is not your district student.
 - If a student’s name is mismatched between the district name and the PSI name.

Verification of High School Graduates

The department uses the MARSS Status End code 08 to determine which students have graduated during the school year. This is used in the calculation of the graduation rate. Most student software defaults to Status End code 08 for seniors and Status End 40 (end-of-year) for younger grades. To assure that MARSS coordinators have correctly identified seniors with the correct Status End code, share the local MARSS WES report MARSS 11 Graduate Student Report with the high school counseling office. This is a list of all students reported in grade 12 during the school year with their enrollment dates and their Status End code. Request that the counseling office identify which seniors did not graduate at the end of the school year so the Status End code can be correctly reported.

The following Status End codes are valid for seniors who were enrolled through the end of the school year.

08 – Graduated from a public school district. The student met all graduation requirements. Seniors who met graduation requirements prior to the end of the school year and stopped attending school must be withdrawn on their last day of attendance with a Status End code 08. Students reported with Status End code 08 are ineligible to re-enroll in school during the following school year. Do not report as graduates those students who need to make up a credit during the following summer term of an Area Learning Center (ALC) or summer school. These students will be reported as graduates during the following school year. Do not report as graduates those students with Individualized Education Program (IEP) requirements that have not yet been met.

40 – End-of-year. The student was enrolled on the last day of the school year. The senior has not met all of the academic standard/credit requirements. Status End code 40 would include seniors with IEP requirements that have not been met.

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

Summer Instruction and Extended School Year (ESY) Services

Students, including students with an IEP, placed for residential care and treatment described in Minnesota Statutes, section 125A.515, are eligible for summer school based on the summer school program provided to other students enrolled in the district if the students are determined to be below grade level. This membership is not reported on MARSS; no Average Daily Membership (ADM) or state aid is generated. However, the resident district is responsible for the instructional costs for students not performing at grade level.

In addition, a student placed for residential care and treatment whose IEP team determines that the student is in need of Extended School Year (ESY), special education services must be provided by the local district. This service is reported on MARSS with State Aid Category (SAC) 46 if it is provided by the local district's special education teachers. ESY services provided by other than Minnesota publicly employed teachers are not reported on MARSS. The Special Education Service Hours (SESH) must be reported. This time will be included in tuition billing. The summer ESY enrollment records need to be split for the fiscal year. For example, ESY provided in June is reported as part of the preceding school year; ESY provided in July and/or August is reported as part of the following school year.

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

Reporting Students Placed Outside Minnesota for Residential Care and Treatment

Students placed for residential care and treatment are those students who have been placed by the courts, a medical authority, social services or parents to some type of treatment program. Students are considered to be in a residential treatment program if they are living in the facility in which the treatment is provided.

When a student is placed in a facility outside Minnesota, the resident district is responsible for the instructional costs and will generate general education revenue for the time the students receive eligible instruction during the core, required school year. Refer to *Appendices K and K-1* in the MARSS Manual for assistance in determining the resident district.

The district would be responsible only for the instructional costs, not the care and treatment, or room and board costs. Districts should review the invoices to assure that they include only instructional costs.

The resident district is not financially responsible for students placed outside Minnesota, **if the students are placed:**

- by other than a Minnesota entity, e.g., a court in another state; or
- for other than treatment or individualized education program (IEP) purposes, e.g., general education purposes only.

The placing entity is financially responsible for these students. Parents are responsible for instructional costs for placements made for educational purposes only. These students would not be reported on MARSS.

MARSS Reporting

The resident district reports the students' instructional hours provided during the core, required school year, i.e., the traditional school year, with State Aid Category (SAC) 14. The students will generate ADM and general education revenue for the resident district.

A separate record must be created so that if the pupil is eligible for additional aid beyond general education, the aid can be generated. Without a separate record with the appropriate SAC and special education status, no additional aid can be generated. The student may be reported under an existing traditional site.

Summer school and extended school year (ESY) services provided by an entity outside Minnesota are not reported on MARSS because it is not part of tuition billing. Students who receive instruction outside Minnesota and are reported with SAC 14 must have a Status Start Date after Labor Day, or the record will error in MARSS.

Special Pupils Aid

The Special Pupils for Care and Treatment flag in the student's MARSS enrollment record is used to assist the department in identifying students that qualify for special funding. Flag the student as "Yes" Special Pupil under the following conditions:

Regular Education

Regular education students can be considered a Special Pupil for Care and Treatment and be eligible for full state payment (Minn. Stat. § 125A.75, subd. 3) when:

- Parental rights have been terminated by court order (this includes parental rights terminated through the tribal courts); **and**
- Student has been placed for care and treatment into one of the following facilities per Minnesota Statutes, section 125A.515. This does not include foster homes.
 - Group foster home
 - Secure juvenile detention facility
 - Juvenile residential facility
 - Temporary holdover – eight day
 - Group home
 - Residential academies
 - Transitional programs
 - Shelter care
 - Shelter for the homeless
 - Adult facility that admit persons under the age of 22
 - Residential treatment programs

Special Education

Special education students can be considered a Special Pupil for Care and Treatment and be eligible for full state payment under Minnesota Statutes, section 125A.75, subdivision 3, or Minnesota Statutes, section 125A.17 when:

- The student has a current individualized family service plan (IFSP)/IEP; **and**

- Student has been placed for care and treatment into one of the following facilities under Minnesota Statutes, section 125A.515. This does not include foster homes.
 - Group foster home
 - Secure juvenile detention facility
 - Juvenile residential facility
 - Temporary holdover – eight day
 - Group home
 - Residential academies
 - Transitional programs
 - Shelter care
 - Shelter for the homeless
 - Adult facility that admit persons under the age of 22
 - Residential treatment programs; **and**
- The status of the parents of the student is one of the following under Minnesota Statutes, section 125A.17:
 - Parental rights have been terminated by court order (this also includes parental rights terminated through the tribal courts),
 - Parent or guardian is no longer living within the state of Minnesota after the student placement,
 - No other district of residency can be established, or
 - Parent or guardian having legal custody of the child is an inmate of a Minnesota correctional facility or is a resident of a halfway house under the supervision of the commissioner of corrections.
- Use [Special Expenditure Application Out-of-State Tuition for Minnesota Residents \(Form ED-02431\)](#) to report the students for special pupils aid.
- Special Education Data Reporting Application (SEDRA)
- For MARSS reporting questions: contact [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us)
- For Special Pupil Aid and SEDRA reporting questions: contact [Special Education Funding](mailto:mde_spedefunding@state.mn.us) (mde_spedefunding@state.mn.us).

Use Special Expenditure Application Out-of-State Tuition for Minnesota Residents (Form ED-02431) to report the students for special pupils aid.

Special Education Data Reporting Application (SEDRA)

For MARSS reporting questions: contact MARSS.

For Special Pupil Aid and SEDRA reporting questions: contact [Special Education Funding](mailto:mde_spedefunding@state.mn.us).

Refer to the article titled [Special Education Tuition Fund Applications](#) for information on claiming special pupils aid.

Reporting Summer Graduates

MARSS data are used to compute each high school's graduation rate. Students are assigned to a cohort when they first enroll in ninth grade as a public school student.

The calculation uses:

1. The students reported as high school graduates (Status End 08) as the numerator; and
2. The cumulative count of the students enrolled in Minnesota who are expected to graduate in that year from that high school as the denominator (cohort).

Students are assigned to a cohort when they first enroll in ninth grade as a public school student. Graduates are counted in the year in which they are reported as a graduate either during the school year or as a summer graduate as reported on the following fall's and EOY's MARSS files. Summer graduates need to be reported on both the fall and EOY MARSS files. The fall data are used in the graduation rate calculations for the just prior school year. These same summer graduates need to be reported on the EOY files also because the following year's graduation rate calculations will no longer look at the prior fall files.

When the graduation requirements are met during the summer and the student was participating in a traditional summer school, i.e., summer program that is not reported on MARSS, the school needs to create a "summer graduate" record so that MDE is aware that the student graduated. The student is reported per MARSS Reporting [Procedure 12](#) with State Aid Category (SAC) 98 and Status End 08.

This same procedure applies to charter schools that may be generating additional revenue for extended-year programs. Their optional summer program is not reported on MARSS, therefore, it is considered summer school. Students who complete graduation requirements during the summer school program need to be reported as summer graduates per MARSS Reporting [Procedure 12](#). (The additional revenue is based on the school's total enrollment rather than membership hours of individual participants.)

When a student completes graduation requirements while enrolled in the summer term of a state-approved alternative program, e.g., Alternative Learning Center (ALC) or Alternative Learning Program (ALP), the ALC or ALP reports the student with a Status End 08. This student's SAC will be 00 (resident) or 03 (graduation incentives nonresident) rather than a summer graduate, SAC 98, because the student was enrolled in a summer program that is reported on MARSS and generates state aid. The diploma may be awarded by other than the ALC or ALP district or school, but only the ALC or ALP reports the student as a graduate.

When a student is awarded a diploma by September 15, report the graduate record on both the fall and EOY MARSS files. Students who receive a diploma by September 15 can count in the prior year graduation rate. For example, if a student receives a diploma before September 15, 2019, they will count in the 2019 graduation rate.

When a student is awarded a diploma after September 15, report the graduate record on the EOY MARSS file only. Students who receive a diploma after September 15 will not count in the prior year graduation rate. For example, if a student receives a diploma after September 15, 2019, they will count in the 2020 graduation rate.

Students over the age of 21 who complete graduation requirements can be reported as summer graduates, up to the age of 29. These students' graduation status will be included in the appropriate year's graduation rates.

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

Reporting Summer Leavers

MARSS data are used to compute each high school's graduation rate. Students are assigned to a cohort when they first enroll in ninth grade as a public school student.

When students transfer from one public school to another, MDE picks up that enrollment based on the Students State Identification (SSID) number at the receiving school and the student is "transferred" to the receiving school's cohort of expected graduates.

When students leave the Minnesota public school system during the school year, the students' Status End code tells MDE if they:

1. Dropped out, or
2. Continued to pursue a high school diploma by transferring to a nonpublic school or to a school in another state or country, or
3. Emigrated to another country, or
4. Passed away.

This is part of the normal "during-the-year" MARSS reporting. Students reported as meeting any one criteria two through four are removed from the cohort.

However, when any of these events occur during the summer, the school needs to create a "summer leaver" enrollment record so that MDE is aware that the students dropped out, left the Minnesota public school system but continue to pursue a high school diploma or are deceased. Students pursuing a high school diploma outside the Minnesota public school system or who are deceased can be considered to have left the cohort. Take care to report as summer leavers foreign exchange students who leave the Minnesota public school system by transferring back to their home country and students who transfer to a nonpublic or home school, even if they continue enrollment as a shared-time student.

Per U.S. Department of Education guidance provided in the "High School Graduation Rate" documentation, schools must have written documentation for students reported to the state as transfers to nonpublic schools or schools in another state, emigrants to another country or deceased so that each state provides an accurate count of graduates and the graduation rate can be computed accurately and consistently.

Refer to the High School Graduation Rate documentation for written documentation that is needed to report students as transfers during the school year or over the summer.

Report summer leavers on the fall and EOY FY 2019 MARSS files per MARSS Reporting [Procedure 12](#). If students are not properly reported as summer leavers, these records will negatively impact the five-and six-year graduation rates computed in subsequent years.

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

FY 2019 High School Graduates Verification Report

The MARSS 11 List of Graduate Students is a local MARSS WES report displaying all students included on the current MARSS file with a Status End code of **08 – public school graduate**. This report can be used to identify seniors who will not graduate by the end of the school year and whose Status End code needs to be corrected. The report should be shared with your high school counselors before they are no longer available to identify which students are not graduating this year. MARSS coordinators need this information to accurately report year-end data. Students who have graduated are no longer eligible to enroll in a Minnesota public school or generate state aid.

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

Secured Website Systems User Access Agreements and Acknowledgements

All authorized users of the Minnesota Department of Education secured website systems must review and abide by the following agreements and acknowledgements:

1. All authorized persons agree to restrict their activities when using the MDE secured website systems solely to submitting, gathering, or processing information as permitted by their application role and organization access as authorized by their supervisor.
2. All authorized persons agree to abide by the provisions of Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act); the Family Educational Rights and Privacy Act (FERPA) 20 United States Code (U.S.C.) 1232g; and any other applicable statutes and regulations on privacy and confidentiality of data and information. **No private data accessed in the course of the performance of this agreement shall be duplicated, used, or disseminated except as authorized by statute or this agreement, either during the period of this agreement or thereafter.** All authorized persons agree to abide by the security standards prescribed by the Minnesota Department of Education.
3. All electronic data communications are to be encrypted or encoded at the protocol level using security standards developed by the Internet Engineering Task Force (IETF) and the IP (IPSec) Working Group. This will ensure the safety and security of all business transactions, communication exchanges and education data protected under the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and FERPA, 20 U.S.C. 1232g.
4. **All authorized persons understand and agree that any sign-on or password instructions issued are for their exclusive use pursuant to this agreement and are not to be shared with or delegated to others.**
5. **All authorized persons further agree to maintain procedures within their office that safeguard the privacy and confidentiality of data.** This includes, but is not limited to, always logging off from the MDE secured website when leaving their computer unattended; protecting their password or sign-on from access by others, and not authorizing another person to access data using their password or sign-on; and any other procedures that may be necessary to prevent unauthorized access to the MDE secured website systems.
6. **All authorized persons agree that student data, alone or in combination with any other student data received from any MDE source or school source, is to be protected as private data.** Further, all secure data and financial information is intended for verification purposes only and is not to be combined with additional available data for other purposes.
7. All authorized persons understand and agree that continued access to the MDE secured website depends on their compliance with the procedures and data practices policies as outlined. **Failure to abide by this agreement will result in access being discontinued.**
8. All authorized persons acknowledge that they may be subject to criminal and civil penalties if they do not abide by the above policy.

Verifying Average Daily Membership (ADM) Data on the District/School ADM Report

The following are suggested steps to take when a school or district believes that the ADM shown on the *District/School ADM Report* is less than it should be (e.g., lower than that generated on local reports). The report is described in the documentation for the [District/School ADM Report and MARSS 35 ADM Adjustment Report](#).

1. Verify that the school has no MARSS enrollment records with local errors. All of the records with local errors are excluded from other local and statewide reports. The local errors are listed on the MARSS 08 Error Report.
2. Verify that the statewide date overlap and Status End code 08 and 40 errors have been corrected. These records will be excluded from the state-produced ADM reports, but they would have been included on the local reports. The statewide errors are listed on the MARSS 30 Statewide Error Report. The MARSS 30 report does not reiterate the local errors, so the school needs to review both error reports.
3. Verify that all students are included on the MARSS B Student file. Run the local report MARSS 24 List of All Students and compare the list of students with a report run from the school's software. Missing students cannot generate ADM.
4. Verify that all students have the correct enrollment and withdrawal dates and membership days. If these dates are in error, the generated membership days may be in error.
5. Verify that the software's calendar that generates student membership and instructional days is/are correct and in sync. A student enrolled for the entire school year in a single enrollment record from the first day of school through the last day of school should generate the same number of membership days as instructional days reported on the MARSS A School file in the same grade.
6. Verify that the number of instructional days reported on the MARSS A School file includes the number of days in the core, required school year. The file should exclude snow days, optional days, holidays, staff-only days, summer, etc. If full-year students on the MARSS 24 report consistently have less than 1.00 ADM, there is an inconsistency between the number of instructional days and the student membership days. For FY 2018-19 school year only, if the school board has determined to count one or more days canceled due to weather and safety concerns, be sure that they are included as instructional days in the MARSS A file and as membership days for enrolled students in the MARSS B file. Refer to the guidance posted to the MARSS-Student Accounting website for more information.
7. State-approved alternative programs also need to verify the number of instructional days and length of day reported on the MARSS A School file. The instructional days should include only the number of days in the core, required school year. The length of day should include only the number of minutes in the core, required school day, excluding meal times. If the length of day varies during the year, calculate the average length of day using the *Flexible Scheduling Report (worksheet)* posted to the [MARSS Reporting Instructions website](#).
8. For state-approved alternative programs with a state-approved independent study component, the number of instructional days and length of day reported on the MARSS A School file needs to be the same as those used on the *Independent Study Calculation of Membership Hours* worksheet. Refer to the *MARSS Manual, Procedure 8* for more information.
9. ADM cannot exceed 1.00 unless the student is enrolled in a state-approved learning year program (e.g., alternative program). When the statewide edit is run, each student's total ADM is checked to assure that it does not exceed 1.00. If it does exceed 1.00, each record is proportionately reduced. If the student is enrolled in a learning year program, that enrollment record(s) is eligible to generate extended time ADM. Refer to the MARSS WES statewide report called *MARSS 35 ADM Adjustment*. This is a list of all enrollment records in which the locally computed ADM is probably different than that generated after the statewide edit. The adjustment could be due to:

- a. A total ADM that exceeds 1.00, whether or not the student participated in a learning year.
- b. The calculation of extended time ADM.
- c. Supplemental online learning (OLL) participation.
- d. An increased ADM for an early childhood special education student.

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

Snow Day Relief Reporting

The snow day relief bill ([Laws of Minnesota 2019, Chapter 5 – SF 1743](#)) allows districts and charter schools to report school days canceled during the 2018-19 school year due to health and safety concerns as instructional and membership days. The full law and full explanation can be found in the [2018-19 Snow Day Relief Bill Guidance](#) document posted to the MARSS-Student Accounting website. There is also an updated FAQ document posted on the same web page. The law applies to independent school districts, charter schools, intermediate districts and joint powers districts.

Districts and charter schools that choose to report canceled school days as instructional and membership days must report a few data items to MDE. Use the [FY 2019 Canceled School Days Worksheet](#) to report these data. Superintendents received a notice regarding this reporting in their June 27, 2019 email.

There are only four data items requested. Even if your schools did not count any canceled days as instructional and membership days, respond to the first two questions:

1. Number of Days Canceled: Report the number of school days that were canceled due to health and safety concerns. Exclude instructional days that were made up at a later date. Also exclude days that were converted to e-learning days.
2. Number of Days Hourly Staff were Compensated: Of the days reported as canceled under #1, report the number of days on which hourly staff were compensated. Compensation could be in the form of payment of wages or could be offering work days later in the year when students were not in attendance.
3. Number of Canceled Days Counted as Instructional Days: Of the number of canceled days reported under #1, report the number of days reported as instructional days for the schools and grades affected, and as membership days for students enrolled.
4. Dates that School was Canceled but Counted as an Instructional Day: Report the dates of the days reported under #3.

The completed worksheets are due August 30, 2019. Send completed worksheets to mde.funding@state.mn.us.

If you have questions, contact [Sharon Peck](mailto:sharon.peck@state.mn.us) (sharon.peck@state.mn.us), 651-582-8811.

Closed Nonpublic School

When a nonpublic school closes, records for a currently enrolled student should be sent to the school to which the student transfers. Records for students no longer enrolled or who have graduated should be sent to the district of which the student was a resident.

Migrant Education Program

Soon we will be gearing up to welcome many smiling faces into our school. Some faces you see all year round and some you may see in the fall for a while and then maybe again in the spring. If you have students who seem to be highly mobile or new students who register and they have a history of moving for agriculturally related reasons, be sure to contact Tri-Valley Opportunity Council for help identifying a student that is possibly migrant. For more information, please contact [Chris Young](mailto:christine.young@tvoc.org) (christine.young@tvoc.org) or take a peek at their [Tri-Valley Opportunity Council](#) webpage to find details about training, recruitment requests and much more!

If you have questions, contact [Noemi Treviño](mailto:noemi.trevino@state.mn.us) (noemi.trevino@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 status 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 (RSY) is not entered in MARSS, no aid will be generated and a special education tuition fund application cannot be processed. If 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 a 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 on MARSS using SAC 14.

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

Court action or 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 on MARSS using SAC 15.

[Special Expenditure Application Special Pupils With Individualized Education Programs \(IEPs\) 2018-19](#)

Court action or 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

on 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 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 on 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.

Ed-Fi

Ed-Fi and Counting All Students is coming full circle as we enter summer of 2019! For background in regards to what Ed-Fi is and how it came about, please see previously dated MARSS memo articles.

Currently, MDE has 124 Minnesota school districts and charter schools slated to on-board for the 2019-20 school year. An additional 17 districts/charter schools are also planning to on-board to Ed-Fi in the 2020-21 school year. A training and district on-boarding schedule for this coming school year has been rolled out to our districts that have expressed interest in going through the Ed-Fi certification process in the coming school year. Districts going through our Ed-Fi certification process during 2019-20 will have their data validated from MDE, MNIT, their vendor and members of district administration. Any districts that also wish to on-board to Ed-Fi that come to us after September of 2019 will either be placed on a waiting list for 2019-20 or scheduled for the following school year. While we are rolling out our on-boarding and training schedule for our 2019-20 Ed-Fi districts, please know we will also continue with our monthly Data Special Interest Group (SIG) calls which will continue to give the history of Ed-Fi per state legislation as well as reference technical pieces and communication as it relates to Ed-Fi. Communication pieces will concentrate on the 2019-20 extended Ancestry form, information for parents.

Efforts now as we progress into late summer of 2019, will be supporting the 2019-20 districts as they on-board to Ed-Fi and complete the certification process. The first year of on-boarding and certification process includes dual reporting. That entails submitting your MARSS data as normal via the A and B file extract as well as the Ed-Fi sync. It is important to note that any Ancestry Extended Origin (AEO) does not come through the MARSS A and B files. When MDE is asking for that data and uses it for a public facing report, that data only comes through Ed-Fi.

One other important item to note when thinking of Ed-Fi is the process to gain access to the system. The Individual Official with Authority (IOwA) process is being revised to what's called Education Identity and Access Management (EDIAM). Through EDIAM, district users will be granted access to Ed-Fi with the district IOwA's authorization. EDIAM will allow the IOwA to manage access to MDE secure systems without waiting for an MDE approval. Through EDIAM the IOwA process will change by removing one step. Once a district IOwA grants users access to a system through EDIAM, they will no longer need to go in the specific system and request access. Upon IOwA authorization, the user will have access.

The certification process to reach Ed-Fi sole reporting for districts will consist of two phases, Staging and Production. The staging environment is an environment where a district and their student information system (SIS) vendor will work together in sending their data to Ed-Fi, as well as submitting the MARSS A and B files. Upon submitting the A and B files, the district can view the data in the *Ed-Fi/MARSS Comparison Report*. In this environment, the Student Information System (SIS), district and Regional Management Information Center (RMIC) (if the district/charter is a member of an RMIC), should work closely together in resolving discrepancies viewed on the comparison report. Once discrepancies are resolved, a district can resubmit their data via both Ed-Fi and MARSS, with the goal being a reduction in discrepancies. In the event a district and/or SIS or RMIC cannot resolve the discrepancies, MDE and/or Minnesota Information Technology (MNIT) may need to get involved. Once both the district and SIS feel their data is as close of a match as possible (by early fall of 2019), the district can prompt MDE to view the most recent comparison report. Upon review, MDE may progress the district to the production environment. If discrepancies are not answered, MDE/MNIT may delay the progression to production. The goal is for districts to be in production by mid-fall of 2019, giving both the district and MDE a full school year of collection cycles (fall and end-of-year (EOY)) prior to being certified to sole-reporting via Ed-Fi.

Production is the “live” environment in which a district is submitting data derived from their actual SIS and not any “testing” type of SIS data. MDE/MNIT will review the production data once with the fall submission and again with the EOY submission. If both time-stamped data match via Ed-Fi and MARSS, the district superintendent will be required to sign the *Series of Statements* which holds the district responsible for all financial data submitted to MDE via Ed-Fi. Upon superintendent signature of this form, MDE will certify the district in Ed-Fi, award a letter of approval, and the district will report via Ed-Fi only in future years.

If you have questions, contact [Tara Chapa](mailto:tara.chapa@state.mn.us) (tara.chapa@state.mn.us).

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).

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](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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