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MARSS Reporting Timelines

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

FY 2014 timelines have been posted. MARSS WES closes the morning after the deadline. Any files received after the deadline date is not guaranteed to be included in the Statewide Edit. The District/School ADM reports are usually posted a week or so following the MARSS deadline. MARSS does not have control when the compensatory report will be posted.

1. June 11, 2013 – EOY FY 2013 files due from school districts and charter schools. The full spectrum of reports will be posted to MARSS WES and Minnesota Funding Reports (MFR) after the statewide edit is completed. (Files are due at RMIC on Thursday, June 6, 2013)
2. July 9, 2013 – EOY FY 2013 files due from school districts and charter schools. District/School ADM Report will be posted after the statewide edit is completed. (Files are due at RMIC Tuesday, July 2, 2013)

Contact: marss@state.mn.us

Communicating MARSS Reporting Announcement, Issues and Related Information:

In the era of social media we have more ways to communicate. But yet, effective communication is still a challenge. This became very apparent to us recently when the MARSS error messages were turned on April 8, 2013. Despite communicating this change via our regional workshops, MARSS WES email, and the MARSS memo, the errors still caught a lot of districts off-guard.

Therefore, we would like to reiterate our primary methods of communicating MARSS reporting procedures and related issues.

MARSS Memo – This newsletter is posted periodically and provides more detailed discussion on reporting procedures and student-related information that impacts your district's student data or 2 funding. Several staff at the Minnesota Department of Education (MDE) are invited to provide articles relevant to school staff that maintain or report student data.

MARSS WES Email – Used by MDE to communicate to MARSS coordinators reporting timeline reminders, status of MARSS WES and answers to current/common reporting issues.

MARSS MDE Email – Used by districts to communicate to MDE MARSS reporting questions.

Continue to send information updates to marss@state.mn.us. [View or Update Your Account](#). It is very important to update email address so you receive the MARSS WES emails.

Reporting Early High School Graduates

REMINDER: Effective 2011-12 school year and later.

Minnesota Statutes, section 120B.07, was amended to no longer allow students who graduate early to generate funding as if they were enrolled through the remainder of the school year. Therefore, MARSS State Aid Category (24) will no longer be valid. Report the student with a status end code of 08 so that the student is reported as a graduate.

The MARSS Manual is in the process of being updated and this will be one of the updates.

Graduation Rates and Summer Leavers

Continue to refer to the September 18, 2012, MARSS Memo for a lengthy article on reporting summer leavers and how these records impact a district's or charter school's graduation rates.

Verification of High School Graduates

The department uses the MARSS Status End code of 08 to determine which students have graduated during the school year. This is used in the calculation of the graduation rate. Most student software defaults to Status End 08 for seniors but to Status End 40 (end of year) for younger grades. To assure that MARSS coordinators have correctly identified seniors with the correct Status End code, it would be prudent to share the local MARSS WES report called MARSS 11 Graduate Student Report with the high school counseling office. This is a list of all students reported in grade 12 during the school year with their enrollment dates and their Status End code. Request that the counseling office identify which seniors will not/did not graduate at the end of the school year so that their Status End code can be correctly reported.

The following Status End codes are all valid for seniors who were enrolled through the end of the school year:

08 graduated. The student met all graduation requirements including having passed all necessary GRAD assessments. Seniors who met graduation requirements prior to the end of the school year and stopped attending school must be withdrawn on their last day of attendance with a Status End 08. There is no funding for early graduation; that statute was repealed effective with FY 2012. Students reported with Status End 08 are ineligible to re-enroll in school during the following school year. Do not report as graduates students who need to make up a credit during the following summer term of an ALC or summer school. These students will be reported as graduates during the following school year. Do not report as graduates students with IEP requirements that have not yet been met.

40 end of year. The student was enrolled on the last day of the school year. The senior has not met all of the academic standard/credit requirements. The student may or may not have passed all GRAD assessments. Status End 40 would include seniors with IEP requirements that have not been met.

42 end of year. Academic standards/credit requirements have been met but the student has not passed all of the GRAD assessments. The student was enrolled through the end of the school year and has met all of the academic standards and credit requirements but has not passed one or more of the required GRAD assessments.

Contact: marss@state.mn.us

Minimum Number of Instructional Hours

Minnesota Statutes, section 120A.41, was amended to require school boards to schedule at least a minimum number of annual instructional hours for grades kindergarten through 12. This replaces the reference to the number of instructional days that the school board adopted for the 1996-97 school year. The minimum annual instructional hours applies to all public schools, including charter schools, and is effective with the 2012-13 school year.

The minimum annual instructional hours are:

- 425 for kindergarten, non-disabled
- 935 for grades 1 – 6
- 1,020 for grades 7 – 12

The minimum annual instructional hours do not include summer school or optional summer or inter-session terms of a learning year program. However, they would include instructional days provided in the summer months by state-approved Flexible Learning Year (FLY) programs, e.g., year-round schools, as part of the core required school year.

The legislation does not allow school districts to offer four-day weeks without commissioner's Flexible School Year approval via Minnesota Statutes, sections 124D.12 – 124D.127. Nor does this legislation allow school districts to start classes prior to Labor Day, as prescribed in Minnesota Statutes, section 120.40. Charter schools are not restricted to post-Labor Day start dates so their core, required school year can start prior to Labor Day (as early as July 1) and those required instructional days would count toward meeting the minimum annual instructional hours. The school year must end no later than June 30 for all schools in Minnesota.

Annual instructional hours are a combination of the number of instructional days and length of day reported on the MARSS A School file for each school and grade. They are computed for each school and grade (Instructional Days X Length of Day in terms of minutes/60 minutes per hour).

A new school error will be generated for schools and grades that do not meet the minimums. Verify that both the number of instructional days and the length of day are reported accurately. The length of day excludes meal times but includes a supervised recess on either side of lunch for elementary students and passing time for secondary students. It should be the *average* length of day for schools and grades in which the required length of day varies. For example, when students are released early for at least one day of the school year for any reason, the length of day reported is impacted. The average length of day must be computed using the Flexible Scheduling Report (worksheet). [View the Flexible Scheduling Report Worksheet.](#)

The worksheet does not need to be submitted to MDE, however, keep a copy on file for student audit purposes.

Emergency late starts or early dismissals can be reported as regular instructional days. However, school days that are canceled for any reasons are not considered instructional days and would not be included in the number of instructional days reported on the MARSS A School file.

School boards retain authority to amend the school calendar during the school year by adopting changes. The new legislation provides no financial penalty for having fewer instructional days than required in the statute. It does not change how average daily membership (ADM) is computed.

For more information contact: [Sharon Peck](#) at 651-582-8811.

Post-Test Editing in Test WES Open May 28, 2013

Post-Test Editing in Test WES is scheduled for May 28-June 14, but Tuesday, June 11, is the final date to submit MARSS data to resolve MARSS discrepancies for Post-Test editing and accountability. Please note: if your district uses a student information service provider, the final date to submit MARSS may be earlier.

This is a very important window where districts will identify demographic errors on an assessments record (e.g., wrong MARSS number, special education designation is missing); find assessment records for students who are missing one, find a student's prior year assessment record, etc. Many of the edits made in Test WES, or MARSS if appropriate, can have an impact on the district's AYP and MMR calculations. The people in the best position to make these edits are the district assessment coordinator, the student identity validation system coordinator and the MARSS coordinator with some help from the special education director, the EL coordinator, or others familiar with the students.

[Visit the 2012-13 Post-Test Editing User Guide](#), available on the Test WES page of the MDE website.

State Approved Alternative Program (SAAP) Summer School Reminders

Following is a list and brief discussion of questions and concerns regarding the eligibility of students to participate in the summer term of State Approved Alternative Programs (SAAPs), including area learning centers (ALC), alternative programs and targeted services programs.

1. Minnesota Statute, section 124D.128, Subdivision 2(a)(2), requires SAAPs to provide instructional services to students who are enrolled in a charter school located in the district. The students must meet the at-risk criteria outlined in Minnesota Statutes, section 124D.68, Subdivision 2 and must have an annual Continual Learning Plan (CLP) that covers the full school year and the credit must be included on the student's transcript. The students can be served in an existing SAAP location or the district can hire teachers to provide the instruction at a new site, including at the charter school. Although provision of the instruction is required, the format and location of the instruction is the district's prerogative. This provision applies during the entire school year.
2. Targeted Services summer programs are for students in grades kindergarten through eighth grade. Students who have completed eighth grade at the end of the 2012-13 school year are considered ninth graders during the summer. They are no longer eligible to generate student membership or funding in a Targeted Services program. If they participate in a summer SAAP, it must be for high school credit at an ALC; the credit must be documented on the high school transcript.
3. Children entering kindergarten for the first time in the fall of 2013 are ineligible to generate student membership and funding in a 2013 summer Targeted Services program. Students are ineligible to participate in the optional portion of the school year until they have been enrolled in the required core school year. A MARSS edit has been added that will error kindergarten students with summer enrollments who were not reported as public school kindergarten students during the prior school year.
4. Students enrolled in nonpublic or home schools who meet the at-risk criteria in Minnesota Statutes, section 124D.68, Subdivision 2, are eligible to enroll in an ALC or alternative program for credit-recovery. Nonpublic/home school students who receive public school instruction on a part time basis are referred to as shared time students. Because the shared time law requires that all but special education services be provided at the public school site, only seat-based instruction is eligible to generate student membership. For

example, in an independent study program, report only the time the student meets with the public school teacher at the public school site as membership and attendance time. Shared time students must have a Continual Learning Plan and the credit must be on the student's transcript. Report shared time students with MARSS State Aid Category (SAC) 16 or 17 depending on the student's resident district relative to the ALC or alternative program.

5. However, nonpublic school students are ineligible to generate student membership or state aid in a Targeted Services program, during the summer or the core school year. The shared time statute requires that instruction be core curriculum. Targeted Services programs are, by design, not core curriculum.
6. Learning year, which is what SAAPs use to generate extended time revenue, cannot be used to generate additional average daily membership (ADM) for students to take more elective or other credits than are necessary to graduate. Minnesota Statutes, section 124D.128, Subdivision 2(c)(2) says that learning year cannot be used to generate additional ADM for students. "The record system and identification must ensure that the program will not have the effect of increasing the total average daily membership attributable to an individual pupil as a result of a learning year program." Therefore, students who are on track to graduate with their peers but who postpone required courses and are allowed to arrange their core year schedule such that unnecessary classes are taken are ineligible to generate student membership and extended time ADM during the summer through a SAAP. This provision also applies to students in a particular diploma track, such as IB, who cannot fit all of their required courses in the day as mandated by their District. This is considered traditional summer school and should not be reported on MARSS.

Contact: [Mary Barrie](#) for questions on SAAP eligibility at 651-582-8567 or [Sharon Peck](#) for questions on SAAP MARSS reporting at 651-582-8811.

Initial Foster Placements and Homelessness

It has been brought to our attention that students initially placed in the foster system in Minnesota may meet the McKinney-Vento definition of homeless until the required court hearings have been completed and the student is formally placed into permanent foster care. Each district's and charter school's Homeless Liaison needs to interview these families and students to make the actual determination. If the Homeless Liaison determines that a student does meet the homeless definition, whether through the initial foster placement or otherwise, the MARSS coordinator flags the student on MARSS as Homeless.

The homeless designation stays with the student for the remainder of the school year. The student's status is re-evaluated at the beginning of the following school year by the Homeless Liaison. If the student has been placed in permanent foster care or the student's family has obtained stable housing, the student is no longer flagged as Homeless. However, if the student's court hearings have not been completed or the family is still determined to be experiencing homelessness, the student is flagged as Homeless during that school year.

Students experiencing homelessness are eligible for free meals, Title I services and transportation, if they remain enrolled in the school of origin. Changes made in Minnesota statutes during the 2012 session make the district in which the parent is living the resident district for all students experiencing homelessness. Refer to the article in the June 10, 2012 MARSS memo for more information. The MARSS Manual Data Definitions needs to be updated.

Contacts: [Roberto Reyes](#), MDE's Homeless Liaison, for questions on the McKinney-Vento Act at 651-582-8302.

[Kelly Wosika](#), MDE Transportation, for questions on transporting students experiencing homelessness, at 651-582-8855.

marss@state.mn.us for questions on MARSS reporting.

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