Minnesota Department of Education

Early Education Student User Manual

August 2013

Early Education Student (EE Student)

Purpose

Provide a mechanism to identify children participating in Early Childhood Family Education and School Readiness to better understand experiences prior to kindergarten across multiple public funding streams. This work will increase opportunities to better understand transition strategies between early learning programs and elementary school. (Note – All procedures for children receiving Early Childhood Screening and Early Intervention/Early Childhood Special Education remain listed in the MARSS Manual. At no time should ECS or EI/ECSE program information be entered through Early Education Student.)

Securing Approval to Submit Information

District staff will need to pre-approval to submit data prior to uploading information for both Early Education Student and the Student Identification Validation systems. Request permission to access Early Education Student at (http://www.education.state.mn.us/MDE/SchSup/DataSubLogin/StuIDValid/index.html). The Authorization for the Student Identification Validation User Agreement Form is located at the bottom of the Document Download section of this page: (http://www.education.state.mn.us/MDE/SchSup/DataSubLogin/StuIDValid/index.html). Both forms require signature and submission from the superintendent. Once submitted, users will need to request access through their MDE Account. For directions on how to set up or modify an existing MDE Account, see How to Create or Modify a MDE Account at (http://www.education.state.mn.us/MDE/SchSup/DataSubLogin/StuIDValid/index.html).

Operational Requirements and Opportunities

Phase-In of EE Student

Phases	Training	Start	Complete	Reporting Period
Pilot	Nov 2012	Dec 2012	Aug" 2013	Portion of 2012
Round 1	August 2013	Sept 2013	Mar' 2014	SFY2013
Round 2 (statewide)	May 2014	June 2014	Aug 2014	SFY2014
Statewide (Regular)	May 2015	June 2015	Aug 2015	SFY2015

See the Schedule for Districts to Begin Reporting for district assignments to phases at Early Education Student (http://education.state.mn.us/MDE/SchSup/DataSubLogin/EarlyEducStudent/index.html) Districts were randomly assigned.

Translated Family Surveys and software support funds are available late summer 2013.

Districts must submit data within the stated school year. Registration dates must be within six months of the start of the school year. For purposes of this system, school year and state fiscal year are the same. For example: State Fiscal Year 2013 = July 1, 2012-June 30, 2013 = 2013 School Year. A registration for the 2013 school year is required to be between January 1, 2012 to June 30, 2013, to allow for the common practice of families registering in the spring preceding the program.

Transition Plan for Annual Reporting

Districts will continue to report through the Early Learning Services Annual Report protocols until all districts are utilizing Early Education Student with the course catalogue.

The Search Program Registration Record function allows for all previously entered records to be searched regardless of date submitted. Most recently submitted records will be at the top of this list.

Unique Record Definition

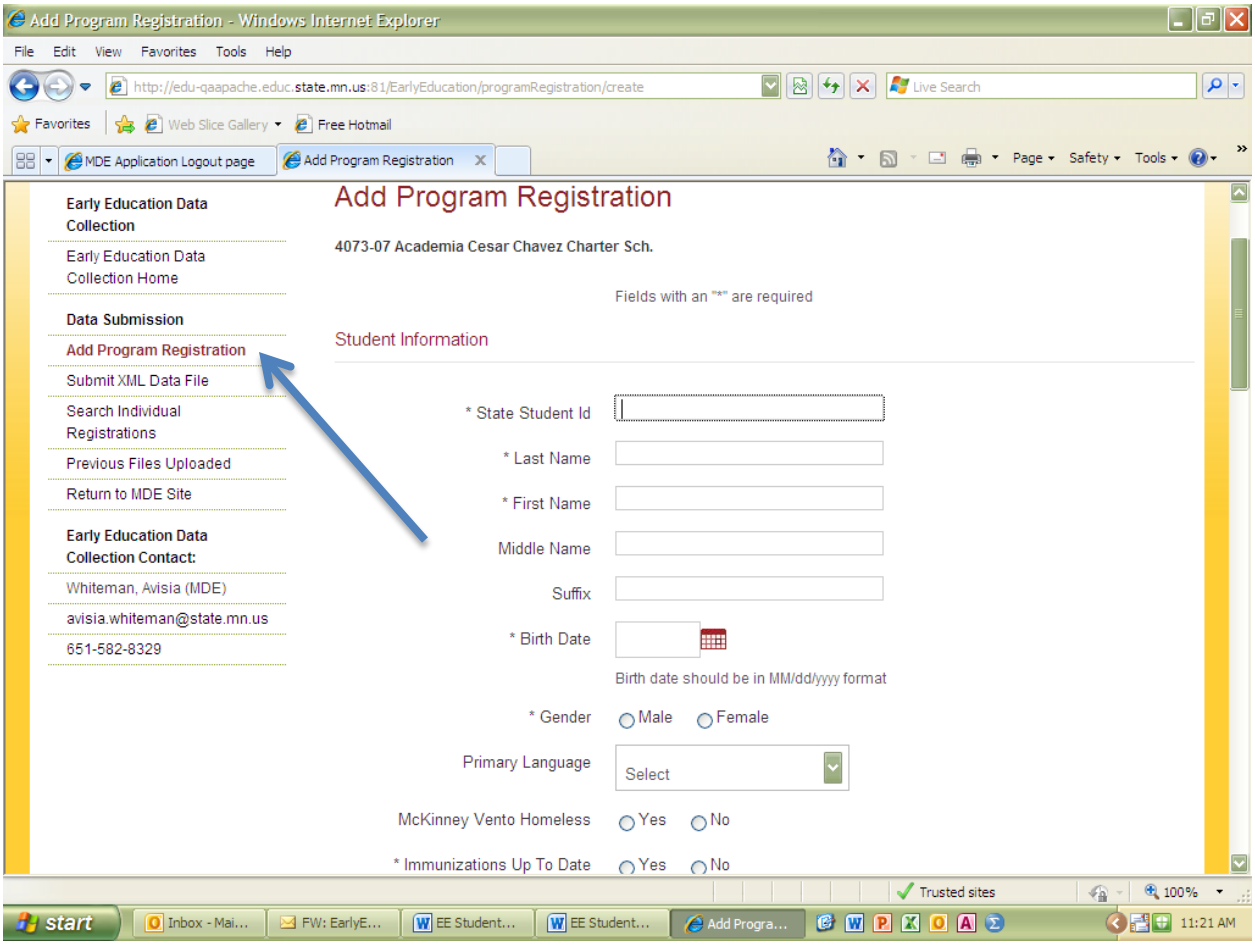
A unique record is defined as one where the following combination of variables – district, school year, registration date, program name and state student id. For example, if a child registers in two different ECFE classes on the same date (regardless of whether both classes are held on “Mondays” or “Monday/Tuesday”), the system will see one record, not two, due to both having the same registration date. In these instances, the child’s count of classes needs to be indicated as “2” versus the more typical “1.”

File Submission Procedures

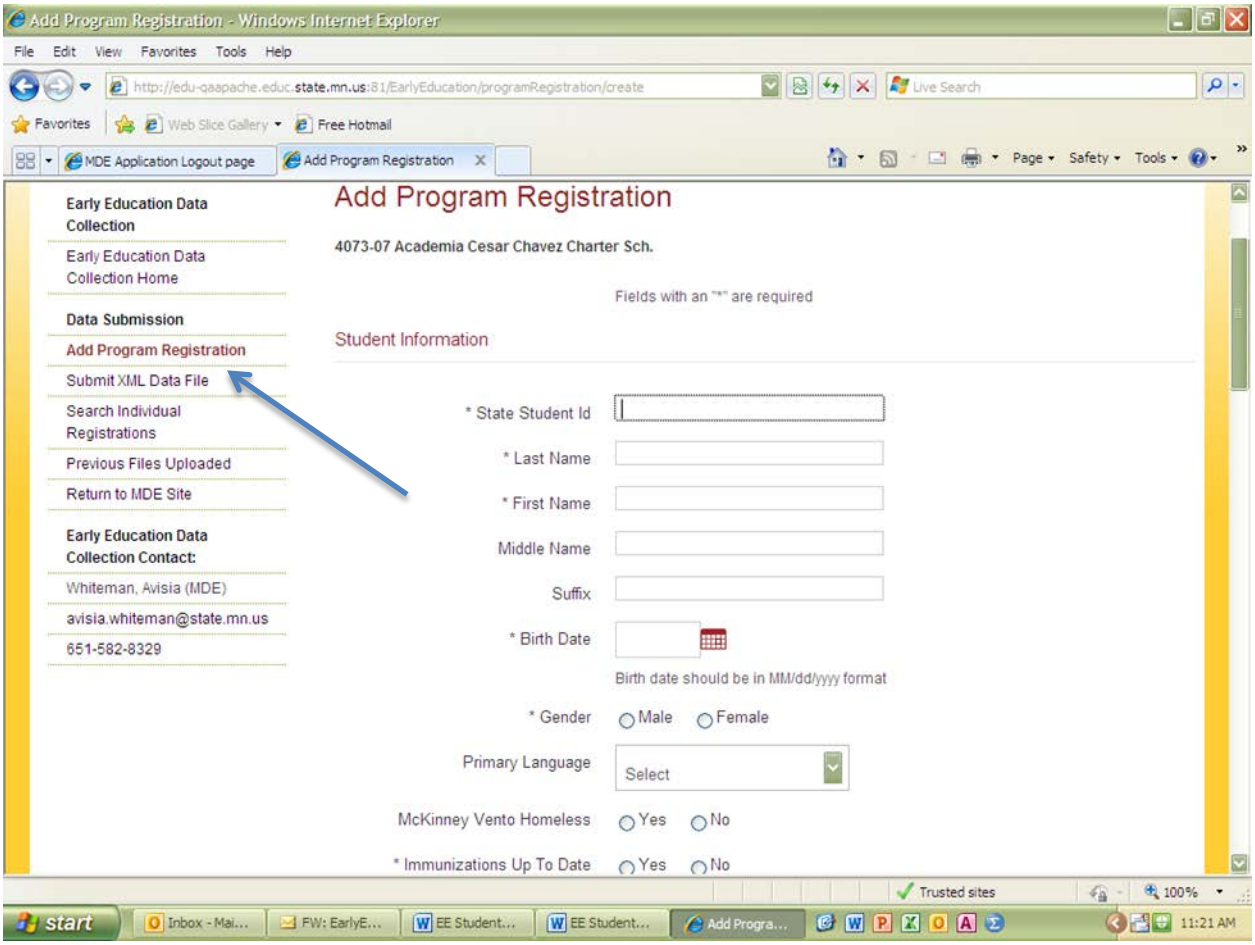
See subsequent section on Data Elements for definitions, allowed characters and requirements.

Manual Entry

Once staff have obtained permission to access EE Student and Student Identification Validation systems, staff may enter student information by hand, click on “Add Program Registration” on left side. You will need to have the student’s State Student Identification number prior to entering data. Then add information for that student, including all required components and click “Create.” (Note – this is to Create a record in EE Student. It is **not** creating a record in MARSS.)



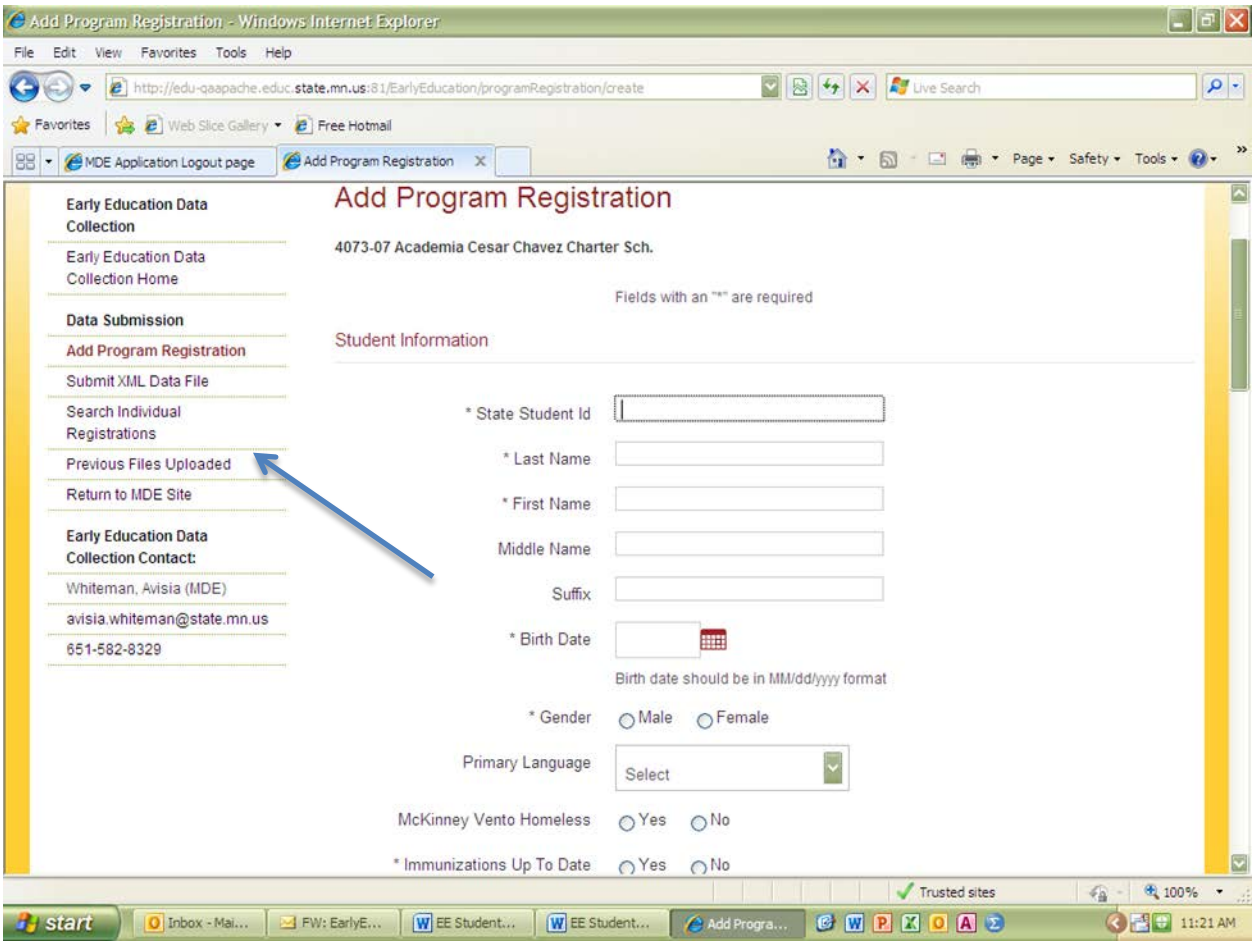
Submit XML File of Student Information



Once the schema has been checked, typically by the software company generating the data file, click Submit XML Data File. Click “Browse” for the file intended for this district’s report. Then click Upload File. Any error in any student’s information will cause the entire file to be rejected. The data in error will be identified. Fix it in the source file and resubmit.

NOTE: for both manual and XML entry methods: the latest data will override any existing data where district, school year, program name, registration date and state student id combination matches with existing records. The override cannot be undone. Only the manual entry method shows a record already exists.

Search Function



To search for previously submitted files, click “Previous Files Uploaded.” All previously entered files for that district will be present with the most recently uploaded files at the top. Click on “show date” to look at the data uploaded by the specific date. There is the option to edit or delete a student’s record from this section.

Questions

After reviewing the Announcements section for any pertinent memos that may address your concern, contact mde.it-helpdesk@state.mn.us for technical questions. For policy or data content questions, contact Avisia Whiteman at (Avisia.Whiteman@state.mn.us).

Data Elements

State Student Id

Required: Yes

Size: 13

Values: 0-9

Notes: This field contains the student's 13-digit State Reporting Number used for MARSS reporting. Only the characters 0-9 are allowed and the first four digits must not be "0000". Refer to Appendix C of the MARSS Manual for details on this identifier.

First Name

Required: Yes

Size: 40

Values: A-Z, a-z, hyphens, apostrophes and spaces are allowed.

Notes: The student's first name. See the MARSS Manual for Student Name Field directions. See also Appendix A to this document.

Last Name

Required: Yes

Size: 40

Values: A-Z, a-z, hyphens, apostrophes and spaces are allowed.

Notes: The student's last name. See the MARSS Manual for Student Name Field directions. See also Appendix A to Early Education Student.

Middle Name

Required: No

Size: 40

Values: A-Z, a-z, hyphens, apostrophes and spaces are allowed.

Notes: The student's middle name. See the MARSS Manual for Student Name Field directions. See also Appendix A to Early Education Student.

Suffix

Required: No

Size: 4

Values: A-Z, a-z, hyphens, apostrophes and spaces are allowed.

Notes: This field contains any name suffix the student wishes to use. This field may be empty. See the MARSS Manual for Student Name Field directions. See also Appendix A to Early Education Student.

DOB

Required: Yes

Size: 10

Values: MM/DD/YYYY for manual entry

YYYY-MM-DD for XML file upload

Notes: This field contains the birth date of the student for which this information is being reported. Only the numbers 0-9 and hyphens are permitted in YYYY-MM-DD format.

Gender

Required: Yes

Size: 1

Values: Female/Male

Notes: This field contains the gender of the student for which this information is being reported. Only the characters "F" or "M" are permitted.

Ethnicity: Hispanic/Latino

Required: No

Size: 1

Values: Yes/No

Notes: This field contains the Hispanic Latino flag of the student for which this information is being reported. Only the digits “1” or “0” are permitted. “1” indicates “Yes” and “0” indicates “No”.

Race

Required: No

Size: 1

Values: American Indian/Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White

Notes: This field contains the race flag of the student for which this information is being reported. Only the digits “1” or “0” are permitted. “1” indicates “Yes” and “0” indicates “No”. Students may be reported with multiple races/ethnicities.

School Year

Required: Yes

Size: 4

Values: Numerical

Notes: School year 2013-14 is entered as 2014.

Migrant

Required: No

Size: 1

Values: Yes/No. See MARSS Manual for Migrant flag.

Notes: This field contains the migrant flag of the student for which this information is being reported. Only the digits “1” or “0” are permitted. “1” indicates “Yes” and “0” indicates “No”.

Primary Language

Required: No

Size: 3

Values: See MARSS Manual for Primary Home Language (Appendix D).

Notes: This field contains the Primary Language of the student for which this information is being reported.

McKinney-Vento Homeless

Required: No

Size: 1

Values: Yes/No. See MARSS Manual for Homeless Student flag definition.

Notes: This field contains the Homeless/highly mobile flag of the student for which this information is being reported. Only the digits “1” or “0” are permitted. “1” indicates “Yes” and “0” indicates “No”.

Immunizations Up to Date

Required: Yes

Size: 1

Values: Yes/No

Notes: This field contains the Immunization up to date flag of the student for which this information is being reported. Only the digits “1” or “0” are permitted. “1” indicates “Yes” and “0” indicates “No”.

District Number

Required: Yes

Size: 4

Values: 0-9

Notes: This field contains the four-digit district number of the reporting district located in the School (A) file, and the Student (B) file for MARSS. For example: 0252.

District Type

Required: Yes

Size: 2

Values: 01-Independent
03- Special (Minneapolis #1 and South St. Paul #6)
07 – Charter/Outcome-Based School

Notes: This field contains the two-digit district number of the reporting district located in the School (A) file, and the Student (B) file for MARSS. For example: 01.

School Year

Required: Yes

Size: 4

Values: Must be 2006 or later. If data prior to 2006 is desired, contact MDE for protocols.

Notes: This field contains school year of the program registration data reporting. Only the characters 0-9 are allowed and can't exceed four digits in length.

Program Name

Required: Yes

Size: 2

Values: 01= SR = School Readiness
02 = ECFE = Early Childhood Family Education
03 = ECFE/ABE = Early Childhood Family Education/Adult Basic Education joint Registration
04 = SR/ABE = School Readiness/Adult Basic Education joint registration
99 = Other = other preschool program funded by the district (Note – this is not child care.)

Notes: This field contains the registered program name for the student for which this information is being reported.

Registration Date

Required: Yes

Size: 10

Values: MM/DD/YYYY for manual entry
YYYY-MM-DD for XML file upload

Notes: This field contains the registration date of the Program of the student for which this information is being reported. Only the numbers 0-9 and hyphens are permitted in YYYY-MM-DD format.

Count of Classes

Required: Yes

Size: 2

Values: 0-9

Notes: This field contains the count of the same programs registered on that particular registration date. Only the characters 0-9 are allowed and can't exceed 2 characters in length. For example, if a student registers on the same date for two separate ECFE classes, "2" would be entered regardless if the classes are scheduled to be held on the same day or not.

Fee Status

Required: Yes

Size: 2

Values: 01 = Full Fee = Parents pay full fee for course registration.
02 = Reduced Fee = Parents pay partial fee for course registration.
03 = No Fee = Parents pay nothing for course registration.

Notes: This field contains the Fee Status of the student for which this information is being reported.

Funding Source

Required: Yes

Size: 2

Values:
01 = Parent Fee
02 = SR = School Readiness
03 = ECFE = Early Childhood Family Education
04 = ECSE = Early Childhood Special Education
05 = Head Start
06 = Early Head Start
07 = Title I
08 = Non-DHS funded child care
09 = Other district
10 = Other county
11 = Scholarship (scholarship provided by state/federal funded scholarships, e.g. Race to the Top Early Learning Challenge Fund scholarships)
12 = Community Scholarship (all other scholarships)
13 = Private foundation grant

Notes: This field contains the Funding Source of the student for which this information is being reported. Multiple values may be submitted. This field is to describe the multiple funding sources for program implementation. It is NOT to be used for accounting purposes.

Special Needs or Delay NOT Eligible for Special Education

Required: Yes

Size: 1

Values: Yes/No

Notes: This field contains the teacher identified flag for children who have either a) been evaluated for Early Intervention or Early Childhood Special Education and did not qualify or b) have equivalent levels of need and have not yet been evaluated. Only the digits “1” or “0” are permitted. “1” indicates “Yes” and “0” indicates “No.” 1 = child is NOT eligible for special education and there are teacher identified special needs or delays. 0=either child is eligible for special education (identified in MARSS) OR the child has no special needs or delays.

Registering Person: First Name

Required: No

Size: 40

Values: Alphabetic and some characters

Notes: This field contains the first name of registering person of the student for which information is being reported. Only the characters A-Z, a-z, hyphens, apostrophes and spaces are allowed.

The registering person is considered the primary adult contact for the child while in the program. For example, when two adults attend ECFE for one child, there is the option to create a second Registering Person.

Registering Person: Last Name

Required: No

Size: 40

Values: Alphabetic and some characters

Notes: This field contains the last name of registering person of the student for which information is being reported. Only the characters A-Z, a-z, hyphens, apostrophes and spaces are allowed.

Registering Person: DOB

Required: No

Size: 10

Values: MM/DD/YYYY for manual entry

YYYY-MM-DD for XML file upload

Notes: This field contains the birth date of registering person of the student for which this information is being reported. Only the numbers 0-9 and hyphens are permitted in YYYY-MM-DD.

Registering Person: Type

Required: Yes

Size: 4

Values:
1726 = Foster Father
1727 = Father
1734 = Foster Mother
1735 = Mother
1798 = Guardian – Male
1799 = Guardian – Female
9991 = Other Relative – Male
9992 = Other Relative – Female

Notes: This field contains the relationship of registering person of the student for which this information is being reported.

Registering Person: Education Background

Required: No

Size: 4

Values:
Doctoral degree
Master's degree
Bachelor's Degree
Associate's Degree
Some college, but no degree
High School Diploma
12th grade, no diploma = some high school, no graduation
Eighth grade = some elementary and middle school experiences, none beyond eighth grade

Notes: This field contains the education background of the registering person of the student for which this information is being reported.

Registering Person: Employment Status

Required: No

Size: 2

Values:
01 = Employed > 25 hours per week, employed more than 25 hours per week
02 = Employed < 25 hours per week, employed less than 25 hours per week
03 = Unemployed, seeking employment

04 = Unemployed, not seeking employment

Notes: This field contains the employment status of the registering person of the student for which this information is being reported.

Registering Person: Household Income

Required: No

Size: 10

Values: Numeric

Notes: This field contains the household income of registering person of the student for which this information is being reported. Only the characters 0-9 are allowed and length should not be more than 10 characters.

Registering Person: No. of People in Household

Required: No

Size: 2

Values: Numeric

Notes: This field contains the number of people in the household of registering person of the student for which this information is being reported. Only the characters 0-9 are allowed and length should not be more than 2 characters.

Registering Person: Receiving Interpreter Assistance

Required: Yes

Size: 1

Values: Yes/No

Notes: This field contains the Interpreter Assistance Services flag of registering person of the student for which this information is being reported. Only the digits “1” or “0” are permitted. “1” indicates “yes” and “0” indicates “No”.

Registering Person: Class Room Volunteer Type

Required: Yes

Size: 2

Values:
01 – Not volunteering
02 – Class room volunteer
03 – Parent Advisory Council Volunteer
99 – Other as district identified

Notes: This field contains the class room volunteer type of registering person of the student for which this information is being reported.

Appendices

A – Additional Directions on Student Names

B – Default Values for SFY13 for Phase I Districts

Appendix A - Additional Directions on Student Names

For Karen speakers and others from Burma:

Use the name documented on legal travel or immigration documents obtained overseas when available. In conversation, references are made using the entire name and only legal documents make the distinction between first, middle and last names.

Appendix B – Default Values

Required Elements – Default Values for Existing Records

This is to support districts seeking to enter information already collected from parents previously within historical system requirements. This should NOT be used with registrations for the 2013-14 school year forward.

Name, date of birth and gender must be identified to assign a unique identification number to a child.

Element	Default Response
Immunizations Up to Date	Yes
School Year	If not known, assign 1900 (coordinate with Registration Date)
State Organization ID	District number
Program Type	ECFE or SR as appropriate (coordinate with Funding Source)
Registration Date	1/1/xxxx (coordinate with School Year)
Count of Classes	1
Child Special Needs Flag	No
Fee Status	Partial
Funding Source	Either ECFE or SR (coordinate with Program Type)
Registering Person Type	Mother
Registering Person DoB	1/1/1970
Receiving Interpreter Assistance	No
Classroom Participation Type	Not Volunteering