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Postsecondary Enrollment Options for Sophomores in Career and Technical Education

New legislation passed under Minnesota Statutes, section 124D.09, allows eligible 10th grade students to enroll in one Career and Technical Education (CTE) course. In order to be eligible, a 10th grade student must have taken the 8th grade MCA reading test in the 8th grade and have met the composite proficiency level of “meets or exceeds”. If the student meets this standard, they may be eligible to enroll in CTE courses, as identified by the Minnesota State College and University System (MNSCU) if they meet the specific course requirements and prerequisites of the CTE courses(s) they wish to enroll in. This option is open to Minnesota public school students.

Interested students who are enrolled in a district or an American Indian-controlled tribal contract school should contact the eligible postsecondary institution to find out what Career and Technical Education courses they offer and what the application process is at their college. A link to the list of eligible institutions that offer CTE courses will be available on the MDE [Postsecondary Enrollment Options \(PSEO\) website](#).

The MNSCU policy and procedures for PSEO will be posted on that same webpage.

Program Questions: Jessica Espinosa at 651-582-8512 or Jessica.espinosa@state.mn.us.

FY 2012 District/School ADM Report

The second District/School ADM Report for FY 2012 will be posted the week of July 16 after the statewide MARSS edit has completed following the July 10 reporting deadline. Please let your Business Office know that the report is posted in Minnesota Funding Reports. Your school's/district's independent auditor will be anxious to review a copy of the report as well. Minnesota Funding Reports (MFR) is accessible from the [Data Center > MDE Data Reports and Analytics](#). The District/School ADM Report is in the Student category.

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

MARSS Workshops

A MARSS 101 Workshop will be held on August 2, 2012, at Minnesota Department of Education. This workshop will cover the basics of MARSS reporting. It is directed toward new MARSS coordinators and other staff in the school/district who compile data used for MARSS. This workshop is open to both school district and charter school staff. Registration material was e-mailed to MARSS coordinators on Friday, July 6, 2012.

Contact: MARSS@state.mn.us for registration material for the August 2 workshop.

Charter school staff from first year charter schools will have other workshop opportunities at MDE on both August 1 and 3, 2012. Notification for these opportunities will be disseminated from the MDE Charter Center.

Contact: Holly Garnell at holly.garnell@state.mn.us for information on training for first year charter schools.

MARSS Reporting Timelines

MARSS files are due to the department on the following dates. Refer to the posted timelines for more detail. [View MARSS Timelines](#).

- July 10, 2012 – Used for Direct Certification for FY 2013.
- August 7, 2012 – Used for September 30 clean-up payment for school districts.
- September 11, 2012 – Used for October 30 clean-up payment.
- October 23, 2012 – Final data due.

MARSS PSEO and/or PSEO Concurrent Errors

MARSS PSEO and/or PSEO Concurrent Errors need to be corrected. A common error is when the postsecondary institution has reported the student as PSEO, but the district has flagged the student on MARSS as PSEO concurrent. If the MARSS edit flags the student as a PSEO participant and high school staff think they should be PSEO concurrent, check the signed agreement between the high school and the postsecondary institution. That agreement dictates which students are considered PSEO concurrent.

Some students will be both PSEO and PSEO concurrent, but for different classes. Every student flagged as PSEO should have a PSEO application form completed and signed by a high school representative.

To resolve the error, the district should work with the higher education institution to validate which students are concurrent enrollment and which are PSEO. Once resolved, please instruct the higher education institution to contact Steve Etheridge at steve.etheridge@state.mn.us on the correct coding of the students. This will often result in Steve removing the student from the PSEO database and adding the student to the concurrent enrollment database. Only until he removes the student from the PSEO database will the error go away.

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

Date Overlap Errors

All date overlap errors should be corrected. Both records involved in a date overlap error on year-end files are marked as an error so both schools/districts lose the ADM in the records until the overlap is corrected. The full ADM generated by the enrollment record is lost, not just that represented by the actual date overlap.

Contact: MARSS@state.mn.us for questions.

New MARSS Edit Messages

Two new warning messages were activated in June, #361 and #362. These are the promised warnings added when the full complement of error messages went active on May 1. Because school was still in session on May 1 it would be redundant to compute and report service hours and attendance for students who are enrolled as of May 1 for the May submission and then again once the school year was completed.

W Message #361 warns you that a student who requires Special Education Service Hours has fewer than 2.0 Service Hours reported.

W Message #362 warns you that attendance is less than 1 hour.

Note that these messages will not be displayed in your local MARSS 08 Error Report if you suppress warning messages.

An updated list of error and warning messages can be found in MARSS WES, local reports. It is called MARSS 21 Error and Warning Messages. It is updated automatically in MARSS WES each time we add a new message. If you save a PDF copy you will need to re-run the report to see the new messages.

Contact: MARSS@state.mn.us for questions on error messages. If you cannot resolve the correction of an error message forward a copy of the student's MARSS 17 Individual Student Report to MARSS@state.mn.us. This provides all of the MARSS data reported for the student as well as a full description of the error.

MARSS A School File for ALCs and Other Learning Year Programs

The MARSS A School file includes the number of instructional days and length of day for all schools and grades. These data are used to compute ADM for students enrolled in the school for all but targeted services programs.

Learning year programs such as area learning centers (ALCs) and other state-approved learning year programs provide instruction year round and/or provide instruction in extended day programs. However, the number of instructional days reported on the MARSS A School file must include only the number of days in the core, required school year. Membership that occurs during the summer will generate student membership hours and average daily membership (ADM), but the number of instructional days reported should exclude optional days in the school calendar.

Likewise, the average length of day that is reported in the MARSS A School file should include only the required instructional time during the core school year. Students participating in the optional extended day program will generate student membership, but the optional instructional time should not be included in the average length of day that is reported on the MARSS A School file. Including the summer/optional instructional days and/or the optional extended length of day inflates the ADM divisor, reducing your school's ADM.

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

MARSS Coordinator Changes and MDE Security Accounts

We have received notices of several changes in MARSS coordinators this summer and we will post a new list soon. When we are notified that a district or charter school has a new MARSS coordinator, we remove security access to the prior MARSS coordinator, assuring that only one MARSS coordinator role exists for a district or charter school. If the prior MARSS coordinator remains employed and needs only MARSS user access, s/he can update their secure account to request MARSS user status.

However, it is the district's/charter school's responsibility to notify the administrators of other secure MDE web pages when employees leave so that their authorizations can be removed from their accounts. For example, when an employee leaves one district or charter school to work in another district or charter school, they are no longer eligible to access the Student ID Validation System. Approval to access the Student ID Validation System was granted by the superintendent or school director on behalf of that school only. Access does not follow the person to a new district or charter school. The new superintendent or charter school director needs to approve the employee to access the Student ID Validation System on their behalf. The employee retains the same MDE account, i.e., user name and password, but access to various secure systems needs to be updated per the instructions for each system.

FY 2012-13 Application for Educational Benefits and Direct Certification

The 2012-13 version of the *Application for Educational Benefits* has been posted to the MDE School Support > Food and Nutrition Program Administration > School Nutrition web page. [View the Food and Nutrition Application-Student Meals web page](#). Students reported on the 2012-13 MARSS files as eligible for the free or reduced price meal program must have a certified 2012-13 *Application for*

Educational Benefits or be on a Direct Certification report dated on or before December 15, 2012. Copies of all applications and Direct Certification reports must be on file in the school or district for at least three years for audit purposes.

Direct certification data is now provided with more lead time before the beginning of the school year. The initial direct certification data for school year 2012-13 was provided in CLICS in late June 2012.

Contact: mde.fns@state.mn.us for questions on the *Application for Educational Benefits*.

MDE MARSS Staffing

Barb Mattson is on leave through August 20. Please send MARSS reporting and other student accounting questions to MARSS@state.mn.us rather than to Barb's personal e-mail or phone. The MARSS e-mail is being monitored daily by two to three other staff but her personal e-mail and phone messages are not. We will forward questions to appropriate MDE staff who can respond.

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