Minnesota Department of Education

MARSS Timelines
Submissions/Turnaround Reports
FALL FY 2013

Division of School Finance
Phone: 651-582-8779
Fax: 651-582-8878
marss@state.mn.us

The following table specifies when MARSS files will be edited, what data will be used to produce turnaround reports for districts, and what other uses will be made of the data. The first date in each block is the date that districts who deals with a Regional Management Information Center (RMIC) must have their files to the RMIC so it can meet the state's deadline. The second date in each block is the date by which district-wide files are due to the Minnesota Department of Education (MDE). However, there is no need to wait for a deadline to submit files; they will be accepted any time prior to the final deadline. The data will automatically be used for the next submission cycle's turnaround edits and reports. Statewide Testing pulls the data nightly for testing throughout the school year starting with the opening of MARSS WES. Specific dates related to pulls for paper test materials are specified below.

A district/charter school need not resubmit data every reporting deadline if there are no errors or omissions to correct. However, postponing the initial submission lessens the district's opportunity to be made aware of errors, make the corrections and resubmit. Each submission must be district-wide (all schools' data). One submission completely replaces the prior submission. Records containing errors will not generate a student count, or revenue, for the district. When dates overlap errors exist on the Fall files, the state will determine which record to include for the October 1 and/or December 1 counts. Refer to Appendix P of the MARSS Manual for a copy of MDE's policy for accepting/rejecting data submitted after the reporting timelines have expired. Refer to MDE Policy on Making State Aid Adjustments at the following web page**: http://education.state.mn.us/MDE/SchSup/SchFin/MARSSStuAcc/MARSSRepInst/index.html.**

FALL FY 2013 TIMELINES

Reporting Deadline	What's Due	Comments/Data Used for	Reports Posted to the MARSS Web Edit System (WES)	Reports Posted to the Minnesota Funding Reports Site
MARSS WES opens Thursday August 30, 2012	MARSS WES FILES	Activating Graduation Data List on Educator Portal and sending assessment precode information to testing vendor	None	None
Tuesday September 25, 2012	**Files due at MDE. **Only Charter Schools must submit FALL files for this deadline.**	Used to verify charter school's ADM projections	None	None
Thursday October 4, 2012 Tuesday October 9, 2012	Files due at RMIC Files due at MDE	**MANDATORY**	- Child Count Reports - Statewide Error Report - Different ID Report - Fall Check off Report - Economic Indicator/Compensatory - Revenue Comparison - Returning Graduates	Preliminary FY 2014 Compensatory Entitlement Report

**All Charter Schools must resubmit newer files to meet later reporting deadline for students who enroll after the September 25 deadline and/or to correct errors or omissions.

Reporting Deadline	What's Due	Comments/Data Used for	Reports Posted to the MARSS Web Edit System (WES)	Reports Posted to the Minnesota Funding Reports Site
Thursday November 8, 2012 Tuesday November 13, 2012	Files due at RMIC Files due at MDE		- Child Count Reports - Statewide Error Report - Different ID Report - Fall Check off Report - Economic Indicator/Compensatory - Revenue Comparison - Returning Graduates - LEP Funding Eligibility Report Same as October 9 submission	Preliminary FY 2014 Compensatory Entitlement Report
Thursday December 13, 2012 Tuesday December 18, 2012	Files due at RMIC Files due at MDE	Child Count. Compensatory Revenue. Special Education tuition billing.	- Child Count Reports - Statewide Error Report - Different ID Report - Fall Check off Report - Economic Indicator/Compensatory - Revenue Comparison - LEP Funding Eligibility Report Same as November 13 Submission	FY 2014 Compensatory Entitlement Report
Friday December 14, 2012		Statewide Testing for ACCESS for ELLs***		
Monday December 24, 2012 Friday January 11, 2013	Electronic file appeal process	Child Count. Compensatory Revenue. Special Education tuition billing.	Same as December 18 submission	

***All English learners students must be enrolled and LEP- identified to receive preprinted labels for ACCESS for ELLs.