

Inside This Issue

Reports Posted to MARSS WES	1
EOY FY 2009 Timelines	1
District/School ADM Report	1
June 17 Submissions/Timelines	1
MARSS Contact Changes	2
Project-Based Learning	2
ADM and LEP Projections	2
EDRS	3
Learning Year/Alternative Programs Reminders	3
Reporting for OLL	5
MARSS Enrollment Data Used for Adequate Yearly Progress (AYP) Calculations	5
Transportation Coding	6
Flexible Scheduling	6
General Overview of the Excess Transportation Category	7
PSEO Participants	7

EOY FY 2009 Timelines

Files due to the department:

May 13, 2009	Date Overlap Errors
June 17, 2009	Used for ADM reports by local auditors and test WES
July 15, 2009	Used for Direct Certification
August 12, 2009	Used for September 30 clean-up payment
September 16, 2009	Used for October 30 clean-up payment
October 28, 2009	Final submission

June 17 Submissions/Timelines

All districts and charter schools **are required** to report updated MARSS data for the June 17, 2009, submission so that entries and withdrawals after May 13 are included. There are no exceptions to this deadline. The timelines for MARSS are posted to the Web at:

http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/index.html.

Files received after the due date will not be used for the error reports or the District/School ADM reports.

It is extremely important to get your data submitted by the due date or before. It is the district's responsibility to make sure the files have been received at the department.

Contact: [Marilym Loehr](mailto:Marilym.Loehr@state.mn.us) at 651-582-8592

Reports Posted to MARSS WES

- **Statewide Error Report** – This preliminary statewide Error Report is for districts that submitted data by April 10, 2009, and who had any date overlap errors detected in the statewide edit. This early Error Report contains only date overlap errors. Therefore, if you submitted files but have no Error Report posted, the edit detected no date overlaps with the other districts that reported early. The Error Reports produced after the June 18, 2009, deadline will contain all error and warning messages.
- **Different State Reporting Numbers Report** – This is a list of students who appear to have been assigned more than one STATE REPORTING NUMBER, based on the student's name, birth date and gender.

District/School ADM Report

There will be no District/School ADM Report posted to the Web for the April 10, 2009, MARSS submission because the MARSS files do not represent the entire school year. The first FY 2009 ADM Report will be posted by June 23, 2009.

Contact: [Sharon Peck](mailto:Sharon.Peck@state.mn.us) at 651-582-8811

MARSS Contact Changes

Keep sending in your changes to the MARSS contact list. Include changes to the MARSS contact name, mailing address, fax number, phone number and e-mail address. It is important for us to have the most current information. Also, if the e-mail address is incorrect, you will miss out on valuable information that is periodically e-mailed to the MARSS contact. Verify your information and send in any changes to: marss@state.mn.us.

Contact: [Marilynn Loehr](mailto:Marilynn.Loehr@state.mn.us) at 651-582-8592

Project-Based Learning

Project-based learning (PBL) is an instructional delivery method whereby students earn credits at their own pace. Many also provide input into the design of the credit. It should be used by any school that does not require students to be concurrently enrolled in the number of credits it would take to grade progress and graduate on schedule and/or who earn part of their credits in off-site instructional activities that are not directly supervised by school staff.

Register with Glory Kibbel if your school is providing PBL to students. Legislation passed during the 2005 session requires schools to notify MDE by May 30 for implementation for the following school year. In your letter of registration, please confirm that you are aware of the reporting requirements.

A copy of MARSS Reporting Procedure 23 *Reporting for Projected-Based Learning* is posted at: http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/MARSS_Instruction_Manual/Procedures/index.html. It includes the mailing address and a description of the type of programs that need to be registered. This is not an approval process; the registration allows MDE to contact programs with specific information or training needs.

Schools that have notified MDE for prior year's implementation do not need to notify MDE if they are continuing their program. Please notify Glory if you have discontinued PBL.

Contact: [Sharon Peck](mailto:Sharon.Peck@state.mn.us) at 651-582-8811

ADM and LEP Projections

Districts and charter schools' current ADM and LEP estimates for FY 2009, FY 2010 and FY 2011 are posted to the MDE Website. FY 2012 will be posted in early May. To locate these reports, see the link at the end of this article.

All districts and charter schools currently in their third or later school year should review their ADM and LEP estimates for FY 2009-10 and FY 2010-11 via EDRS. Make the necessary adjustments via EDRS followed by step #3 Sum and Authorize. This sets a flag that tells us you have reviewed and accepted the data. The FY 2010 estimates due June 11, will be used for metered payments beginning July 15. The FY 2011 data was used to seed the FY 2012 school-level estimates tables available via EDRS May 5.

The FY 2009 estimates that are on EDRS as of June 26 will be used to calculate the August 30 clean-up payment. Actual MARSS FY 2009 data will be used for the September 30 and October 30 payments.

The timelines for ADM estimates are posted to the MDE Website at: http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/ADM_Estimates/index.html

Several student data reports are posted to the MDE Website at: <http://app.education.state.mn.us/MFRSystem/index.do>. Select your district and then type of report needed. The Student Data Category includes the following reports:

District/School ADM and LEP Projections Report

– This report shows a district's ADM and LEP estimates for a given year, as entered via EDRS. The report is updated periodically with district's new estimates.

Student Marginal Pupil Unit Calculations – This report displays the data used to calculate a district's resident, adjusted and LEP marginal cost pupil units. The report is updated periodically with districts' newer estimates.

Contact: [Jeanne Krile](mailto:Jeanne.Krile@state.mn.us) at 651-582-8637

EDRS

The Electronic Data Reporting System (EDRS) utilized by the Minnesota Department of Education and Minnesota school districts and charter schools for the reimbursement of No Child Left Behind (Title); Special Education; Adult Basic Education; Vocationally Handicapped/Transitionally Disabled; and reporting of District/School ADM and LEP Projections will be undergoing a software upgrade.

Please note that the EDRS system will be taken offline from Friday May 1, 2009, at 2:00 p.m. through Monday May 4, 2009, at 6:00 a.m. to accommodate this software upgrade.

Once the upgrade is complete, the EDRS system will require districts and charter schools to have JAVA Virtual Machine software of 1.5 or higher loaded on their computer.

Please contact your internet technology staff for assistance with the upgrade of software.

If you need to upgrade Java, visit <http://java.com/en/download/manual.jsp>

Note that the ADM and LEP Projections feature within EDRS will be down between April 28 and May 5, 2009, while we upload files, create FY 2012 ADM estimates and post new reports.

Learning Year/Alternative Programs Reminders

Continual Learning Plans (CLP)

Every student participating in a learning year program, including traditional and charter schools that have applied for learning year as well as state-approved alternative programs, must have an annual CLP. (Minn. Stat. § 124D.128, subd. 3 [2007]) The signed and dated plan must include:

- ⇒ the pupil's learning objectives and experiences;
- ⇒ the assessment measurements used to evaluate a pupil's objectives;
- ⇒ requirements for grade-level or other appropriate progression; and
- ⇒ for pupils generating more than one average daily membership in a given grade, an indication of which objectives were unmet.

CLPs are considered back-up material for an attendance audit and therefore copies must be retained for a minimum of three years.

Recordkeeping Systems and Reporting

Each learning year program must "maintain a record system that... permits identification of membership attributable to pupils participating in the program. The record system and identification must ensure that the program will not have the effect of increasing the total number of average daily membership attributable to an individual pupil as a result of a learning year program. The record system must include the date the pupil originally enrolled in a learning year program, the pupil's grade level, the date of each grade promotion, the average daily membership generated in each grade level, the number of credits or standards earned and the number needed to graduate." (Minn. Stat. § 124D.128, subd. 2(a) (2) [2007])

On MARSS, report mid-year grade promotions by withdrawing the student on the date of the grade promotion, and re-enrolling the student in the new grade on the next school day. Use STATUS END code 01 on the first record, LAST LOCATION OF ATTENDANCE 22 on the second record.

Mandatory Withdrawal

For funding purposes, students who have been absent for 15 consecutive days during the traditional school year without receiving homebound instruction must be withdrawn (Minn. Stat. § 126C.05, subd. 8 [2007]). The reason for the absence is irrelevant, for example, illness, accident, family vacation, etc. Note that students must be withdrawn as soon as it is known they have left the school whether by transfer, moving or dropping out. There should be no overlap between a student's enrollment records among schools and/or districts (with the exception of dual or concurrently enrolled students, as defined below). Also, truancy laws become applicable with as few as three unexcused absences.

The "grace" period is much shorter during the summer sessions or intersession portions of the school year for learning year programs and alternative programs. Students absent "for five consecutive school days during summer school or intersession classes of flexible school year programs" must also be withdrawn. (Minn. Stat. § 126C.05, subd. 8 [2007])

Targeted Services ADM

Students enrolled in Targeted Services programs are, by design, all dual-enrolled. A dual-enrolled student is enrolled full-time at a traditional program, meets the statute criteria of at-risk, has a CLP, and is enrolled outside the traditional school day at a state-approved alternative program, including a Targeted Services program. The alternative program enrollment could be during the just prior summer and/or after school during the traditional school year. The divisor used in the ADM calculation for Targeted Services is the statutory minimum, which is dependent on the student's grade level. (Minn. Stat. § 126C.05, subd. 15A, [2007])

Nonpublic school students are ineligible to generate membership for Targeted Services programs because, by design, Targeted Services is not core curriculum. Statute requires that shared-time instruction (part-time public school instruction for nonpublic/home school students) be core curriculum and be provided at the public school site.

Concurrent enrollment is used to describe a student who is enrolled less than full-time at a traditional school and is also enrolled in a state-approved alternative program. In this case, each school/program reports the membership it provides.

Kindergarten

- 425 hours is the ADM divisor for kindergarten students without a disability (IEP/IFSP/IIP) enrolled in a Targeted Services program.
- Kindergarten and pre-kindergarten students with a disability (grades HK and EC) are ineligible to generate more than 1.0 ADM for a school year.

Grades one through six

- 935 is the ADM divisor for elementary students in a Targeted Services program.

Grades seven and eight

- 1,020 is the ADM divisor for seventh- and eighth-grade students in a Targeted Services program.
- 1,020 is the ADM divisor for ninth-grade students in a Targeted Services Program. Ninth-grade students are eligible for Targeted Services *only* in districts where students do not start earning credits for high school graduation until tenth-grade.

Contacts: [Marceline Dubose](#) at 651-582-8586 for questions on CLPs
[Sharon Peck](#) at 651-582-8811 for questions on withdrawal dates or ADM calculations

Reporting for OLL

- When a student takes OLL classes from the enrolling district, the student is reported on MARSS by the enrolling district. Refer to “2008-09 Reporting for Supplemental and Comprehensively Enrolled Online Learning Students” posted at:
http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/index.html for more information on reporting these students.
- Students who supplement their school enrollment by participating in OLL from a state-certified provider are reported by the enrolling district on MARSS in membership for the percent of the day the student is taking classes at the enrolling school site, up to 100 PERCENT ENROLLED. Report only the instructional time provided by the enrolling district, exclude OLL time. A new enrollment record will be needed when the PERCENT ENROLLED changes and/or when the student starts or stops OLL courses. The OLL course completions will be reported on a separate file by the OLL provider.
- Students who take OLL courses at their own expense are reported on neither MARSS nor the OLL course completion file.

OLL participants cannot generate more than 1.0 ADM unless they are enrolled in an alternative program or other learning year program and are eligible to generate extended time ADM. If the enrolling district has not reduced a student’s instructional time commensurate with the number of supplemental OLL courses the student completes, the ADM at the enrolling district will be negatively adjusted at the state. If the student has generated less than 1.0 ADM between the seat time and the OLL course completions, the enrolling district will generate up to 12 percent of the OLL ADM that is generated by the OLL course completions. Both of these adjustments will be calculated at the department in a statewide edit program; districts will be notified of these adjustments on the ADM Adjustments Report later this summer.

Additional information on OLL is currently posted to the department’s Website at:

http://education.state.mn.us/MDE/Academic_Excellence/School_Choice/Public_School_Choice/Online_Learning/index.html

Contacts: [Sharon Peck](#) at 651-582-8811 for MARSS and OLL Course Completion reporting questions
[Karen Johnson](#) at 651-582-8733 for OLL program approval questions

MARSS Enrollment Data Used for Adequate Yearly Progress (AYP) Calculations

The number of students enrolled during the window of testing (April 13 through May 1, 2009) as reported on MARSS will serve as the denominator.

Therefore, it is critical that the MARSS Coordinators make sure their district’s MARSS data reflect accurate start and end dates. You can start this review process by correcting your date overlaps from your MARSS April submission as indicated in the Error Report posted to MARSS WES. MDE will use your June 17 MARSS submission to determine your district’s AYP Participation enrollment. So, you only have two more opportunities to correct your STATUS and START END DATES. We realize that it takes considerable time to resolve date overlaps and fix enrollment records. Focus your efforts on making sure STATUS and START END DATES for students enrolled in your district before May 1, 2009, are accurate.

This information should be shared with your testing coordinator.

Contact: [Sharon Peck](#) at 651-582-8811

Transportation Coding

Occasionally, we find districts assigning MARSS Transportation Code 05, Ineligible, to a student's record. In most cases, this is the incorrect code. A student must be receiving transportation service from the district and not eligible for that service before districts can assign Transportation Code 05 to the record. If the student is not utilizing the district-provided transportation services (i.e., driving his/her own vehicle, riding with parents/friends), the student should be assigned MARSS Transportation Code 00, Walker or Transportation Field Does Not Apply To This Student.

When a school district has adopted a pay-to-ride policy for students living less than two miles from school, that district would assign MARSS Transportation Code 05, Ineligible, to those students paying for the transportation service.

Charter School Transportation Coding

A charter school that has elected to use district-provided transportation services must always enter the district number and type of the district in which the charter school is located in the Transporting District Number and Type field on the student record. This is true even when the student is not utilizing the service. When a charter school student does not use the district-provided service, assign MARSS Transportation Code 00, Walker or Transportation Field Does Not Apply To This Student.

Transporting District Number and Type

The Transporting District Number and Type field tells the department which district is providing or is responsible for a student's transportation services. Before the 2004-05 school year, the department had to guess between the student's resident district and serving district. However, there are times when neither district is transporting the student; rather, it's provided by a third district. A student could be in foster care in a district other than the resident district and transported by the foster care district to and from a program in the serving district.

Too often districts are guessing on which district is the Transporting District Number and Type. Most often they are entering the student's resident district. Because this information will be used to calculate

special education tuition billing, it is imperative that districts determine the correct Transporting District and Type. This may involve talking to the parents or legal guardian of the family.

Contact: [Kelly Wosika](#) at 651-582-8855

Flexible Scheduling

The Flexible Scheduling worksheet needs to be completed only by districts/schools in which the scheduled length of day for students varied on one or more days during the school year. The worksheet assists in calculating the average length of day to report on the school (A) file for the school and grades affected.

For example, if the school calendar included one or more days on which students were scheduled to be released early for any reason (staff development, tournaments, funeral, etc.), then the average length of day must be reported on MARSS rather than the standard length. The average length of day will be less than the standard length of day for that school and grade.

Contact: [Marilynn Loehr](#) at 651-582-8592

Reminders:

- ➔ Refer to the December 31, 2008, MARSS Memo, page 7, for information on reporting the number of instructional days and/or length of school day for schools whose calendar changed during the year, e.g., snow day, emergency late start, and/or early dismissal, non-emergency shortened school day.
- ➔ MARSS contact people, please remind your admission people in the high schools to use the latest Postsecondary Enrollment Options Registration Form ED-01763-12. This form states pupils are required to return all textbooks and equipment to the postsecondary institution after the course has ended. The form is on MDE's Website to use for photocopying at: http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/Miscellaneous_Revenue/index.html, scroll down to Postsecondary Enrollment Options.

Contact: [Steve Etheridge](#) at 651-582-8771

General Overview of the Excess Transportation Category

The excess category, MARSS Transportation Category 02 consists of two groups of students. They are:

- 1) Secondary students (Grades 7-12) who live one mile or more from school but less than two miles; and
- 2) Students (Grades K-12) who live less than one mile from school and who are transported because, if they were to walk, they would encounter traffic, drug or crime hazards.

It is a local school board decision to determine what areas in their districts would be classified as hazardous areas. The districts' transportation directors or contractors provide transportation services in the areas that are identified in the board's policy as hazardous.

For the students living less than one mile from school, there has to be a documented hazard (according to board policy) and the students provided daily transportation before the students would qualify in this category. However, for secondary students living one mile or more from school but less than two miles, no hazard has to be present. As long as the secondary one-to-two-mile students meet the requirements for grade level and distance from school, a district can count the student in the Excess Category as long as the student is provided daily transportation service.

Districts must report the total cost of transporting the Excess students in the Uniform Financial Accounting and Reporting Standards (UFARS) Finance Dimension 720.

For questions regarding transportation categories refer to the *MARSS Transportation Categories Information and Instruction (July 2007)* at: http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/Transportation/Reports_Publication/index.html.

Contact: [Kelly Wosika](mailto:kelly.wosika@state.mn.us) at 651-582-8855

PSEO Participants

Districts that have PSEO participants this year will be sent a preliminary list of students in a separate mailing. We expect that:

- ◆ All students included on a district's list will be identified on MARSS as PSEO participants (PSEO INDICATOR equals Y); and
- ◆ If they took any high school classes at the school district, that their eligible high school hours will also be reported on MARSS (PSEO HIGH SCHOOL HOURS will be greater than zero).

If any of the students included on your list are not enrolled in your high schools or alternative schools, contact Steve Etheridge as soon as possible. It is possible that the postsecondary institution reported the student to MDE in the wrong district; Steve can "move" the student to the correct district. Or, the student may currently be omitted from your MARSS files for some reason and needs to be added. Steve has copies of the students' applications to verify participation.

Do not forget to report the student's eligible **high school** membership hours in the PSEO HIGH SCHOOL HOURS field. You do not need to calculate the hours the student spent at the postsecondary institution(s). The high school membership hours are used to generate state aid.

One final reminder, students whose postsecondary tuition is paid by the district rather than the state are not considered to be PSEO participants (for MARSS reporting purposes). These students should not be marked PSEO and no PSEO HIGH SCHOOL HOURS need to be calculated.

Contact: [Steve Etheridge](mailto:steve.etheridge@state.mn.us) at 651-582-8771

This publication is produced by:
Minnesota Department of Education
Division of Program Finance
1500 Highway 36 West
Roseville, MN 55113-4266

Phone: 651-582-8779

Fax: 651-582-8878

<http://education.state.mn.us>

E-Mail Helpline: marss@state.mn.us

Farewell to Marilyn Loehr

Marilynn's last day with MDE was June 18. Marilyn accepted a job with TIES as their MARSS Coordinator. Marilyn was with the department for over 11 years working on MARSS. She was a great asset to the department and will be missed. We wish her the best in her new job. It is our intent to fill the vacancy left by Marilyn's leaving. However, with the hiring restrictions that may take a while. In the meantime, we are using the following band-aid approach.

- Marilyn's E-mail address is **no longer valid**. All E-mail correspondence should be sent to the following E-mail address: marss@state.mn.us. The E-mails will be sent to the appropriate person to respond back to you.
- The phone number 651-582-8592 will be disconnected in a couple of days. All correspondence should go through E-mail at marss@state.mn.us. If you have an emergency and need to talk to someone right away you can call 651-582-8767 and your call will be routed to the appropriate person.
- E-mails and phone calls will be handled on a first-come basis and may not be answered immediately until Program Finance is fully staffed again.
- If you belong to a region, your region should be the first point of contact and then MDE. This should reduce the number of individual E-mails and phone calls.
- Please be patient with us as the staff assuming the MARSS tasks already have full-time duties. Unfortunately, you will not get the service that Marilyn Loehr provided to you, but you will not be ignored either.

The following staff will be providing MARSS technical assistance:

Barbara Mattson	651-582-8767	MARSS WES, MARSS Reports
Sharon Peck	651-582-8811	Questions related to SAAP, Shared Time, ADM, Online Learning, MARSS Reports
George Holt	651-582-8889	Special Education Service
Jeanne Krile	651-582-8637	Hours, Primary Disability, Instructional Setting
Kelly Wosika	651-582-8855	Transporting District, Transportation Indicator
Carol Hokenson	651-582-8840	Software Vendors, Changes for FY 2010
Lisa DeRemee	651-582-8467	Early Childhood Screening

Inside this Issue

Reports Posted to WES MARSS	2
Determining Students Resident District	2
Summer/Late Graduates	2
Reminder!	2
Open Enrollment.....	3
End of Year FY 2009 MARSS Reporting Timelines	4
District/School ADM Report	4
Transportation Reports	4
Student ID Repository	4
Aitkin vs. Minneapolis.....	4
Reporting Graduates	5
Enrollment Projections	5
Transportation Reporting Deadlines ..	6
Early Graduates/Early Out Seniors	6
Residency/Foreign Students.....	7
MARSS School File – Title I School Indicator	7
New Graduation Rates and Impact on MARSS Submissions.....	8
New Edits for FY 2010.....	9
New Codes for FY 2010.....	9
District and School Verification for 2009-10	10
Welcome New Charter Schools	10
Foreign Exchange Programs	10

Reports Posted to MARSS WES

☰ **Last Load Date:** This listing shows the latest date we loaded EOY FY 2009 MARSS files from each district.

☰ **MARSS Statewide Error Report:** This report shows EOY 2009 errors using MARSS files submitted by June 17, 2009. It is the district's responsibility to make whatever follow-up calls and/or corrections are necessary and resubmit the district's files in the normal manner.

NOTE: All EOY data will be considered final on December 30, 2009.

Date overlap errors and enrollment records after graduation must be corrected. In a date overlap error, the record with the earlier STATUS START DATE is ignored. The enrollment records that follow a record closed with a graduation STATUS END are also ignored.

☰ **Low ADM Report:** This reiterates a warning message you should already have reviewed on your local MARSS Error Report. It identifies grades and schools in which no student has generated 1.0 ADM. This is a serious problem with financial implications.

☰ **EOY Residents Served Elsewhere for FY 2009:** This report lists your resident students that have been reported by another district and can be used to verify that your students are being reported by the correct districts.

☰ **Different State Reporting Numbers Report:** This is a list of students who appear to have been assigned more than one STATE REPORTING NUMBER, based on the student's name, birth date and gender. Please contact the other district to verify if these are two separate students. If they are the same student, then determine which school needs to correct their files.

☰ **EOY Check-Off Comparison Report:** This report compares your district's EOY data for FY 2008 and FY 2009. The intent is to assist you in reviewing the accuracy of your data. The MARSS edit programs can only verify valid codes (for example, gender can be only M or F) and limited relationships (for example, an open enrolled student must be a nonresident). Only you can verify the reasonableness of your data. The EOY FY 2008 data are final. Any corrections to the EOY FY 2009 data must be made locally and MARSS files resubmitted for the entire district. These updated files must be received at MDE by November 12, 2009.

Contact: marss@state.mn.us.

Determining Students Resident District

Do you have problems trying to find a resident district number for students? If you have the student's street name, number and zip code you can find the resident district number. The following Website will give you the resident district number where the address is located, <http://pollfinder.sos.state.mn.us>. You will need to enter the zip code, then select GO, enter the house number, tab down and enter the street name or navigate down to street name, then select "GO." Under the third column you will find the school district number. This is the resident district number for the student.

Summer/Late Graduates

Seniors who end their senior year with a STATUS END code of 42, then pass the state-level tests the following July or April would be considered a late graduate. These students need to be reported the same way a summer graduate is reported using the July or April test date as the Status Start and End Date. Procedure 7 will be updated to reflect this change.

REMINDER!!!

State ID numbers should not be reused. This has caused a problem in the past with two different students having the same state ID number assigned.

Open Enrollment

The open enrollment deadlines are found in Minnesota Statutes 124D.03, subd. 7 [1 Sp 2003]. Use SAC 01 to report the following students: Students must apply to the nonresident district by January 15 for the following school year unless any of the following exceptions apply.

- Upon agreement of the resident and nonresident districts **and prior to the start of the school year**, a student may submit an application to a nonresident district after January 15 for enrollment beginning the **following** school year. Agreements made after the start of the school year are considered Agreements Between Boards (SAC 11).
- Students who are assigned after December 1 to a different school as a result of a district entering into, modifying or terminating an agreement with another district can apply before July 1.
- Students who become residents of a district after December 1 can apply for enrollment any time before the following December 1.
- If the MDE commissioner and the commissioner of the Minnesota Department of Human Rights determine that the policies, procedures and practices of a district are in violation of Title VI of the Civil Rights Act of 1964 or Chapter 363 of Minnesota Statute, any student in the district may submit an application to a nonresident district at any time for enrollment beginning at any time.
- Students transferring into or out of a district that has a desegregation plan approved by the MDE commissioner may apply at any time for enrollment beginning at any time.

To ensure fair and equitable treatment of all open enrollment applicants, all application forms that are received by January 15 should be processed beginning after January 15 using a lottery system. The receipt of applications prior to January 15 does not give applicants preference in the selection process.

The district receiving the request for open enrollment must notify the parent or guardian in writing by February 15 whether the application has been accepted or rejected and reason for rejection. The parent or guardian must notify the nonresident district by March 1 whether the pupil intends to enroll in the nonresident district. If a parent or guardian does not notify the nonresident district, the pupil may not enroll in that nonresident district during the following school year, unless the boards of the resident and nonresident district agree otherwise. The nonresident district must notify the resident district by March 15 of the pupil's intent to enroll in the nonresident district. Minn. Stat. § 124D.03, subd. 5 [1 Sp 2003].

Birth-to-kindergarten entrance pupils *with disabilities* (those that have special education status 4 or 6 by being on an IEP, IFSP, or an IIP) are also eligible for open enrollment. All rules and deadlines of open enrollment apply to all children regardless of special education status. A school district can limit open enrollment of nonresident pupils based on the capacity of a class, program, or school building if the school board passes a resolution defining that capacity. Minn. Stat. § 124D.03, subd. 2 (a) [1 Sp 2003].

Nonresident Student Attendance Agreements – Students who miss the January 15 deadline or do not meet one of the exceptions may qualify to enroll in a nonresident district if both the resident and nonresident districts agree to the student transfer. Students may use a nonresident student attendance agreement form developed by districts for this purpose. MDE does not provide this form. Districts accepting nonresident students through district agreements need the approval of the resident district in order to generate state general education revenue for those nonresident students. Both the resident and nonresident districts should have on file a letter or form, signed by both districts, agreeing to the student transfer. Report these students with SAC 11.

The same deadlines apply to nonpublic and home school students who wish to become full-time public school students in other than their resident district.

Contact: [Cindy Jackson](#) at 651-582-8572, Enrollment Options Specialist

End-of-Year FY 2009 MARSS Reporting Timelines

Keep in mind the following are the remaining EOY reporting timelines for MARSS. Data on file as of these dates will be used to generate turn-around reports which the districts may use to verify the accuracy and completeness of their data.

- **July 15** – Data will be used for Direct Certification for Free Meal Eligibility
- **August 12** – Used for September 30 Clean-up Payment
- **September 16** – Used for October 30 Clean-up Payment
- **November 12** – Used for Title I Evaluation Report. File hard copy.
- **December 30** – Statute deadline

Contact: marss@state.mn.us

District/School ADM Report

The District/School ADM Report that includes the MARSS data reported as of June 18 is posted to the Web. Use this report to begin verifying your district's and school's ADM data. MARSS records with either local errors or date overlap errors are always excluded from this report.

Documentation on how to read this report is posted at: <http://education.state.mn.us>, or from the department's home page – select Accountability Programs, Program Finance, MARSS/Student Accounting, District/School ADM Reports.

Contact: [Sharon Peck](mailto:Sharon.Peck@state.mn.us) at 651-582-8811

Transportation Reports

School districts will be sent a report by mid-July showing the number of students transported. The report, sorted by transportation category, will include data from districts that have submitted their EOY FY 2009 MARSS files. Districts may receive a second report where their district is listed as the "Transporting District." This report will only include resident students attending schools in other districts and nonresident tuition students.

Districts should use these reports to verify whether their transportation data has been reported correctly. Any reporting errors or omissions need to be made by the district that enrolled the student and an updated district-wide EOY FY 2009 MARSS file resubmitted to MDE in the usual manner.

Contact: [Kelly Wosika](mailto:Kelly.Wosika@state.mn.us) at 651-582-8855

Student ID Repository

We have had several questions and concerns brought up about the ID Repository. The ID Repository is to be used as the *last* resort in obtaining a student ID number. Districts still need to use the *Notification of Change* form to obtain the student's ID number, along with the student's STATUS START DATE and BIRTH DATE.

If only the ID Repository is used to obtain the student's ID number, the student may end up with multiple ID numbers which becomes a problem when matching student records.

If you have questions about setting up authorization for the ID Repository, please send an e-mail to marss@state.mn.us. To ensure a prompt response, include your name, district name, number and e-mail address.

Contact: [Barb Mattson](mailto:Barb.Mattson@state.mn.us) at 651-582-8767

Aitkin vs. Minneapolis

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

Reporting Graduates

1. STATUS END 08 is to be used for all students who meet the district's or charter school's graduation requirements, whether or not the student has an IEP/IIIP.
2. Students with an IEP/IIIP who participate in the graduation ceremony with their peers but have not completed the requirements of their IEP/IIIP should be coded with a STATUS END code of 40. They are eligible to re-enroll the following school year (assuming they meet the age requirements) and complete their IEP/IIIP. When they meet the IEP/IIIP requirements they can be reported with a STATUS END code of 08. See item #1 above. *Students who are age 21 on or before June 30, 2008, are ineligible to generate general education revenue in FY 2009.*
3. Students who have been reported as graduates are ineligible to return to school the following school year and generate state aid. Seniors who participate in the graduation ceremony with their peers but return to complete missing credits during the district's summer school program or a state-approved alternative program's summer term should be coded with a Status End code of 40 at the end of the school year that they should have graduated. They should be reported as graduates on the following school year's MARSS files as a summer graduate.

Contact: marss@state.mn.us

Enrollment Projections

Districts and charter schools in their fourth or later years must update their ADM and LEP projections for FY 2010, FY 2011 and FY 2012 via EDRS. These ADM and LEP estimates are used to calculate aid entitlements and levies and are used extensively for analysis purposes. Documentation on this EDRS application is available at

http://education.state.mn.us/mde/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/ADM_Estimates/index.html. A timeline for ADM and LEP projections is posted on the same Web page.

The EDRS database was seeded with the districts' most recent estimates from last year. The FY 2012 data were created by grade progressing the FY 2011 ADM to the next grade. All three years data are posted to the Web under Accountability Program, Program Finance, Minnesota Funding Reports (MFR) System, by district. Select Report Category, Student Data Reports, and the school year.

EDRS is a web reporting function that requires an application. The application can be found on the last page of the documentation. However, district staff who already has access to EDRS for other uses, for example, secondary vocational or special education reporting, need not reapply to access the projection system. Once the user is in the EDRS ADM and LEP projections system, a password is required.

Districts that are satisfied with the accuracy of the current ADM and LEP estimates need only perform the sum and submit function. This sets an internal date that tells MDE that the district has accepted the current data.

Charter schools in their first three years will continue to report their FY 2010 ADM and LEP projections on "Enrollment Projections Report/Charter Schools," ED-02158.

Contacts: [Jeanne Krile](mailto:Jeanne.Krile) at 651-582-8637 for charter school projections

Transportation Reporting Deadlines

School districts year-end pupil transportation data are collected from different sources. The number of nonpublic students transported to and from school, school bus ownership and annual mileage are collected on the Pupil Transportation Annual Report. The number of public school students transported to and from school is collected on MARSS. Expenditure and revenue data are collected on the Uniform Financial Accounting and Reporting Standards (UFARS) data submissions. All three sources (Annual Report, MARSS and UFARS) have different reporting due dates.

Pupil Transportation Annual Report: The Report ED-01652 was sent to districts in late-May. The report is due to MDE August 15, 2009.

MARSS: Final End-of-Year (EOY) student data is due the end of October. Only selected manual changes will be allowed until the end of December. Districts MARSS personnel who want to avoid making a lot of corrections to individual student's transportation records should have all of the transportation coded correctly by the EOY deadline.

UFARS: Minnesota Statute 123B.77 provides that districts must submit unaudited financial data by September 15 for the preceding fiscal year. By November 30, districts must submit audited financial data for the preceding fiscal year.

It is very important that districts comply with these reporting deadlines. The Division of Program Finance needs final fiscal year data in order to make timely final payments and for preparing reports for legislators and state administrators. Further, Minn. Stat. 127A.49 subd. 1 provides, in part, that no adjustment to any aid payments resulting from omissions in district reports shall be made for any school year after December 30 of the next school year unless otherwise specifically provided by law. Failure to meet December 30 date may cause aid payment to be withheld or delayed.

If you have any questions on completing the pupil transportation annual report, reporting the transportation code for students on MARSS or reporting transportation expenditures, contact Kelly Wosika at 651-582-8855 or kelly.wosika@state.mn.us.

Early Graduates/Early Out Seniors

- Students who may leave the school campus during the day, or after attending less than the full school day, and are not marked as absent, should be considered part-time and will generate prorated state aid based on the PERCENT ENROLLED reported. Refer to *Procedure 3* in the *MARSS Manual* for reporting part-time students.
- When the seniors' last day of school is earlier than the last day of school for younger students, then a full year for seniors is fewer days than younger students but they will still generate 1.0 ADM. ADM is based on the number of scheduled instructional days for a given school and grade, and the number of days a student is enrolled in that school and grade during the school year. Refer to *Appendix M* of the *MARSS Manual* for the ADM calculation.

Seniors who graduate midyear before their peers are considered early graduates. Note that students who participated in any Learning Year Program or who were retained in a grade during a prior year are ineligible to be claimed as early graduates. Refer to *Procedure 7* in the *MARSS Manual* for reporting early graduates.

Contacts: [Sharon Peck](#) at 651-582-8811

Residency/Foreign Students

All students living with a parent or legal guardian who have not been granted a diploma from any school and who are under the age of 21 are considered residents of that district for purposes of a free, public education irrespective of the student's U.S. citizenship status. These students must be enrolled and are eligible to generate state funding.

The enrollment eligibility of students living with someone other than a parent or legal guardian is determined based on the 1985 Attorney General's opinion. This Attorney General's opinion indicates:

- ⇒ If the student is living with that person solely to secure an education in the district where that person lives, the student remains a resident of the district, state or country in which the parent or legal guardian lives. When the parent or legal guardian resides in Minnesota, open enrollment, graduation incentives or another agreement between districts must be established in order for state funding to follow the student to the nonresident district. (Use the appropriate SAC – State Aid Category) Lacking that, families may be charged tuition or the district may enroll the student without generating any revenue. (Use SAC 15, 20, or 21)
- ⇒ If the student does not have an IEP and is living with that person for the purpose of receiving personal care, attention, supervision and nurture, such as is usually provided in a home, for purposes of a free, public education, the student is a resident of the district where that person lives and generates state funding for that district. (Use SAC 00)

Foreign students' eligibility for enrollment and/or to generate Minnesota state aid is determined the same as non-foreign students, with two exceptions.

1. A student on a J-1 or cultural exchange visa is a resident of the district that enrolls the student, regardless of where the host family lives. Effective FY 2010, the exchange organization through which the student obtained the J-1 visa must be registered with the Minnesota Secretary of State's Office. Refer to the list posted on the Web at: <http://www.sos.state.mn.us/docs/1531531411200614283318102006bus79iselist.pdf>. If the organization is not registered, report the student with SAC 15. The student generates state funding for the enrolling district. (Use SAC 02)
2. A student on an F-1 or student visa may be enrolled only in a public secondary school (grades 9 through 12). The school must charge the student "the full, unsubsidized per capita cost of providing education..." The student does not generate state funding. (Use SAC 15)

NOTE: Federal immigration guidelines prohibit students on visitor visas (B visas) from attending school full-time. Students violating a visitor visa may be deported and face consequences such as being denied future visas, making them ineligible to attend postsecondary institutions in this country. However, school administrators are not responsible to police those abuses.

Contacts: Your local Immigration Office for questions on visas
[Cindy Jackson](#) at 651-582-8572 – Enrollment Options programs
[Sharon Peck](#) at 651-582-8811 for MARSS reporting

MARSS School File – Title I School Indicator

The Title I School Indicator field must be completed for each school. As indicated in the MARSS Manual, Data Definitions, the data reported at the end-of-the-year are used for the *Annual Evaluation Report for Title I* and various ED*Facts*/EDEN files submitted to the federal Department of Education (DOE). Incorrect or missing data could result in a change to your funding.

For questions on the types of Title schools in your district, contact your Title I coordinator or the person(s) who completed your district's Title I grant application. Other questions on reporting for Title I can be referred to Sally Gordon at 651-582-8578.

New Graduation Rates and Impact on MARSS Submissions

Graduation Rate Background

Recently, new methodology for computing graduation rates was recommended by the National Governor's Association (NGA) and further refined in the federal non-regulatory guidance issued by the United States Department of Education (USDE) on December 22, 2008. Beginning with the summer 2012 Annual Report Cards, the Minnesota Department of Education (MDE) will be required to use the new rates in determining and reporting the Adequate Yearly Progress (AYP) measurements for high schools and districts. In addition, the graduation rate of each AYP subgroup will also be reported each year. Further information about the USDE guidance may be found at *No Child Left Behind – High School Graduation Rates* <http://www.ed.gov/policy/elsec/guid/hsgrguidance.pdf>.

To prepare for the transition to the new methodology, MDE will begin computing and publishing the new graduation rates this summer along with the existing AYP graduation rate. Specifically, MDE will compute two new graduation rates:

A. Four-Year Graduation Rate

- This rate considers first-time, ninth-grade students in the cohort, adds students transferring into the cohort, subtracts students transferring out of the cohort and computes how many graduate “on-time” (within four years).

B. Five-Year Graduation Rate

- This rate considers first-time, ninth-grade students in the cohort, adds students transferring into the cohort, subtracts students transferring out of the cohort and computes how many graduate within four or five years.

The current AYP methodology (Graduation-Leaver Indicator) will continue to be computed and used to determine the graduation AYP status of high schools and districts until 2012. The older existing NGA and Completion Rates will no longer be computed and existing data will be archived on the MDE Website.

The table below summarizes the status of the various graduation-rate methodologies.

Graduation Rate Methodology	Summer Publication Date	
	2009 - 2011	2012 and Beyond
Old NGA	No longer published – past data archived	No longer published – past data archived
Completion	No longer published – past data archived	No longer published – past data archived
AYP (Leaver)	Published and Used for AYP	No longer published – past data archived
New 4-year	Published – Information only	Published and Used for AYP
New 5-year	Published – Information only	Published and Used for AYP

Impact on MARSS Submissions

The computation will use historical and current MARSS enrollment data to determine first-time, ninth-grade students, students who transfer into the cohort in later years, and which students graduate. It will also use the STATUS END codes to determine which students transfer out of the cohort.

There are two changes in MARSS reporting procedures that are required to accurately compute the new graduation rates:

1. *Summer dropout and graduate information needs to be reported in the Fall submission as well as End-of-Year submission.*
 - The new rates allow for students who graduate in the summer of their fourth year to be included as on-time graduates for the Four-Year Graduation Rate. These students are reported in the following year MARSS submission. To accurately compute the current year graduation rate, the Fall MARSS data is reviewed to determine which students graduated. Districts will need to report this information with the Fall data to be considered in the new graduation rates.
 - For example: The graduation rate for 2009 will include students who graduate in May/June of 2009 (End-of-Year MARSS data reported for school year 2008-09) as well as graduates in July/August of 2009 (Fall MARSS data reported for school year 2009-10).
2. *Summer transfer information needs to be reported in the Fall and End-of-Year submission cycles.*
 - The federal guidance is clear in that students can only transfer out of the cohort when they transfer out of a Minnesota public school with written documentation, are committed to a correctional facility that provides education that culminates in a regular diploma, or die. The new graduation rate computation will use STATUS END codes to determine these types of transfers. Districts will need to report students who transfer during the summer with the Fall and End-of-Year data to be considered in the new graduation rates.
 - For example: A tenth-grade student in 2007 ends the school year in May 2007. The district reports the student with a STATUS END Code of 40 in the MARSS data reported for the 2006-07 school year. However, in July of 2007, the student moves to Wisconsin and eventually graduates from a school there. The new Four-Year Graduation Rate for 2009 will count the student as remaining in the cohort since the student did not transfer out of the cohort. The calculation will classify the student as “unknown” unless the district subsequently reports the student as transferring to Wisconsin.

Therefore, effective with the Fall FY 2010 MARSS files, it is important that districts and charter schools include the enrollment records for the following types of students on the Fall and Year-End MARSS files:

- Students who earned a diploma during either summer school (SAC 98) or the summer term of a learning year program (STATUS END code 08).
- Students who moved outside Minnesota during the summer (SAC 98 and STATUS END code 05).
- Students who are committed during the summer to a correctional facility that provides instruction (SAC 98 and STATUS END code 13).
- Students who transferred to a Minnesota nonpublic school during the summer (SAC 98 and STATUS END code 03).
- Students who died during the summer (SAC 98 and STATUS END code 11).

These are all students who would have been reported with a STATUS END code of 40 or 42 at the end of the recently completed school year. Report these summer records with STATE AID CATEGORY (SAC) 98 and the appropriate STATUS END code. The STATUS START and END DATES for the summer record should be after the end of the prior school year and before the start of the following school year.

Further Information

If you have further questions about reporting summer records, please contact marss@state.mn.us. For more information about the graduation rates used for AYP, contact Greg Marcus at 651-582-8454.

New Edits for FY 2010

Pre-Kindergarten Evaluation for Special Education

The resident district is responsible for providing evaluation services to children who may be eligible for special education services under FAPE. The resident district can provide the evaluation itself or purchase the service from another district. Because the resident district is responsible for assuring that the service is provided, the resident district must report these enrollment records on MARSS using State Aid Category (SAC) 00. If a nonresident district or charter school provides evaluation services to a pre-kindergarten child, the enrollment record should have a SAC of 21; no state aid is generated and there is no bill back to the resident district. However, a cooperative that provides the early childhood special education program on behalf of its member districts can also provide the evaluation services and report these hours on MARSS using SAC 10 or 19.

An error will result if a nonresident district or charter school reports an evaluation enrollment record for a pre-kindergarten child.

Dual or Concurrently Enrolled/Different Grade Levels

Students must be administered the appropriate assessments for the grade level in which they are enrolled and reported on MARSS. When a student has overlapping records, such as a dual or concurrently enrolled student, and the grade levels reported are different, the student will need to take the assessments relevant to both grades.

A warning message will result when a single student with overlapping records is reported in different grade levels. Both records will be assigned the warning message.

Race-Ethnicity

Each enrollment record for newly enrolled students must contain responses to two race-ethnicity questions. The student must be identified as either Y or N Hispanic and the student must be identified as Y in at least one of the five other categories, even if the student has been reported as Y Hispanic. Refer to the MARSS Manual definition of Race/Ethnicity posted to the MARSS Website.

An error will result when a student with other than a Last Location of Attendance code of 00 is identified as Y Hispanic but none of the other categories is reported as Y.

New Codes for FY 2010

Special Education Evaluation Status

Special Education Evaluation Status 9 for students (age three through grade 12) who have an IEP that requires indirect services only with no direct instruction provided by licensed professional special education staff members. The enrollment record should have a valid Primary Disability and Primary Disability Instructional Setting. Special Education Service Hours should be zero. These students are not eligible to be included in the December 1 child count or Tuition Billing.

Primary Disability Instructional Setting

New setting 34 and redefined settings 31 through 33 for students ages 3 through 5: In these setting descriptions, EC is defined as a program designed for children without disabilities that includes 50 percent or more typically developing peers. It includes child care, head start, ECFE, school readiness or other community-based pre-kindergarten programs.

Continued from page 10

- 31** Participates in an early childhood special education (EC) program at least 10 hours per week and receives the majority of special education services in this setting.
- 32** Participates in an EC program at least 10 hours per week and receives the majority of special education services in another location.
- 33** Participates in an EC program up to 10 hours per week and receives the majority of special education services in this setting.
- 34** Participates in an EC program up to 10 hours per week and receives the majority of special education services in another location.

Contact: marss@state.mn.us

District and School Verification for 2009-2010

Just a reminder that a notice went out to superintendents in the May 1, 2009, superintendent's mailing that the District and School Verification Website is open and ready for updates for the 2009-10 school year. The site verification coordinator at each district (appointed by the superintendent) should now go in and update contact information (address, principal, phone number, etc.), for the district and each school site by August 1, 2009, in order to ensure that data, reporting and payments are correctly processed. If a site is closing or new, please use the MDE Site Change Form available at the following Website:

http://education.state.mn.us/MDE/Data/District_School_Site_Verification/index.html

Contact: *MaryPat Olsen* at 651-582-8624 or mde.school-verify@state.mn.us.

This publication is produced by:

Minnesota Department of Education
 Division of Program Finance
 1500 Highway 36 West
 Roseville, MN 55113-4266
 Phone: 651-582-8779
 Fax: 651-582-8878
<http://education.state.mn.us>
 E-Mail Helpline: marss@state.mn.us

Welcome New Charter Schools

Several new charter schools have been approved by MDE this past year. Many of these schools will open in September. We welcome them to MARSS reporting.

These new schools need to obtain the STATE REPORTING NUMBERS from the prior districts for all of their students this fall. Please respond to their requests as soon as possible.

Contact: [Barb Mattson](mailto:Barb.Mattson) at 651-582-8767

Foreign Exchange Programs

The 2009 Legislature modified Minnesota Statute section 126C.05, subdivision 2, by requiring exchange programs under which students enroll with J-1 visas to be registered with the Office of the Secretary of State. A list of the registered programs is posted to the Secretary of State's Website at: http://www.sos.state.mn.us/home/index.asp?page=18&dc_id=145. These students can be reported with State Aid Category (SAC) 02.

Effective FY 2010, students enrolled via an exchange organization that is not registered with the Secretary of State's Office are ineligible to generate Minnesota state aid and should be reported with a SAC 15.

Contact: [Sharon Peck](mailto:Sharon.Peck) at 651-582-8811

Reports Posted to MARSS WES

■ **Last Load Date:** This listing shows the latest date we loaded EOY FY 2009 MARSS files from each district.

■ **MARSS Statewide Error Report:** This is the third run of the statewide edit for EOY FY 2009 using MARSS files submitted by July 15, 2009. It is the district's responsibility to make whatever follow-up calls and/or corrections necessary and resubmit the district's files in the normal manner.

NOTE: All EOY files will be considered final on December 30.

Date overlap errors and enrollment records after graduation must be corrected. In a date overlap error, the records with the earlier STATUS START DATE are ignored. The enrollment records that follow a record closed with a graduation STATUS END are also ignored.

■ **List of LEP Students Served with Computed Eligibility 2008-09 EOY** – This is a list of all students reported as 'Yes' LEP with an LEP START DATE on your most recent EOY FY 2009 MARSS files. The students are sorted by school and STATE REPORTING NUMBER. For each student we have indicated their eligibility to generate state LEP funding for FY 2009. Documentation for the "List of LEP Students Served with Computed Eligibility" reports is posted to the department's Website at: <http://education.state.mn.us/mdeprod/groups/Finance/documents/Publication/003221.pdf>. Feel free to share this report and the documentation with your district's ESL staff.

If students are missing from this list, make sure that the student's:

- enrollment record exists on the EOY FY 2009 MARSS file,
- LEP indicator is reported as 'Y,'
- LEP START DATE has been reported, and
- local errors are corrected.

■ **EOY Comparison Report:** This report compares your district's EOY data for FY 2008 and FY 2009. The intent is to assist you in reviewing the accuracy of your data. The MARSS edit programs can only verify valid codes (for example, gender can only be M or F) and limited relationships (for example, an open-enrolled student must be a non-resident). Only you can verify the reasonableness of your data. The EOY FY 2008 data are final. Any corrections to the EOY FY 2009 data must be made locally and MARSS files resubmitted for the entire district. These updated files must be received at MDE by October 28, 2009.

Inside This Issue

Reports Posted to MARSS WES ..	1
Student Data Reports Posted the Web	2
Status End for Expelled Students..	2
ALC Targeted Services	3
EOY FY 2009 Reporting Timelines	3
Summer Dropouts	3
Student State Reporting Number ..	3
MARSS Transportation Category .	4
Direct Certification for Free Meal Eligibility	4
Changes to Data Practices Act	4
Open Enrollment with South Dakota ADM Projections.....	5
PSEO Reminder	5
MARSS Contacts	6
Transcript Update	6
ADM Discrepancies Among the ADM Reports	7
Transportation Reports Now Available on the MARSS Web Edit System (WES)	7
Notification of Change in Student Enrollment Form.....	8
Changing Parents Tuition	9
MARSS Manual.....	9

■ **Different State Reporting Numbers Report:** This is a list of students who appear to have been assigned more than one STATE REPORTING NUMBER, based on the student's name, birth date and gender.

Continued from Page 1

- **EOY Resident Students Attending Elsewhere for FY 2009:** This report lists your resident students that have been reported by another district.
- **Low ADM Report:** This reiterates a warning message you should already have reviewed on your local MARSS Error Report. It identifies grades and schools in which no student has generated 1.0 ADM. This is a serious problem with financial implications.
- **ADM Adjustment Report:** This is a list of all students, reported by the district or charter school, whose ADM is probably different from that computed on locally generated reports. At the end of the report districts will find a list of residents reported by another district or charter school and whose ADM is probably different from that included on the local report.

The Original ADM column is simply membership days or hours divided by instructional days or hours, without any adjustments, minimums, maximums, etc. This is a better indicator of the actual ADM adjustment. For example, under Original ADM, students in grade EC will have an ADM equal to membership hours / 825 hours. The ADM capped at 1.0 will include the additional adjustment, (e.g., 0.28 minimum guarantee).

These lists are provided for your information to assist you in reconciling locally generated reports with the posted District/School ADM Report and/or MARSS Nonresident Reports. Documentation for the ADM Adjustment Report is posted to the Web at:
<http://education.state.mn.us/mdeprod/groups/Finance/documents/Report/002971.pdf>.

- **Transportation Reports:** Four new transportation reports have been posted. Refer to the article title "Transportation Reports Now Available on the MARSS Web Edit System" on page 7.

Contact: marss@state.mn.us

Student Data Reports Posted to the Web

District/School ADM Report – This report is updated after each of the year-end MARSS reporting timelines. Normally, it is posted within a week of the MARSS reporting deadline. Use this report to verify the accuracy of your most recent MARSS submission. These reports are posted to the department's Website at:
<http://education.state.mn.us/MFRSystem/index.do>.
 Find your district, select Student data category and select on 08-09.

Documentation for the report is posted on the MARSS Website under District-School ADM Reports:

http://education.state.mn.us/mdeprod/idcplg?IdcService=GET_FILE&dDocName=013274&RevisionSelectionMethod=latestReleased&Rendition=primary.

Contact: [Sharon Peck](mailto:Sharon.Peck@state.mn.us) at 651-582-8811

Status End for Expelled Students

Students who are expelled or suspended should be considered a dropout if they:

1. have not received instruction during this time period, and
2. did not return to school prior to the end of the school year.

Use STATUS END 16 for these students. As per the federal dropout definition, the STATUS END may be changed to a 41 for students who re-enroll in school somewhere prior to October 1 of the following school year. Students whose last STATUS END is 41 are not considered dropouts and will not be included in the dropout totals. Students who transfer to another district (for example, an ALC), after an expulsion or suspension would have a STATUS END of 20 indicating transfer but did not move.

ALC Targeted Services

Kindergarten-age children who are not currently enrolled in a kindergarten program are ineligible to claim for ALC Targeted Services membership during the summer prior to enrolling in kindergarten. However, students who were enrolled in kindergarten during the prior school year and retained for a second year of kindergarten are considered enrolled in kindergarten and are eligible to general ALC Targeted Services membership during the summer between the two years of kindergarten. For example, a student who was enrolled in kindergarten during the 2008-09 school year and was retained in kindergarten for 2009-10 is eligible to claim for ALC Targeted Services membership during the summer of 2009. The 2009 summer membership is the beginning of the 2009-10 school year.

Contact [Sharon Peck](mailto:Sharon.Peck@state.mn.us) at 651-582-8811 or [Marceline Dubose](mailto:Marceline.Dubose@state.mn.us) at 651-582-8586

EOY FY 2009 Reporting Timelines

Keep in mind the following are the remaining EOY reporting timelines for MARSS. Data on file as of these dates will be used to generate turn-around reports which the districts may use to verify the accuracy and completeness of their data.

- ◆ August 12 – Used for September 30 clean-up payment
- ◆ September 16 – Used for October 30 clean-up payment
- ◆ October 28 – Last Web submission allowed
- ◆ December 30 – Statute deadline

Contact: marss@state.mn.us

Summer Dropouts

Summer dropouts are defined as students who were enrolled on the last day of school during the prior school year and were not enrolled by October 1 of the current school year. These students are not known to be enrolled in school elsewhere.

If the student returns to school (even when the student enrolls at another district) anytime during the current school year, the summer dropout records would be deleted. Summer dropouts need to be reported on the MARSS files for the year immediately following that summer. Use STATE AID CATEGORY 98 and a dropout STATUS END code.

These students are included in the district's count of dropouts and in the department's longitudinal study that follows students from ninth grade to graduation. By not reporting these students, a district suppresses its dropout count and increases the unknown category on the longitudinal study. Refer to MARSS Reporting Procedure 12 for more information on reporting summer dropouts.

Contact: marss@state.mn.us

Student State Reporting Number

When a student is assigned a STATE REPORTING NUMBER, that number **must stay** with the student throughout the student's school career in Minnesota.

- If the student's name changes due to adoption, marriage, or for any other reason, the STATE REPORTING NUMBER must stay the same.
- When you receive a STATE REPORTING NUMBER from another district **do not** change the first four digits to your district. These numbers have nothing to do with who will receive the General Education Revenue.
- When reporting a student's name you need to report the student's legal name. These are legal records.

Contact: marss@state.mn.us

MARSS Transportation Category

Each public school student's record on the Minnesota Automated Reporting Student System (MARSS) has a field in which districts will enter the student's "To-and-From" school MARSS TRANSPORTATION CATEGORY for the regular school term. "To-and-from" school transportation is defined as the student's

s trip to school at the beginning of the school day and the trip home at the end of the school day. Districts are reminded that if a student has special education transportation requirements and or accommodations identified in their IEP, the student must be coded 03-Disabled. Also, the PRIMARY DISABILITY code must be greater than zero, excluding 54, 504 Plan.

If a student is attending an approved desegregation/integration program or a Choice Is Yours Program, districts should identify these students by using 04-Desegregation. However if this student has an IEP that identifies special education transportation, the student should be coded 03-Disabled, as 03-Disabled supersedes 04-Desegregation.

Further, districts should identify students that are experiencing homelessness by using MARSS code 06-Special and Homeless Indicator = "Y". However, if this student has an IEP that requires special education transportation, the student must be coded 03-Disabled with the Homeless Indicator = "Y". In addition, if the student that is experiencing homelessness is enrolled in a desegregation/integration program or Choice Is Yours Program and does not have special education transportation identified in their IEP, the student should be coded 04-Desegregation.

For further information on MARSS Transportation Codes, please see:
<http://education.state.mn.us/mdeprod/groups/Finance/documents/Publication/000754.pdf>.

Contact: [Kelly Wosika](mailto:kelly.wosika@state.mn.us) at 651-582-8855

Direct Certification for Free Meal Eligibility

All EOY FY 2009 MARSS files that were received by the July 15, 2009, deadline will be used for the Direct Certification of students for the free meal program. Students who are "matched" between the MARSS files and a file from the Department of Human Services are automatically eligible for the free meal program. Districts do not need to solicit an *Application for Educational Benefits* from these families for Fall FY 2010 reporting.

The certification will be completed by the first part of August and a list of eligible students will be posted to CLiCS; check with your food service director. This service will not be provided to districts or charter schools that do not have files submitted by July 15, 2009, or who are not currently on the Food Service Program.

Contact: Food and Nutrition at 651-582-8526, 800-366-8922, or e-mail to fns@state.mn.us.

Changes to Data Practices Act

Data on Nonpublic School Students – Data collected by a public school on a child or a parent of a child whose identity must be reported pursuant to the compulsory instruction law is "private data," which shall not be designated directory information by a school district unless prior consent is given by a child's parent or guardian. Such private data may be disclosed only under certain circumstances specified in the statute (e.g., court order, health reasons, emergencies, and specific statute authorizing the release of data). This does not apply to students receiving shared-time educational services from a public agency or institution.

Contact: [Cindy Jackson](mailto:cindy.jackson@state.mn.us) at 651-582-8572

Open Enrollment With South Dakota ADM Projections

Statute authorizes the Commissioner of Education to enter into an agreement with the designated authority from an adjoining state having comparable legislation to establish an enrollment options program between Minnesota and the adjoining state. At this time, the only adjoining state with comparable legislation is South Dakota, which enacted this legislation in 2008. A reciprocity agreement has been negotiated with South Dakota. This agreement will take effect for the 2009-10 school year. Districts excluded from this agreement are 7-12 grade students from Lake Benton, Minnesota and Elkton, South Dakota and Ortonville, Minnesota and Big Stone City, South Dakota. The 2008 Legislature modified how students enrolled via reciprocity between states are funded. This impacts how districts update their FY10 and FY11 average daily membership (ADM) estimates on EDRS. This change does not impact ADM estimates for FY 2009.

Specifically, the ADM of South Dakota residents who enroll via reciprocity under Minnesota Statutes Section 124D.041 (2008) to a Minnesota school district should be included in the Minnesota school district's *adjusted* ADM estimates for FY10 and FY11. These ADM should *not* be included in the district's resident ADM estimates.

The ADM of Minnesota residents who enroll via reciprocity under Minnesota Statutes Section 124D.041 (2008) to a South Dakota school district should be included in the Minnesota district's *resident* ADM estimates. These ADM should *not* be included in the district's adjusted ADM estimates.

Lake Benton and Ortonville residents who are covered under the contract agreement with a South Dakota district will continue to include their residents enrolling under their agreement with a South Dakota school district in their resident and adjusted ADM estimates. They will not include the South Dakota students enrolled under the agreement in either their resident or adjusted ADM estimates.

More detailed instructions on MARSS reporting for reciprocity enrollment for FY 2010 have been provided to school districts.

Contact: [Sharon Peck](#) at 651-582-8811

PSEO Reminder

Steve Etheridge in the Postsecondary Enrollment Options (PSEO) Program would like to remind you of the importance of notifying your high school guidance counselors of the PSEO law Minnesota Statutes Section 124D.09, subd. 24. A pupil is enrolled full-time if the pupil attends credit-bearing classes in the high school or high school program for all of the available hours of instruction. If this is the case, the pupil is **not eligible** for the Postsecondary Enrollment Options Program which earns high school credit and college credit for the same course. The pupil needs at least one study hall to be eligible to enroll in the Postsecondary Enrollment Options Program. This program pays for the high school and college credit the qualified student earns. A student is allowed to register for a college credit course that he/she pays for if the student does not qualify for PSEO. PSEO law Minnesota Statutes Section 124D.09, subd. 12, states the law requires that the high school accept this credit and put it on the high school transcript if the student requests this.

Contact: [Steve Etheridge](#) at 651-582-8771

MARSS Contacts

Please continue to forward any changes to the MARSS contact list so that we may update the posted list. We are especially concerned with the completeness of the e-mail addresses and fax numbers. We use this e-mail list to notify districts when a new micro edit is posted to the Web, also for vital information and changes. You also need to update the MARSS WES. Refer below.

Minnesota Department of Education Minnesota Department of Education Web Site Login

Welcome to the MDE's password protected Web pages!

MDE-Account Login:

If you have an MDE-Account, the same User ID and password for that account will work for all MDE Web pages. Access to some Web pages may require special permission from an MDE program area which you can request when attempting to access those web pages.

User ID:

Password:

Login

NOTE : Please do not add (bookmark) this page to your browser favorites.

Forgot your MDE-Account Information (UserId and/or Password and/or SecretAnswer)

If you are registered, but forgot your MDE-Account information, [click here](#)

Create new MDE-Account?

If you do not have an MDE-Account user id and password and would like to register, please [click here](#)

View your MDE-Account :

If you are registered and want to view or edit your MDE-Account information, please [click here](#) to login. **Update your account under 'View your MDE-Account'**

Contact: marss@state.mn.us

Transcript Update

When a transcript is generated, Minnesota Statute (M.S. § 120B.30) now requires that a “school, district, or charter school must place a student's highest assessment score for each of the following assessments on the student's high school transcript: the mathematics Minnesota Comprehensive Assessment, reading Minnesota Comprehensive Assessment, and writing Graduation-Required Assessment for Diploma, and when applicable, the mathematics Graduation-Required Assessment for Diploma and reading Graduation-Required Assessment for Diploma.”

ADM Discrepancies Among the ADM Reports

Between the local MARSS Edit Summary and District ADM Report:

- The *Edit Summary Report* includes ADM for PSEO participants as if they were full-time in the districts.
- The *District ADM Report* includes PSEO participants for their actual high school membership (using the PSEO HIGH SCHOOL MEMBERSHIP HOURS).

Between the local MARSS District ADM Report and the posted District/School ADM Report:

- The local *MARSS District ADM Report* includes the ADM for students who are found later during the statewide MARSS edit to have a date overlap or other “fatal” error.
- The posted *District/School ADM Report* excludes these student records.
- The local *MARSS District ADM Report* does not include residents reported by other districts.
- The *District/School ADM Report* includes these residents.
- ADM capped at 1.0 and extended time ADM cannot be accurately calculated on the local *MARSS District ADM Report* for students who were enrolled in more than one district during the school year.

For districts that act as a fiscal host for a cooperatively run alternative program:

- The local *MARSS District ADM Report* does not include the alternative program students at the cooperative.
- The posted *District/School ADM Report* includes these students.

Refer to the MARSS WES for the ADM Adjustment Report for individual student detail. This report lists all students whose ADM is probably different from that computed on a local ADM report. Documentation for the ADM Adjustment Report is included in the documentation for the District/School ADM Report located at this Web link:

http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/District_School_ADM_Reports/index.html.

Contact: [Sharon Peck](#) at 651-582-8811

Transportation Reports Now Available on the MARSS Web Edit System (WES)

There are four reports (for most districts) that are now available on MARSS WES Statewide Reports that show the number of public school students transported to and from school. These numbers were obtained from districts' July 15, 2009, Minnesota Automated Reporting Student System (MARSS) submission.

These reports will no longer be mailed to districts. The MARSS Coordinator should distribute the reports to appropriate district staff in order to determine whether public school student's transportation data is being reported correctly in MARSS.

The Minnesota Department of Education (MDE) sorts students on the TRANSPORTING DISTRICT NUMBER and TYPT fields on MARSS. If a district's student counts are either understated or overstated, some other Minnesota school district may have listed the wrong district number and type as the “Transporting District.” (See the “Totals by School” report to determine the districts that listed your district as the Transporting District.) You will have to contact the MARSS Coordinator at the district and ask him/her to correct the data. A list of the MARSS Coordinators can be found on MDE's Website at:

http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/index.html

The four reports include:

- **MARSS #47 Total Public Students Transported By Category:** This report shows the number of students reported by category for the past four years. Districts can use this report to determine whether the numbers of students reported in 2008-09 are comparable to data reported in previous school years.
- **MARSS #48 Pupil Transportation – Totals By School:** This report shows the breakdown of students transported by category for each school. The District Total line on this report should agree with the numbers reported for 2008-09 on the Total Public Students Transported by Category Report.
- **MARSS #45 Transporting District:** This report is a detailed list of some of the students who are included in your counts. Only students with State Aid Categories 05, 06, 08, 10, 14, 19, 26, 27, and 28 are included in this report. Remember MDE only counts a student once in transportation. If a student attended both your district and another district, only one of the records will be counted. Not all districts will receive this report.
- **MARSS #49 Nonresident Student with MARSS Transportation Code 03-Disabled:** This report is intended to help districts with the tuition billing process which includes unreimbursed transportation expenses.

Note: Students included on these reports had your district listed as the TRANSPORTING DISTRICT NUMBER and TYPE.

Please review the reports for completeness and accuracy. If errors are found, your district must:

1. Review the MARSS TRANSPORTATION CATEGORY assigned to each student, make corrections as needed, and resubmit your MARSS data.
2. Review the TRANSPORTING DISTRICT NUMBER and TYPE assigned to each student, make corrections as needed and resubmit your MARSS data.
3. Contact other districts where your students attend to make sure those districts have assigned the proper transportation code to your students and have listed your district as the TRANSPORTING DISTRICT NUMBER and TYPE.

Districts should have all MARSS files corrected and ready for the October 28, 2009, MARSS submission. After that date, only manual changes on an individual student basis will be made to the MARSS data. Districts are reminded that no changes can be made to the MARSS data after December 30, 2009, per Minnesota Statutes Section 127A.49, subd. 1.

If you have any questions about these data or need any help in determining the proper MARSS Transportation Codes for your students contact Kelly Wosika at 651-582-8855 or e-mail kelly.wosika@state.mn.us.

Notification of Change in Student Enrollment Form

An updated *Notification of Change in Student Enrollment* form has been posted to the MARSS-Student Accounting > Additional Documentation Website. The updated version excludes the assessment information. Refer to the article entitled Transcript Update for a new requirement of assessment information on high school transcripts.

Charging Parents Tuition

When an enrolling district or charter school contracts with an instructional provider for postsecondary courses (e.g., concurrent enrollment or college in the schools) or for online learning (OLL) courses, the student generates membership for the course time at the enrolling school. When a student takes the postsecondary class through traditional PSEO where the state pays the postsecondary institution, or supplemental OLL where the state pays the OLL provider directly, the student does not generate membership for these courses for the enrolling school.

It has been brought to our attention that in some cases parents are being charged a fee or tuition for contracted postsecondary enrollment options courses and/or OLL classes that the student did not pass. Consult the Pupil Fee Law and/or your school's attorney for the legality of charging parents fees or tuition for academic classes. However, the enrolling district or charter school cannot claim student membership for any instructional time for which the parent has paid in the form of either tuition or incompleteness fee whether or not the student passes the course. A related fee was discussed in a letter to superintendents in August of 2004.
<http://education.state.mn.us/mdeprod/groups/Finance/documents/Memo/004037.pdf>

MARSS Manual

Several MARSS Reporting Procedures have been updated and posted to the MARSS-Student Account Website at:
http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/index.html.

Any procedure with a July 20, 2009, posting date has been updated. Please print a copy for your desktop MARSS Manual and share with others in your school or district that would benefit from the information.

This publication is produced by:

Minnesota Department of Education
Division of Program Finance
1500 Highway 36 West
Roseville, MN 55113-4266
Phone: 651-582-8779
Fax: 651-582-8878
<http://education.state.mn.us>
E-Mail Helpline: marss@state.mn.us

Student Data Reporting Information

Inside This Issue

Reports Posted to MARSS WES.....	1
EDRS Timelines.....	3
Fall Reporting Tips.....	4
Compensatory Revenue and Application for Educational Benefits	5
Seniors and End-of-Year Codes	5
Online Learning (OLL)	6
Full-Day, Every Day Kindergarten and Targeted Services.....	7
Reminder: New Requirement for FY 2009 Early Childhood Screening Records.....	8
End-of-Year FY 2009 Reporting Timelines.....	8
Special Education Evaluation Status (SEES)	9
Start Before Labor Day	9
MARSS Changes for FY 2010.....	10
Fall FY 2010 Reporting Timelines.....	13
Fall and End-of-Year Timelines for FY 2009-10.....	13

Reports Posted to MARSS WES

- **Last Load Date:** This listing shows the latest date we loaded EOY FY 2009 MARSS files from each district.
- **MARSS Statewide Error Report:** This report was run using data on file as of August 12. It is the district's responsibility to make whatever follow-up calls and/or corrections necessary and resubmit the district's files in the normal manner. Date overlap errors and enrollment records after graduation must be corrected. In a date overlap error the record with the earlier STATUS START DATE is ignored. The enrollment records that follow a record closed with a graduation STATUS END are also ignored.

NOTE: All EOY files will be considered final on December 30.
- **EOY Check-Off Report:** This report compares your district's EOY data for FY 2008 and FY 2009. The intent is to assist you in reviewing the accuracy of your data. The MARSS edit programs can only verify valid codes (for example, gender can only be M or F) and limited relationships (for example, an open-enrolled student must be a non-resident). Only you can verify the reasonableness of your data. The EOY FY 2008 data are final. Any corrections to the EOY FY 2009 data must be made locally and MARSS files resubmitted for the entire district. These updated files must be received at the department by September 16, 2009.
- **Low ADM Report:** This reiterates a warning message you should already have reviewed on your local MARSS Error Report. It identifies grades and schools in which no student has generated 1.0 ADM. This is a serious problem with financial implications.

- **EOY Residents Served Elsewhere for FY 2009:** This report lists your resident students that have been reported by another district.
- **NCLB AYP Percent Attendance:** This report uses your latest EOY FY 2009 MARSS files and computes the percent attendance as it will be used in the AYP calculations next year. These data are provided with the intent that no corrections to attendance and ADA data that are used for next year's AYP percent attendance calculations will be accepted after the EOY FY 2009 MARSS file submission timelines expire on October 28, 2009.
- **Different State Reporting Numbers Report:** This is a list of students who appear to have been assigned more than one STATE REPORTING NUMBER, based on the student's name, birth date and gender.
- **Online Learning (OLL) Participants by Enrolling District and OLL Provider:** This report will be mailed to all districts and charter schools from which online learning (OLL) participants have been reported by a certified OLL provider as completing one or more OLL courses during the 2008-09 school year. The enrolling schools should have a copy of each of these students' "Online Learning (OLL) Supplemental Notice of Student Registration" form. If not, contact the OLL program. A list of all of the programs with their contact person is posted to the Website at: <http://education.state.mn.us> Select Academic Excellence > School Choice > Online Learning. Also contact the OLL program with any questions on the students and/or courses they completed. These students' transcripts must include these courses.
- **ADM Adjustment Report:** This is a list of all students, reported by the district or charter school, whose ADM is probably different from that computed on locally generated reports. At the end of the report, districts will find a list of residents reported by another district or charter school and whose ADM is probably different from that included on a MARSS Nonresident Report that the enrolling district or charter school sent to the resident district.

The Original ADM column is simply membership days or hours divided by instructional days or hours, without any adjustments, minimums, maximums, etc. This is a better indicator of the actual ADM adjustment. For example, under Original ADM, students in grade EC will have an ADM equal to membership hours / 825 hours. The ADM capped at 1.0 will include the additional adjustment, e.g., 0.28 minimum guarantee.

These lists are provided for your information to assist you in reconciling locally generated reports with the posted District/School ADM Report and/or MARSS Nonresident Reports. Documentation for the ADM Adjustment Report is posted to the Web at:
http://education.state.mn.us/mdeprod/idcplg?IdcService=GET_FILE&dDocName=013274&RevisionSelectionMethod=latestReleased&Rendition=primary.

- **List of LEP Students Served with Computed Eligibility 2008-09 EOY:** This is a list of all students reported as 'Yes' LEP with an LEP START DATE on your most recent EOY FY 2009 MARSS files. The students are sorted by school and STATE REPORTING NUMBER. For each student we have indicated their eligibility to generate state LEP funding for FY 2009. Documentation for the "List of LEP Students Served with Computed Eligibility" reports is posted to the department's Website at:
<http://education.state.mn.us/mdeprod/groups/Finance/documents/Publication/003221.pdf>. Feel free to share this report and the documentation with your district's ESL staff.

If students are missing from this list, make sure that the student's:

- enrollment record exists on the EOY FY 2009 MARSS file,
- LEP indicator is reported as 'Y,'
- LEP START DATE has been reported, and
- local errors are corrected.

EDRS Timelines

Please notify staff in your district that the timelines for updating the ADM and LEP estimates for your district or charter school in its fourth or later year are posted to the department's Website. The timelines indicate when the district's updated estimates will be used for payments, forecasts and legislative analysis. It is critical that districts and charter schools provide estimates in a timely manner and that are as accurate as possible because the data are used for more than just metered payments. These estimates will be used in the levy reports in September, the November and February forecasts, legislative analysis and the posted end-of-session summaries.

The timelines can be found at:

http://education.state.mn.us/mde/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/ADM_Estimates/index.html. The timelines are the first item listed. The next deadline is August 27 – these data will be used in the district's initial 2009 Pay 2010 Levy Report.

When updating your estimates, be sure to follow every step #2 Enter/Modify Estimated ADM and LEP with step #3 Sum School Adjusted ADM and Authorize Submission – even if you do not actually change the data. Step #2 sets a flag that puts the district's estimates on hold. Step #3 synchronizes the school and district data, authorizes the department to use the data and date-stamps your update. Without step #3, your data will sit in limbo and cannot be used.

If you have reviewed your estimates and do not need to make changes, perform step #3 to set the date. This tells the department that you have confirmed the accuracy of the estimates.

Contact: [Jeanne Krile](mailto:Jeanne.Krile@state.mn.us) at 651-582-8637

Clarification Regarding Use of Application for Education Benefits For First 30 Operating School Days

This is to clarify the difference between the School Nutrition Programs policy for carry-over of school meal eligibility at the beginning of a school year and the MARSS policy for establishing the student's ECONOMIC INDICATOR based on eligibility for free/reduced price meals.

The school meals policy is that eligibility for free or reduced price school meals must be carried over from one school year through the first 30 operating days of the following school year.

MARSS does not allow any carryover of eligibility from one school year to the next for the ECONOMIC INDICATOR. A student may be counted as eligible for free or reduced price meals on the MARSS ECONOMIC INDICATOR only when an Application for Educational Benefits from the current school year has been approved.

For example, a school that has 30 operating days through October 19, 2008, could continue providing meal benefits through that date based on an approved 2008-09 Application for Education Benefits. However, the school could not mark these students as eligible for free or reduced price school meals on the 2009-10 MARSS records until either 2009-10 Application for Education Benefits was approved or the students were directly certified with 2009-10 direct certification data. Also note, current applications cannot be collected and approved until after July 1.

Contacts: If you have any questions about the school meal policy for the first 30 operating days, please contact FNS – Policy Team at 651-582-8526, 800-366-8922, or e-mail to fns@state.mn.us.

If you have any questions about MARSS procedures, please contact your MARSS coordinator or marss@state.mn.us.

Fall Reporting Tips

Summer Only Students at an ALC or Other Learning Year Program (LYP): Remember to record a STATUS END DATE and STATUS END code for all students who withdrew at the end of the summer term. This will avoid counting these students as enrolled on October 1, for the Fall FY 2010 MARSS submissions, which could adversely affect the compensatory revenue counts.

Provision 2 and 3 Schools: These schools still need to collect and maintain household income statements for compensatory revenue purposes. In case of an audit, every student reported on MARSS as eligible for the free or reduced price meal program must have a signed and dated income statement on file. The application must have been approved between July 1 and December 15. Therefore, there may be a difference between the counts of (a) free meal eligible students that are reported on MARSS as compared to (b) those reported to the department's Food and Nutrition office.

The Application for Educational Benefits for 2009-10 is posted at:
http://education.state.mn.us/MDE/Learning_Support/FNS/SNP/Applications_Materials_and_Forms/index.html. Be sure to use this version, prior year's versions have expired for purposes of MARSS reporting.

The only students who can be reported as having free meal eligibility without a signed household income statement are those included in the Direct Certification list. These lists are made available to the food service directors in early August.

Student Name: As new students are enrolled this fall, remember to report the student's legal name on the MARSS file. Some software contains an "also known as" field that may be used to store the name the student wishes to be called in school and/or to whom home correspondence may be addressed.

Last Location of Attendance (LLA) 24: There has been some confusion over the appropriate use of this code. LLA 24 should be assigned anytime a student re-enrolls into the same school and grade during the same school year even if the student went to another district in between. There may or may not be a lapse of membership between the two records.

Students who leave a school, but later return to another school in the district should be assigned an LLA code of 21 on the second school record. Again, there may or may not be a lapse of membership between the two records.

Assign LLA 14 to students who participated in a summer learning year program prior to starting classes in your school in the fall.

Assignment of Student Grade Level: Students should be reported in the grade level at which they are receiving instruction and/or have earned credits toward graduation. Take care in assigning students to a grade level:

- The school year during which a student first enters the ninth grade determines which graduation standards the student must meet to receive a Minnesota public school diploma.
- Postsecondary Enrollment Options (PSEO) program eligibility is reduced for students who are promoted to the 12th grade before obtaining credits necessary to be a senior. Seniors have only one year of eligibility.
- Learning Year Programs (LYP) must take care to report mid-year grade promotions as they occur in order to avoid over-claiming of state aid.

Title I School Indicator: To meet federal reporting requests, make sure that each school record has a Title I Indicator on the Fall MARSS School Files.

Gender: Be sure to accurately report a student's gender. This information is used in the Direct Certification match. Having the wrong gender on the MARSS file could prevent a student from being included on the Direct Certification report.

Compensatory Revenue and Application for Educational Benefits

The eligibility of a student to generate compensatory revenue for a school is dependent on the family submitting a completed “Application for Educational Benefits” to the school and then the school/district properly coding the student’s ECONOMIC INDICATOR on the fall MARSS file. The “Application for Educational Benefits” form was sent to food service directors in June. It is also posted to the Web at:

http://education.state.mn.us/MDE/Learning_Support/FNS/SNP/Applications_Materials_and_Forms/index.html.

Districts and charter schools that do not have a food program or who cannot locate the form can contact Food and Nutrition Service at MDE to obtain a form by calling 651-582-8526 or 1-800-366-8922, or by e-mail at FNS@state.mn.us.

“Applications for Educational Benefits” expire September 30 each year so that they must be solicited annually from all families. However, students who are included on the Direct Certification list can be coded as eligible for the free meal program without an application on file. A Direct Certification list will be sent to the food service directors in August. Brand new charter schools will not receive a Direct Certification list because it requires prior year’s MARSS files.

Only students enrolled on October 1 are eligible to generate compensatory revenue. However, the ECONOMIC INDICATOR data can be updated locally until December 15 so that families have until early December to submit the application. The December fall MARSS file is used to calculate the student counts that are used for the following school year’s compensatory revenue.

Provision 2 and 3 schools who for the free meal program have been authorized to use a prior year’s free meal eligible count to claim revenue under the federal food program must have signed applications on file for students to claim state compensatory revenue. By coding a student as eligible for the free or reduced price meal program (ECONOMIC INDICATOR = 1 or 2) the school is certifying that it does indeed have an eligible application on file for the current year. Students do not have to be actually receiving a free meal to report as eligible for a free meal. This is treated as a “demographic” piece of information rather than program information.

In addition to compensatory revenue, the ECONOMIC INDICATOR data is also used to determine a school’s eligibility for the School Loan Forgiveness program targeting Title I services and in numerous grant and analysis activities.

Three codes are valid for ECONOMIC INDICATOR.

0 = full price or no application, no direct certification

1 = reduced price eligible, application on file

2 = free eligible, application on file or direct certification

Contacts: [Food and Nutrition Service](#) at 651-582-8526 for “Application for Educational Benefits”

[Sharon Peck](#) at 651-582-8811 for compensatory revenue student counts

[Barb M. Mattson](#) at 651-582-8767 for MARSS reporting

Seniors and End-of-Year Codes

Status End Code of 42 – Seniors who met all of the local graduation requirements, but have not passed all of the state level tests cannot be considered graduates. These students should have a STATUS END code of 42. Seniors who have passed their state level tests, but do not have enough credits to graduate would have a STATUS END code of 40. Seniors who leave school prior to the last day of school and have not met graduation requirements would receive the appropriate drop-out STATUS END code. Refer to the list of STATUS END for the best fit.

Online Learning (OLL)

Under Minnesota Statute, Minnesota public school students are eligible to access online learning (OLL) courses from a certified OLL provider. Students can participate in OLL in one of two ways:

1. A student can enroll in the district or charter school with the certified program and work toward this district's or charter school's graduation requirements. This is referred to as 'Comprehensive' enrollment. If the student is transferring to an independent school district, the timelines for open enrollment must be followed, with the exception listed below, or the districts can agree to waive the deadline before the school year starts. There are no open enrollment application timelines for students either transferring into or transferring out of a district that receives integration revenue. Once the school year starts, a student can still transfer to another district if both districts sign an Agreement Between Boards. There are no application timelines for students enrolling in a charter school.
2. Or, a student can take up to 50 percent of their courses via OLL from a certified Minnesota provider; this is referred to as 'Supplemental' enrollment. The online learning provider that accepts a student under this section must, within 10 days, notify the student and the enrolling district in writing if the enrolling district is not the online learning provider. The student and family must notify the online learning provider of their intent to enroll in online learning within 10 days of acceptance, at which time the student and parent must sign a statement of assurance that they have reviewed the online course or program and understand the expectations of online learning enrollment. The online learning provider must notify the enrolling district of the student's enrollment in online learning in writing on a form provided by MDE. The enrolling district can choose to waive these requirements or they can request that the student enroll in the district or charter school with the OLL program. The OLL provider must notify the enrolling district by completing an "Online Learning (OLL) Supplemental Notice of Student Registration" form (required form provided by MDE). This is available on MDE's OLL Website at:
http://education.state.mn.us/MDE/Academic_Excellence/School_Choice/Public_School_Choice/Online_Learning/index.html. From the department's home page (<http://education.state.mn.us>) select Academic Excellence>School Choice>Public School Choice>Online Learning.

Additionally, a student may enroll in supplemental online learning courses up to the midpoint of the enrolling district's term after which schedule changes for the term cannot be made. The enrolling district may waive this requirement for special circumstances and upon acceptance by the online provider.

Note that the list of "Online Learning Rights and Responsibilities" document has been updated with the legislative changes. It can be found on the same Website referred to above.

When a student transfers to the district or charter school with the OLL program, the original school must withdraw the student from MARSS. The OLL program will report the student on MARSS once the student starts his/her classes.

When a student accesses supplemental OLL courses, the enrolling school can reduce the student's course load. This will initiate a new MARSS enrollment record because the Percent Enrolled will have changed. The attendance and membership reported on MARSS includes only that provided by the enrolling district; it excludes the time the student is not required to be at the enrolling school site. There is no tuition charged to the enrolling school for supplemental OLL courses.

Contact: [Sharon Peck](#) at 651-582-8811 for, MARSS reporting and aid for OLL programs

Full-Day, Every Day Kindergarten and Targeted Services

The following is intended to answer the two questions recently posed to MDE staff.

Q1: Can a district that offers a free three day per week kindergarten program and a parent-paid program for kindergarten students on the alternate two days per week use extended-time revenue generated by eligible Targeted Services kindergarten students to fund the two parent-paid days? (The discussion below would also apply to a district that offers a free half-day, daily kindergarten program with parent-paid programming during the other half of the day.)

Background:

- MDE considers parent-funded programs for kindergarten students as a community education program, Fund 4.
- Targeted Services is a general education program, Fund 1.
- Parents cannot be charged tuition for general education instruction.
- Student membership cannot be claimed for time that parents are paying for the activity/instruction.

MDE Response:

Districts cannot use extended time revenue generated by eligible Targeted Services kindergarten students to fund parent-paid kindergarten days.

Rationale for Decision:

- Parents cannot be charged for the time students are claimed for Targeted Services programming. The fee parents are charged must be reduced for the amount of time the district claims Targeted Services student membership. For example, if Targeted Services student membership is claimed for two of the three hours during the parent paid program, it must be clear that the parent is paying for only one hour of the program.
- The Targeted Services program is a separate program, therefore, the students would need to be provided educational services in a separate location, e.g., classroom, from the parent-paid program and provided education that meets both the intent and laws for Targeted Services.
- The Targeted Services portion of the day must be taught by a licensed teacher. This teacher cannot be also “teaching” the parent-paid program simultaneously. For example, two staff, of which at least one is licensed, will be needed during the time that some students are in the parent-paid program and eligible students are in the Targeted Services program. The licensed teacher must be with the Targeted Services students.
- A Continual Learning Plan (CLP) would need to be written for each Targeted Services participant.
- At least 90 percent of the revenue generated by the Targeted Services program must remain in the Targeted Services program and spent on the students who generated it. It cannot be used to offset the cost of the parent-paid program for kindergarten children. This general education revenue cannot be transferred to Fund 4 or other than a state-approved alternative program.
- Students who qualify for Targeted Services (at-risk as defined in M.S. § 124D.68, Subd. 2) but whose parents choose not to participate in the parent-paid program must be given the option to participate in the Targeted Services program.
- Expenditures and revenue reported on UFARS must be done under two separate Org/School numbers. For example, the revenue and expenditures for the Targeted Services program must be reported under the Targeted Services site number. The parent paid Community Services tuition/fees and expenditures must be reported under the Community Services Org number.

Considerations:

- The maximum amount of extended time ADM for kindergarten students in a Targeted Services program is 0.20 ADM or 0.12 pupil units or \$552 extended time revenue.
- The district may need to provide transportation for students who qualify for Targeted Services (at-risk as defined in M.S. § 124D.68, Subd. 2) but whose parents choose not to participate in the parent-paid program.

- The ratio of students served in a Targeted Services program to the total number of students in the grade should be similar in each of the grades the Targeted Services program serves. For example, if ten percent of the first-graders are identified as at-risk and eligible for Targeted Services, the kindergarten ratio should be similar.

Q2: Can a district that offers a free, full-day, every day kindergarten program generate extended time revenue by eligible Targeted Services kindergarten students during part of the day?

MDE Response:

At-risk students are eligible to generate extended time ADM and revenue for participation in a state-approved Targeted Services program for instruction provided outside the required school day. A school board that has determined its kindergarten program is full-day, every day (with no parent fees) requires kindergarten students to attend every day, all day. The Targeted Services program provided to eligible at-risk students after the kindergarten day is eligible to generate extended time ADM and revenue. However, students who are pulled out from the classroom during the kindergarten day to receive Targeted Services programming are ineligible to claim for Targeted Services membership because they are already being claimed as full-time kindergarten students.

Contacts: [Marceline DuBose](#) at 651-582-8586 for Targeted Services program questions
[Karen Dykoski](#) at 651-582-8766 for UFARS reporting
[Sharon Peck](#) at 651-582-8811 for student membership reporting

Reminder: New Requirement for FY 2009 Early Childhood Screening Records

A reminder when reporting end-of-year records for FY 2009, that 00 is no longer a valid STATUS END code for MARSS Grade Level PS (Early Childhood Screening) student records. A valid STATUS END code is now required for all MARSS PS student records; one of the following codes must be entered:

- 60 = No referral
- 61 = Referral to Special Education
- 62 = Referral to health care provider
- 63 = Referral to Special Education and health care provider
- 64 = Referral to early childhood programs (e.g., School Readiness, Head Start, ECFE)
- 65 = Referral, parent declined

All required MARSS data elements for PS records, including STATUS END code, must be collected by the district's Early Childhood Screening Coordinator and reported to the MARSS Coordinator on the Registration Form for Early Childhood Screening 2009 (ED-02390-02). The STATUS END code is reported on page two of the Registration Form.

Contact: [Lisa DeRemee](#) at 651-582-8467

End-of-Year FY 2009 Reporting Timelines

Keep in mind the following are the remaining EOY reporting timelines for MARSS. Data on file as of these dates will be used to generate turn-around reports which districts may use to verify the accuracy and completeness of their data.

- **September 16** – Used for October 30 clean-up payment
- **October 28** – Last Web submission allowed
- **December 30** – Statute deadline

Special Education Evaluation Status (SEES)

SEES 6 – Additional Service Provider

There is an update to the definition for SEES 6. Students were evaluated and are receiving special education services under P.L. 108-446 (2004) and also receiving additional services through another public agency. These students are receiving special education services from the school district and services from at least one other public agency (e.g., county social services) other than the school district, as identified on a Standardized Written Plan (SWP) such as an IFSP, IEP+, IEP or IIIP. Students with SEES 6 will be included in the tuition billing system.

SEES 8 – Early Intervening Services (EIS)

The Division of Program Finance has received several questions regarding whether or no the Special Education Tuition System will include students who are receiving Early Intervening Services (EIS). Though a district is using federal Part B Section 611 funds for these students, the students do not have IEPs and are not eligible to be included in the special education tuition billing system. The district is obligated, however, to report the students who are receiving EIS services on MARSS with SEES 8.

SEES 9 – Receiving Only Indirect Services

A new SEES code of 9 was added for the 2009-10 school year for students who have active IEPs and are only receiving indirect services. The IEPs that had only indirect services were excluded from the sampling to determine the midpoints for special education service hours because there is too much variance for these students that could skew the midpoint percentages. The students who are reported on MARSS with SEES 9 will have to have the actual hours of indirect services provided by licensed special education professionals entered for the FY10 end-of-year submissions. If the record with SEES 9 does not have any special education service hours, the record will error. Zero will not be a valid number.

Students reported with SEES 9 will also be included in the December 1 child count. All MARSS WES reports that identify students with disabilities will be updated to include students reported with SEES 9.

Start Before Labor Day

For FY 2010, schools cannot start school before September 7, 2009. Districts with construction/remodeling projects over \$400,000 are allowed to start earlier and are required to have a *Letter of Intent* on file with the department.

After the letter is received, a confirmation letter will be sent notifying you that you have been approved to start before the statute start day. If no letter of intent is received, students enrolled prior to the statute date (September 7) will generate an error and no aid will be paid for those students.

Send letter to:

Sharon Peck
Minnesota Department of Education
Division of Program Finance
1500 Highway 36 West
Roseville, MN 55113.

Note that charter schools are not subject to the Labor Day start date. Charter schools can start as early as July 1. All schools must end by June 30.

MARSS Changes for FY 2010

New Data Items

Minnesota Care Opt Out

General Assistance Medical Care Program Opt Out

These two new data items are collected by the school on the *Application for Educational Benefits* form. Children in households that are eligible for the free or reduced price meal program may also be eligible for Minnesota Care and/or General Assistance Medical Care Programs through the Department of Human Services (DHS). Legislation passed in 2008 requires the Department of Education (MDE) to share eligibility information with DHS except for those families who choose to opt out by checking the box(es) on the *Application for Educational Benefits*.

Valid values for both data items are 'Y' and 'N'. A 'Y' indicates that the household has chosen to opt out and does not wish MDE to share their information with DHS.

The data needs to be solicited from families annually on the *Application for Educational Benefits* at each district of enrollment. The opt out fields are not date specific. For fall reporting purposes, if the family has opted out at any time prior to the fall MARSS file submission then the fall MARSS file should show 'Y' opt out. The end of year file would show a 'Y' opt out if the family indicated opt out at any time during the school year. It is not necessary to track the date of the opt out -- a change from opt in to opt out would not cause a school to create a new MARSS record/line.

It will be a district and vendor choice as to the default value to assign these new fields, i.e., Y or N. As this new data item was not announced until August 5, vendors have not had ample time to incorporate this data item in their current software releases. However, the Fall FY10 MARSS data for these two data items is expected to be shared with DHS after the final fall submission in December. Therefore, carefully consider the value to which you want your vendor to default your MARSS A Student file. Any value other than a 'Y' or 'N' will be treated like a blank. Program staff at MDE will need to determine whether to treat these records as a 'Y' or a 'N.'

A MARSS Data Definition for the MARSS Manual will be posted to the MARSS-Student Accounting Website by early fall.

Data Item Definitions

Special Education Instructional Setting

Earlier correspondence indicated that the definitions for SPECIAL EDUCATION INSTRUCTIONAL SETTINGS 31-33 would have new definitions and a new Setting 34 was going to be added in anticipation of changes to federal regulations for FY10. Those regulations have not been updated so we are reverting back to the original definitions. So, there are no changes to INSTRUCTIONAL SETTINGS for FY10.

Special Education Evaluation Status 9

SPECIAL EDUCATION EVALUATION STATUS (SEES) 9 applies to students age three through grade 12 who have an IEP that requires indirect services only with no direct instruction provided by licensed professional special education staff members. Examples of indirect services are:

- Special education teacher observes the student on the playground for interaction skills being demonstrated with peers;
- Special education teacher consults with the regular classroom teacher to determine if the student is still making progress;
- Speech/Language Pathologist observes the student during "show and tell" to check articulation skills;
- Special education teacher calls the parents to learn their perspective of their son's/daughter's performance in school;
- Orientation and Mobility Specialist observes the students between class changes to check caning skills.

The key is that the professional is doing a passive activity, such as observes, discusses, reviews, but does not instruct the student or have face-to-face interaction.

Changes in SEES require a new enrollment record/line. This enrollment record should have a valid PRIMARY DISABILITY and PRIMARY DISABILITY INSTRUCTIONAL SETTING. Also, Special EDUCATION SERVICE HOURS should be greater than zero. These students are eligible for December 1 Child Count and will be included in Tuition Billing if applicable. (The comments in the June 30, 2009, MARSS memo regarding SERVICE HOURS, Child Count and Tuition Billing have been reversed.)

Transportation Category to the Enrollment Record

A new enrollment line is needed when Transportation Aid is determined using the student's Average Daily Membership (ADM) for the time the student was transported in a particular category. Following are the situations when a new enrollment record/line is needed due to a new TRANSPORTATION CATEGORY:

- Student TRANSPORTATION CATEGORY changes to a 03
- Student TRANSPORTATION CATEGORY changes from a 03 to another category
- Student TRANSPORTATION CATEGORY changes to a 04 when prior transportation category was a 00, 01, 02, 05 or 06.
- Student transportation category changes from a 04 to another category

Additional Summer Records

Summer Leavers

The June 30 memo described in detail the new graduation rates and the additional student records needed to most accurately complete these computations. Because the rate follows individual students through at least four years of high school, it is critical to account for all students once they've entered ninth grade for the first time and who don't graduate four or five years later. The specific students for whom we need summer records are those who are enrolled at the end of one school year but not the following fall. Districts and charter schools are already reporting students who drop out or graduate during the summer months.

Beginning with Fall FY10 MARSS files, also report students who:

1. Transfer to a nonpublic or non-Minnesota school over the summer and are not enrolled in a Minnesota public school in the fall; or
2. Are committed to a correctional facility over the summer where instruction is provided and are not re-enrolled in any type of Minnesota public school in the fall. (If this student is re-enrolled in a Minnesota public school at some time in the fall and reported on the fall MARSS file then the summer record is not needed.); or
3. Die during the summer.

Use STATE AID CATEGORY (SAC) 98 to report these students, just like summer graduates and dropouts. In most cases, the district in which the student was last enrolled, i.e., where the student completed the just prior school year and in which the student would be expected to be re-enrolled the following school year, is the district that should report the summer record. If there is any question about a district's reporting responsibility due to an indication that the student might have intended to transfer to another Minnesota public school in the fall or the student had been dual or concurrently enrolled between a traditional school and an alternative school, the two schools should contact each other to determine which school should report the summer record.

These additional summer enrollment records will be used to compute the 2012 AYP calculations. Students who leave Minnesota public schools, are not reported with a summer leaver record and are not reported on MARSS as enrolled in a successive school year will be counted as non-graduates.

All districts, i.e., independent districts, charter schools, joint powers/cooperatives, etc., that enroll public school students are responsible for reporting the new additional records on the following Fall's and EOY's MARSS files. It is most critical to report secondary students as these data will be used starting with the Fall FY10 MARSS files, but also report elementary students who leave the Minnesota public school system.

Status End 40

Students who complete the prior school year without graduating should be coded with STATUS END code 40. Those who subsequently transfer to a nonpublic school or move out of state should have a summer leaver record, as described above, on the following school year's MARSS files. Do not report other than a STATUS END code 40 for non-graduates who have completed the school year at the school.

New Edits**Targeted Services**

Students enrolled in a state-approved Targeted Services program during the traditional school year must be enrolled in an elementary or middle school at the same time. Targeted Services programs are not academic programs and to be eligible participants must be enrolled in an academic program. The Targeted Services record will have an error assigned and average daily membership (ADM) excluded until the corresponding elementary or middle school record is reported on MARSS. It is imperative that the student be reported at both programs with the same MARSS STATE REPORTING NUMBER.

Pre-kindergarten Assessment for Special Education

Only district types 1, 2 and 3 and special education cooperatives are eligible to report assessment only records for pre-kindergarten children. An assessment only record is one with SPECIAL EDUCATION EVALUATION STATUS (SEES) 02. The resident district is responsible for providing assessment services so the child must be a resident of the independent school district (STATE AID CATEGORY (SAC) 00). In many cases, a special education cooperative or intermediate district provides assessment and special education services for member districts so they are also eligible to report SEES 2 for grade EC records using SAC 10 or 19. An error will result if a charter school or nonresident district reports a pre-kindergarten child for assessment (SEES 2), e.g., SAC 01, 08, 19.

Reciprocity with South Dakota

New STATE AID CATEGORIES (SAC) 51 and 52 are limited to Minnesota school districts that border South Dakota. An error will result if any other district or charter school reports SAC 51 or 52.

Only students in grades kindergarten through 12 are eligible. An error will result if a student in grade PS or EC is reported with SAC 51 or 52.

Residents of Minnesota enrolled in South Dakota under reciprocity (SAC 52) are ineligible to participate in postsecondary enrollment options (PSEO), concurrent enrollment or independent study in a Minnesota program. An error will result if the PSEO, concurrent enrollment and/or the independent study flags are 'Y'.

SEES 9

SPECIAL EDUCATION EVALUATION STATUS 9 (indirect services only) is not valid for pre-kindergarten children age birth through two, or for Extended School Year (ESY). An error will result if a student is reported with SEES 9 and the student is younger than age three or the record is marked as ESY (SAC 46).

SEES 9 requires valid PRIMARY DISABILITY and SPECIAL EDUCATION INSTRUCTIONAL SETTING. An error will result if either the PRIMARY DISABILITY is 00 or 54 or INSTRUCTIONAL SETTING is 00.

Because SEES 9 is for students with IEPs that require indirect services only, eligible INSTRUCTIONAL SETTINGS are limited to 1 or 8 for students age six or older, and to 31, 44 or 45 for students age three through five. An error will result if other settings are reported.

For Tuition Billing purposes, midpoints cannot be used for students with SEES 9. Therefore, all students with SEES 9 must have SPECIAL EDUCATION SERVICE HOURS (SESH) reported. An error will result when SEES 9 has zero SESH, unless the student is a concurrent or dual enrolled student within a single district.

Supplemental Education Service Providers

Deleted for FY10

1013	Kids Reading for Success
1014	La Escuilita
1018	Minneapolis Public Schools
1059	A+ Grades Up
1060	Saint Paul Public Schools
1061	Saint Paul Public Schools
1063	Minneapolis Public Schools
1075	Saint Cloud Public Schools

New for FY10

1079	College Tutors – Shorewood
1080	Community Education District #191
1081	Community Education District #271
1082	Educate Online Learning LLC
1083	Minnesota Learning Centers (Sylvan)
1084	Minnesota River Valley Education District (PLAN)
1085	Plymouth Christian Youth Center
1086	Tutorial Services

Race/Ethnicity, Primary Language, Birth Date, Gender

An error will result if all of a student's enrollment records within a district do not have the same HOME PRIMARY LANGUAGE, BIRTH DATE, GENDER and/or RACE/ETHNICITY. Extended School Year (ESY) records will be included in these edits.

Economic Indicator

A warning will result when no students are reported with an ECONOMIC INDICATOR of other than 0. However, if only one student is reported as eligible for the free or reduced price meal program, this warning will not be displayed. Districts and schools must continue to verify their ECONOMIC INDICATOR data with all of the relevant reports that are provided within MARSS WES and posted to Minnesota Funding Reports.

Fall FY 2010 Reporting Timelines

- **September 30** – Charter Schools ONLY
- **October 14** – All districts are required to report data
- **November 18** – All districts are required to report data
- **December 16** – Final fall data due for all districts

Fall and EOY Timelines for FY 2009-10

The timelines for both Fall and End-of-Year FY 2009-10 have been posted to the Website at the following address:

<http://education.state.mn.us/mdeprod/groups/Finance/documents/Publication/003229.pdf>.

It is the district's responsibility to make sure the MARSS data is reported by the due dates listed.

This publication is produced by:

Minnesota Department of Education
 Division of Program Finance
 1500 Highway 36 West
 Roseville, MN 55113-4266
 Phone: 651-582-8779
 Fx: 651-582-8878
<http://education.state.mn.us>
 E-Mail Helpline: marss@state.mn.us

Student Data Reporting Information

Reporting Timelines and Late Correction Process

The final submission deadline for FY 2009 Year-End MARSS files is October 28, 2009. The MARSS WES statewide Error Report will include only errors; warnings will be suppressed. The normal assignment of errors will be used for the October 28 edit. **There will be no manual corrections accepted after October 28, as MDE is not staffed to process the thousands of requests that are submitted.** Therefore, it is imperative that you correct all errors and assure that all students are included in your October MARSS files. Before submitting your October files, be sure that you have edited the data thoroughly using all of the available MARSS WES local reports as well as reports available through your software. Updated documentation for MARSS WES reports will be posted within the next two weeks to assist you in determining who else in the district a report should be shared with and what to look for. An e-mail to MARSS coordinators will alert you when it is posted.

Resubmissions will be allowed in November through December 15. However, if any changes that you make to your file cause an error with another district, your entire file will not be accepted, even though it would not have been marked in error had you made the correction prior to October 28. MDE will use your previously submitted file. You will need to work with the staff at that other district to request them to make a change and resubmit their files before your late file can be loaded at MDE. After December 15 resubmissions, but not manual corrections, will be accepted on a case-by-case basis. No appeals will be accepted after December 30.

Contacts: Sharon Peck at 651-582-8811 sharon.peck@state.mn.us
Carol Hokenson at 651-582-8840 carol.hokenson@state.mn.us

Inside This Issue

Reporting Timelines and Late Correction Process	1
Reports Posted to MARSS WES	2
ADM and LEP Estimates Data	2
Returning Dropouts	2
First Day of School No Shows	3
End-of-Year FY 2009 Reporting Timelines	3
Preschool Screening	3
Student ID Repository	3
Compensatory Revenue and October 1 Enrollment	4
Transportation Reports Now Available on the MARSS WES	5
Transportation Director Listserv	6
Contract Alternative Schools	6
Nonpublic School PSEO Participants	6
MARSS Data Accuracy for School Meal Benefits and Compensatory Revenue	7
SAAP – Instructional Days and Length of Day	8
Homeless Education Notes	8
Postsecondary Enrollment Options (PSEO) Concurrent Enrollment Flag	9
Transportation Category Added to the Enrollment Record	10
Students Attending Elsewhere Report	10

Reports Posted to MARSS WES

Refer to the MARSS WES statewide reports for a list of reports that are posted and ready for review. It is expected that the MARSS coordinator will share these reports with others in the school and district who can assist in the editing and verification process. This is the last report that will include warning messages. The report posted after the October 28, 2009, reporting deadline will include errors only.

These reports will be replaced after the next statewide edit following the October 28, 2009, reporting deadline. If you would like to keep a copy for historical or comparison purposes, please save or print a copy of each report.

The District/School ADM Report has been updated and posted to the Minnesota Funding Reports Website at <http://education.state.mn.us/MFRSystem/index.do>. Find your district and select Reports by Category. Scroll down to the Student Category and select 08-09. Share this report with your business office. This report is also replaced each time we post new reports. To keep a copy for historical or comparison purposes, please save or print a copy.

Contacts: marss@state.mn.us with questions on the MARSS WES reports. Sharon Peck at 651-582-8811 or sharon.peck@state.mn.us with questions on the District/School ADM Report.

ADM and LEP Estimates Data

Independent school district MARSS contacts, please share the following notice with your business office.

The ADM and LEP ADM estimates will be pulled from the EDRS ADM and LEP Projections system two more times for FY 2010.

These are the student counts which will be used for fiscal review of proposed legislation, end-of-session runs and other reports to the legislature and the public on behalf of both charter schools and independent school districts.

1. October 1, 2009. The ADM estimates for FY 2010, FY 2011 and FY 2012 will be loaded and used for the November forecast. The FY 2010 data will be used as the estimated entitlement basis for metered payments between October and January.
2. January 8, 2010. The FY 2010, FY 2011 and FY 2012 estimates that districts and charter schools have entered by the end of the day on Friday, January 8, will be used for the February forecast and legislative analysis. The FY 2010 data will be used as the estimated entitlement basis for metered payments between January 30 and June 20 for both independent school districts and charter schools. All charter schools, excluding ones in their first three years of operation, need to update their estimates via EDRS. Charter schools in their first three years of operation update estimates via a paper report.

Contact: Jeanne Krile at 651-582-8637 jeanne.krile@state.mn.us

Returning Dropouts

Students coded as dropouts during the 2008-09 school year but who enroll in a school by October 1 of the current school year are not considered FY 2009 dropouts, per the federal definition. These students' FY 2009 dropout Status End code should be changed to 41. Refer to the Status End Code 41 explanation in the definitions section of the MARSS Manual for more information. Updated MARSS files must be received at the department no later than October 28, 2009.

First Day of School No Shows

Students who do not attend on the first day of school, even though they registered with the school last spring or during the summer, 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 will be absent on the first day. The student must show up within 15 school days or the enrollment record should be purged and not included on the Fall MARSS file.

End-of-Year FY 2009 Reporting Timelines

- October 28 – Final Submission
- December 30 – Statute Deadline

Preschool Screening

Status Start Date

Districts that do not use school 005 to report Early Childhood Screening records (Grade Level PS) must remember to report a different Status Start Date on any overlapping PS, EC, K or HK student records. When a district reports PS records and kindergarten or EC records in the same district and the same school, and the records have the same Status Start Date, the mainframe will load only one of these records: the PS record is loaded; the kindergarten or EC record is ignored.

The Status Start Date for PS records is the day the district screened the child or student, or the day the district received health records indicating the student received a comparable early childhood health and developmental screening by another provider (excluding another public school district).

Status End Code

A reminder when reporting end-of-year records for FY 2009, that 00 is no longer a valid Status End code for MARSS Grade Level PS (Early Childhood Screening) student records. A valid Status End code is now required for all PS student records; one of the following codes must be entered:

- 60 = No referral
- 61 = Referral to Special Education
- 62 = Referral to health care provider
- 63 = Referral to Special Education and health care provider
- 64 = Referral to early childhood programs (e.g., School Readiness, Head Start, ECFE)
- 65 = Referral, parent declined

All required MARSS data elements for FY 2009 PS records are collected on Registration Form for Early Childhood Screening 2009 (ED-02390-02); Status End code is reported on page two of the Registration Form.

Contact: Lisa DeRemee at 651-582-8467 lisa.deremee@state.mn.us

Student ID Repository

The contact person for the Student ID Repository is Barb Mattson. If you have copies of the ID forms either change the name to Barb Mattson or discard them. New forms will be posted to the MARSS Web page when they are available.

Compensatory Revenue and October 1 Enrollment

The compensatory revenue formula is one of the funding programs that use the Economic Indicator data reported on the fall MARSS files. Districts and charter schools on the Food Service program were provided a Direct Certification list last August. This list was based on prior year's MARSS data so only charters in their second or later year would have been able to receive a list. Students who were listed on the district's Direct Certification list and who remain enrolled in the same district can be reported as eligible for a free meal. Select this link for a detailed description of Direct Certification:

http://education.state.mn.us/MDE/Learning_Support/FNS/SNP/Applications_Materials_and_Forms/Direct_Certification/index.html.

All other students must have an eligible and appropriate signed *Application for Educational Benefits* for the current year on file at the district to be reported as eligible for a free or reduced-price meal, including Provision 2 and 3 schools. Training on how to certify applications is provided by the Food and Nutrition Service at MDE. For purposes of receiving a free or reduced-priced meal, last year's applications expired after the first 30 operating days of the school year. That extension does not apply to MARSS reporting. All eligible *Applications of Educational Benefits* must be for 2009-10 and dated between July 1 and December 15, 2009.

Students do not need to have access to a meal program to be reported as eligible for a free or reduced-price meal program. It is merely an indication of economic status. They need not actually receive the free or reduced-price meal; it is merely a demographic characteristic of the students.

The second piece of the compensatory revenue formula is the October 1 enrollment. Students are determined to be enrolled on October 1 based on their Status Start and End Dates: The Start Date must be on or before October 1 and the End Date must be on or after October 1. Make sure that students enrolled in the summer component of learning year programs, like area learning centers, and who do not remain enrolled during the traditional or core year are withdrawn at the end of the summer term. This avoids overstating the October 1 enrollments which would reduce the concentration of free and reduced-price meal eligible students.

The October 1, 2009, enrollment and economic indicator status counts will be used to generate the FY 2011 compensatory revenue. Below are four sample compensatory revenue examples. Compensatory revenue is calculated on a site-specific basis. Revenue should be spent at the site where it was generated. Here is a link to a spreadsheet that can be used to estimate a school's FY 2011 compensatory revenue by entering estimated October 1, 2009, enrollments and free/reduced-price meal eligible counts:

http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/General_Education/Compensatory_Revenue_by_Site_and_Cooperatives/index.html.

	A	B	C	D
1. October 1, 2009 enrollment	100	100	100	100
2. Count of students eligible for free lunch on October 1, 2009	15	40	80	100
3. Count of students eligible for reduced-price lunch on October 1, 2009	10	20	0	0
4. Adjusted eligible student count = (2) + [(3) / (2)] =	20	50	80	100
5. Concentration ratio = (4) / (1) =	0.2000	0.5000	0.8000	1.0000
6. Adjusted ratio = lesser of 1 or (5) / .8 =	0.2500	0.6250	1.0000	1.0000
7. Compensatory pupil units = (4) X (6) X 60%	3	18.75	48	60
8. Basic formula allowance \$5,124 - \$415 (FY 2011)	4,709	4,709	4,709	4,709
9. Compensatory revenue = (7) X (8) =	14,127	88,294	226,032	282,540
10. Revenue per adjusted eligible student count = (9) / (4)	706	1,766	2,825	2,825

- When meal counts are constant, a higher enrollment brings lower revenue per meal count.
- When enrollment is constant, a higher meal count brings higher revenue.
- When enrollment is constant, a higher meal count brings higher revenue per meal count.

- This means that an additional free or reduced price-meal student adds more revenue to a high poverty school than he or she would add to a low-poverty school.
- The cap on eligibility for free meal is 130 percent of the federal poverty level; the cap on eligibility for reduced price meal is 185 percent of the federal poverty level.

Contact: Sharon Peck at 651-582-8811 sharon.peck@state.mn.us for Compensatory Revenue Student Counts
Colleen Leemon at 651-582-8566 colleen.leemon@state.mn.us for Compensatory Revenue Calculations
Joe Lee at 651-582-8542 joe.lee@state.mn.us for Application for Educational Benefits

Transportation Reports Now Available on the MARSS WES

There are four reports (for most districts) available on MARSS WES Statewide Reports that show the number of public school students transported to and from school. These numbers were obtained from districts' September 16, 2009, Minnesota Automated Reporting Student System (MARSS) submission.

These reports will no longer be mailed to districts. The MARSS Coordinator should distribute the reports to appropriate district staff in order to determine whether public school students' transportation data is being reported correctly in MARSS.

The Minnesota Department of Education (MDE) sorts students on the Transporting District Number and Type fields on MARSS. If a district's student counts are either understated or overstated, some other Minnesota school district may have listed the wrong district number and type as the Transporting District. (See the "Totals by School" report to determine the districts that listed your district as the Transporting District.) You will have to contact the MARSS Coordinator at the district and ask him/her to correct the data. A list of the MARSS Coordinators can be found on MDE's Website at:
http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/index.html

The four reports include:

- **MARSS #47 Total Public Students Transported By Category:** This report shows the number of students reported by category for the past four years. Districts can use this report to determine whether the numbers of students reported in 2008-09 are comparable to data reported in previous school years.
- **MARSS #48 Pupil Transportation – Totals By School:** This report shows the breakdown of students transported by category for each school. The District Total line on this report should agree with the numbers reported for 2008-09 on the Total Public Students Transported by Category Report.
- **MARSS #45 Transporting District:** This report is a detailed list of some of the students who are included in your counts. Only students with State Aid Categories 05, 06, 08, 10, 14, 19, 26, 27, and 28 are included in this report. Remember MDE only counts a student once in transportation. If a student attended both your district and another district, only one of the records will be counted. Not all districts will receive this report.
- **MARSS #49 Nonresident Student with MARSS Transportation Code 03-Disabled:** This report helps districts with the tuition billing process which includes unreimbursed transportation expenses.

NOTE: Students included on these reports had your district listed as the Transporting District Number and Type.

Please review the reports for completeness and accuracy. If errors are found, your district must:

1. Review the MARSS Transportation Category assigned to each student, make corrections as needed, and resubmit your MARSS data.
2. Review the Transporting District Number and Type assigned to each student, make corrections as needed and resubmit your MARSS data.
3. Contact other districts where your students attend to make sure those districts have assigned the proper transportation code to your students and have listed your district as the Transporting District Number and Type.

Districts should have all MARSS files corrected and ready for the October 28, 2009, MARSS submission. After that date, a new electronic correction process will be put in place – no manual corrections will be made to the MARSS data. Districts are reminded that no changes can be made to the MARSS data after December 30, 2009, per Minnesota Statutes Section 127A.49, Subd. 1.

If you have any questions about these data or need any help in determining the proper MARSS Transportation Codes for your students, contact Kelly Wosika at 651-582-8855 or e-mail kelly.wosika@state.mn.us.

Transportation Director Listserv

The Minnesota Department of Education Pupil Transportation Unit has implemented a Transportation Director e-mail listserv. The listserv will provide information to Minnesota school districts regarding pupil transportation. The e-mail messages will include topics such as state pupil transportation reporting, legislative and MDE policies regarding pupil transportation and the "Vehicle Newsletter."

A contact person's e-mail from each district was selected because at one time that person was indicated as the pupil transportation contact. If you would like to be included in the Transportation Director listserv, please send an e-mail to kelly.wosika@state.mn.us indicating you would like to receive e-mail news regarding pupil transportation. If you think someone at your district should be included on the Transportation Directors listserv have that person send an e-mail to kelly.wosika@state.mn.us.

Contract Alternative Schools

If you are considering contracting with a nonsectarian, nonpublic school for instruction for at-risk students under the graduation incentives statute, please contact Marceline Dubose in the Office of Choice and Innovation prior to signing the contract. Past practice has shown that a meeting with the district, school and MDE staff can help resolve issues before they become problems.

Contact: Marceline Dubose at 651-582-8586 marceline.dubose@state.mn.us

Nonpublic School PSEO Participants

Nonpublic school and home school students may participate in the PSEO (Post-Secondary Enrollment Options) program. Any PSEO applications and/or reporting for these students are handled directly between the nonpublic school or home school and the state. However, shared-time students who happen to be participating in PSEO should not be marked as PSEO participants on MARSS.

NOTE: Shared-time students are nonpublic or home school students who are taking classes part-time at the public school or receiving special education services through the public school.

Contact: Steve Etheridge at 651-582-8771 steve.etheridge@state.mn.us

MARSS Data Accuracy for School Meal Benefits and Compensatory Revenue

It is once again that time of year—determining student’s eligibility for free or reduced-price meals. The easiest and quickest way for schools to determine if a student is eligible for free meals is by “direct-certing” the student. How does a school do this?

MDE receives a list from the Department of Human Services of all children up to 18 years of age that are currently enrolled in the Minnesota Family Investment Plan (MFIP) or Food Assistance (Stamps) programs. This list is compared to student data in MARSS. If the data matches all elements (first name, last name, date of birth and gender), the district is sent the information to “direct-cert” the student for free-meal benefits. The direct certification process is conducted three times each school year, with the first data match in July.

If a student is listed on the DHS data but one of the data elements does not match, the school must instead collect the Application for Educational Benefits from the parent of the student and calculate the eligibility status of the student. And, in many cases, the parent does not return the application for the student – resulting in the student being classified as a full-paid student for meals, and as full-paid for the district formula on compensatory education funding. This results in a loss of revenue to the school and a loss of meals to the student. Also adversely affected are other programs such as Title I allocations for charter schools and the student Loan Forgiveness Program.

To improve the percentage of “direct-cert” students, please be sure to carefully check the MARSS student information—especially gender. This last year the most common mismatch error was on the gender of the student.

To ensure accuracy of MARSS data and a greater number of successful direct certifications, we recommend that school districts:

- Check MARSS student records for data accuracy, including the data elements used for direct certification – student name, date of birth and gender.
- Specifically check the MARSS student records for any students that get approved for free school meals based on an Application for Educational Benefits with an MFIP or Food Stamps case number. If these students were participating in MFIP or Food Assistance (Stamps) at the time of the last direct certification match in July, they should have been directly certified at that time. Check for any errors in those students’ MARSS records that may have prevented the students from being directly certified in July and if necessary correct the errors in MARSS.
- If MARSS student records are corrected for students who have not already been approved for free or reduced-price school meals, the corrected MARSS records will be used when the second direct certification matching process is run in September 2009 and some of those students may be directly certified.

For additional information on procedures for certification of students for free school meals, see these memorandums issued by Food and Nutrition Service on the MDE Website:

Memo on 2009-10 Direct Certification Data

<http://education.state.mn.us/mdeprod/groups/Nutrition/documents/Memo/004165.pdf>

Memo on 2009-10 Income Eligibility Guidelines and Application for Educational Benefits

<http://education.state.mn.us/mdeprod/groups/Nutrition/documents/Memo/009573.pdf>

Contact: Joe Lee at 651-582-8542 joe.lee@state.mn.us

SAAP--Instructional Days and Length of Day

If your district has a State Approved Alternative Program (SAAP), e.g., ALC or ALP, ***please review the number of Instructional Days and Length of Day reported on your FY 2009 MARSS School file.*** When a seat-based SAAP calendar includes fewer than five instructional days per week and/or has fewer instructional hours per day or on specific dates, and students would be unable to earn a full year's worth of credit during the scheduled calendar, the number of Instructional Days and/or Length of School Day needs to include additional time that would have been needed for students to earn a full year's worth of credit. For example:

1. If a SAAP has a four-day week and during that time students in a seat-based setting can earn five of the required six credits to grade progress, the reported number of Instructional Days must include a fifth day each week.
2. If a SAAP has four full-days and one half-day of instruction per week, and students must participate in Work-Based Learning (WBL) on the half-days to generate a full year's worth of credit, then the Length of Day reported must show the Length of Day for all days.
3. If a SAAP has an after-school only, seat-based program, the Instructional Hours and Length of Day can be equal to that reported at the local high school. The length of day must show the full day, not just the one or two hours that the program has scheduled classes.

However, students in a seat-based setting will not generate membership for time they are not scheduled to attend at the SAAP.

- In example #1 above, the student will not generate membership on the fifth day of the week on which no classes are scheduled.
- In example #2 above, the students will not generate membership on the unscheduled portion of the half-day unless they are earning credit via WBL. In that case, the WBL membership would be generated using the Independent Study model.
- In example #3 above, the students will not generate membership for hours that they are not scheduled to attend the seat-based after-school classes.

Conversely, SAAPs that offer classes year-round should include only the number of Instructional Days in the core school year on the MARSS School file. For example, programs that offer 200 student-teacher contact days mid-June through the end of May should not include the instructional days in July-August on the MARSS School file. Including them will have a negative impact on your school's ADM. Check your MARSS School files for FY 2009!

Contact: Sharon Peck at 651-582-8811 sharon.peck@state.mn.us

Homeless Education Notes

As school starts, some children and youth are going back to the one stable place in their lives – their school. Too many families are still experiencing homelessness due to the economic downturn and this causes a lot of disruption in the students' lives. The goal is to have students stay in their same school so that vital education is not interrupted. Changing schools at any time causes a student to lose four to six months of his/her learning. Because so many other family resources are lost in this situation, student learning, growing and developing becomes more valuable than ever.

In 2008-09, nearly 8,000 students were flagged in MARSS as homeless – almost one percent of the state's public school student population. This is an increase of 1,800 students flagged in MARSS from the previous year. Some of the increase is due to better recording of students' homeless situations and some is due to the increased numbers of families experiencing homelessness.

Your assistance is needed to accurately document homeless students by marking the homeless flag as well as the markers for Title I services and free-priced lunch. Homeless students are automatically eligible for these two programs. The homeless flag is dropped at the end of the school year and needs to be reinstated if the student remains homeless. Students must be transported from their current residence to their home school (known as the school-of-origin). If the school district has excess transportation costs, the district should record the costs in Finance Dimension 728, Special Transportation of Selected Students. Please take care that, if FIN 728 is used, the student is also flagged as homeless. If the student is homeless *and* a special education student, use FIN 723.

Your district homeless liaison has the responsibility to designate a student as homeless according to the federal definition. The federal education agency also requires a report of “nighttime residence” when the student is first identified as homeless or first enrolls in a school and is homeless, using the four categories below. Note that “unknown” is not an option on the federal report. Minnesota’s homeless child count will be reduced if this information is not provided.

Nighttime Residence:

- 1) Shelters, Transitional Housing, Awaiting Foster Care
- 2) Doubled-Up (i.e., living with another family, bunking in)
- 3) Unsheltered (e.g. cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings)
- 4) Hotels/Motels

* Displaced This category should be indicated (in addition to one of the four above) only if the student’s homelessness is related to a natural disaster.

We do not have a MARSS report yet that lists just students identified as homeless. Therefore, it would be ideal if the MARSS coordinator could run a report of the FY 2009 homeless students from your local software and provide that to your homeless liaison. That person could then identify each student in the appropriate category above. The total by district for each Nighttime Residence category will be requested by the NCLB team in an electronic survey in November. The survey will be sent to Title I directors, homeless liaisons and MARSS. For FY 2010, we will request a local MARSS WES report that can be downloaded to Excel to make the reporting and counting much easier.

Find more information about the education needs of homeless students in the resource *School – One Stable Place, McKinney-Vento Homeless Education* at the MDE Website: <http://education.state.mn.us> – Accountability Programs, NCLB, Homeless Education. See Appendix 2A for transportation information and 2B for MARSS instructions for homeless student records.

MDE McKinney-Vento Homeless Education Contact: Ruth Ellen Luehr at 651-582-8403
ruthellen.luehr@state.mn.us.

Postsecondary Enrollment Options (PSEO) Concurrent Enrollment Flag

The PSEO Concurrent Enrollment Flag identifies juniors and seniors who are taking Concurrent Enrollment/Courses to Agreement classes at the high school and are eligible to generate PSEO Concurrent Aid. These are postsecondary-level classes for which the high school has contracted with a postsecondary institution to have taught at the high school site. To date, districts have been instructed to mark students with a ‘Y’ PSEO Concurrent Enrollment Flag only if the student is eligible for PSEO Concurrent Aid.

However, districts have also used the PSEO statute to contract with postsecondary institutions for their students to take classes off the high school campus – either at the postsecondary institution or online. The Adequate Yearly Progress (AYP) calculations make special consideration of students who are full time PSEO, whether the state

pays their tuition or whether the district has contracted for the tuition. By not flagging PSEO Concurrent Enrollment students who actually attend the postsecondary classes off the high school campus, we are under-identifying full-time PSEO students. To better account for these students in Test WES, the definition for the PSEO Concurrent Enrollment Flag for FY 2010 is expanded to include juniors and seniors whose high school has contracted for PSEO courses to be taken either at the postsecondary campus or online, not just at the high school site. Therefore, not all students flagged as PSEO Concurrent Enrollment in FY 2010 will be eligible for PSEO Concurrent Aid. Only those students who take the class at the high school site are eligible for this aid. The MARSS data are used to validate the list of students and courses provided by the postsecondary institutions. The actual PSEO Concurrent Aid is based on the data received from the postsecondary institutions.

To be flagged as a PSEO or Concurrent Enrollment participant, students must be juniors or seniors and enrolled in the high school as a public school student. To be eligible for PSEO Concurrent Aid, the high school must file a copy of their agreement with the postsecondary institution with the department.

Contact: Steve Etheridge at 651-582-8771 steve.etheridge@state.mn.us

Transportation Category Added to the Enrollment Record

A new enrollment line is needed when transportation aid is determined on the Average Daily Membership for the time the student was transported for particular category. This would happen for the following situations:

- Student transportation category changes to an 03-Disabled.
- Student transportation category changes from an 03-Disabled to another category.
- Student transportation category changes to an 04-Deseg when prior transportation category was a 00, 01,02, 05 or 06.
- Student transportation category changes from an 04-Deseg to another category.

The MARSS Transportation Categories Information and Instructions Manual has been updated to reflect these changes.

Students Attending Elsewhere Report

There was a new category added to this report titled *Invalid Nonresident Records*. This category was added to include ESY (Extended School Year) records and PS (Preschool Screening) records so you would be able to keep track of your resident students attending an ESY program or preschool screened by another district.

**Don't forget the first
FALL FY 2010 MARSS
reporting deadline is
due at the department by
October 14, 2009.
Charter Schools must submit by
September 30, 2009.**

This publication is produced by:
Minnesota Department of Education
Division of Program Finance
1500 Highway 36 West
Roseville, MN 55113-4266
Phone: 651-582-8779
Fax: 651-582-8878
<http://education.state.mn.us>
E-Mail Helpline: marss@state.mn.us

Student Data Reporting Information

Reporting Timelines and Late Correction Process

The final submission deadline for FY 2010 Fall MARSS files is December 16, 2009. The MARSS WES statewide Error Report after that submission will include only errors; warnings will be suppressed. The normal assignment of errors will be used for the December 16 edit. **There will be no manual corrections accepted after December 16, as MDE is not staffed to process the thousands of requests that are submitted.** Therefore, it is imperative that you correct all errors and assure that all students are included in your final MARSS files. Before submitting your December files, be sure that you have edited the data thoroughly using all of the available MARSS WES local reports as well as reports available through your software. Updated documentation for MARSS WES reports has been posted to assist you in determining who else in the district a report should be shared with and what to look for.

Resubmissions will be allowed in December through January 15. However, if any changes that you make to your file cause an error with another district, your entire file will not be accepted, even though it would not have been marked in error had you made the correction prior to December 16. These errors will be included in the Error Report. MDE will use your previously submitted file. You will need to work with the staff at the other district to request them to make a change and resubmit their files before your late file can be loaded at MDE. After January 15 resubmissions, but not manual corrections, will be accepted on a case-by-case basis. No appeals will be accepted after January 22.

Contacts: Sharon Peck at 651-582-8811 sharon.peck@state.mn.us
Carol Hokenson at 651-582-8840 carol.hokenson@state.mn.us

Inside This Issue

Reporting Timelines and Late Correction Process	1
Fall FY 2010 Reports Posted to MARSS WES	2
ADM and LEP Estimates Data	2
MARSS Contacts Update	2
First Day of School No Shows	3
Fall FY 2010 Reporting Timelines	3
MARSS Submission Used for GRAD Retest Eligible Students	3
Student ID Repository	3
Child Count Report	4
Compensatory Revenue and October 1 Enrollment	4
Transportation Director Listserv	6
Nonpublic School PSEO Participants	6
MARSS Data Accuracy for School Meal Benefits and Compensatory Revenue	6
PSEO Concurrent Enrollment Flag	7
Homeless Education Notes	8
Returning Dropouts	9
Transportation Category Added to the Enrollment Record	9
Students Attending Elsewhere Report	9

Fall FY 2010 Reports Posted to MARSS WES

Refer to the MARSS WES statewide reports for a list of reports that are posted and ready for review. It is expected that the MARSS coordinator will share these reports with others in the school and district who can assist in the editing and verification process.

These reports will be replaced after the next statewide edit following the November 18, 2009, reporting deadline. If you would like to keep a copy for historical or comparison purposes, please save or print a copy of each report.

A preliminary FY 2011 Compensatory Revenue Report has been posted to the Minnesota Funding Reports Website at <http://education.state.mn.us/MFRSystem/index.do>. Find your district and select Reports by Category. Scroll down to the Aid Entitlement Reports Category and select 10-11. Share this report with your business office. This report is replaced each time we post new reports. To keep a copy for historical or comparison purposes, please save or print a copy.

*Contacts: marss@state.mn.us with questions on the MARSS WES reports
Sharon Peck at 651-582-8811 or sharon.peck@state.mn.us with questions on student counts used for the preliminary Compensatory Revenue Report*

ADM and LEP Estimates Data

Independent school district MARSS contacts, please share the following notice with your business office.

The ADM and LEP ADM estimates will be pulled from the EDRS ADM and LEP Projections system once more for FY 2010 on January 8, 2010. These are the student counts which will be used for fiscal review of proposed legislation, end-of-session runs and other reports to the legislature and the public on behalf of both charter schools and independent school districts.

The FY 2010, FY 2011 and FY 2012 estimates that districts and charter schools have entered by the end of the day on Friday, January 8, 2010, will be used for the February forecast and legislative analysis. The FY 2010 data will be used as the estimated entitlement basis for metered payments between January 30 and June 20 for both independent school districts and charter schools. All charter schools, excluding ones in their first three years of operation, need to update their estimates via EDRS. Charter schools in their first three years of operation update estimates via a paper report.

Contact: Jeanne Krile at 651-582-8637 jeanne.krile@state.mn.us

MARSS Contacts Updates

Please verify that your e-mail address (and phone number) are correct in the MDE security system. The e-mail you have entered for your account is the one that is used to send you notices regarding the status of MARSS WES, new Web postings, availability of MARSS memos, changes in reporting timelines, etc. The MARSS coordinators' list that is posted to the MARSS-Student Accounting Web page (http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/index.html) is used only for communication *between* districts. Only you can update your security account information. Refer to the MARSS Web Edit System (WES) User's Guide starting on page 26 for information on how to update your profile. To update your contact information on the posted MARSS coordinators list e-mail 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 last spring or during the summer, 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 will be absent on the first day. The student must show up within 15 school days or the enrollment record should be purged and not included on the Fall MARSS file.

Fall FY 2010 Reporting Timelines

- November 18, 2009 – Fall Submission
- December 16, 2009 – Final Fall Submission

The same late file correction process will be used for Fall FY 2010 MARSS and Year-End FY 2009 files.

MARSS Submission Used for GRAD Retest Eligible Students

Beginning with the November 2009 Reading and Mathematics GRAD Retest administration, MDE will be using only MARSS submissions for posting eligible students. Districts will no longer need to fax a *Request to Add Student for GRAD Retest* form to MDE. To have a student added for retesting, districts will need to submit a MARSS file to Program Finance at MDE with the student included.

This change in process will continue to keep data clean and also prevent the testing of students who are not eligible to test because they have already passed or tested during the previous month's administration.

Pearson will use information from MARSS submissions to load all eligible students into the PearsonAccess system three separate times for each test administration. The initial load for a month will be posted on the day the results from the previous month are posted. The second load will be posted on the first day of that month's test window, and a third load will be posted on the Monday following the first week of testing. The second and third postings will consist of students submitted in MARSS since the last posting date. For example, in the November administration the initial pull for pre-code will be October 16, 2009, and posted on PearsonAccess on October 22, 2009. The second pull will be November 2, 2009, with posting on November 3, 2009. The third and final pull will be November 6, 2009, and posted November 9, 2009. The new Important Dates for 2009-2010 Reading and Mathematics GRAD Retests will reflect the three posting dates for each test administration. Districts that use an Regional Management Information Center (RMIC) to submit MARSS files will need to work with them on the dates for MARSS submissions. PearsonAccess will have a roster in Excel format for districts to use in planning for the test administration.

If you have confirmed that a student was added in MARSS and submitted to MDE and still does not appear in PearsonAccess following a posting for the November administration, please contact mde.testing@state.mn.us.

Student ID Repository

The contact person for the Student ID Repository is Barb Mattson. If you have copies of the ID forms either change the name to Barb Mattson or discard them. New forms will be posted to the MARSS Web page when they are available.

Child Count Report

Districts and charter schools that submitted MARSS Fall FY 2010 files by October 14, 2009, and/or on whose behalf another district reported eligible students, will find MARSS 33 Child Count report posted to their MARSS WES statewide reports Website. 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 MARSS/Student Accounting Web page; the document is called *Special Education Instructions on Reporting Child Count*.

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 (Status Start Date is on or before December 1 and Status End Date is on or after 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 who generate child count for the charter school, and
- Academies for the Deaf and Blind who generate child count for the academies.

Do not forget to report the following:

- Infants and toddlers with IFSP/IIIP 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/IIIP 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.)

Contact: [Michelle Jones](#) at 651-582-8577 for Child Count Report questions

Compensatory Revenue and October 1 Enrollment

The compensatory revenue formula is one of the funding programs that use the Economic Indicator data reported on the fall MARSS files. Districts and charter schools on the Food Service program were provided a Direct Certification list last August. This list was based on prior year's MARSS data so only charters in their second or later year would have been able to receive a list. Students who were listed on the district's Direct Certification list and who remain enrolled in the same district can be reported as eligible for a free meal. Select this link for a detailed description of Direct Certification:

http://education.state.mn.us/MDE/Learning_Support/FNS/SNP/Applications_Materials_and_Forms/Direct_Certification/index.html.

All other students must have an eligible and appropriate signed *Application for Educational Benefits* for the current year on file at the district to be reported as eligible for a free or reduced-price meal, including Provision 2 and 3 schools. Training on how to certify applications is provided by the Food and Nutrition Service at MDE. For purposes of receiving a free or reduced-priced meal, last year's applications expired after the first 30 operating days of the school year. That extension does not apply to MARSS reporting. All eligible *Applications of Educational Benefits* must be for 2009-10 and dated between July 1 and December 15, 2009.

Students do not need to have access to a meal program to be reported as eligible for a free or reduced-price meal program. It is merely an indication of economic status. They need not actually receive the free or reduced-price meal; it is merely a demographic characteristic of the students.

The second piece of the compensatory revenue formula is the October 1 enrollment. Students are determined to be enrolled on October 1 based on their Status Start and End Dates. The Start Date must be on or before October 1 and the End Date must be on or after October 1. Make sure that students enrolled in the summer component of learning year programs, like area learning centers, and who do not remain enrolled during the traditional or core year are withdrawn at the end of the summer term. This avoids overstating the October 1 enrollments which would reduce the concentration of free and reduced-price meal eligible students.

The October 1, 2009, enrollment and economic indicator status counts will be used to generate the FY 2011 compensatory revenue. These data are considered final with the final Fall MARSS file submission. Below are four sample compensatory revenue examples. Compensatory revenue is calculated on a site-specific basis. Revenue should be spent at the site where it was generated. Here is a link to a spreadsheet that can be used to estimate a school's FY 2011 compensatory revenue by entering estimated October 1, 2009, enrollments and free/reduced-price meal eligible counts:

http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/General_Education/Compensatory_Revenue_by_Site_and_Cooperatives/index.html.

	A	B	C	D
1. October 1, 2009 enrollment	100	100	100	100
2. Count of students eligible for free lunch on October 1, 2009	15	40	80	100
3. Count of students eligible for reduced-price lunch on October 1, 2009	10	20	0	0
4. Adjusted eligible student count = (2) + [(3) / (2)] =	20	50	80	100
5. Concentration ratio = (4) / (1) =	0.2000	0.5000	0.8000	1.0000
6. Adjusted ratio = lesser of 1 or (5) / .8 =	0.2500	0.6250	1.0000	1.0000
7. Compensatory pupil units = (4) X (6) X 60%	3	18.75	48	60
8. Basic formula allowance \$5,124 - \$415 (FY 2011)	4,709	4,709	4,709	4,709
9. Compensatory revenue = (7) X (8) =	14,127	88,294	226,032	282,540
10. Revenue per adjusted eligible student count = (9) / (4)	706	1,766	2,825	2,825

- When meal counts are constant, a higher enrollment brings lower revenue per meal count.
- When enrollment is constant, a higher meal count brings higher revenue.
- When enrollment is constant, a higher meal count brings higher revenue per meal count.
- This means that an additional free or reduced price-meal student adds more revenue to a high poverty school than he or she would add to a low-poverty school.
- The cap on eligibility for free meal is 130 percent of the federal poverty level; the cap on eligibility for reduced price meal is 185 percent of the federal poverty level.

Contact: Sharon Peck at 651-582-8811 sharon.peck@state.mn.us for Compensatory Revenue Student Counts
 Colleen Leemon at 651-582-8566 colleen.leemon@state.mn.us for Compensatory Revenue Calculations
 Joe Lee at 651-582-8542 joe.lee@state.mn.us for Application for Educational Benefits

Transportation Director Listserv

The Minnesota Department of Education Pupil Transportation Unit has implemented a Transportation Director e-mail listserv. The listserv will provide information to Minnesota school districts regarding pupil transportation. The e-mail messages will include topics such as state pupil transportation reporting, legislative and MDE policies regarding pupil transportation and the "Vehicle Newsletter."

A contact person's e-mail from each district was selected because at one time that person was indicated as the pupil transportation contact. If you would like to be included in the Transportation Director listserv, please send an e-mail to kelly.wosika@state.mn.us indicating you would like to receive e-mail news regarding pupil transportation. If you think someone at your district should be included on the Transportation Directors listserv have that person send an e-mail to kelly.wosika@state.mn.us.

Nonpublic School PSEO Participants

Nonpublic school and home school students may participate in the Post-Secondary Enrollment Options (PSEO) program. Any PSEO applications and/or reporting for these students are handled directly between the nonpublic school or home school and the state. However, shared-time students who happen to be participating in PSEO should not be marked as PSEO participants on MARSS.

NOTE: Shared-time students are nonpublic or home school students who are taking classes part-time at the public school or receiving special education services through the public school.

Contact: Steve Etheridge at 651-582-8771 steve.etheridge@state.mn.us

MARSS Data Accuracy for School Meal Benefits and Compensatory Revenue

It is once again that time of year—determining student's eligibility for free or reduced-price meals. The easiest and quickest way for schools to determine if a student is eligible for free meals is by "direct-certing" the student. How does a school do this?

MDE receives a list from the Department of Human Services of all children up to 18 years of age that are currently enrolled in the Minnesota Family Investment Plan (MFIP) or Food Assistance (Stamps) programs. This list is compared to student data in MARSS. If the data matches all elements (first name, last name, date of birth and gender), the district is sent the information to "direct-cert" the student for free-meal benefits. The direct certification process is conducted three times each school year, with the first data match in July.

If a student is listed on the DHS data but one of the data elements does not match, the school must instead collect the Application for Educational Benefits from the parent of the student and calculate the eligibility status of the student. And, in many cases, the parent does not return the application for the student – resulting in the student being classified as a full-paid student for meals, and as full-paid for the district formula on compensatory education funding. This results in a loss of revenue to the school and a loss of meals to the student. Also adversely affected are other programs such as Title I allocations for charter schools and the student Loan Forgiveness Program.

To improve the percentage of "direct-cert" students, please be sure to carefully check the MARSS student information—especially gender. This last year the most common mismatch error was on the gender of the student.

To ensure accuracy of MARSS data and a greater number of successful direct certifications, we recommend that school districts:

- Check MARSS student records for data accuracy, including the data elements used for direct certification – student name, date of birth and gender.
- Specifically check the MARSS student records for any students that get approved for free school meals based on an Application for Educational Benefits with an MFIP or Food Stamps case number. If these students were participating in MFIP or Food Assistance (Stamps) at the time of the last direct certification match in July, they should have been directly certified at that time. Check for any errors in those students' MARSS records that may have prevented the students from being directly certified in July and, if necessary, correct the errors in MARSS.
- If MARSS student records are corrected for students who have not already been approved for free or reduced-price school meals, the corrected MARSS records will be used when the second direct certification matching process is run in September 2009 and some of those students may be directly certified.

For additional information on procedures for certification of students for free school meals, see these memorandums issued by Food and Nutrition Service on the MDE Website:

- 2009-10 Direct Certification Data
<http://education.state.mn.us/mdeprod/groups/Nutrition/documents/Memo/004165.pdf>
- 2009-10 Income Eligibility Guidelines and Application for Educational Benefits
<http://education.state.mn.us/mdeprod/groups/Nutrition/documents/Memo/009573.pdf>

Contact: Joe Lee at 651-582-8542 joe.lee@state.mn.us

PSEO Concurrent Enrollment Flag

The Postsecondary Enrollment Options (PSEO) Concurrent Enrollment Flag identifies juniors and seniors who are taking Concurrent Enrollment/Courses to Agreement classes at the high school and are eligible to generate PSEO Concurrent Aid. These are postsecondary-level classes for which the high school has contracted with a postsecondary institution to have taught at the high school site. To date, districts have been instructed to mark students with a 'Y' PSEO Concurrent Enrollment Flag only if the student is eligible for PSEO Concurrent Aid.

However, districts have also used the PSEO statute to contract with postsecondary institutions for their students to take classes off the high school campus – either at the postsecondary institution or online. The Adequate Yearly Progress (AYP) calculations make special consideration of students who are full time PSEO, whether the state pays their tuition or whether the district has contracted for the tuition. By not flagging PSEO Concurrent Enrollment students who actually attend the postsecondary classes off the high school campus, we are under-identifying full-time PSEO students. To better account for these students in Test WES, the definition for the PSEO Concurrent Enrollment Flag for FY 2010 is expanded to include juniors and seniors whose high school has contracted for PSEO courses to be taken either at the postsecondary campus or online, not just at the high school site. Therefore, not all students flagged as PSEO Concurrent Enrollment in FY 2010 will be eligible for PSEO Concurrent Aid. Only those students who take the class at the high school site are eligible for this aid. The MARSS data are used to validate the list of students and courses provided by the postsecondary institutions. The actual PSEO Concurrent Aid is based on the data received from the postsecondary institutions.

To be flagged as a PSEO or Concurrent Enrollment participant, students must be juniors or seniors and enrolled in the high school as a public school student. To be eligible for PSEO Concurrent Aid, the high school must file a copy of their agreement with the postsecondary institution with the department.

Contact: Steve Etheridge at 651-582-8771 steve.etheridge@state.mn.us

Homeless Education Notes

As school starts, some children and youth are going back to the one stable place in their lives – their school. Too many families are still experiencing homelessness due to the economic downturn and this causes a lot of disruption in the students' lives. The goal is to have students stay in their same school so that vital education is not interrupted. Changing schools at any time causes a student to lose four to six months of his/her learning. Because so many other family resources are lost in this situation, student learning, growing and developing becomes more valuable than ever.

In 2008-09, nearly 8,000 students were flagged in MARSS as homeless – almost one percent of the state's public school student population. This is an increase of 1,800 students flagged in MARSS from the previous year. Some of the increase is due to better recording of students' homeless situations and some is due to the increased numbers of families experiencing homelessness.

Your assistance is needed to accurately document homeless students by marking the homeless flag as well as the markers for Title I services and free-priced lunch. Homeless students are automatically eligible for these two programs. The homeless flag is dropped at the end of the school year and needs to be reinstated if the student remains homeless. Students must be transported from their current residence to their home school (known as the school-of-origin). If the school district has excess transportation costs, the district should record the costs in Finance Dimension 728, Special Transportation of Selected Students. Please take care that, if FIN 728 is used, the student is also flagged as homeless. If the student is homeless *and* a special education student, use FIN 723.

Your district homeless liaison has the responsibility to designate a student as homeless according to the federal definition. The federal education agency also requires a report of "nighttime residence" when the student is first identified as homeless or first enrolls in a school and is homeless, using the four categories below. Note that "unknown" is not an option on the federal report. Minnesota's homeless child count will be reduced if this information is not provided.

Nighttime Residence

- 1) Shelters, Transitional Housing, Awaiting Foster Care
- 2) Doubled-Up (i.e., living with another family, bunking in)
- 3) Unsheltered (e.g. cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings)
- 4) Hotels/Motels

* Displaced. This category should be indicated (in addition to one of the four above) only if the student's homelessness is related to a natural disaster.

We do not have a MARSS report yet that lists just students identified as homeless. Therefore, it would be ideal if the MARSS coordinator could run a report of the FY 2009 homeless students from your local software and provide that to your homeless liaison. That person could then identify each student in the appropriate category above. The total by district for each Nighttime Residence category will be requested by the NCLB team in an electronic survey in November. The survey will be sent to Title I directors, homeless liaisons and MARSS. For FY 2010, we will request a local MARSS WES report that can be downloaded to Excel to make the reporting and counting much easier.

Find more information about the education needs of homeless students in the resource *School – One Stable Place, McKinney-Vento Homeless Education* at the MDE Website: <http://education.state.mn.us> – Accountability Programs>NCLB>Homeless Education. See Appendix 2A for transportation information and 2B for MARSS instructions for homeless student records.

Contact: Ruth Ellen Luehr at 651-582-8403 ruthellen.luehr@state.mn.us

Returning Dropouts

Students coded as dropouts during the 2008-09 school year but who enroll in a school by October 1 of the current school year are not considered FY 2009 dropouts, per the federal definition. These students' FY 2009 dropout Status End code should be changed to 41. Refer to the Status End Code 41 explanation in the definitions section of the MARSS Manual for more information. Updated MARSS files must be received at the department no later than October 28, 2009.

Transportation Category Added to the Enrollment Record

A new enrollment line is needed when transportation aid is determined on the Average Daily Membership for the time the student was transported for particular category. This would happen for the following situations:

- Student transportation category changes to an 03-Disabled.
- Student transportation category changes from an 03-Disabled to another category.
- Student transportation category changes to an 04-Deseg when prior transportation category was a 00, 01, 02, 05 or 06.
- Student transportation category changes from an 04-Deseg to another category.

The MARSS Transportation Categories Information and Instructions Manual has been updated to reflect these changes.

Students Attending Elsewhere Report

There was a new category added to this report titled *Invalid Nonresident Records*. This category was added to include ESY (Extended School Year) records and PS (Preschool Screening) records so you would be able to keep track of your resident students attending an ESY program or preschool screened by another district.

**Don't forget the next
FALL FY 2010 MARSS
reporting deadline is
due at the department by
November 18, 2009.**

This publication is produced by:
Minnesota Department of Education
Division of Program Finance
1500 Highway 36 West
Roseville, MN 55113-4266
Phone: 651-582-8779
Fax: 651-582-8878
<http://education.state.mn.us>
E-Mail Helpline: marss@state.mn.us

Student Data Reporting Information

Inside This Issue

FY 2009 EOY MARSS WES “Appeal” Files	1
FY 2010 Fall MARSS WES files	2
Fall FY 2010 Reports Posted to MARSS WES	3
ADM and LEP Estimates Data	3
First Day of School No Shows	3
Interim Testing Files Q & A	4
Child Count Report	6
MARSS Contacts Updates	6
Fall FY 2010 Reporting Timelines	6
Compensatory Revenue and October 1 Enrollment	7
Transportation Reporting Deadlines	8
Student ID Repository	8
School Calendars and Inclement Weather	9
MARSS Data Accuracy for School Meal Benefits and Compensatory Revenue	10
PSEO Concurrent Enrollment Flag	11
MARSS Submission Used for GRAD Retest Eligible Students	11
Transportation Category Added to the Enrollment Record	11
Students Attending Elsewhere Report	12
Nonpublic/Home School Students	12

FY 2009 EOY MARSS WES “Appeal” Files

As you are aware, no manual corrections can be accepted for MARSS data. Therefore, districts must correct any remaining errors or omissions electronically via an upload of their complete MARSS A and B files. MARSS WES for FY 2009 reopened for EOY electronic “appeal” files on Thursday, November 19, 2009. MARSS coordinators were notified via a mass e-mail. MARSS WES EOY FY 2009 will remain open until 4:00 p.m. on Tuesday, December 15, 2009, for purposes of uploading appeal files.

There is no need to submit an “appeal” file if there are no corrections and/or additions that need to be made to the EOY FY 2009 MARSS file most recently uploaded to MDE for the October 28, 2009, reporting deadline.

When the ‘Upload’ button is selected, the local edit is rerun in addition to a mini-statewide edit. There are seven cross-district (statewide) edits that are performed. If your file does not create any cross-district errors, the file will be loaded. You will receive an e-mail notifying you that the file was loaded.

The seven cross-district errors are described on page 128 of the October 1, 2009, version of the MARSS WES User's Guide.

- #66 Only one Status End code allowed for codes 8-11, 40 and 42.
- #91 Date overlap between districts.
- #93 Dual enrolled must be 100 percent enrolled.
- #94 Later record found after Status End code 8-11, 40, 42.
- #283 Special Education Evaluation Status (SEES) 8 cannot have prior record of SEES 4, 6 or 9.
- #286 Homebound Flag must match on overlapping records.
- #306 State Aid Category (SAC) 16-18 and overlapping record not SAC 16-18.

These seven cross-district edits are considered fatal errors for EOY during the "appeal" window and if the edit encounters one or more, the file cannot be uploaded. A notice will be displayed on the Edit Status screen, the local MARSS08_Error_Report will be updated to include these cross-district errors (identified with *CD*) and the MARSS coordinator will receive an email notification that the file was not loaded. The district will need to contact the MARSS Coordinator in the district with which a cross-district error has been identified and negotiate with them how to correct the error. If the other district needs to correct an enrollment record, they will need to upload their corrected files first. Therefore, it is important to re-edit appeal files as soon as possible and notify the other district of any fatal errors immediately to give yourselves ample time to make the necessary corrections.

It is possible that circular or "dead lock" errors will be created. For example, district A cannot upload until district B uploads, and district B cannot upload until district C uploads. In this case, districts A and B can wait for district C to upload. Or, districts A and/or B can create a local error in the enrollment record that is causing the cross-district error and upload their files with the local error. For example, enter an invalid character in the suffix field, (e.g., % or &). Records with local errors are excluded from cross-district edits. After district C has uploaded, district B can correct the local error and re-upload its files; then district A can upload.

Another type of circular or "dead lock" error could be created where district C cannot upload until district A uploads. In this case, district A or C will need to correct one of the errors allowing the other district to submit. Then they can work on the other errors. They may need to cause a local error in the record that is causing a circular error, upload, allow the other district(s) to upload, and then correct the local error and re-upload.

We are working on updating the MARSS WES documentation. However, until we can get it posted to the Website, we can e-mail you a draft upon request. The primary changes to the documentation are screen shots. Copies have been e-mailed to the Regional Management Information Centers (RMIC). Since the document exceeds the acceptable file size for many e-mail systems, only Part 2: Directions for MARSS Coordinators, the portion of the document that shows screen shots, will be included in the e-mail version.

Contact: marss@state.mn.us

FY 2010 Fall MARSS WES Files

The same process will be used for Fall FY 2010 appeals after the December 16, 2009, reporting deadline as for EOY FY 2009 with the exception that no cross-district errors cause a fatal error. Rather, programming at MDE determines where a student, who is reported as enrolled in two districts over October 1, is counted for the October 1 enrollment. Four cross-district edits will be added to the local MARSS08_Error_Report. They are treated as warnings and start with *CD* (cross district). These are error message numbers 326 through 329. These messages will be included in the local Error Report as a warning. If you suppress warning messages, these cross-district warnings will be suppressed. However, they will become errors when the EOY statewide edit is run.

Fall FY 2010 Reports Posted to MARSS WES

Refer to the MARSS WES statewide reports for a list of reports that are posted and ready for review. It is expected that the MARSS coordinator will share these reports with others in the school and district who can assist in the editing and verification process.

These reports will be replaced after the next statewide edit following the December 16, 2009, reporting deadline. If you would like to keep a copy for historical or comparison purposes, please save or print a copy of each report.

A preliminary FY 2011 Compensatory Revenue Report has been posted to the Minnesota Funding Reports Web site. [View report](http://education.state.mn.us/MFRSystem/index.do) (<http://education.state.mn.us/MFRSystem/index.do>). Find your district and select Reports by Category. Scroll down to the Aid Entitlement Reports Category and select 10-11. Share this report with your business office. This report is replaced each time we post new reports. To keep a copy for historical or comparison purposes, please save or print a copy.

*Contacts: marss@state.mn.us with questions on the MARSS WES reports
Sharon Peck at 651-582-8811 or sharon.peck@state.mn.us with questions on student counts used for the preliminary Compensatory Revenue Report*

ADM and LEP Estimates Data

Independent school district MARSS contacts, please share the following notice with your business office.

The ADM and LEP ADM estimates will be pulled from the EDRS ADM and LEP Projections system once more for FY 2010 on January 8, 2010. These are the student counts which will be used for fiscal review of proposed legislation, end-of-session runs and other reports to the legislature and the public on behalf of both charter schools and independent school districts.

The FY 2010, FY 2011 and FY 2012 estimates that districts and charter schools have entered by the end of the day on Friday, January 8, 2010, will be used for the February forecast and legislative analysis. The FY 2010 data will be used as the estimated entitlement basis for metered payments between January 30 and June 20 for both independent school districts and charter schools.

If the current data on EDRS are still accurate, please perform step #3 – Sum and Authorize. This sets the last update date to today's date and lets MDE know the estimates have been reviewed.

All charter schools, excluding ones in their first three years of operation, need to update their estimates via EDRS. Charter schools in their first three years of operation update estimates via a paper report.

Contact: Jeanne Krile at 651-582-8637 jeanne.krile@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 last spring or during the summer, 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 will be absent on the first day. The student must show up within 15 school days or the enrollment record should be purged and not included on the Fall MARSS file.

Interim Testing Files Q & A

Following are some of the questions we are getting regarding interim FY 2010 MARSS files that are used for pre-coding testing documents.

Q. Will a student still be included in the testing files if s/he has a local error?

A. No, a student with a local error will be excluded from the testing files.

Q. Will a student still be included in the testing files if s/he has a cross-district date overlap error?

A. Yes, a student will be included in the testing files as long as they don't have a local error.

Q. Does MDE do statewide edits before the testing files are extracted?

A. No, the statewide edits are run only on the posted, scheduled dates. Refer to the MARSS-Student Accounting Website for the dates.

Q. How frequently are MARSS coordinators expected to submit MARSS files?

A. This is up to the district. If no students have been added to the current FY 2010 MARSS file and no corrections made to it, there is no need to submit a new file for testing purposes. However, if new students have enrolled since the last FY 2010 MARSS submission and these students will be testing in the next testing window, then upload an updated MARSS file so that the students will be included when testing extracts their next file.

Q. When does MDE extract testing files for pre-codes?

A. Refer to the Scheduled MARSS Extract Dates for Testing Pre-Codes table included in this memo. The dates are accurate as of November 24 but are subject to change. The extract dates for April have not been scheduled.

Q. When will districts and schools start submitting EOY FY 2010 MARSS files rather than Fall FY 2010 files?

A. Continue submitting Fall MARSS files until the Fall FY 2010 MARSS appeal submissions are closed. Take care not to update the Economic Indicator field for students whose *Application for Educational Benefits* was certified after December 15. The Fall appeal window will close at 4:00 p.m. on January 15, 2010. The EOY submission cycle will open a day or two after that so that districts and charter schools can continue submitting files for testing purposes. No statewide MARSS edits will be run until April 9, 2010.

Q. What should the district or school do if a student is not included on the TEST WES file?

A. First confirm that the student is included on the most recent MARSS submission. If the student is included, make sure the student did not have any local errors. If there are no local errors, then, for a GRAD re-test, make sure that the student did not test during the just prior month; students must wait at least two months between tests. If the student should still be included in the test file then contact the person that serves your area code:

218 & 320:	Julie Nielsen-Fuhrmann	651-582-8837
507 & 952:	Roger Anderson	651-582-8841
651 & 763:	Tracy Cerda	651-582-8692
612:	Jennifer Burton	651-582-8622

Scheduled MARSS Extract Dates for Testing Pre-Codes

Day of Week	Extract at 10 p.m.	Precode
Monday	11/30/2009	GRAD DEC RETEST Math - 1st Update
Monday	11/30/2009	GRAD DEC RETEST Reading - 1st Update
Friday	12/4/2009	GRAD DEC RETEST Math - 2nd Update
Friday	12/4/2009	GRAD DEC RETEST Reading - 2nd Update
Tuesday	12/15/2009	GRAD JAN RETEST Math - Initial
Tuesday	12/15/2009	GRAD JAN RETEST Reading - Initial
Monday	1/4/2010	GRAD JAN RETEST Math - 1st Update
Monday	1/4/2010	GRAD JAN RETEST Reading - 1st Update
Friday	1/8/2010	GRAD JAN RETEST Math - 2nd Update
Friday	1/8/2010	GRAD JAN RETEST Reading - 2nd Update
Tuesday	1/19/2010	GRAD FEB RETEST Math - Initial
Tuesday	1/19/2010	GRAD FEB RETEST Reading - Initial
Monday	1/25/2010	MN SOLOM Listening and Speaking
Monday	1/25/2010	TEAE Reading and Writing
Monday	2/1/2010	GRAD FEB RETEST Math - 1st Update
Monday	2/1/2010	GRAD FEB RETEST Reading - 1st Update
Friday	2/5/2010	GRAD FEB RETEST Math - 2nd Update
Friday	2/5/2010	GRAD FEB RETEST Reading - 2nd Update
Friday	2/12/2010	GRAD APR RETEST Writing
Friday	2/12/2010	GRAD Writing
Friday	2/12/2010	MCA-II Math and Reading
Friday	2/12/2010	MTAS Math, Reading and Science / AA Writing
Tuesday	2/16/2010	GRAD MAR RETEST Math - Initial
Tuesday	2/16/2010	GRAD MAR RETEST Reading - Initial
Thursday	2/18/2010	SOLOM Listening/Speaking Late Labels
Thursday	2/18/2010	TEAE Reading and Writing Late Labels
Monday	3/1/2010	GRAD MAR RETEST Math - 1st Update
Monday	3/1/2010	GRAD MAR RETEST Reading - 1st Update
Friday	3/5/2010	GRAD MAR RETEST Math - 2nd Update
Friday	3/5/2010	GRAD MAR RETEST Reading - 2nd Update
Monday	3/15/2010	MCA-II Science
Monday	3/15/2010	MTELL Math
Tuesday	3/16/2010	GRAD APR RETEST Math - Initial
Tuesday	3/16/2010	GRAD APR RETEST Reading - Initial
Thursday	3/18/2010	MCA-II Math and Reading Late Labels
Friday	4/9/2010	Later tests are scheduled, but extract dates have not been determined First EOY FY 2010 statewide edit

Child Count Report

Districts and charter schools that submitted MARSS Fall FY 2010 files by November 18, 2009, and/or on whose behalf another district reported eligible students, will find MARSS 33 Child Count report posted to their MARSS WES statewide reports Website. 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 MARSS/Student Accounting Web page; the document is called *Special Education Instructions on Reporting Child Count*.

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 (Status Start Date is on or before December 1 and Status End Date is on or after December 1);
- Special Education Evaluation Status is 4, 6 or 9; 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 who generate child count for the charter school, and
- Academies for the Deaf and Blind who generate child count for the academies.

Do not forget to report the following:

- Infants and toddlers with IFSP/IIIP 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/IIIP 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.)

Contact: [Michelle Jones](#) at 651-582-8577 for Child Count Report questions

MARSS Contacts Updates

Please verify that your e-mail address (and phone number) are correct in the MDE security system. The e-mail you have entered for your account is the one that is used to send you notices regarding the status of MARSS WES, new Web postings, availability of MARSS memos, changes in reporting timelines, etc. The MARSS coordinators' list that is posted to the MARSS-Student Accounting Web page (http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/index.html) is used only for communication *between* districts. Only you can update your security account information. Refer to the MARSS Web Edit System (WES) User's Guide starting on page 26 for information on how to update your profile. To update your contact information on the posted MARSS coordinators list e-mail marss@state.mn.us.

Fall FY 2010 Reporting Timelines

- December 16, 2009 – Final Fall Submission, appeal files only after this date
- January 15, 2010 – MARSS WES closes for FY 2010 Fall Submissions at 4:00 pm

Compensatory Revenue and October 1 Enrollment

The compensatory revenue formula is one of the funding programs that use the Economic Indicator data reported on the fall MARSS files. Districts and charter schools on the Food Service program were provided a Direct Certification list last August. This list was based on prior year's MARSS data so only charters in their second or later year would have been able to receive a list. Students who were listed on the district's Direct Certification list and who remain enrolled in the same district can be reported as eligible for a free meal. Select this link for a detailed description of Direct Certification:

http://education.state.mn.us/MDE/Learning_Support/FNS/SNP/Applications_Materials_and_Forms/Direct_Certification/index.html.

All other students must have an eligible and appropriate signed *Application for Educational Benefits* for the current year on file at the district to be reported as eligible for a free or reduced-price meal, including Provision 2 and 3 schools. Training on how to certify applications is provided by the Food and Nutrition Service at MDE. For purposes of receiving a free or reduced-priced meal, last year's applications expired after the first 30 operating days of the school year. That extension does not apply to MARSS reporting. All eligible *Applications of Educational Benefits* must be for 2009-10 and dated between July 1 and December 15, 2009.

Students do not need to have access to a meal program to be reported as eligible for a free or reduced-price meal program. It is merely an indication of economic status. They need not actually receive the free or reduced-price meal; it is merely a demographic characteristic of the students.

The second piece of the compensatory revenue formula is the October 1 enrollment. Students are determined to be enrolled on October 1 based on their Status Start and End Dates. The Start Date must be on or before October 1 and the End Date must be on or after October 1. Make sure that students enrolled in the summer component of learning year programs, like area learning centers, and who do not remain enrolled during the traditional or core year are withdrawn at the end of the summer term. This avoids overstating the October 1 enrollments which would reduce the concentration of free and reduced-price meal eligible students.

The October 1, 2009, enrollment and economic indicator status counts will be used to generate the FY 2011 compensatory revenue. These data are considered final with the final Fall MARSS file submission. Below are four sample compensatory revenue examples. Compensatory revenue is calculated on a site-specific basis. Revenue should be spent at the site where it was generated. Here is a link to a spreadsheet that can be used to estimate a school's FY 2011 compensatory revenue by entering estimated October 1, 2009, enrollments and free/reduced-price meal eligible counts:

http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/General_Education/Compensatory_Revenue_by_Site_and_Cooperatives/index.html.

	A	B	C	D
1. October 1, 2009 enrollment	100	100	100	100
2. Count of students eligible for free lunch on October 1, 2009	15	40	80	100
3. Count of students eligible for reduced-price lunch on October 1, 2009	10	20	0	0
4. Adjusted eligible student count = (2) + [(3) / (2)] =	20	50	80	100
5. Concentration ratio = (4) / (1) =	0.2000	0.5000	0.8000	1.0000
6. Adjusted ratio = lesser of 1 or (5) / .8 =	0.2500	0.6250	1.0000	1.0000
7. Compensatory pupil units = (4) X (6) X 60%	3	18.75	48	60
8. Basic formula allowance \$5,124 - \$415 (FY 2011)	4,709	4,709	4,709	4,709
9. Compensatory revenue = (7) X (8) =	14,127	88,294	226,032	282,540
10. Revenue per adjusted eligible student count = (9) / (4)	706	1,766	2,825	2,825

- When meal counts are constant, a higher enrollment brings lower revenue per meal count.

- When enrollment is constant, a higher meal count brings higher revenue.
- When enrollment is constant, a higher meal count brings higher revenue per meal count.
- This means that an additional free or reduced price-meal student adds more revenue to a high poverty school than he or she would add to a low-poverty school.
- The cap on eligibility for free meal is 130 percent of the federal poverty level; the cap on eligibility for reduced price meal is 185 percent of the federal poverty level.

*Contact: Sharon Peck at 651-582-8811 sharon.peck@state.mn.us for Compensatory Revenue Student Counts
Colleen Leemon at 651-582-8566 colleen.leemon@state.mn.us for Compensatory Revenue Calculations
Joe Lee at 651-582-8542 joe.lee@state.mn.us for Application for Educational Benefits*

Transportation Reporting Deadlines

School districts year-end pupil transportation data are collected from different sources. The number of nonpublic students transported to and from school, school bus ownership and annual mileage are collected on the Pupil Transportation Annual Report. The number of public school students transported to and from school is collected on the Minnesota Automated Reporting Student System (MARSS). Expenditure and revenue data are collected on the Uniform Financial Accounting and Reporting Standards (UFARS) data submissions. All three sources (Annual Report, MARSS, and UFARS) have different reporting due dates.

Pupil Transportation Annual Report. The Report ED-01652 is sent to districts early-in June. The report is due to MDE August 15.

MARSS. Final End-of-Year (EOY) student data is due the end of October. Only selected manual changes will be allowed until the end of December. Districts MARSS personnel who want to avoid making a lot of corrections to individual student's transportation records should have all of the transportation coded correctly by the EOY deadline.

UFARS. Minnesota Statutes Section 123B.77 provides that districts must submit unaudited financial data by September 15 for the preceding fiscal year. By November 30, districts must submit audited financial data for the preceding fiscal year.

It is very important that districts comply with these reporting deadlines. MDE Program Finance Division needs final fiscal year data in order to make timely final payments and to prepare reports for legislators and state administrators. Further, Minnesota Statutes Section 127A.49 Subdivision 1 provides, in part, that no adjustment to any aid payments resulting from omissions in district reports shall be made for any school year after December 20 of the next school year unless otherwise specifically provided by law. Failure to meet the December 30 date may cause aid payment to be withheld or delayed.

If you have any questions on completing the pupil transportation annual report, reporting the transportation code for students on MARSS, or reporting transportation expenditures, contact Kelly Wosika at 651-582-8855 or at kelly.wosika@state.mn.us.

Student ID Repository

The contact person for the Student ID Repository is Barb Mattson. If you have copies of the ID forms either change the name to Barb Mattson or discard them.

School Calendars and Inclement Weather

As during most past Minnesota winters, snow and ice will grace many school districts, causing superintendents and transportation directors to consider the wisdom of canceling or delaying school for the day. The following are typical questions raised by these situations.

How do I mark a day when school was canceled?

Mark the day as “no school,” as for a Saturday or school break. For state purposes, this day is not an instructional day for the school/grade and not an attendance/membership day for students. It does not matter if school is closed for weather, fire, boiler breakdown, staff development, funeral, school break, etc. No school is no school. This does not affect Average Daily Membership (ADM) for most full-year students, which is the comparison of a student’s membership days to instructional days. For example, 175 membership days divided by 175 instructional days is 1.0 ADM, as is 174 membership days divided by 174 instructional days.

Do I need to reschedule the school day later in the year?

That is up to your local school board. They set the original calendar and they have the authority to change it. If the day is not made up, we recommend that the local board formally amend the calendar for local accountability purposes. Charter schools should send a copy of the new calendar to Program Finance, attention Jeanne Krile.

Will we lose state aid if we do not make it up?

No. There is no longer a financial penalty for having too few days. The statute requires independent school districts to schedule at least as many instructional days as were originally scheduled for FY 1997; it did not provide a penalty for not meeting this schedule. But again, your local board must be accountable to the students and families; they need to formally modify the calendar if it is different than the original. However, students whose ADM is based on a statute-defined number of hours will generate fewer membership hours if the canceled instruction is not rescheduled. Specifically, kindergarten-disabled and early childhood students with more than 231 membership hours are affected. Also, the summer or extended-day membership of dual-enrolled students at an alternative program would generate less ADM if the core year membership provided fewer than the statute-defined minimums for learning year programs.

How do I code a late start/early dismissal?

Emergency late starts or early dismissals can be reported as a regular full school day. However, *scheduled* late starts and early dismissals for any reason (staff development, state tournaments, parent-teacher conferences, etc.) affect the length of day that is reported on the MARSS school file. Use the Flexible Scheduling worksheet (posted to the Web) to calculate an average length of day to report on MARSS when the scheduled length of day varies during the school year.

How do I code an emergency late start/early dismissal when one section of kindergarten is canceled?

For half-day, daily kindergarten:

- ☂ When morning kindergarten is canceled but either afternoon kindergarten is held or there is no afternoon class, mark morning kindergarten as a non-school day.
- ☂ When afternoon kindergarten is canceled but either morning kindergarten is held or there is no morning class, mark afternoon kindergarten as a non-school day.

For full-day, alternative day kindergarten:

- ☂ The kindergarten section that was scheduled to meet on a canceled day should be marked as “no school.”

MARSS Data Accuracy for School Meal Benefits and Compensatory Revenue

It is once again that time of year – determining student’s eligibility for free or reduced-price meals. The easiest and quickest way for schools to determine if a student is eligible for free meals is by “direct-certing” the student. How does a school do this?

MDE receives a list from the Department of Human Services of all children up to 18 years of age that are currently enrolled in the Minnesota Family Investment Plan (MFIP) or Food Assistance (Stamps) programs. This list is compared to student data in MARSS. If the data matches all elements (first name, last name, date of birth and gender), the district is sent the information to “direct-cert” the student for free-meal benefits. The direct certification process is conducted three times each school year, with the first data match in July.

If a student is listed on the DHS data but one of the data elements does not match, the school must instead collect the Application for Educational Benefits from the parent of the student and calculate the eligibility status of the student. And, in many cases, the parent does not return the application for the student – resulting in the student being classified as a full-paid student for meals, and as full-paid for the district formula on compensatory education funding. This results in a loss of revenue to the school and a loss of meals to the student. Also adversely affected are other programs such as Title I allocations for charter schools and the student Loan Forgiveness Program.

To improve the percentage of “direct-cert” students, please be sure to carefully check the MARSS student information—especially gender. This last year the most common mismatch error was on the gender of the student.

To ensure accuracy of MARSS data and a greater number of successful direct certifications, we recommend that school districts:

- Check MARSS student records for data accuracy, including the data elements used for direct certification – student name, date of birth and gender.
- Specifically check the MARSS student records for any students that get approved for free school meals based on an Application for Educational Benefits with an MFIP or Food Stamps case number. If these students were participating in MFIP or Food Assistance (Stamps) at the time of the last direct certification match in July, they should have been directly certified at that time. Check for any errors in those students’ MARSS records that may have prevented the students from being directly certified in July and, if necessary, correct the errors in MARSS.
- If MARSS student records are corrected for students who have not already been approved for free or reduced-price school meals, the corrected MARSS records will be used when the second direct certification matching process is run in September 2009 and some of those students may be directly certified.

For additional information on procedures for certification of students for free school meals, see these memorandums issued by Food and Nutrition Service on the MDE Website:

- 2009-10 Direct Certification Data
<http://education.state.mn.us/mdeprod/groups/Nutrition/documents/Memo/004165.pdf>
- 2009-10 Income Eligibility Guidelines and Application for Educational Benefits
<http://education.state.mn.us/mdeprod/groups/Nutrition/documents/Memo/009573.pdf>

Contact: Joe Lee at 651-582-8542 joe.lee@state.mn.us

PSEO Concurrent Enrollment Flag

The Postsecondary Enrollment Options (PSEO) Concurrent Enrollment Flag identifies juniors and seniors who are taking Concurrent Enrollment/Courses to Agreement classes at the high school and are eligible to generate PSEO Concurrent Aid. These are postsecondary-level classes for which the high school has contracted with a postsecondary institution to have taught at the high school site. To date, districts have been instructed to mark students with a 'Y' PSEO Concurrent Enrollment Flag only if the student is eligible for PSEO Concurrent Aid.

However, districts have also used the PSEO statute to contract with postsecondary institutions for their students to take classes off the high school campus – either at the postsecondary institution or online. The Adequate Yearly Progress (AYP) calculations make special consideration of students who are full time PSEO, whether the state pays their tuition or whether the district has contracted for the tuition. By not flagging PSEO Concurrent Enrollment students who actually attend the postsecondary classes off the high school campus, we are under-identifying full-time PSEO students. To better account for these students in Test WES, the definition for the PSEO Concurrent Enrollment Flag for FY 2010 is expanded to include juniors and seniors whose high school has contracted for PSEO courses to be taken either at the postsecondary campus or online, not just at the high school site. Therefore, not all students flagged as PSEO Concurrent Enrollment in FY 2010 will be eligible for PSEO Concurrent Aid. Only those students who take the class at the high school site are eligible for this aid. The MARSS data are used to validate the list of students and courses provided by the postsecondary institutions. The actual PSEO Concurrent Aid is based on the data received from the postsecondary institutions.

To be flagged as a PSEO or Concurrent Enrollment participant, students must be juniors or seniors and enrolled in the high school as a public school student. To be eligible for PSEO Concurrent Aid, the high school must file a copy of their agreement with the postsecondary institution with the department.

Contact: Steve Etheridge at 651-582-8771 steve.etheridge@state.mn.us

MARSS Submission Used for GRAD Retest Eligible Students

Beginning with the November 2009 Reading and Mathematics GRAD Retest administration, MDE will be using only MARSS submissions for posting eligible students. Districts will no longer need to fax a *Request to Add Student for GRAD Retest* form to MDE. To have a student added for retesting, districts will need to submit a MARSS file to Program Finance at MDE with the student included. Refer to the table following the article titled "Interim Testing Files Q & A."

This change in process will continue to keep data clean and also prevent the testing of students who are not eligible to test because they have already passed or tested during the previous month's administration.

Transportation Category Added to the Enrollment Record

A new enrollment line is needed when transportation aid is determined on the Average Daily Membership for the time the student was transported for particular category. This would happen for the following situations:

- Student transportation category changes to an 03-Disabled.
- Student transportation category changes from an 03-Disabled to another category.
- Student transportation category changes to an 04-Deseg when prior transportation category was a 00, 01, 02, 05 or 06.
- Student transportation category changes from an 04-Deseg to another category.

The MARSS Transportation Categories Information and Instructions Manual has been updated to reflect these changes.

Students Attending Elsewhere Report

There was a new category added to this report titled *Invalid Nonresident Records*. This category was added to include ESY (Extended School Year) records and PS (Preschool Screening) records so you would be able to keep track of your resident students attending an ESY program or preschool screened by another district.

Nonpublic/Home School Students

We have had a few calls regarding the ability of charter schools to enroll home school or other nonpublic school students on a part-time basis. Nonpublic school students are ineligible to enroll in a charter school and generate funding for a charter school without the resident district's written permission. With the resident district's permission, the charter school can report home school or other nonpublic school students as part-time students for core curriculum only, using MARSS State Aid Category (SAC) 17. Without the resident district's permission, report these students with SAC 18, they are ineligible to generate state aid. In either case, Percent Enrolled should be less than 100 because they are part-time students.

Prior home school or nonpublic school students can withdraw from the nonpublic school and enroll in a charter school as public school students per the charter school's enrollment process. These students would be reported with SAC 08.

More information can be found in Minnesota Statutes Section 126C.01, Subdivisions 6 through 8 and Minnesota Statutes Section 126C.19.

Contact: marss@state.mn.us

**Don't forget the Final
FALL FY 2010 MARSS
reporting deadline is
due at MDE by
December 16, 2009.**

This publication is produced by:
Minnesota Department of Education
Division of Program Finance
1500 Highway 36 West
Roseville, MN 55113-4266
Phone: 651-582-8779
Fax: 651-582-8878
<http://education.state.mn.us>
E-Mail Helpline: marss@state.mn.us