



MARSS Memo

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<p style="text-align: center;">Minnesota Automated Reporting Student System (MARSS) Reporting Timelines for End-of-Year Fiscal Year (FY) 2018-19* and Fall FY 2019-20**</p>	<p style="text-align: center;">Monthly To-Do List</p>
<p>*Thursday, October 10, 2019 – due at Regional Management Information Center (RMIC)</p> <p>*Wednesday, October 16, 2019 – due at the Minnesota Department of Education (MDE) final End-of-Year (EOY) FY 2018.</p> <p>Only electronic appeal web files will be accepted after this date.</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 who have the Special Education Evaluation Status of 4 or 6) for fall FY 2020 reporting data. <input type="checkbox"/> Review District/School ADM Report for end of year FY 2019. <input type="checkbox"/> Review MARSS 61 Unknown for Graduation Cohorts and share with counselors and correct any errors. <p style="text-align: center;">Verify that 2019 summer leavers and graduates have been reported on fall FY 2020 MARSS files</p>

*EOY FY 2018-19
****Fall FY 2019-20**

<p>Minnesota Automated Reporting Student System (MARSS) Reporting Timelines for End-of-Year Fiscal Year (FY) 2018-19* and Fall FY 2019-20**</p>	<p>Monthly To-Do List</p>
<p>*Monday, October 21, 2019 – due at RMIC</p> <p>*Thursday, November 14, 2019 – due at MDE</p> <p>Electronic appeal file process. Records that cause cross-district errors will prevent the entire file from submission.</p> <p>**Thursday, October 31, 2019 – due at RMIC</p> <p>**Wednesday, November 6, 2019 – due at MDE</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 and share with counselors and correct any errors. <input type="checkbox"/> Review MARSS 63 report for students that were reported as graduated in FY 2019 and are enrolled in Fall FY 2020.
<p>*Tuesday, November 19, 2019 through *Monday, December 2, 2019</p> <p>Appeals for EOY FY 2019 MARSS data</p> <p>Refer to appeal of MARSS Data Reported by Another District/Charter School</p>	<p>December</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review MARSS 63 report for students that were reported as graduated in FY 2019 and are enrolled in Fall FY 2020. <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"/> Verify summer leavers and graduates. <input type="checkbox"/> Verify compensatory student counts. <input type="checkbox"/> Review MARSS 61 and share with counselors and correct any errors.

*EOY FY 2018-19
**Fall FY 2019-20

<p>Minnesota Automated Reporting Student System (MARSS) Reporting Timelines for End-of-Year Fiscal Year (FY) 2018-19* and Fall FY 2019-20**</p>	<p>Monthly To-Do List</p>
<p>*Monday, December 16, 2019</p> <p>Refer to appeal of MARSS Data Reported by Another District/Charter School (MARSS Manual, Appendix P).</p> <p>**Thursday, December 12, 2019 – due at RMIC</p> <p>**Wednesday, December 18, 2019 – due at MDE</p>	<p>January</p> <p><input type="checkbox"/> Verify December 1 child count students (students who have the Special Education Evaluation Status of 4 or 6) for fall FY 2020 reporting data.</p>
<p>**Thursday, December 31, 2019 – due at RMIC</p> <p>**Thursday, January 7, 2020 – due at MDE</p>	<p>Not applicable</p>
<p>If you have questions, contact MARSS (marss@state.mn.us).</p>	<p>Not applicable</p>

*EOY FY 2018-19
****Fall FY 2019-20**

Data Special Interest Group (SIG)

The next Data SIG webinar is on October 24. Ed-Fi is now in statewide implementation, so our Data SIGs will be geared towards new districts wishing to learn more about Ed-Fi. The webinars will consist of a general overview of Ed-Fi and include goals and timelines as associated with the roll-out.

Districts on-boarding are participating in monthly technical webinars which include navigation inside the Ed-Fi Validation Portal, the syncing process from districts’ Student Information System (SIS) as well as the dual submission process, in-depth views of the Comparison Report and answering discrepancies within the report.

If you wish to on-board to Ed-Fi, please attend the next Data SIG and email mde.cas@state.mn.us.

Student Assessment History Report

In order for assessment staff to view a newly enrolled student's past performance in the Student Assessment History Report, districts will need to submit MARSS data.

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

2019 Legislation That Impacts MARSS

Programs for Pregnant and Parenting Teens

A small amount of money has been allocated to reimburse districts for to-and-from transportation to eligible programs for pregnant and parenting teens. We advertised in the July 11, 2019, superintendent's mail for districts to notify MDE of eligible programs. The only impact to MARSS reporting is the addition of Transportation Category 08 that the programs will use to identify these students. Information on how transporting districts can request reimbursement next summer will be provided to the districts reported as transporting students to eligible programs.

If you have questions on program registration with MDE, contact MDE.AlternativeLearning@state.mn.us; questions on reporting a Transportation Category on MARSS, contact [Kelly Garvey](mailto:kelly.garvey@state.mn.us) (kelly.garvey@state.mn.us).

Students with Interrupted Formal Education (SLIFE) Age 21

The [definition of SLIFE](#) was amended. Students who meet the revised definition and who have not graduated are eligible to remain enrolled and generate state aid as a 21-year-old for up to one year of instruction or graduation, whichever occurs first. The student is eligible to participate in PSEO or any other public education program.

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

Transportation of Students Experiencing Homelessness

The district that placed a homeless student with an individualized education program (IEP) in any type of joint powers district is responsible for transporting the student through the remainder of the school year. However, the placing district and the resident district can mutually agree that the resident district is responsible.

If you have questions, contact [Kelly Garvey](mailto:kelly.garvey@state.mn.us) (kelly.garvey@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 to 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).

Direct Certification

Whether or not the school participates in the Community Eligibility Provision Program, direct certification can also be used to certify students as eligible for the free meal program. Direct certification is a process by which a file of eligible children is provided to MDE by the Department of Human Services (DHS) and is matched to MARSS enrollment records. The enrolling district needs to verify that the student on the direct certification list is the same student who is enrolled in the school. If they are the same student, the student can be reported on MARSS as eligible for the free meal program – Economic Status 2. Direct certification can occur in two ways:

- Schools with a food service program have access to a direct certification report through FNS. This is a list of the potentially matched students.
- All public schools have a warning message on the fall MARSS edit that identifies students who are enrolled in the district who may also be matched to the DHS list.

Students directly certified do not need to have an *Application for Educational Benefits* or an *Alternate Application for Educational Benefits* on file. For audit purposes, keep a copy of all applications and direct certifications used to report students on MARSS as eligible for the free or reduced-price meal program.

Alternate Application for Educational Benefits

For purposes of MARSS reporting, schools must have documentation showing an individual student's 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 two and three 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 [MARSS webpage](#).

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).

Direct Certification of Students in Foster Care

The Direct Certification (DC) matching process was expanded to run an additional match with the Department of Human Services (DHS) foster care program data and MARSS student data. This is in addition to the usual direct certification matching run for the Minnesota Family Investment Program (MFIP) file from DHS and the most recent MARSS files. In this process, the department can directly certify students for the free meal program without soliciting an *Application for Educational Benefits*.

Students in the DHS foster program are eligible to receive free meals in schools. MDE will receive a new list monthly that will be used to update the MARSS local edit and food service DC lists. No application is necessary if eligibility for these programs is determined through the direct certification process. For additional information about direct certification, refer to *Section 2 – [Categorical Eligibility in the U.S. Department of Agriculture \(USDA\) Eligibility Manual for School Meals](#)*.

Students on the fall direct certification list, using current year MARSS files, can be coded as eligible for the free meal program for the current year. However, the direct certification list must be dated no later than December 15. This process is done several times during the school year. The students must be coded to MARSS by December 15.

The MARSS Web Edit System (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. Print a copy of the report before indicating that the student is Economic Indicator 2 in the enrollment record. Once the student is indicated as Economic Indicator 2, the warning on the report is eliminated.

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

Cost of Certifying Alternate Applications for Educational Benefits

The cost of processing *Applications for Educational Benefits* to provide school meal benefits may be charged to the Food Service Fund (02) or the General Fund (01) according to Minnesota Statutes, section 124D.111, subdivision 3. The cost of processing the *Alternate Applications for Educational Benefits* for a Community Eligibility Provision school must be charged to the General Fund (01) because there is no meal benefit to the students; the data are used for other than food service purposes. For more information, refer to the FNS website discussion of Financial Management System requirements.

If you have questions on the *Alternate Application for Educational Benefits*, contact [Kelly Wosika](mailto:kelly.wosika@state.mn.us) (kelly.wosika@state.mn.us).

If you have questions on accounting for the cost of certifying the *Alternate Applications for Educational Benefits*, email the [Accounting Helpdesk](mailto:mde.helpdeskufars@state.mn.us) (mde.helpdeskufars@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 only be responsible for the instructional costs, not the care and treatment, or room and board costs. Districts should review the invoices to assure that they only include 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 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 the [Special Education Funding and Data Team](#) (mde.spedfunding@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.

Report the students on 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.spedfunding@state.mn.us) (mde.spedfunding@state.mn.us).

ADM Estimates, Average Daily Membership (ADM) and MARSS Final Data

When are they used to revise aid entitlement calculations?

Many state aid and levy revenues use average daily membership (ADM) as a formula component in estimated revenue. To assure the entitlements are being calculated using the most accurate estimates, the business office and MARSS coordinator must work together so that MDE has accurate ADM estimates.

There are two timelines on the MDE website that provide ADM Web Estimates (ADM WE) and MARSS reporting timelines. These timelines identify how, and when, MDE uses the data:

- FY 2018-19 preliminary final and final (September, October and November 2019 aid entitlements).
- Estimated state aid entitlements for FY 2019-20.
- Projected aid entitlements in forecasting FY 2020-21 and FY 2021-22.

The two timelines are:

- [Timelines for Student Data for Calendar Year 2019](#) – document name is *Timelines for ADM Estimates and Selected Aid Entitlements for Calendar Year 2019*.
- [MARSS End-of-Year Timelines](#) – document name is *MARSS Timelines for End-of-Year FY 2019*.

If you have any questions regarding the ADM Web Estimates (ADM WE) reporting and timelines, contact [Jeanne Krile](mailto:jeanne.krile@state.mn.us) (jeanne.krile@state.mn.us).

New MARSS 63 State-Approved Alternative Program (SAAP) Student Detail for Year-End Billing

There is a new MARSS WES report titled MARSS 63, SAAP Student Detail for Year-End Billing. This report lists the students who are enrolled at a site in an SAAP with the classification 41-Public Area Learning Center (ALC), 42-Public Alternative Learning Program (ALP), or 45-Targeted Services Program. These students are enrolled in a cooperative that does not have a fiscal host district. This report can be used to bill for general education revenue to the resident districts based on the ADM the students generated. The report is available under the [MARSS Secure Reports on the MDE webpage](#). Only those cooperatives that have SAAP programs without a fiscal host will have this report.

The report includes only students who have Special Education Evaluation Status of 1, 2, 3, 5, 7 or 8. State Tuition Billing will automatically bill the resident district for students receiving special education services.

The SAAP can pair this report with the ALC General Education spreadsheet posted to the [Data Center > Data Reports and Analytics](#). The spreadsheet is called School District WHATIF under the School Finance Spreadsheets section.

Use the Drop Downs to identify the files of interest

Category

Subcategory

Year

Available Files

Category	Subcategory	Year	Document	Data Files	Help Files
General Education	Interactive Projection Models	2019	School District WHATIF	xls	

The spreadsheet supports each resident district’s rate of billing per adjusted ADM. The extended-time pupil units all generate the same amount each year; for FY 2019, that is \$5,117.

Resident districts can access their MARSS 31, Resident Served Elsewhere report to view a list of resident students reported as enrolled by another public school in Minnesota. The students on the MARSS 63 would be listed under the Tuition Students category of the MARSS 31 report. The MARSS 31 report would include both general and special education students.

The resident district will generate general education based on the student’s ADM. An SAAP may include a section of this report along with their bill to the selected resident districts for general education billing purposes.

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

Early Childhood Students and Transportation Reporting

Children that are receiving early childhood special education (ECSE) services under a current IEP/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](mailto:kelly.garvey@state.mn.us) (kelly.garvey@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. MDE programming will determine the site at which the student is counted. This programming 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).

Early Childhood Screening

The deadline for assigning MARSS PS codes for screenings completed between July 1, 2018, and June 30, 2019, is October 6, 2019.

Please work with your MARSS coordinator to assure all screenings have been assigned MARSS PS codes, your online [annual screening report](#) has been submitted as well as the superintendent signed verification of data/statement of assurances is sent into MDE, in order for your district to receive full state aid.

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

Creating Enrollment Records for Early Childhood Screening

When assigning MARSS records for completed screenings the status start date should be the same as the end date. If this is not possible due to the district system, then the end date should be within four days.

Note: There will be an error message and no state aid if the status end date is longer than four days from the start date.

If you have questions, contact [Margaret Chresand](mailto:margaret.chresand@state.mn.us) (margaret.chresand@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 Education Identity and Access Management (EDIAM). The Identified Official with Authority (IOWA) authorizes each person needing access as 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 [Data Submissions 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). This publication is produced by:

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