



MARSS Memo

Table of Contents

Minnesota Automated Reporting Student System (MARSS) Reporting Timelines for End-of-Year (EOY) Fiscal Year (FY) 2018-19 and Fall FY 2019-202

Monthly To-Do List2

Data Special Interest Group (SIG).....4

Notices of Residents Enrolled Elsewhere4

 Exemptions5

Aitkin vs. Minneapolis6

Child Count Report6

Consistent Attendance7

Migrant Education Update: Did You Know?.....8

MARSS Data and Statewide Testing9

Community Eligibility for Meal Programs.....9

Enrollment in Online Learning (OLL) Program and Traditional School.....9

Application for Educational Benefits..... 10

Alternate Application for Educational Benefits..... 10

FY 2021 Compensatory Revenue..... 11

 Other Reports for Editing the Data..... 11

 Local MARSS WES Report 11

 Statewide MARSS WES Report 11

Direct Certification 11

MARSS 57 Special Education Teaching Models Report..... 12

First Day of School – No Shows 12

Warning Message #364 Direct Certification (DC)..... 13

Repeat Articles 14

 Notification of Change in Student Enrollment 14

 Superintendent Authorization for MARSS WES 14

 MARSS Coordinator Contact List 15

<p align="center">Minnesota Automated Reporting Student System (MARSS) Reporting Timelines for End-of-Year (EOY) Fiscal Year (FY) 2018-19 and Fall FY 2019-20</p>	<p align="center">Monthly To-Do List</p>
<p>Tuesday, November 19, 2019 through Monday, December 2, 2019. EOY FY 2018-19</p> <p>Manual Appeals for EOY FY 2019 MARSS data. EOY FY 2018-19</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 39 (Returning Graduates) report for students who 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 (Unknowns for Graduation Cohorts) and share with counselors and correct any errors.

Minnesota Automated Reporting Student System (MARSS) Reporting Timelines for End-of-Year (EOY) Fiscal Year (FY) 2018-19 and Fall FY 2019-20	Monthly To-Do List
<p>Monday, December 16, 2019. EOY FY 2018-19</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 Regional Management Information Center (RMIC). Fall FY 2019-20</p> <p>Wednesday, December 18, 2019 – due at the Minnesota Department of Education (MDE). Fall FY 2019-20</p>	<p>January</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.
<p>Thursday, December 31, 2019 – due at RMIC. Fall FY 2019-20</p> <p>Thursday, January 7, 2020 – due at MDE. Fall FY 2019-20</p>	<p>Not applicable</p>
<p>If you have questions, contact MARSS (marss@state.mn.us).</p>	<p>Not applicable</p>

Data Special Interest Group (SIG)

Data SIGs (Special Interest Group) are geared toward districts wishing to learn more about Ed-Fi and what statewide implementation looks like. Some new items on the Data SIG will be program resources and supplemental information we are now gathering for specific programs. We wish to notify districts now as it could result in business practice changes as we move forward.

The next Data SIG webinar is on Thursday, December 19, 2019. 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.

Notices of Residents Enrolled Elsewhere

Minnesota Statutes, section 127A.47, subdivision 5, requires school districts and charter schools to share lists of nonresident students served with the resident districts.

A district educating a pupil who is a resident of another district must notify the district of residence within 60 days of the date the pupil is determined by the district to be a nonresident, but not later than August 1 following the end of the school year in which the pupil is educated.

The local MARSS 03 Nonresident Report was designed to help districts exchange uniform information.

In many cases with the posting of MARSS Web Edit System (WES) statewide reports, the Minnesota Department of Education (MDE) facilitates this process by posting MARSS 31 Residents Served Elsewhere reports after each fall MARSS reporting deadline and after most of the year-end MARSS reporting deadlines. MARSS 31 is a list of resident students reported by another district or charter school and provides basic enrollment information to the resident district. Therefore, when a district or charter school submits MARSS enrollment data files with the first statewide reporting deadline, the MARSS 31 that is posted will be within two months of enrollment for most students who started the school year at the nonresident district or charter school. Students who enroll in the nonresident district or charter school during the last two months of the school year will be included on a MARSS 31 report starting in May. For these students, a separate notice to the resident would not be necessary.

For a school that starts prior to Labor Day or does not submit files for the initial fall statewide deadline, the span between the student's enrollment and the posting of the MARSS statewide reports may be unacceptable. Also, for students who enroll after the final fall MARSS submissions, no MARSS 31 will be posted until May. To meet the intent of the statute, districts and charter schools that enroll nonresident students who are not posted to a MARSS 31 within a reasonable time frame of the student's enrollment, because of MARSS reporting timelines, must continue to provide a copy of the MARSS 03 Nonresident Report to the resident district.

Exemptions

The above procedure does not replace the student acknowledgement for tuition billing that a nonresident district or charter school must provide the resident district for students with an individualized education program (IEP). A signed acknowledgement is required to confirm agreements for the education of students with disabilities receiving instruction. The [Special Education Student Acknowledgement](#) that schools may use is necessary for the resident district to verify that the student is a resident of their district.

Note: Beginning in FY 2018, if a resident district notifies the department after August 1, with documentation that they have contacted the serving district and have been unable to get a *Special Education Student Acknowledgement*, the department will permanently block the student from tuition billing. (Blocking the student will result in the unreimbursed cost of providing special education services **not** to be billed to the resident district through Special Education Tuition Billing.)

A serving district is still required to notify the resident district within 15 days of enrolling a student placed for treatment.

Minnesota Statutes, section 127A.47, subdivision 6. State agency and court placements.

If a state agency or a court of the state desires to place a child in a district that is not the child's district of residence or to place a pupil who is a parent under section [120A.22, subdivision 3](#), in a school district which is not the school district in which the pupil's biological or adoptive parent or designated guardian resides, that agency or court must, before placement, allow the district of residence an opportunity to participate in the placement decision and notify the district of residence, the district of attendance and the commissioner of the placement decision. When a state agency or court determines that an immediate emergency placement is necessary and that time does not permit district participation in the placement decision or notice to the districts and the commissioner of the placement decision before the placement, the agency or court may make the decision and placement without that participation or prior notice. The agency or court must notify the district of residence, the district of attendance and the commissioner of an emergency placement within 15 days of the placement.

A [Notification of Change in Student Enrollment](#) form is still needed to assure that the MARSS State Reporting Number follows the student and to notify the prior enrolling district of the date the student enrolled in the new district or charter school.

The [Statewide Enrollment Options Form](#), which is completed by the student's parent/guardian when there is a parent-initiated request to attend a nonresident district, is also still needed. The nonresident district must notify the resident district by March 15 (or 30 days after initial receipt if the form is filed after January 15) of the student's intent to enroll, under [Minnesota Statutes, section 124D.03](#).

This change in procedure also does not replace the Parent Initiated Agreements Between School Boards, Minnesota Statutes, section 124D.08, subdivisions 1 and 2.

124D.08 School Boards' Approval to Enroll in Nonresident District.

Subdivision 1. Enrollment exception.

A pupil may enroll in a district of which the pupil is not a resident under this section.

Subdivision 2. Board approval.

The pupil's parent or guardian must receive the approval of the board of the nonresident district and the board of the resident district. The nonresident board shall notify the resident board of the approval.

A district or charter school should always stand ready to provide a MARSS 03 Nonresident Report to the resident district upon request.

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

If you have questions on Special Education Tuition Acknowledgments, contact [Special Education Funding](mailto:mde.spedfunding@state.mn.us) (mde.spedfunding@state.mn.us).

Aitkin vs. Minneapolis

Reminder: Minneapolis is District Number 0001 and District Type **03**. Aitkin is District Number 0001 and District Type **01**.

Child Count Report

Districts and charter schools that submitted MARSS fall FY 2020 files by November 6, 2019, and/or on whose behalf another district reported eligible students, will find the MARSS 33 Child Count report posted to their MARSS Web Edit System (WES) statewide reports webpage. This report is a list of eligible students sorted by district of residence and student name. Please share this report with your special education director.

Documentation of terms used in this report is posted to the [Child Count](#) website. The document is called *Special Education Instructions on Reporting Child Count*.

A child must have all three of the criteria listed below in place to be counted:

- Have a valid IEP that is less than one year old as of December 1.
- Have a current evaluation or re-evaluation that is less than three years old as of December 1.
- Be receiving special education and related services on December 1.

The students included on MARSS 33 will differ from those included on the MARSS 23 Special Education Report that is posted to your local MARSS WES reports. Your local report includes students who are enrolled in your district; they may or may not be your residents. The statewide MARSS 33 Child Count Report includes eligible resident students enrolled in other districts.

Eligible students are defined as:

- Enrolled on December 1;
- Special Education Evaluation Status is 4 or 6; and
- Primary Disability and Instructional Setting are greater than 00.

Eligible students generate federal special education money for the resident district except for students enrolled in:

- Charter schools that generate child count for the charter school;
- Minnesota Department of Corrections that generates child count for the correctional facilities; and
- Academies for the Deaf and Blind that generates child count for the academies.

Do not forget to report the following:

- Infants and toddlers with an individualized family service plan (IFSP) who receive their special education services at home;
- Shared-time students who have an IEP and are enrolled for only a small portion of the school week; and
- Students with IEP/IFSP who receive their special education services on a part-time basis at a cooperative. (Students enrolled full-time at a cooperative should be reported by the cooperative only.)

If you have questions, contact [Michelle Jones](mailto:michelle.jones@state.mn.us) (michelle.jones@state.mn.us).

Consistent Attendance

Consistent attendance is an indicator in the new accountability system under Every Student Succeeds Act (ESSA). For MDE, students are considered to be consistently attending if they attend school more than 90 percent of the time during which they are enrolled. This computation uses the students' attendance and membership as reported on MARSS.

In MARSS, a student is considered absent if they are not in attendance at the school site and they are not on a school-supervised field trip. Students on out-of-school suspensions are considered absent. Students on homebound are reported as absent; however, for purposes of the consistent attendance accountability calculation, we consider them to be 100 percent attending. Students enrolled in an independent study program are also considered to have 100 percent attendance.

Each district and school can determine how frequently attendance is taken and reported. Generally, attendance is taken at the beginning of the school day. Many schools take attendance again after lunch. Secondary schools take attendance by period to comply with the truancy requirements. Schools need to determine at what point a tardy becomes an absence, e.g., 10 minutes past the bell.

Each district's/school's student information system (SIS) has a list of codes indicating the reason for a student's absence. If you believe that your district's or school's consistent attendance calculation is too low, verify that your software is reporting only those times when students are not at school and not under the supervision of school staff as absences. For example, students on a field trip with a teacher can be reported as in attendance.

The consistent attendance calculation uses the MARSS enrollment records for all students in grades 1-12 enrolled in the school. It includes only public school students, so it excludes shared-time students. Summer leaver records are excluded because these records indicate graduates, dropouts or transfers outside the Minnesota public school system rather than enrollment. The calculation also includes only students whose total average daily membership (ADM) in the school is at least 0.50.

The first calculation is to sum each student's ADM for all records in the school. If it is at least 0.50, then the student's total average daily attendance (ADA) is summed. Next, the student's total ADA is divided by the student's total ADM. If the result is more than 90 percent, the student is considered to be consistently attending.

For the school level calculations, the number of students considered to be consistently attending is divided by the number of students whose total ADM in the school is at least 0.50.

More information can be found in the [Accountability Indicators](#) section of the School and District Accountability page.

Migrant Education Update: Did You Know?

Students identified as migrant by Tri-Valley Opportunity Council (TVOC) are automatically eligible to receive free meals, See the [Categorical Free Eligibility for Migrant Children webpage](#).

All transcripts and grades of migrant students must be submitted to Tri-Valley Opportunity Council for entry into the Migrant Student Information Exchange (MSIX) which is a national database for sharing information across district and state borders for this highly mobile population.

Schools can access MSIX to learn about student's academic history, request school records and send move notifications. See [TVOC MSIX User Access Guide and Application](#) for more information.

Schools should have one person listed as their designated [Migrant Liaison in MDE-ORG](#).

MDE has developed a new secure report where you can access the names of the students who have been identified by Tri-Valley Opportunity Council as migrant. See [Migrant Secure Reports](#) on the Data Center. Use the list as a springboard to ensure that migrant students receive direct certified free meals; follow up on credits earned for appropriate placement: and, increase inter/intrastate communication.

- Contact the district's IOwA for authorization to **Migrant COE Secure Reports** via the new EDIAM security system.
- Locate the **Migrant Identified Student Report** under [Migrant Secure Reports](#).
- Once you have been granted access to Migrant CEO Secure Reports, log in with your MDE user account.
- Once in the Migrant Identified Student Report, access the list of migrant students identified in your district.

[Tri-Valley Opportunity Council](#) is an authorized representative for the MDE, and contracted to identify all migrant students in the state and collect all migrant student data for upload into MSIX. Check them out!

MARSS Data and Statewide Testing

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

- To ensure student information is up to date and students are available for testing, it is important to submit MARSS data on an ongoing basis between required submissions.
- Please ensure the English learner (EL) and special education (SPED) designations are up to date in MARSS, as this affects how students are sent for testing. EL designations must be updated in MARSS by **December 18**, in order for student information to be included in the precode file for ACCESS and Alternate ACCESS testing, the English proficiency accountability assessments for ELs. Note: The division of Statewide Testing recently revised this date to better align with the MARSS deadline for district submission. Districts now have one additional day than what was originally published.

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

Community Eligibility for Meal Programs

Schools with a high percentage of students who are eligible for the free meal program through direct certification are eligible to participate in a program called Community Eligibility Provision. Schools that choose to participate in Community Eligibility Provision provide free meals to all students enrolled in the school and, for food services purposes only, do not need to collect annual *Applications for Educational Benefits*. However, for MARSS reporting, the requirement to determine and report the economic status by individual student based on supporting documentation, such as *Direct Certification*, *Application for Educational Benefits* or the *Alternate Application for Educational Benefits*, does not change.

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

Application for Educational Benefits

Food and Nutrition Services (FNS) will continue to provide the *Application for Educational Benefits* for all schools that provide a food service program but are not participating in Community Eligibility Provision. The material is posted on the [FNS website](#). The cost of processing these applications can be attributed to Food Service.

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

Alternate Application for Educational Benefits

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. The program is described in more detail in the [School Business Bulletin No. 63 – November 2018](#).

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

FY 2021 Compensatory Revenue

Preliminary FY 2021 compensatory revenue aid entitlement reports have been posted to the [Minnesota Funding Reports website](#). (From the MDE homepage, select Data Center > Data Reports and Analytics > School Finance Reports: Minnesota Funding Reports (MFR).)

Please use these reports to assist your MARSS coordinator and food service staff in verifying the completeness and accuracy of these data. Compensatory revenue is based on the prior year's October 1 enrollments and counts of students eligible for the free or reduced-price meal program. From the final fall FY 2020 MARSS data, MDE will generate the October 1, 2019, counts that will be used to calculate FY 2021 compensatory revenue. For first-year charter schools, these counts will be used for both FY 2020 and FY 2021 compensatory revenue. Therefore, it is critical that schools edit these data thoroughly during the fall MARSS reporting cycle and make any necessary corrections before the reporting timelines have expired. These counts are not updated using year-end MARSS data.

Other Reports for Editing the Data

Other reports have been designed and made available to schools to assist them in editing and verifying data locally via MARSS WES. These reports are available from the district's/charter school's MARSS coordinator.

Local MARSS WES Report

MARSS 12 Compensatory Revenue Student Count report shows the number of students enrolled by grade on October 1 and how many have been reported as eligible for the free or reduced-price meal program. Records in error are excluded. This report is refreshed every time a new fall MARSS file is edited locally.

Statewide MARSS WES Report

MARSS 28 Economic Indicator Comparison report shows the number of students reported as enrolled on October 1 of the current school year, and the number enrolled on October 1 of the prior school year. It also compares the number of students reported as eligible for the free or reduced-price meal program for the two years. The first version of this report is posted in October after the statewide fall edit is completed. The report will be refreshed after each statewide fall edit, with the final report posted in January 2020.

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 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 report 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.

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

MARSS 57 Special Education Teaching Models Report

The MARSS 57 Teaching Models Report for the 2019-20 school year is due to MDE by March 31, 2020. This information is used in the EOY MARSS edit to verify which students with IEPs require Special Education Service Hours for tuition billing calculations.

The MARSS coordinator will need to retrieve the report from MARSS WES under **Fall FY 2020 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 no later than March 31, 2020.

Once all reports have been submitted and the database has been updated, the final reports will be posted to **EOY FY 2019-20 Statewide Reports** in MARSS WES.

If you have questions on how to access the report or if you are uncertain if a report has been submitted for your district or charter school, email [MARSS](#); please include your district/charter school number in your query.

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

First Day of School – No Shows

Students who do not attend on the first day of school, even though they registered with the school, should not automatically be enrolled on the first day of school. A student's first day of attendance is considered the student's enrollment date.

The school may enroll a student on the first day of the school year if the parent/legal guardian notified the school that the student was absent on the first day of school. The student must show up within 15 school days or the enrollment record must be purged/deleted and not included on the fall MARSS file.

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

Warning Message #364 Direct Certification (DC)

The Direct Certification (DC) process is used by MDE to notify school districts of students who can be reported as eligible for free school meals, based on Minnesota DHS data, without any application from the family for school meal benefits. The DHS data identifies children who are automatically eligible for free school meals because they have already been approved for participation in the Supplemental Nutrition Assistance Program (Food Stamps) or the Minnesota Family Investment Program (MFIP). This direct certification process has been available to all districts and charter schools that participate in School Nutrition Programs (SNAP), primarily school lunch, administered by MDE Food and Nutrition Services. The edit is described below and included on all school districts' and charter schools' local error reports to improve accuracy of reporting students on MARSS as free meal eligible, regardless of whether the district or charter school participates in SNP.

The DC matching process is expanded to run an additional match with DHS foster care program data and MARSS student data. This process is in addition to the usual direct certification matching run for the MFIP file from DHS and the most recent MARSS files. Students in the DHS foster program are eligible to receive free meals in schools. The MARSS WES 08 Error Report will display "DHS Foster Program" to indicate students who are eligible to be coded as Economic Indicator 2. The foster matches will not have a case number or applicant name. Use this report to validate that the students are categorically eligible.

The edit flags students who have been identified in the direct certification match, but who have not been reported as eligible for the free meal program on their MARSS record. The warning message is: "364 *W* May be free eligible via direct certification."

For any student marked with this warning, the school needs to verify that the student enrolled in the school and the student identified on the direct certification match is the same student. To assist district staff in this verification, the parent/guardian and home address is provided on the local MARSS 08 Error Report. The home address is from DHS and is the most recent address known to DHS; however, it may be from as early as just prior to June 2019, so it may not be where the student is currently living.

If the student has been verified as the same student enrolled in the school, the student can be reported as free meal eligible on MARSS, that is, Economic Indicator of 2. If they are different students, the district must have an eligible *Application for Educational Benefits or Alternate Application for Educational Benefits* on file to report the student as eligible for the free or reduced-price meal program. The Economic Indicator data for students enrolled on October 1 are used to calculate a district's or charter school's compensatory revenue for the following school year. There may be students who are identified on MARSS warning #364 who are not on the district's/charter school's direct certification list. The MARSS error report may be more current than the Cyber-Linked Interactive Child Nutrition System (CLiCS) direct certification list, because the MARSS WES edit looks for a new DHS file nightly. Direct certification reports are run less frequently. Also, the MARSS WES edit looks for students wherever they were reported as enrolled on the fall MARSS files, while the direct certification list looks for the student only where they were most recently enrolled. The lists serve two, slightly different purposes.

Keep a copy of documentation for each student reported with an Economic Indicator of 1 or 2 (free or reduced-price meal eligible). This documentation includes the local MARSS error report on which the student was

identified, the *Direct Certification Report* and all *Applications for Educational Benefits*. These documents are required in case of an audit.

Please note that these data are classified as private and need to be treated with the same level of confidentiality as the *Direct Certification Report* and the *Applications for Educational Benefits*. Steps need to be taken locally to assure compliance with data privacy laws.

Statutes allows districts and charter schools to update each student's free/reduced-price meal eligibility up through December 15 each year. The direct certification match is updated periodically with new files from DHS resulting in a cumulative file of matches since the beginning of the fiscal year. The MARSS edit will be refreshed nightly by looking at the most recent match file until December 15, 2019. After December 15, the direct certification edit will stop looking for new direct certification match files. Rather, it will use the December 15 match file through the last fall MARSS submission.

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

Repeat Articles

Notification of Change in Student Enrollment

When students change districts or charter schools, the newly enrolling district must initiate the [Notification of Change in Student Enrollment](#). 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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