

Student Data Reporting Information

Inside This Issue

School Calendars and Inclement Weather.....	1
Making up Lost School Days	2
Edits Effective February 2, 2012.....	3
Student ID Validations Changes in the MARSS Collection	3
MARSS Workshop.....	4
End of Year 2012 Time	4

School Calendars and Inclement Weather

As during most past Minnesota winters, snow and ice have graced many school districts, causing superintendents and transportation directors to cancel or delay 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 Jeanne Krile in School Finance.

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.”

Making Up Lost School Days

School boards have leeway in making up the lost instructional time if that is what they desire. Classes can be held on Saturday, the length of day can be extended, non-school days can be converted to student instructional days, and/or days can be added at the end of the school year in May and June.

If school is held on Saturday(s), non-school days converted to student instructional days, and/or days are added at the end of the year, mark them as instructional days in your student software. They should be reported as instructional days on the MARSS A School File and as membership days for students enrolled on the MARSS B Student File.

If the length of day is extended, use the Flexible Scheduling worksheet to compute the average length of day to report on the MARSS A School File. View worksheet on the MDE website: <http://education.state.mn.us> > School Support > School Finance > MARSS-Student Accounting > MARSS Reporting Instructions. This “report” does not need to be returned to the department. Please keep a copy on file in case of a student attendance audit.

Whether or not the canceled school days are made-up, the board needs to adopt a new school calendar showing the canceled school days as non-school days. If any new days are added as student instructional days, these need to be marked on the new calendar as well. Charter schools need to send a copy of the modified school calendar to Jeanne Krile in School Finance.

Loss of school days can have an impact on the average daily membership (ADM) that is generated by some students. The ADM of students is negatively impacted when it is based on a ratio of membership hours provided to a statute-defined number of instructional hours. This would include grades (EC) early childhood special education and HK kindergarten disabled. However, early childhood special education students generate a minimum of 0.28 ADM, so lost days may not have any impact on most of these students.

If the lost days cause a district's annual instructional hours to fall below 1,020 for grades 7-12 or 935 for grades 5-6, students who are also enrolled at a state-approved alternative program (SAAP) will generate less ADM at the SAAP. Students enrolled at SAAPs other than Targeted Services generate ADM based on a minimum number of instructional hours.

Contact: Sharon Peck at 651-582-8811 sharon.peck@state.mn.us for questions on making up school days or Jeanne Krile at 651-582-8637 Jeanne.krile@state.mn.us for questions on charter school calendars.

Edits Effective February 2, 2012

127 Fall and EOY Error -Early Childhood Cannot be Shared-Time

This message indicates that a student in grade 'EC' (Pre-Kindergarten disabled) has been coded as a shared-time student (State Aid Category 16-18). Shared-time instruction is for students in grades K-12 only, i.e., students of compulsory instruction age. A shared-time student generates basic revenue only. Check the student's State Aid Category and grade level.

203 Fall and EOY Local Error Shared-Time Students.

Shared-time students cannot be PSEO. Students with SAC 16, 17 or 18 cannot be flagged as participants in either the PSEO or concurrent PSEO programs.

359 EOY Local Error - PSEO Indicator is Missing

The statewide database reported by the colleges and universities indicates this public school student is participating in PSEO from your district. The PSEO indicator on the MARSS record for this student should be set to Y.

360 Fall and EOY Local Error - Invalid Grade for PSEO

PSEO concurrent students must be in grades 9 through 12 only.

Student ID Validation Changes in the MARSS Data Collection

The Minnesota Department of Education (MDE) plans to change the existing warnings on MARSS associated with student ID validations into errors by April 1, 2012. This may be an important event for your organization if existing warnings have not been successfully addressed. (Data submitted with errors is not passed through for use in calculations that lead to assorted aid payments.) The warnings that will be converted to errors can be identified on the local MARSS Error Report as message numbers #344 through #355.

The first aid program that will be impacted by this change will be special education aid for contracted student placements and students receiving one to one paraprofessional and /or professional services. If

the student ID number is different in the data entries on special education EDRS than the validated number submitted on MARSS, the record on EDRS will error. This will result in less aid or aid adjustment for your district. In addition, the Special Education Tuition Billing System uses the FY 2012 end of year MARSS student data to populate the initial data for FY 2013 and for the calculation of FY 2012 special education aid adjustment. Student records with local errors (student ID validation being one of them) on MARSS do not get uploaded to MDE databases. Hence, they will not generate aid. In late summer, MDE will switch to final end of the year MARSS data to calculate all state aids. If errors persist because of student validation issues, it could be costly to your district.

Consequently, we urge your organization to address student ID validation issues as soon as possible.

Also, there are systems maintained at the district level for special education IEP and Due Process that contain MARSS Student ID numbers that may no longer be valid because of Student ID Validation. Districts should put in place procedures to ensure that the validated Student ID is used by the special education systems.

Related information can be found at the MDE web pages devoted to the MARSS data collection and the student ID validation interface (<http://education.state.mn.us> > School Support > Data Submissions > MARSS Web Edit System (WES) and at <http://education.state.mn.us> > School Support > School Finance > MARRS-Student Accounting).

MARSS Workshops

MARSS 101 Workshop will be held on April 30, 2012 at Minnesota Department of Education. This is a workshop that covers the basics of MARSS reporting. The ideal attendees would be new to MARSS.

MARSS 102 Workshop will be held on May 1, 2012 at Minnesota Department of Education. This will be an in-depth workshop on reports.

Further information regarding the workshops will be sent at a later date.

End-Of-Year FY 2012 Timelines

MARSS files are due to the department on the following dates. Refer to the posted timelines for more detail:

- ➔ April 5, 2012 – Mandatory submission for charter schools; optional for districts. This is used to verify Average Daily Membership.
- ➔ May 8, 2012 – Mandatory for all districts. The statewide Error Report will include only date overlap errors.
- ➔ June 12, 2012– Used for Special Education tuition billing and AYP enrollment.
- ➔ July 10, 2012 – Used for Direct Certification.
- ➔ August 7, 2012 – Used for September 30 clean-up payment.
- ➔ September 12, 2012 – Used for October 30 clean-up payment.
- ➔ October 23, 2012 – Final data due.

This publication is produced by:

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

Inside This Issue

Enrollment Projections Reports for Charter Schools	1
Concurrent Postsecondary Enrollment Options (PSEO) Enrollment	1
Minimum Number of Instructional Hours	2
FY 2012 District/School ADM Report and Clean Up Payments	3
No Child Left Behind Wavier Frequently Asked Questions for 2011-2012 School Year	3
Revised Data Element on Opt-Out from Health Care Programs	4
MARSS Manual	4
MARSS Workshop	4
Reminders	4

Enrollment Projections Report for Charter Schools

Charter schools within their first three years of operation must submit quarterly updates to MDE. The quarterly updates (September 30, January 3, and April 6) **must include a signed, updated projections report**. For the September 30 and April 6 updates, the department will review data submitted on MARSS. If the charter school is unable to submit MARSS data on those dates, a roster of students' names – sorted by grade – (submitted either on paper or electronically by email), start dates, and end dates must be submitted with the signed, updated projections report.

School Calendars

Charter schools must submit a copy of their 2011-12 school calendar by September 30, 2012, and again upon any board approved calendar change. The calendar must include the number of student instructional days per month and per year. See the instructions for a sample of a calendar. Charter schools are not required to send a copy of the board minutes where the calendar is approved. However, charter schools must send the department the date of the board meeting when the calendar was officially adopted or changed. There is a line on the projections report in which charter schools can report the date.

For more information contact: Jeanne Krile at 651-582-8637 or jeanne.krile@state.mn.us

Concurrent Postsecondary Enrollment Options (PSEO) Enrollment

Minnesota Statutes, section 124D.09, subdivision 5 was amended to allow 9th- and 10th-grade students to participate in concurrent enrollment classes (college in the schools) if after all the 11th and 12th grade students have applied, more students are needed to offer the course. Students who first participate in 9th grade are

eligible for up to four years and those who first participate in 10th grade are eligible for up to three years. Foreign exchange students continue to be ineligible to participate in PSEO.

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 the commissioner's Flexible School Year approval as stated in 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) that is posted to the public MARSS-Student Accounting website. [View the Student Accounting page \(http://education.state.mn.us/MDE/SchSup/SchFin/MARSSStuAcc/MARSSReplnst/index.html\)](http://education.state.mn.us/MDE/SchSup/SchFin/MARSSStuAcc/MARSSReplnst/index.html). The worksheet does not need to be submitted to MDE but school must keep a copy on file in case of a student audit.

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 or Sharon.Peck@state.mn.us.

FY 2012 District/School ADM Report and Clean-Up Payments

The first District/School ADM Report for FY 2012 will be posted in June after the June 12 reporting deadline. Average daily membership (ADM) is tenuous until membership can be reported for the full school year which is usually June, at the earliest. If a district or charter school believes its June MARSS submission is relatively accurate, it can use the ADM in the June District/School ADM Report to update its ADM estimates via EDRS. The ADM estimates in EDRS will be used to compute the first clean-up entitlements in July for charter schools and in August for independent school districts.

Contacts: Sharon Peck at 651-582-8811 or sharon.peck@state.mn.us for questions on the District/School ADM Report or Jeanne Krile at 651-582-8637 or jeanne.krile@state.mn.us for questions on EDRS ADM estimates.

No Child Left Behind Waiver Frequently Asked Questions for 2011-12 School Year

School Choice and Supplemental Educational Services

Q: What happens to school choice?

A: Districts must continue to honor their commitments to students who have elected to take advantage of school choice transportation through the end of this year. Beginning next year, schools will no longer be required to provide school choice transportation, but may use Title I funding to accommodate students who have already elected to transfer to another school under NCLB. These decisions will be left up to the districts. However, districts must allow students to stay at the school they have transferred to under NCLB school choice provisions, even if they choose not to provide that student with free transportation.

Q: Do schools have to offer Supplemental Educational Services (SES) this year?

A: Schools and districts must honor the commitments they have made to students, parents and SES providers this year. That means that students who are currently enrolled in SES programs must be allowed to complete their program. It also means that if there was a promised enrollment window for SES and there is demand for SES in the school, that enrollment window must be made available. However, if a school has no students enrolled in SES and there was no enrollment window scheduled, schools and districts may reallocate funds set aside for SES without offering any other SES. Districts and schools must also honor contractual agreements with SES providers.

Q: Will there be an SES application window this spring for the 2012-13 school year?

A: Under the waiver, MDE will no longer be reviewing or approving SES providers, so there will no longer be an SES application. SES providers can work with districts interested in providing SES to develop an SES program, but will not need to work through MDE to enter into an agreement.

Revised Data Element on Opt-Out from Health Care Programs Outreach

The data element on whether students who are approved for free and reduced-price meals have “opted out” of receiving information from Minnesota health care programs has been revised for FY 2013.

The Application for Education for Educational Benefits for school year 2012-13 will have one opt-out box which will apply to “Minnesota Health Care Programs”, which are MinnesotaCare and Medical Assistance. There will no longer be an opt-out box on the application for the “General Assistance Medical Care” (GAMC) program, which no longer exists.

The MARSS file format for FY 2013 has one data element for “OPT-OUT-MNCR”. The data element that had been used for GAMC will be filler.

MARSS Manual

Attached to this Memo is a guide “Using Bookmarks to Navigate Manuals” to help you navigate the MARSS Manual with ease.

MARSS Workshops

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MARSS 102 Workshop will be held on May 1, 2012, at Minnesota Department of Education. This will be an in-depth workshop on reports.

Reminders

Reminder that all EOY edits will be activated May 1, students who need membership or service hours reported can enter “1” to pass the edit and a new warning message will be added in mid-June that will identify these records so that they don’t forget to enter the real hours.

MARSS files are due to the department on the following dates. Refer to the posted timelines for more detail:

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- June 12, 2012 – Used for Special Education tuition billing and AYP enrollment.
- July 10, 2012 – Used for Direct Certification.
- August 7, 2012 – Used for September 30 clean-up payment.
- September 11, 2012 – Used for October 30 clean-up payment.
- October 23, 2012 – Final data due.

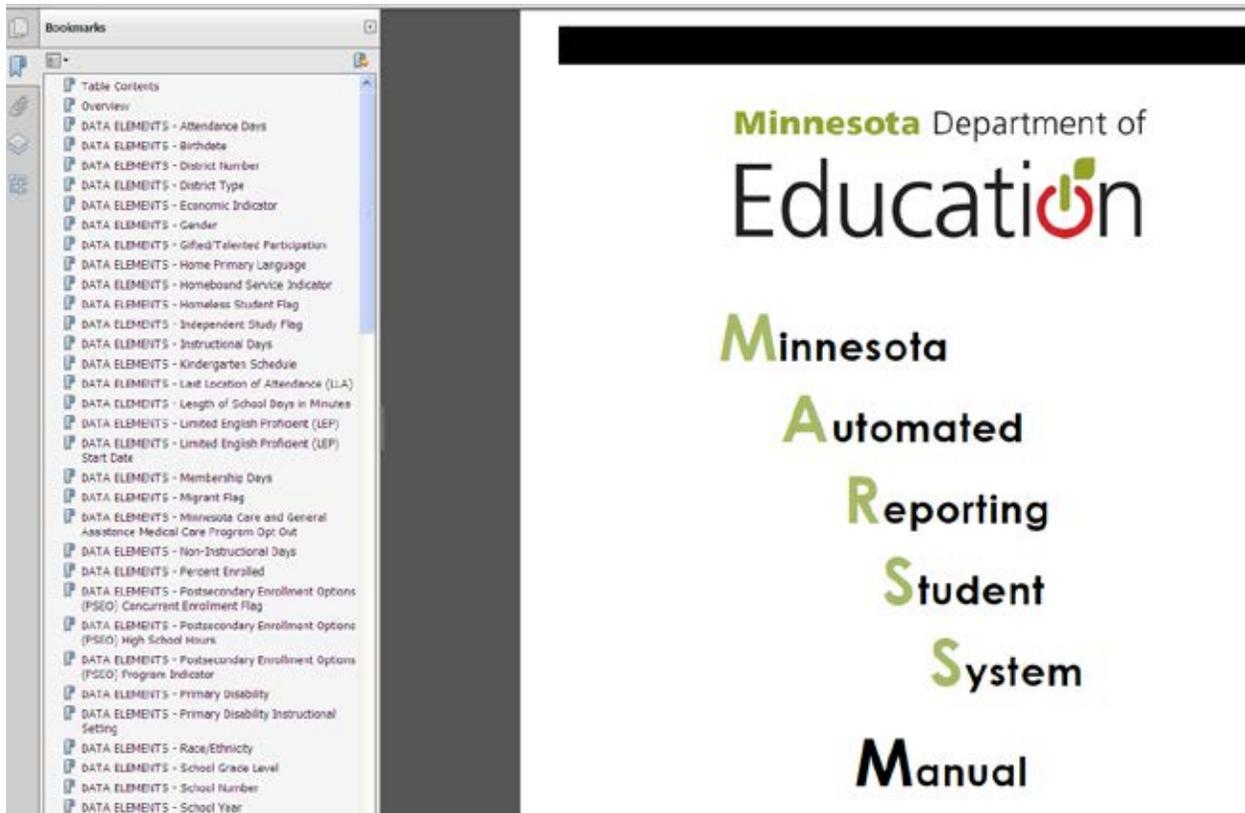
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Minnesota Department of Education
Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266
Phone: 651-582-8779
Fax: 651-582-8878
<http://education.state.mn.us>
E-Mail: marss@state.mn.us

Using Bookmarks to Navigate Manuals

The new Minnesota Department of Education website provides manuals for districts and schools, including the MARSS manual, in an easy-to-use, PDF format. Below are some tips to help you navigate these large documents with ease.

From the website, open the MARSS manual.

The manual has been saved to automatically open showing the bookmarks. So your screen should look similar to the one below:



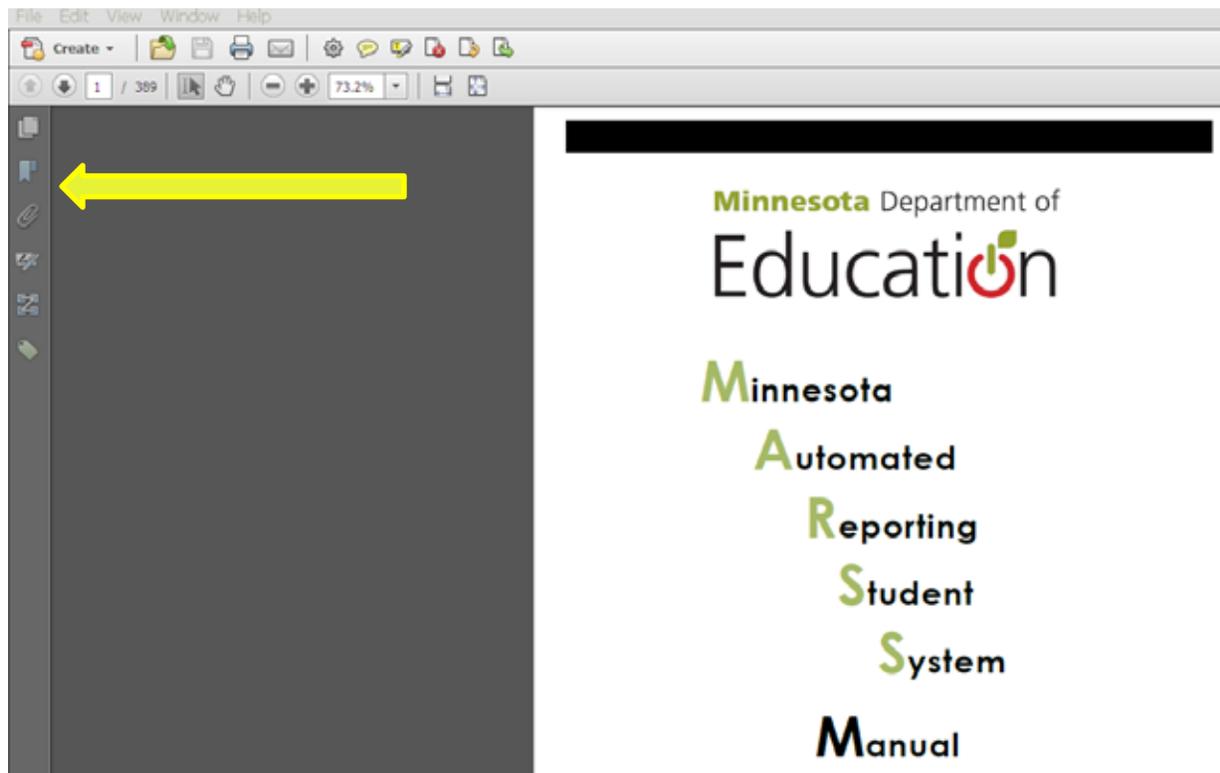
You can see the DATA ELEMENTS from the first part of the MARSS manual are all listed on the left side of the screen, with topics following. Within the bookmark area, you can:

Select the page you want to drop to by clicking on the title.

or

Print just that section by right-clicking on the title and choosing "Print Pages."

If you don't see the bookmarks on this (or any other) document upon opening, look for the bookmark icon on the left side panel. See below for the location of this icon. It looks like a folded, blue ribbon. Select this icon to open the bookmark panel.



If you do not see the bookmark tab on your panel, right-click inside the gray panel and see if the word "Bookmarks" is listed. If it is, select it. This will make the icon appear on the gray panel. If the word "Bookmarks" is not listed, it means that bookmarks have not been set for that particular document.

MDE is in the process of revising all of our larger documents to include bookmarks. If you find one that does not, please contact the person listed on the web page where you opened the document from, or e-mail mde.contactus@state.mn.us. Please include the full title of the document.

Thank you.

Inside This Issue

Communicating MARSS Reporting Announcements, Issues and Related Information	1
Test WES.....	2
School Calendar for Learning Year and Alternative Programs	2
Direct Certification Data Available Earlier	2
District and School Site Verification for 2012-2013	3
Grad Pre-code Pulls for June-September 2012	3
2012 Legislation	3
Homeless	4
Early Graduation.....	4
Early Graduation Achievement Scholarship and Military Service Award Programs	5
Postsecondary Enrollment Options.....	5
Shared Time.....	6
English Learner	7
Charter-District Collaborative.....	7
Tuition Billing.....	7
Residential Care and Treatment.....	7
Average Daily Membership-EDRS Estimates and MARSS Final	7
Pupil Transportation Reporting-General Overview.....	8
Pupil Transportation Annual Report (paper report).....	9
Transportation to Interdistrict Desegregation or Integration Schools or Programs.....	9
MARSS-Public School Students Transported To and From School.....	9
UFARS Data Submission.....	9
June 30, 2011 Bus Inventories.....	9
Documents on Our Website	10
Questions on Transportation Reporting.....	11
MARSS Deadline Pupil Transportation Annual Report (paper report).....	11

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 May 1. Despite communicating this change via our regional workshops, MARSS WES e-mail, and the MARSS memo, the errors still caught a lot of districts off-guard.

Therefore, I 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

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 E-mail— Used by MDE to communicate to MARSS Coordinators reporting timeline reminders, status of MARSS WES and answers to current/common reporting issues.

MARSS MDE E-mail—Used by districts to communicate to MDE MARSS reporting questions.

Sydney J. Harris, an American journalist, was quoted as saying, “The two words information and communication are often used interchangeably, but they signify quite different things. Information is giving out; communication is getting through.” With that in mind, I hope that the above communication methods will improve our communication to you.

Test WES

When students are added or updated in Test WES, it overrides any information that was submitted via MARSS. If the student’s record in Test WES was manually changed through Pre-code Student Eligibility, then flags such as Special Education and LEP cannot be saved in Test WES, even though MARSS may be correct. Due to the manual change, Test WES information is currently overriding what MARSS says.

Make sure the student is correctly coded in MARSS, and when the student’s assessment record comes back into Test WES for post-test editing, the MARSS flags will again be picked up and attached to the student’s assessment record.

School Calendar for Learning Year and Alternative Programs

All state-approved learning year programs (LYP), including area learning centers, public alternative programs and contract alternative programs, should report the actual number of required instructional days in the core school year as Instructional Days on the MARSS A School file. Although summer term participation will generate student membership hours, those optional days should not be included in the number of Instructional Days reported. The number of Instructional Days in conjunction with the Length of Day comprise the divisor used for computing each student’s average daily membership (ADM). For learning year programs, ADM equals: (the student’s membership hours) divided by the greater of

- (a) the actual instructional hours from the MARSS A School file [Instructional Days X Length of Day / 60] or
- (b) the minimum annual instructional hours [425 for kindergarten; 935 for grades 1 – 6; or 1,020 for grades 7 – 12]

By including the optional days in the number of Instructional Days on the MARSS A School file the ADM divisor is inflated which reduces each student’s ADM. State approved alternative programs (SAAPs) should refer to MARSS Reporting Procedure 8 for more information.

Take care to verify that each MARSS submission has the correct number of Instructional Days reported and the Length of Day (in terms of minutes) for all learning year programs so that the ADM is accurate. For all schools, if the length of day varies during the core school year, report the average length of day. Schools can use the Flexible Scheduling worksheet to compute the average length of day to report on the MARSS A School file. For more information refer to the MARSS Manual’s definition of Instructional Days and Length of Day, Procedure 8 (for SAAPs) and/or Appendix M (ADM formulas).

Contact: marss@state.mn.us

Direct Certification Data Available Earlier

The initial direct certification data for each school year, showing students who are approved for free school meals based on receipt of public assistance benefits, will now be available on about July 1 each year instead of late July. This change will provide more time before the beginning of the school year for schools to certify students for school meal benefits and provide data for the MARSS economic indicator. After the initial direct certification for the school year, MDE Food and Nutrition Service will continue to send monthly updates showing newly certified students.

District and School Site Verification for 2012-2013:

Just a reminder that a notice went out to Superintendents in the May 3, 2012, superintendent's mailing that the District and School Site Verification website is open and ready for updates for the 2012-2013 school year. The Site Verification Coordinator at each district (appointed by the Superintendent) should now go in and update contact information such as address, principal, phone number, etc. for the district and each school site by August 31, 2012, in order to ensure that data, reporting and payments are correctly processed. If a site is closing or new for FY 2013, please use the MDE Site Change Form available at the following website: <http://education.state.mn.us/MDE/SchSup/DataSubLogin/SiteVerif/index.html>

If you have any questions, please e-mail mde.school-verify@state.mn.us or contact Mary Pat Olsen at 651-582-8624. Thank you.

Grad Pre-code Pulls for June-September 2012

MDE will use the 2011-12 enrollment data to determine which students need to retest for July, August and September. Districts can submit 2011-12 End-Of-Year (EOY) MARSS data throughout the summer. The 2011-12 EOY submissions occur continually so districts can make corrections to their 2011-12 enrollment data. Although the files will not be used for *financial* statewide edits and reports until each of the reporting deadlines, for pre-code purposes MDE will use whatever MARSS data it has when the pre-code pulls are done.

[If you have students who have moved to another school within your district, you can submit updates to MARSS. If students are testing at a different location than where they are enrolled, you are able to move these students through Test WES Precode Student Eligibility.]

The 2012-2013 Fall MARSS submission cycle is scheduled to open in late August 2012. At that time, districts can begin submitting 2012-13 enrollments. MDE will use the 2012-13 enrollment data for the September 2012 GRAD retests. In order for students to retest in September, a district must submit 2012-2013 enrollment data.

GRAD retests for students no longer enrolled (in MARSS): If you have high school students who have completed their coursework but still need to pass a Reading or Mathematics GRAD, they will not appear as eligible to take the GRAD retest because they no longer appear in MARSS as enrolled in your district. To add these students for testing, using Precode Student Eligibility in Test WES. A user guide is available on the [Test WES page](#) of the MDE website.

Questions: marss@state.mn.us

2012 Legislation

Following is a summary of legislation passed during the 2012 session that impacts MARSS reporting and/or student accounting.

Homeless

Minnesota Statutes, section 120A.20, subdivision 2 was amended:

The district where the parent or legal guardian resides is the district of residence for all homeless situations. Specifically, homeless students are residents of where their parent lives unless (1) parental rights have been terminated, (2) parent/guardian left the state or (3) the parent/guardian is an inmate of a Minnesota correctional facility or resident of a halfway house under the supervision of the commissioner of corrections. In these three exceptions the resident district is the school district in which the student resided when the qualifying event occurred. If no other resident district can be determined, the student is a resident of where the student is currently living. The commissioner of education has authority to make a determination in case of a dispute.

The enrolling district is responsible to provide transportation to and from the homeless student's resident district. If the homeless student is enrolled in a charter school, the district providing transportation for the charter school is responsible for transportation. If the homeless student is enrolled in other than a school district or charter school, the resident district is responsible for transportation.

Minnesota Statutes, section 124D.08 was amended by adding subdivision 2a:

Allows a homeless student, who has been enrolled in a district but whose parent moves to another Minnesota school district, to remain enrolled in the original district. The enrollment does not require approval by either the enrolling district or the new resident district. The student would be reported with MARSS State Aid Category (SAC) 11 through the remainder of the school year in which the student became homeless. On MARSS, the homeless flag is an indication that there may not be signed agreement paperwork on file. (This subdivision would not apply to charter schools.)

Minnesota Statutes, section 123B.92, subdivision 3 was amended:

Allows a homeless student as described in Minnesota Statutes, section 124D.08, subdivision 2a, to receive transportation from the student's residence to the enrolling school.

Minnesota Statutes, section 127A.47, subdivision 1 was amended:

Specifies that general education revenue must be paid to the resident district for a homeless student enrolled in other than an independent school district or charter school.

Effective July 1, 2012.

Contact: Carol Hokenson at 651-582-8840 or carol.hokenson@state.mn.us.

Early Graduation

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 (SAC) 24 will no longer be valid. To remedy this, delete the enrollment record with a SAC 24 and change the Status End code on the just prior enrollment record to 08 so that the student is reported as a graduate. If you leave the SAC 24 record on the MARSS file the student will not be counted as a graduate because the record with the graduate Status End will have a local error and will be ignored.

Effective 2011-12 school year and later.

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

Early Graduation Achievement Scholarship and Military Service Award Programs

Minnesota Statutes, section 120B.08 and 120B.09 were amended to clarify several program criteria.

A student cannot participate in both the Achievement Scholarship and the Military Service Award programs.

To be eligible for either program, a student must have been enrolled in a Minnesota public school and generating general education revenue at the time of graduation. The student must graduate prior to the end of the fourth year after first enrolling in ninth grade.

In calculating eligibility and the amount of the scholarship or award, each school year during which a student participates in the optional portion of a learning year program is considered an additional quarter of enrollment (one half of a semester). For example, if a student participates in one summer term of an area learning center (ALC), the student must graduate no later than the end of the first quarter of the traditional/required school year to be eligible for the scholarship or the military service award. Learning year programs includes area learning centers (ALCs), public alternative programs, contract alternatives and other state-approved learning year programs (LYPs).

The scholarship may be used at any institution of higher education accredited by an accrediting agency recognized by the United States Department of Education.

Applications for the scholarship or military service award must be received at MDE within two calendar years of the date of graduation. Neither can be renewed.

The scholarship payment must be requested within six years from the date of the student's graduation.

The military service award payment must be requested by the end of the second fiscal year following the fiscal year in which the student graduated. For example, if the student graduated January 2012, the military service award must be requested no later than June 30, 2014.

The scholarship must be paid to the postsecondary institution within 45 days of verification of the student's request for payment.

Effective 2011-12 school year and later.

Contacts: Jessica Espinosa at 651-582-8512 or jessica.espinosa@state.mn.us and Sharon Peck at 651-582-8811 or sharon.peck@state.mn.us.

Postsecondary Enrollment Options (PSEO)

Minnesota Statutes, section 124D.09 was amended by adding subdivision 5a. It expands PSEO by allowing 10th grade students to enroll in a career or technical education course offered by a Minnesota state college or university. A 10th grade student must have received a passing score on the 8th grade MCA in reading to be eligible for PSEO. A student who is refused PSEO enrollment by a Minnesota state college or university may apply to an eligible institution offering a career or technical education course. A student receiving at least a grade of a "C" in the career or technical education course must be allowed to take additional PSEO courses for secondary credit. A career and technical education course is defined as that "part of a career and technical education program that provides individuals with coherent, rigorous content aligned with academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current and emerging professions and provide technical skill proficiency, an industry recognized credential, and a certificate, diploma, or an associate degree."

Minnesota Statutes, section 124D.09, subdivision 7 is amended to require students to notify the enrolling high school by May 30 of the intent to participate in PSEO. Notification or lack thereof is binding on the student's part.

Minnesota Statutes, section 124D.09, subdivision 9 and Minnesota Statutes, section 1235A.101, subdivision 1 are amended to allow postsecondary institutions to advertise or recruit PSEO students based on educational and programmatic grounds only.

Minnesota Statutes, section 124D.09, subdivision 12 is amended by removing the language that allows secondary students to take PSEO classes for either postsecondary or high school credit. It clarifies that a student receives dual credit. Minnesota Statutes, section 124D.09, subdivision 22 is amended to allow MDE to pay mileage reimbursements for PSEO alternative (nonpublic school) students from families with income below the poverty level directly to postsecondary institutions, instead of requiring those students to seek reimbursement from the district of residence.

Minnesota Statutes, section 124D.09, subdivision 23 is repealed which limited the participation of residents of a district that is a member of an intermediate district to participate in Career and Technical Courses through PSEO.

Effective 2012-13 school year and later.

Contact: Jessica Espinosa at 651-582-8512 or jessica.espinosa@state.mn.us.

Shared Time

Minnesota Statutes, section 126C.19, subdivision 2 was amended to require that, upon request, the resident district of a nonpublic/home school student who takes shared time classes in other than the resident district or in a charter school grant permission for the district or charter school providing shared time instruction to generate the shared time aid. The student would be reported with MARSS State Aid Category (SAC) 17.

If requested, the resident district may also agree to pay unreimbursed educational costs. The resident district and enrolling district/charter school may negotiate an agreement for the resident district to pay transportation costs.

Shared time aid cannot be paid to an intermediate district/cooperative; therefore, the amendment does not apply. However, the resident district could place a nonpublic/home school student in an intermediate district/cooperative for shared time instruction and the shared time aid would be generated by the resident district. The resident district is responsible for the agreed upon tuition to the intermediate district/cooperative. The intermediate district/cooperative reports the shared time student with SAC 16 so that the resident district generates the shared time aid.

The responsibility to provide special education instruction to nonpublic/home school students remains with the district in which the nonpublic school is located per federal law.

Effective 2013-14 school year and later.

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

English Learner (EL)

The accepted term to describe students qualifying for additional English language instruction is English Learner (EL) replacing Limited English Proficient (LEP) and English Language Learning (ELL).

Charter-District Collaborative

Minnesota Statutes, section 124D.10 is amended by adding subdivision 27 which allows charter schools to develop two-year collaborative agreements with the public school district in which the charter school is located for the purpose of enhancing student achievement. A participating student must be reported on MARSS in the enrolling district/charter school only. The student is eligible to generate state aid in only one school at a time.

Effective July 1, 2012.

Contact: Cindy Murphy at 651-582-8217 or cindy.murphy@state.mn.us.

Tuition Billing

Minnesota Statutes, section 125A.19 is amended to require that nonresident tuition billing for students without IEPS who are placed in a care and treatment facility must be on uniform, commissioner-provided forms for students served in other than the resident district. A copy of the billing is not required to be sent to the commissioner.

Effective July 1, 2012.

Contacts: George Holt at 651-582-8889 or george.holt@state.mn.us and Lochlan Stuart at 651-582-8348 or lochlan.stuart@state.mn.us.

Residential Care and Treatment

Minnesota Statutes, section 125A.515, subdivision 1 is amended by defining “on-site education program” to mean only those at which instruction is provided directly on the grounds of the care and treatment facility. MDE must only approve these educational programs.

Effective July 1, 2012

Contact: Lochlan Stuart at 651-582-8348 or lochlan.stuart@state.mn.us.

Average Daily Membership – EDRS Estimates and MARSS Final – When are they used to revise entitlement calculations?

Many state aid and levy revenues use average daily membership (ADM), or a derivative, as a formula component in determining revenue on an estimated basis and after the year is closed, in a final calculation. To assure that the school district state aid entitlements and levy limits, and charter school state aid entitlements are being calculated on the most accurate estimates, the business office and MARSS coordinator need to work together so that MDE has accurate ADM estimates available at key points throughout the year.

Two tables on the MDE website provide EDRS and MARSS reporting timelines and the use of the district-reported ADM by MDE. These timelines will help district staff to identify how, and approximately when, MDE will use estimated, preliminary final and final ADM to calculate:

- preliminary final and final annual state aid entitlements for the closed year,
- estimated annual state aid entitlements for the current year, and
- projected annual state aid entitlements used for state forecasting and determination of state appropriations required to fund aid programs.

EDRS ADM/LEP ESTIMATE TIMELINES – Document name is “Timelines for Student Data for Calendar Year 2012” at:

<http://education.state.mn.us/MDE/SchSup/SchFin/MARSSStuAcc/AvgDailyMemb/index.html>

MARSS END-OF-YEAR TIMELINES – Document name is “Timelines FY 2012 – End-of-Year” at:

<http://education.state.mn.us/MDE/SchSup/SchFin/MARSSStuAcc/index.html>

If you have questions, regarding EDRS ADM/LEP timelines or MARSS End-of-Year timelines, contact Jeanne Krile (Jeanne.krile@state.mn.us) or Barb Mattson (barb.m.mattson@state.mn.us), respectively.

If you have questions regarding state aid or levy programs using ADM estimates or MARSS end-of-year data, please contact the MDE School Finance staff responsible for the calculation.

Pupil Transportation Reporting – General Overview

School districts report the number of nonpublic school students transported to and from school, and bus ownership. Districts will report on mileage by category as hours and routes cost methods have been eliminated per 2011 legislation.

Districts that transported students to Interdistrict Desegregation and Integration Programs must complete the report titled, *Transportation to Interdistrict Desegregation or Integration Schools or Programs* (ED-02370-08). This report is only being sent to districts that have been identified as racially isolated. Instructions have been developed to aid districts in completing this report.

Districts report the number of public school students transported to and from school on the Minnesota Automated Reporting Student System (MARSS). The MARSS student record has fields in which districts must enter the student's to-and-from school transportation code and the "Transporting District Number and Type."

Expenditure data are reported on the Uniform Financial Accounting and Report Standards (UFARS) data submission.

As in the past, the Pupil Transportation Data Verification Report (DVR) will be posted to the Minnesota Funding Reports section of the department's website by mid-October. It will be titled, FY 2011-12 Transportation Data Verification Report. The department plans to update the posting periodically throughout the fall. The DVR summarizes data from the Annual Report, MARSS and the UFARS data submissions. If there are any discrepancies among the data reported on these reports, districts will be asked to explain or correct them.

Pupil Transportation Annual Report (paper report)

If districts had mileage for other types of programs and those miles are not included in any category on page two, please complete the supplemental report that appears on page 16 if the instructions and submit the supplemental report with the annual report. This would include the miles for federal programs.

Transportation to Interdistrict Desegregation or Integration Schools or Programs (paper report)

This report is being sent to metropolitan school districts and only those districts in greater Minnesota that have been identified as racially isolated, and to the districts immediately surrounding the racially isolated districts. Instructions have also been developed. If you did not receive the form, and believe you should have, contact the Minnesota Department of Education (MDE) Student Transportation Office.

MARSS – Public School Students Transported To and From School

Districts are required to enter the appropriate transportation code on each MARSS student record. See the section at the end of this memorandum for the website location for further instructions on reporting students on MARSS.

Districts are required to enter the "Transporting District Number and Type". District staff may have to contact other district staff to obtain information on which district is transporting the student. Do not assume that it is either the resident district or serving district. Sometimes students live in foster or group homes in a third district. The third district where the foster or group home is located is responsible for the transportation and should be listed as the "Transporting District Number and Type".

UFARS Data Submission

All transportation costs are obtained from the UFARS data submission. If a district reports students and/or miles in any category on MARSS or the annual report, then a cost must be reported in the corresponding finance number on the UFARS data submission. Sample cost allocation methods are available on our website.

Districts must allocate transportation expenditures among categories based on a cost per mile or cost per student regardless of whether districts own their buses or whether they contract for bus service. Information on this cost allocation method is available on the department's website. In addition, districts are limited on which district employees' salaries and fringe benefits can be included in transportation.

Districts will be required to submit the worksheets on how they determined their cost for each category of transportation service. The worksheets are due to MDE on September 15 each year. Districts will not have to re-submit updated worksheets after that date unless there is a substantial change between the costs reported on UFARS and the worksheets submitted on September 15.

Districts are reminded that the deadline for submitting audited financial data is November 30. School districts must submit their state reports early enough so that any financial errors discovered during the editing process can be corrected by the deadline.

June 30, 2011, Bus Inventories

If your district owns any school buses, an inventory listing was mailed out. If your district has purchased or disposed of a school bus between July 1, 2011, and June 30, 2012, and the transaction does not appear on this listing, please complete a District-Owned Transaction form and mail it to our office as soon as possible.

Please use form ED-00186-11 for the purchase or disposal of a Type A, B, C or D school bus (yellow school buses). Use form ED-01658-09 for the purchase or disposal of a Type III school bus (car, station wagon or van). A Type III school bus can only be added to the inventory if it is used the majority of time for pupil transportation purposes. Additional copies of the bus transaction forms can be found on our website.

Do not complete a transaction form for vehicles that the district is leasing. The Certificate of Title of the vehicle must be in the name of the lease company during the lease period. Having title to a vehicle denotes ownership.

Districts will receive a separate inventory for school buses used primarily for special education purposes. The inventory will have the universal handicapped symbol at the top to differentiate it from the other inventory. Special forms have been developed to report these purchases. These forms also have the universal handicapped symbol on the forms. The value of these inventories will be used in calculating the district's special education funding. However, vehicles purchased with federal funds are not eligible for bus depreciation per Minnesota Statutes, section 123B.92, subdivision (1) (a) (ii) and (iii) as the costs have already been covered 100 percent.

The Special Education School Bus Transaction Forms, both Regular and Type III have been modified so that districts must indicate whether or not the vehicle was purchased with federal special education funds. The district's Special Education Bus Inventory Reports will show the selected indicator. The buses purchased with federal special education funds will not be included in the bus depreciation calculation in determining state program aid.

Do not submit a transaction form for Multi-Function School Activity Buses (MFSAB) as they are not used for to-and-from transportation. However, they are reported on the paper Annual Report under school bus type and ownership.

Documents on Our Website

Districts may obtain information on reporting students on MARSS, allocating transportation expenditures and the forms necessary to report purchases or disposals of school buses by visiting our website at:

. <http://education.state.mn.us>, select School Support > School Finance > Transportation > Resources.

Questions on Transportation Reporting

If you have any questions about pupil transportation reporting, contact Kelly Wosika, Student Transportation Specialist, at 651-582-8855 or kelly.wosika@state.mn.us.

MARSS Deadlines

MARSS files are due to the department on the following dates. Refer to the posted timelines for more detail:

- June 12, 2012 – Used for Special Education tuition billing and AYP enrollment.
- July 10, 2012 – Used for Direct Certification.
- August 7, 2012 – Used for September 30 clean-up payment.
- September 11, 2012 – Used for October 30 clean-up payment.
- October 23, 2012 – Final data due.

This publication is produced by:

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

Inside This Issue

Postsecondary Enrollment Options for Sophomores in Career and Technical Education.....	1
FY 2012 District/School ADM Report.....	2
MARSS Workshops.....	2
MARSS Reporting Timelines.....	2
MARSS PSEO and/or PSEO Concurrent Errors.....	2
Date Overlap Errors.....	3
New MARSS Edit Messages.....	3
MARSS A School File for ALCs and Other Learning Year Programs.....	4
MARSS Coordinator Changes and MDE Security Accounts.....	4
FY 2012-13 Application for Educational Benefits and Direct Certification.....	4
MDE MARSS Staffing.....	5

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.

This publication is produced by:

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

Inside This Issue

2012-13 MARSS and Testing Files	1
Postsecondary Enrollment Options	2
FY 2012 District/School ADM Report	4
MARSS Reporting Timelines	5
MARSS Coordinator List	5
MARSS Coordinator Changes and MDE Security Accounts.....	5

2012-13 MARSS and Testing Files

Fall FY 2013 MARSS WES is scheduled to be available on August 21, 2012, for districts to submit 2012-13 MARSS files. The transition from using 2011-12 MARSS data to using 2012-13 MARSS data affects the precode pull for the September Reading and Mathematics GRAD retests. Only 2012-13 MARSS data will be used starting with September retests, so districts wanting to retest in September must submit a 2012-13 MARSS file. In addition, once 2012-13 MARSS data is submitted for your district, MDE will begin sending nightly precode files to AIR for other assessments, including Title I and OLPA, so students can be added to rosters in AIR's systems. Districts will not be able to change test assignments for Title I assessments (e.g., change from MCA to MCA-Modified) until Pretest Editing opens in December.

In addition, the transition to 2012-13 MARSS data also affects students manually edited through Precode Student Eligibility in Test WES. When FY 2013 MARSS WES opens, districts' DACs will need to re-enter any students who will not be submitted in your MARSS files (e.g., home school students, super seniors who have completed coursework but still need to test). Once these students are added, they will continue to be pulled for precode throughout the year as they are eligible. Please remember: Precode Student Eligibility should not be used in place of a MARSS submission to add students for testing because manual changes made in Precode Student Eligibility will trump any MARSS subsequent updates for the school year. Students who are enrolled in your district should be submitted to MDE through MARSS submissions rather than Precode Student Eligibility in most cases.

Contacts: marss@state.mn.us for MARSS reporting questions and the following staff for assessment questions:

Assessment Contacts by Area Code

Area Code	Name	E-mail	Phone
218	Julie Nielsen-Fuhrmann	julie.nielsen-fuhrmann@state.mn.us	651-582-8837
320, 507	Lisa Grasdalen	lisa.grasdalen@state.mn.us	651-582-8485
612	Jennifer Burton	jennifer.burton@state.mn.us	651-582-8622
651, 763, 952	Tracy Cerda	tracy.cerda@state.mn.us	651-582-8692

Postsecondary Enrollment Options

Postsecondary Enrollment Options (PSEO) students on whose behalf MDE pays their postsecondary tuition are flagged on MARSS as 'Y' PSEO. When PSEO participants are enrolled part of the day at the high school, PSEO High School Hours must be reported by the school so that the student's average daily membership (ADM) can be calculated accurately. A warning message (#87) indicates when a PSEO student has zero PSEO High School Hours reported. MARSS 58 PSEO Verification of District Attended provides a list of all PSEO students identified by postsecondary institutions as enrolled in your high school.

PSEO High School Hours are the total number of credit bearing membership hours between the student's Status Start and End Dates during which the student is flagged as PSEO. PSEO High School Hours are the total number of high school hours during the enrollment record during which the student is participating in credit-bearing instructional activity, excluding time in study hall and other non-instructional activity. PSEO High School Hours are *not* the number of high school hours per day or per week.

There are four statewide reports available in MARSS WES related to students participating in the PSEO and the PSEO Concurrent Enrollment programs.

MARSS 58 PSEO Verification of District Attended

This is a list of students enrolled in your district or charter school who have been reported by a postsecondary institution as participating in PSEO. For each student the report provides the postsecondary institution and courses the student has taken. If students are included on this list who are not enrolled in your district or charter school, contact Steve Etheridge. Also contact Steve if you have students who are participating in PSEO but are not included on this report.

This report should not be used to assign credit on the student's high school transcript. This list of participants is a list of students and courses on whose behalf MDE has paid tuition to a postsecondary institution. The students may have dropped or failed the course. The student is responsible for providing the high school with a copy of his/her postsecondary transcript so that the credit can be added to the high school transcript.

Refer to the description of MARSS 56 PSEO Comparison Report for more information.

MARSS 56 PSEO Hours Verification (Comparison) Report

The PSEO Hours Verification Report consists of:

- Students identified by a postsecondary institution as participating in PSEO and enrolled in your district (first four columns of the report). These are the same students identified on the MARSS 58 PSEO Verification of District Attended report.
- Students identified on your most recent MARSS submission as participating in PSEO (last four columns of the report).

Following are instructions for review of the report:

Since nonpublic school students, including home school students, are eligible to participate in PSEO, some of these students may have inadvertently been reported in your district by a higher education institution. If that is the case, please mark these students on the report and return the report to the Division of School Finance.

The two sides of the PSEO Hours Verification (Comparison) Report may or may not match. The students listed on the postsecondary institution side (left side) must line up with the students reported on MARSS of the report (right side). If they do, then there is no further action required by you. File this report for future reference.

If the two sides do not match, one of the following actions should be taken:

- If more students are listed in the left column (postsecondary institution) than in the right column (MARSS), one or more of the following conditions exists:
 - a. Not enough students have been identified on your MARSS file as participating in PSEO. If this is the case, change the postsecondary flag to “Y” and report the number of PSEO High School Hours. If the student was a full-time PSEO student during the entire school year, the PSEO High School Hours should be zero. Resubmit your MARSS data. And/or,
 - b. The postsecondary institution(s) has attributed students to your district or charter school who are actually enrolled in another district or charter school. In this instance indicate that on the report and return it to the Division of School Finance as soon as possible. And/or,
 - c. The students participated in a concurrent enrollment course but the higher education institution reported the students as participating in PSEO. In this case, the district or charter school should contact the higher education institution that claimed the students as PSEO. Once resolved between the district/charter school and the institution, the district/charter school should direct the institution to send Steve Etheridge an email with the names of the students who need to be deleted from the PSEO database. The district/charter school should be copied on this email. Also, the district/charter school needs to tell Steve Etheridge if the students are eligible for Concurrent Enrollment Aid so we can enter them into the Concurrent Enrollment database.
- If more students are listed in the right column than the left column, the following conditions exists:
 - a. Too many students have been identified on MARSS as participating in PSEO. (Students for whom the district pays the postsecondary institution’s tuition directly are not considered to be participating in PSEO for purposes of MARSS reporting.) Change the PSEO flag to “N” for the students who are not participating in the PSEO program. The PSEO High School Hours should be zero. The students should be flagged as PSEO concurrent enrolled. Resubmit your MARSS data.
 - b. The postsecondary institution(s) has attributed your PSEO students to another district(s)/charter school(s). In this instance please indicate this on the report and return it to the Division of School Finance.

The far right columns are two sets of hours. ‘Hours in HS’ are the sum of the student’s PSEO High School Hours as reported on the most recent MARSS submission. The far right column is the total number of student membership hours available to that student while enrolled as a PSEO participant. Only students taking no high school classes should have zero ‘Hours in HS.’ These data are used to calculate ADM for PSEO participants. *Schools lose revenue by under-reporting PSEO High School Hours. Schools over-claim revenue by over-reporting PSEO High School Hours. A reasonableness check is that students with a high number of semester credits at the post-secondary institution should have a low number of PSEO high school hours.*

MARSS 60 Concurrent Enrollment Flag Verification

This report has been renamed since July, the ‘Hours’ column on the far right has been removed and the message in the left column for mismatched students has been changed to “Not Eligible for Concurrent Aid.” This is not necessarily an error. Refer below.

Use this report to verify that eligible students have been listed in the left (Post-Secondary) column as concurrent enrollment participants. All students eligible for concurrent aid should also be flagged as concurrent enrollment participants in the right (MARSS) column.

Please note that *the Concurrent Enrollment Flag verification report does not include courses taken second semester through a MnSCU agreement. We have not received that file from MnSCU yet.*

Under the MARSS heading on the right side of the report is a list of students flagged as concurrent enrollment students on your most recent MARSS submission. Ideally, all students listed under the Post-Secondary side of the report are matched on the MARSS side of the report.

However, this report may not necessarily line up to the students your district has reported as participating in a concurrent enrollment class. The MARSS list may include students for whom you are paying tuition to the postsecondary institution but who are ineligible for Concurrent Aid. To be eligible for concurrent enrollment aid the following conditions must be met:

The concurrent enrollment course offered by the district must be:

- Accredited by the National Alliance of Concurrent Enrollment partnerships, or
- In the process of being accredited, or
- The district can show by submitting an application to MDE that the course has comparable standards to accredited courses.

The student must be physically taking the class at the high school site.

Note: Students attending nonpublic schools are not eligible for Concurrent Enrollment Aid. Therefore, shared time students are ineligible for Concurrent Enrollment Aid. Do not flag shared time students as concurrent enrollment.

If there are students eligible for Concurrent Enrollment Aid who not listed on the left side of this report, contact Steve Etheridge for instructions on adding these students to the MDE concurrent enrollment database.

If there are students listed on the left side of the report as eligible for Concurrent Enrollment Aid who should not be, please indicate that on the report and return it to the Division of School Finance.

MARSS 59 Students Eligible for Concurrent Aid

This report has also been renamed since July. This is a list of students reported by the higher education institution as enrolled in your district who are participating in a concurrent enrollment course and eligible for Concurrent Enrollment Aid. The district should review the report to make sure all students eligible for Concurrent Enrollment Aid have been reported by the higher education institution. This report may not necessarily line up to the students your district has reported as participating in a concurrent enrollment class. Refer to the description of MARSS 60 for a list of qualifying criteria.

Please note *that the Students Eligible for Concurrent Aid report does not include courses taken second semester through a MnSCU agreement.* We have not received that file from MnSCU yet.

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

FY 2012 District/School ADM Report

The third District/School ADM Report for FY 2012 will be posted the week of August 13 after the statewide MARSS edit has completed following the August 7 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.

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

MARSS Reporting Timelines

MARSS files are due to the department on the following dates. Refer to the posted timelines for more detail. [View the timelines on the MARSS-Student Accounting web page.](#)

- August 7, 2012 – Used for September 30 clean-up payment for school districts.
- September 11, 2012 – Used for October 30 clean-up payment for charter schools and school districts.
- October 23, 2012 – Final data due.
- August 21, 2012 -- Fall FY 2013 is scheduled to open

MARSS Coordinator List

An updated list of MARSS coordinators was posted to the MDE website in July. [View the MARSS Coordinators Contact List on the MARSS-Student Accounting web page.](#) Due to the number of changes we have received recently, another updated list will be posted later this month.

Contact: marss@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 in August. 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.

This publication is produced by:

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

Inside This Issue

New MARSS WES Edit Messages.....	1
Eliminated Error Messages	2
FY 2012 District/School ADM Report	2
Consolidation	2
Compensatory Revenue Student Counts.....	2
Graduation Rates and Summer Leavers.....	3
MARSS Reporting Timelines.....	5
MARSS 42 EOY Check Off Report	6
Organization Reference Glossary (MDE-ORG)	6
Student ID Validation Tip.....	6
MARSS Coordinator List	6
MARSS Coordinator Changes and MDE Security Accounts.....	7

New MARSS WES Edit Messages

#6 Invalid Value (message is not new but a new scenario is included)

A Kindergarten Schedule Indicator must be reported on the MARSS A School file for all non-disabled kindergarten classes. Effective Fall FY 2013, MARSS A files that exclude a Kindergarten Indicator will cause an error on all kindergarten students' enrollment records. To correct the error, report the kindergarten schedule on the MARSS A file.

W #355 Student Identification

MARSS enrollment records for children who receive Early Childhood Health and Developmental Screening and who have been assigned a student number that is error-free when validated against the Student Identification Validation System will generate a warning message that indicates the State Student Identification (SSID) number is valid. When the MARSS coordinator submits the file to MDE, the SSIDs will automatically be added to the Student ID Validation System without needing to individually call up each record. This procedure will apply only to children in grade 'PS.' It is assumed that the district/school has verified that each of these children are indeed new to the State Student Identification (SSID) Validation System and should be assigned a new SSID.

#363 Later Enrollment After Graduation

This message is effective on Monday, September 17, 2012, with the FY 2012 End-of-Year (EOY) files. It will apply to EOY files edited after Fall files have been submitted. The student has been reported as a high school graduate on the EOY file but re-enrolled in a Minnesota public school during the following fall. Either change the Status End code from 08 to an appropriate End Code on the EOY file or notify the school that reported the student on the Fall file that the student has graduated and is not eligible to generate state aid. In the later case, the student should be removed from the Fall file.

These are the same students who will be listed on the MARSS 39 Returning Graduates report on the Fall statewide MARSS reports tab. The edit allows districts and charter schools earlier access to this information; however, it is only as complete as districts and charter schools have submitted Fall MARSS files so new errors could be generated throughout the fall as more schools submit Fall MARSS files.

Eliminated Error Messages

#244, #272, and #338 all related to Supplemental Educational Services. These data are no longer collected effective FY 2013, so the errors have been eliminated.

Questions: marss@state.mn.us

FY 2012 District/School ADM Report

The fourth District/School ADM Report for FY 2012 will be posted the week of September 17, 2012, after the statewide MARSS edit has completed following the September 11 reporting deadline. Please let your Business Office know that the report is posted in Minnesota Funding Reports (MFR). 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.

The ADM data in the September version of the District/School ADM Report will be used for the FY 2012 aid entitlements included in the October 30, 2012, IDEAS report.

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

Consolidation

Prior

ISD 392 Le Center School District
ISD 394 Montgomery-Lonsdale School District

New

ISD 2905-01 Tri-City United School District

Compensatory Revenue Student Counts

Carefully review your counts of students eligible for the free and reduced price meal program reported on your Fall FY 2013 MARSS files. The final Fall MARSS data will be used to calculate compensatory revenue for FY 2014.

Several reports have been designed and made available to schools to assist them in editing and verifying data both locally via MARSS WES and publically via the MDE [Minnesota Funding Reports \(MFR\) website](#). The intent of these reports is to make it easy and convenient for several district/charter school staff to verify the completeness and accuracy of the data reported. The MARSS coordinator may need to share these reports with other district/charter school staff to assist in verifying the data **within the reporting timelines**.

Local MARSS WES Reports

MARSS 12 Compensatory Revenue Student Count report shows the number of students enrolled by grade on October 1 and how many have been reported as eligible for the free or reduced price meal program. Records in error are excluded.

Statewide MARSS WES Reports

MARSS 28 Economic Indicator Comparison report shows the number of students reported as enrolled on October 1 of the current year and the number enrolled on October 1 of the prior school year. It also compares the number and percentage of students reported as eligible for the free or reduced price meal program for the two years.

Records with local errors are excluded. Statewide reports are posted about a week after the MARSS reporting deadline. The first report for FY 2013 is expected to be posted Monday, October 15, 2012.

Compensatory Revenue Report

Finally, there is a publicly posted MDE report available to anyone to review these data. Preliminary FY 2014 Compensatory Revenue Reports will be posted to the Minnesota Funding Reports (MFR) website after each of the fall statewide edits. The report includes October 1, 2012, enrollments and counts of students reported as eligible for the free or reduced price meals as well as a preliminary revenue amount by school. Preliminary reports are posted about two weeks after the MARSS reporting deadline with the intent that the school's business officials can easily assist in editing the data prior to the data being finalized.

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

Graduation Rates and Summer Leavers

MARSS data are used to compute each high school's graduation rate. Simplistically, the calculation uses; (a) the students reported as high school graduates (Status End 08) as the numerator; and, (b) the cumulative count of students enrolled in Minnesota who were expected to graduate in that year from that high school as the denominator (cohort). Students are assigned to a cohort when they first enroll in ninth grade as a public school student. Graduates are counted in the year in which they are reported as a graduate either during the school year or as a summer graduate as reported on the following Fall's MARSS files.

When students transfer from one public school to another, we pick up that enrollment based on the student's State Identification (SSID) number at the receiving school and the student is 'transferred' to the receiving school's cohort of expected graduates. This can occur either during a school year or over the summer.

When students **leave** the Minnesota public school system during the school year, the student's Status End code tells us if they:

- (1) dropped out,
- (2) continue to pursue a high school diploma by transferring to a nonpublic school or to a school in another state or country,
- (3) emigrated to another country, or
- (4) are deceased.

This is part of the normal 'during-the-year' MARSS reporting. Students reported as meeting any one of criteria (2) through (4) are removed from the cohort.

However, when any of these events occur during the summer or the student graduates during the summer, the school needs to create a 'summer leaver' enrollment record per the directions below so that MDE is aware that the students have graduated, dropped out, left the Minnesota public school system but continue to pursue a high school diploma or are deceased. Students pursuing a high school diploma outside the Minnesota public school system or who are deceased can be considered to have left the cohort.

Per U.S. Department of Education guidance provided in the '[High School Graduation Rate](#)' documentation, schools must have written documentation for students reported to the state as transfers to nonpublic schools or schools in another state, emigrants to another country or deceased so that each state provides an accurate count of graduates and the graduation rate can be computed accurately and consistently. Written documentation is needed whether students are reported as transfers during the school year or over the summer. All quotes below are from 'High School Graduation Rate' document.

Transfer to other than a Minnesota public school: Written documentation includes “a request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma); or a written record of a response from an official in the receiving school or program acknowledging the student’s enrollment.”

Transfer to a home school: “...official written documentation may include...a letter of withdrawal or other written confirmation from the parent or guardian; any documentation that meets the home school notification accepted in [Minnesota] to verify a child is home schooled. “

“A conversation with a parent or neighbor of a student...would **not** be considered official written documentation of a transfer.”

Emigrate to another country: The school “must have written confirmation that a student has emigrated to another country...but need not obtain **official** written documentation. For example, if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student’s file.”

Deceased: “A letter from a parent or an obituary is sufficient documentation... a death certificate, is not necessary.”

“Although in some cases it may be difficult for [a school employee] to obtain official written documentation of a student’s transfer, the student may not be [reported as a transfer and] removed from the cohort simply because the student’s status cannot be documented.”

Reporting Summer Leavers

The school should report eligible students on the Fall and EOY FY 2013 MARSS files as summer graduates or ‘leavers’ per MARSS Reporting Procedure 12. Report the following:

MARSS Data Item	Value
Status Start Date	Any date between July 1 and September 15 of the current year
State Aid Category (SAC)	98
Student Grade Level	Grade in which student would have been enrolled during the current school year
Last Location of Attendance	00
Status End Date	Any date between July 1 and September 15 of the current year
Status End	
Summer dropout	Appropriate code to reflect the reason why the student dopped out. Refer to the MARSS Manual definition of Status End codes for a complete list of potential codes.
Summer graduate	08
Transfer to other than a Minnesota public school in which the student is pursuing a diploma	
Nonpublic/home school	03
Other state/country	05
Correctional	13
Deceased	11

These records will be used the next time the graduation rates are computed. They will not impact the currently posted rates but they will impact the five and six year graduation rates computed next year.

Leavers From Prior School Years

If you are concerned about prior years' reporting of summer leavers and/or summer graduates your school can download the roster of students from Data Reports and Analytics > MDE Secured Reports to determine which students were considered to be continuing when the graduation rate was calculated. These are the students considered to be in your graduating class's cohort (the denominator of the graduation rate).

If the list contains students whom you awarded a diploma during a prior summer, report the student as a summer graduate on the Fall and EOY FY 2013 MARSS file per the directions above. Report a graduation date during summer 2012 rather than the prior year when the diploma may have been awarded.

Students for whom you have written documentation that they have transferred to other than a Minnesota public school and are pursuing a high school diploma can be reported as summer leavers, again, using Status Start and End Dates during the summer of 2012.

Students who are deceased can be reported as summer leavers using Status End code 11 and summer 2012 Status Start and End Dates.

Shared-Time

Students reported as public school students in one year and as shared time (nonpublic school students) in a subsequent enrollment during the same school year or during the following school year need to be reported as a transfer to a nonpublic school. Enrollment records with State Aid Category (SAC) 16, 17, and 18 are completely ignored in the graduation rate computation. Therefore, we do not 'create' that transfer record from the public school record and the shared-time record. If the student transfers during the school year, the first enrollment record has a Status End of 03 – student transferred to a nonpublic school. If the student transfers to a nonpublic school during the summer, the school needs to report the student as a summer 'leaver.' Refer above.

More information can be found in the *June 30, 2009, MARSS Memo* and the federal [High School Graduation Rate](#) documentation.

MARSS Reporting Timelines

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

- September 11, 2012 – **EOY FY 2012** – Used for October 30, 2012 FY 2012 entitlements for school districts and charter schools. Reports will be posted to MARSS WES and MFR (Minnesota Funding Reports).
- September 25, 2012 – **Fall FY 2013** – Files due from charter schools to verify ADM estimates. No reports will be posted.
- October 9, 2012 – **Fall FY 2013** – Files due from school districts and charter schools. Reports will be posted to MARSS WES and MFR.
- October 23, 2012 – **Final EOY FY 2012** data due – Reports will be posted to MARSS WES and MFR.

Contact: marss@state.mn.us

MARSS 42 EOY Check Off Report

Programming changes have been made to the MARSS 42 EOY Check-Off Report posted on September 17, 2012, EOY MARSS submission. Duplication has been removed from all rows of data on the second page of the district total report pages. For example, on the row labeled 'Seniors,' the prior version of the report was a sum of all the 12th grade students reported on each of the school pages. On the newly posted report, the number of seniors is an unduplicated count.

Contact: marss@state.mn.us

Organization Reference Glossary (MDE-ORG)

The Minnesota Department of Education-Organization Reference Glossary (MDE-ORG) is now available on the MDE website. This searchable database includes a variety of Minnesota school, district and education-related organization directories and replaces the information formerly available on the Contacts-Schools and Organizations page. This feature was activated on the website late last month.

MDE-ORG is accessible from our home page by selecting Welcome to MDE > Contact Information-Schools and Organizations. From the next page select '[Enter the MDE-ORG site to get started!](#)'

The 'Search' box allows users to select districts or charter schools by either full or partial name or district number. A specific school can be found by entering all or part of its name. The district number, district type and school number are all provided.

Users can generate files using search parameters that can be used to create listservs, mailing lists, and more. Historical information on districts and schools, including the names and terms of administration staff, can also be found here. You may also find districts or organizations listed by region, such as city or legislative district. Tagged collections allow you to filter for school or district type, such as Alternative Learning Centers or Higher Education institutions.

Only active entities are displayed. Check out the 'Search Help' feature for additional assistance and to learn how to search for closed entities.

Contact: mde.school-verify@state.mn.us

Student ID Validation Tip

Within the Student ID System, it has been found that the search for "De'andra" produced different results than a search for "Deandra". When searching for a student in the Student ID System who may have a name that contains an apostrophe, be sure to search for the student name with and without the apostrophe as different results may be produced for each search.

MARSS Coordinator List

Due to the number of changes to the MARSS coordinator list since mid-August, an updated list of MARSS coordinators will be posted to the MDE website during the week of September 17, 2012. [View the list of MARSS coordinators.](#)

Contact: marss@state.mn.us

MARSS Coordinator Changes and MDE Security Accounts

Refer to the *August 13, 2012, MARSS Memo* for an article about steps that districts and schools should take with respect to the MDE security accounts when employees leave.

This publication is produced by:

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

Inside This Issue

MARSS Reporting Timelines	1
December 1 Child Count	1
Concurrent Enrollment Reporting and Aid.....	1
Calculation of Compensatory Revenue and October 1 Enrollment.....	2
Verification of Compensatory Revenue Student Counts.....	4
Graduation Rates and Summer Leavers.....	5
Coordinated Early Intervening Services (CEIS)	5
Organization Reference Glossary (MDE-ORG)	5
Student ID Validation Tips	5
Reporting Timelines and Late Correction Process.....	6
MARSS 51 Homeless Federal Count.....	6
Transportation of Students Experiencing Homelessness.....	6
MARSS Coordinator List	8
MDE Staffing Update.....	8

MARSS Reporting Timelines

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

- October 23, 2012 – **Final EOY FY 2012** data due. Reports will be posted to MARSS WES and MFR.
- November 13, 2012 – **Fall FY 2013** files due. Reports will be posted to MARSS WES and MFR.

Questions: marss@state.mn.us

December 1 Child Count

All states take a count of students with an IEP/IFSP/IIP on December 1 each year for federal reporting. When the count date falls on a weekend or holiday, we take the count on the next business day. This year December 1, 2012, falls on a Saturday so we will count students on Monday, December 3, 2012.

Questions: marss@state.mn.us

Concurrent Enrollment Reporting and Aid

We have received numerous emails and phone calls related to Concurrent Enrollment Aid and the MARSS WES statewide reports. Specifically, schools want to know what to do when students who they believe are eligible for Concurrent Enrollment Aid, but show up as **ineligible** on the MARSS 59 Students Eligible for Concurrent Enrollment Aid report.

The following situations may cause a student to be ineligible:

- The institution that offered the course is not NACEP (National Alliance of Concurrent Enrollment Partnerships) certified or in the process of being certified and there is no concurrent enrollment application/contract on file at MDE. The application/contract would have been submitted by your school district at the beginning of the school year. Please refer to the spreadsheet called 'FY 2012 Valid Concurrent Enrollment Institutions' posted on the [MDE website](#) at School Support > School Finance > MARSS-Student Accounting to verify if this is the case. If your district and institution is not listed, MDE does not have an application/contract on file and the student is not eligible for Concurrent Enrollment Aid.

Note: Institutions that are NACEP accredited or in the process of being accredited are listed at the top of the spreadsheet with District Number and District Type as zero. All student data reported by these institutions are eligible for Concurrent Enrollment Aid. An application/contract is not required if a district has an agreement with one of these institutions.

- The student took the class off the high school campus. To be eligible for Concurrent Enrollment Aid, the class must be taken at the high school. Concurrent classes taken at the postsecondary campus or online from home are ineligible for concurrent aid.
- The student record has a local error which prevents the record from being loaded to the MDE database.
- The student is reported on MARSS as shared time. Shared time students are not eligible for Concurrent Enrollment Aid. Shared time students (SAC 16, 17 and 18) should not be flagged as PSEO or concurrent enrollment on the MARSS file.
- The student has been reported by the postsecondary institution in the wrong district. This error will need to be fixed by MDE. Send an email to marss@state.mn.us with the student's name and your district name and number.

If all of the above situations do not apply, and the student should be eligible for Concurrent Enrollment Aid, please do the following:

1. Verify with the postsecondary institution that the student is recorded as a concurrent enrolled student at the institution. Also, verify that the institution did not report the student under regular/traditional PSEO i.e., where MDE pays the tuition to the postsecondary institution. A given student and course cannot be both traditional PSEO and concurrent.
2. Once verified, request through the MARSS email (marss@state.mn.us) a spreadsheet that has the specific data elements needed to add the student to MDE's database. MDE will send you a password protected spreadsheet. A second email will be sent to you indicating the password. Save the file as 'DistrictNameCCfixesFY12' (e.g., RosevilleCCfixesFY12) and send the spreadsheet to debra.olson@state.mn.us.

The spreadsheets and any other PSEO related changes are due at MDE by November 30, 2012.

Questions: marss@state.mn.us

Calculation of Compensatory Revenue and October 1 Enrollment

Free/Reduced-Price Meal Eligibility/Economic Indicator

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 are provided a Direct Certification list each month, starting about July 1. The lists provided prior to the submission of Fall MARSS files are based on prior year's MARSS data so only charters in their second or later year are able to receive a list. However, any school on the Food Service program can upload a file of current student enrollment in the required format in CLICS to receive a Direct Certification report. Students who are listed on the district's or school's Direct Certification list and who remain enrolled in the same district can be reported as eligible for a free meal.

[View a detailed description of Direct Certification](#). Or, from the [MDE home page](#) select School Support > Food and Nutrition Program Administration > School Nutrition Programs > Applications-Student Meals > Direct Certification.

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. 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. Training on how to certify applications is provided by the Food and Nutrition Service at MDE.

For purposes of receiving a free or reduced-price 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 for Educational Benefits* must be for the 2012-13 school year and dated between July 1 and December 15, 2012, to be reported on Fall FY 2013 MARSS.

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 Economic Indicator data can be updated locally through 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. These counts are *not* updated with the EOY MARSS files.

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, current year application on file
- 2 = free eligible, current year application on file or direct certification

October 1 Enrollments

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.

Although enrollment records with local errors are excluded from the October 1 enrollments, students with date overlap errors will be counted at one of the schools. Programming in the MARSS edit will assign the student to one of the schools, usually to the school with the later Status Start Date. Students who are dual enrolled between a traditional school (100 Percent Enrolled) and state-approved alternative program (SAAP) like an area learning center (ALC) (999 Percent Enrolled) will be counted at the traditional school. Students who are concurrently enrolled between a traditional school (less than 100 Percent Enrolled) and state-approved alternative program (SAAP) like an area learning center (ALC) (998 Percent Enrolled) will be counted at the SAAP.

The October 1, 2012, enrollment and economic indicator status counts will be used to generate the FY 2014 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.

	Description	A	B	C	D
(1)	October 1, 2012 enrollment	100	100	100	100
(2)	Count of students eligible for free meals on October 1, 2012	15	40	80	100
(3)	Count of students eligible for reduced-price meals on October 1, 2012	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 \$5,224 - \$415 (FY 2014)	4,809	4,809	4,809	4,809
(9)	Compensatory revenue = (7) X (8) =	14,427	90,169	230,832	288,540
(10)	Revenue per adjusted eligible student count = (9) / (4)	721	1,803	2,885	2,885

- When eligible student counts are constant, a higher enrollment brings lower revenue per eligible student.
- When enrollment is constant, a higher eligible student count brings higher revenue.
- When enrollment is constant, a higher eligible student count brings higher revenue per eligible student.
- This means that an additional student eligible for free or reduced-price-meal usually adds more revenue to a school with a higher concentration of eligible students than he or she would add to a school with a lower concentration.
- 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.

Contacts: Joe Lee at 651-582-8542 or joe.lee@state.mn.us for *Application for Educational Benefits*
Sharon Peck at 651-582-8811 or sharon.peck@state.mn.us for student counts
Bob Porter at 651-582-8851 or bob.porter@state.mn.us for compensatory revenue

Verification of Compensatory Revenue Student Counts

Carefully review your counts of students eligible for the free and reduced-price meal program reported on your Fall FY 2013 MARSS files. The final Fall MARSS data will be used to calculate compensatory revenue for FY 2014. The data are final with the district's final Fall MARSS submission. These counts are *not* updated with the EOY FY 2013 MARSS data.

Several reports have been designed and made available to schools to assist them in editing and verifying data both locally via MARSS WES and publically via the MDE [Minnesota Funding Reports \(MFR\) website](#). The intent of these reports is to make it easy and convenient for several district/charter school staff to verify the completeness and accuracy of the data reported. The MARSS coordinator may need to share these reports with other district/charter school staff to assist in verifying the data *within the reporting timelines*.

Local MARSS WES Reports

MARSS 12 Compensatory Revenue Student Count report shows the number of students enrolled by grade on October 1 and how many have been reported as eligible for the free or reduced-price meal program. Records with local errors are excluded.

Statewide MARSS WES Reports

MARSS 28 Economic Indicator Comparison report shows the number of students reported as enrolled on October 1 of the current year and the number enrolled on October 1 of the prior school year. It also compares the number and percentage of students reported as eligible for the free or reduced-price meal program for the two years. Records with local errors are excluded. Statewide reports are posted about a week after the MARSS reporting deadline. The first report for FY 2013 was posted Monday, October 15.

Compensatory Revenue Report

Finally, there is a publicly posted MDE report available to anyone to review these data. Preliminary FY 2014 Compensatory Revenue Reports will be posted to the Minnesota Funding Reports (MFR) website after each of the fall statewide edits. The report includes October 1, 2012 enrollments and counts of students reported as eligible for the free or reduced-price meals as well as a preliminary revenue amount by school. Preliminary reports are posted about two weeks after the MARSS reporting deadline with the intent that the school's business officials can easily assist in editing the data prior to the data being finalized. The first report for FY 2014 Compensatory Revenue is expected to be posted by October 19.

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

Graduation Rates and Summer Leavers

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.

Coordinated Early Intervening Services (CEIS)

Special Education Evaluation Services (SEES) 8 is used for students who do not have an IEP/IFSP/IIIP but rather are receiving Coordinated Early Intervening Services (CEIS) which are intended to make special education services unnecessary. These data are used for federal reporting under IDEA. A federal audit has found that many districts and charter schools are not appropriately identifying these students – some are over-identifying and some are under-identifying students. MARSS coordinators need to work with their special education staff to identify students receiving CEIS. Districts that provide CEIS have a budget ear marked for these services. Districts and charter schools without a budget should not be identifying students with SEES 8. Conversely, districts and charter schools with a CEIS budget that includes direct services/staff salaries should be identifying students.

The definition provided in the MARSS Manual will be updated in the next revision. Until then, please use the following in addition to the information provided in the current Manual.

Students are eligible to receive Coordinated Early Intervening Services prior to entering special education. This would not include students in grade levels EC (early childhood special education) or HK (kindergarten students with an IEP/IFSP/IIIP) or students who have a previous enrollment record with Special Education Evaluation Status (SEES) of 4, 6 or 9 (student has an IEP) within the same school year. A kindergarten student without an IEP would be eligible. A student whose IEP was terminated during a prior school year may qualify for CEIS in a future school year. A student who was evaluated for special education but did not qualify, may qualify for CEIS.

Report students as CEIS participants only if the services are provided under federally funded CEIS activities. Do not report SEES 8 for students receiving state paid alternative delivery of specialized education services.

Questions: marss@state.mn.us

Organization Reference Glossary (MDE-ORG)

Refer to the September 18, 2012 MARSS memo for a lengthy article on using MDE's new Organization Reference Glossary on our website.

Student ID Validation Tips

When you report a problem via the Student Identification Validation System requesting the support staff to make changes to the database, e.g., add a new State Student Identification (SSID) number, the response will be sent to the email you have registered in your MDE security account. If that email changes, you need to update it; staff at MDE cannot make this correction. If your email address is correct, check your spam or junk mail folder for MDE's email response. The support team is caught up and processing problems within 24 hours.

Once the support staff have made the changes to the Student ID Validation System you will need to re-edit your MARSS file to see the impact of the changes. For example, if you saved the MARSS 08 Error Report as a pdf it will not change until you re-run the edit. Conversely, if you re-run the edit the links in the prior MARSS 08 Error Report will no longer work.

Reporting Timelines and Late Correction Process

The final submission deadline for EOY FY 2012 year-end MARSS files is October 23, 2012. The MARSS WES statewide MARSS 30 Error Report that is posted the following week will include only errors; warnings will be suppressed. The normal assignment of errors will be used for the October 23 edit. There will be no manual corrections accepted after October 23 other than through the appeal process which does not start until November 30. However, **the manual appeal process is to address reporting errors made by another school rather than your own school.** Therefore, it is imperative that MARSS coordinators correct all errors and assure that all students are included in the October MARSS files. Before submitting the October files, be sure that the data are thoroughly edited using all of the available MARSS WES local reports as well as reports available through your software.

Electronic appeal submissions will be allowed October 29, 2012 through November 23, 2012. However, if any changes made to the file cause a cross-district error with another district, the entire file will not be accepted, even though it would have been accepted had the file been uploaded by October 23. MDE will use the previously submitted file for the statewide edit and final reports. Districts will need to work with each other to request that changes be made and resubmit their files before another district's late file can be loaded at MDE. Manual appeals will be accepted from November 30, 2012, through December 14, 2012. No manual corrections will be accepted after this date. Data are considered final on December 30. Refer to the policy and procedure posted to the [MARSS-Student Accounting website](#).

Contact: marss@state.mn.us

MARSS 51 Homeless Federal Count

The local MARSS WES report called MARSS 51 Homeless Federal Count is used to verify that all students who experienced homelessness during the school year are flagged as homeless on MARSS. It is also designed to be exported to excel and provided to the district's or charter school's Homeless Liaison to assist them in state reporting. If you haven't already exported the report to excel and sent it to your Homeless Liaison, please do so soon. The Homeless Liaison needs to compute counts for a report due to MDE.

Questions: Sharon Peck at 651-582-8811 or Sharon.peck@state.mn.us for questions on the MARSS report. Roberto Reyes, MDE Homeless Specialist, Federal Programs and Services, at 651-582-8302 or Roberto.reyes@state.mn.us for questions on homelessness or state reporting.

Transportation of Students Experiencing Homelessness

The McKinney-Vento Homeless Assistance Act (federal law) requires school districts to provide students experiencing homelessness, including unaccompanied youth, with transportation to and from their school of origin if requested by the parent, guardian, or homeless education liaison. School of origin is defined as the school the student attended before they lost their housing.

Transportation Responsibility

The district that enrolls the homeless student will be responsible for the transportation. For charter schools, the district or charter school currently providing transportation for all other students must provide transportation for the student experiencing homelessness. For cooperative and intermediate school districts, the resident district is responsible for providing transportation. These statements are true even when the student is living at a location outside the district where the school of origin is located. Transportation responsibility for students experiencing homelessness can be found in Minnesota Statutes, section 120A.20 Subdivision 2 (c) (2012).

Transportation could be provided by:

- Rerouting regular school bus routes past shelters, motels and other places where students live.
- Using existing routes such as those set up to serve special education programs, desegregation programs or nonpublic schools.
- Contracting with the parent or guardian of the child.
- Issuing public transit passes.
- Using a taxi service.
- Contracting with other districts.
- Collaborating with other public agencies.

Transportation Funding

The cost of transporting students experiencing homelessness will be recorded in Finance Dimension 728, Special Transportation of Selected Students, on the year-end Uniform Financial Accounting and Reporting Standards (UFARS) report. This includes students with Individual Education Programs (IEP) that do not require special transportation and students without an IEP. For students who have IEPs that require special transportation accommodations, record the transportation expenditures in UFARS Finance Dimension 723, as Finance Dimension 723 prevails over 728. Costs reported in both finance dimensions are funded through the special education transportation formula which is funded in the current year. When a student is transported on a regular bus route and the regular bus route does not have any special accommodations, the cost of the service should be recorded in Finance Dimension 720, Regular, on the year-end UFARS. (Minn. Stat. 123B.92, Subd. 1 (b) (1) and (4)).

Formerly Homeless Students

School districts that elect to transport a formerly homeless student from his or her permanent home in another district to the school of origin can claim this transportation cost under Finance Dimension 728 on the year-end UFARS report. It is implied in federal law that when the student has a permanent residence the student should be transported through the end of the school year. This prevents problems of forcing the student to change schools during a school year. The average homeless student attends three to four schools in one year. Statistics show that students who change schools often have lower test scores and lower overall academic performance than students who do not change schools.

Other Important Points about Transportation

- Students have the right to enroll in a school immediately so transportation services may have to be arranged quickly. It is important that there is regular communication with the district's transportation office and/or the other district's Homeless Education Liaison and transportation office.
- Students can stay in their school of origin the entire time they are homeless. This may be longer than one academic school year.
- Students must receive transportation services comparable to those provided other students. For example, districts providing late activity bus service for resident (housed) students must also provide this level of service for students experiencing homelessness.

Other Important Information about Student Transportation in Minnesota

- It is illegal to use a vehicle with a seating capacity of more than 10 persons to transport students unless the vehicle meets school bus construction requirements (yellow in color, stop arm, flashing lights, etc.). In other words, large vans (greater than 10 persons) cannot be used to transport students to and from school or on school-related trips in Minnesota because they do not meet school bus construction requirements.

The State Patrol must inspect most vehicles before they are used to transport students. The exceptions are parents transporting their own children, taxis if used occasionally, public transit buses, and any vehicle used to transport a student in an emergency situation (sick child home from school).

Contacts: Roberto Reyes, MDE Homeless Specialist, Federal Programs and Services, at 651-582-8302 or roberto.reyes@state.mn.us
Kelly Wosika, Transportation Specialist, School Finance at 651-582-8855 or kelly.wosika@state.mn.us

MARSS Coordinator List

Due to the number of changes to the MARSS coordinator list since mid-September, an updated list of MARSS coordinators will be posted to the MDE website by the end of October. The list can be found at [School Support > School Finance > MARSS-Student Accounting](#).

Contact: marss@state.mn.us

MDE Staffing Update

Barb Mattson has resigned and Steve Etheridge has retired. Please continue to forward MARSS reporting questions to marss@state.mn.us. Also forward PSEO and PSEO Concurrent questions to marss@state.mn.us. Three School Finance staff have access to this email account. Directing MARSS, PSEO and PSEO concurrent questions to this email assures that your questions will be answered as quickly as possible with the current staffing levels.

This publication is produced by:

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

Inside This Issue

Correction to October 18, 2012 MARSS Memo	1
FY 2012 Year-End MARSS WES “Appeal” Files	1
Manual Appeal Process.....	2
Concurrent Enrollment Reporting and Aid.....	2
FY 2012 District/School ADM Report	3
Calculation of Compensatory Revenue	3
Verification of Compensatory Revenue Student Counts	3
MARSS Reporting Timelines	4
MARSS Coordinator List	4

Correction to October 18, 2012 MARSS Memo

The EOY FY 2012 statewide MARSS 30 Error Report posted following the October 23, 2012, reporting deadline includes all errors and warnings, contrary to the statement in the October 18 MARSS memo.

FY 2012 Year-End MARSS WES “Appeal” Files

The final reporting deadline for year-end FY 2012 files was Tuesday, October 23, 2012. All MARSS records and files were accepted through that date. “Appeal” files will be accepted between October 29 and noon on Friday, November 23. “Appeal” files are complete MARSS A School and B Student files that contain late corrections and/or additions. “Appeal” files can be submitted only if the file contains no cross-district errors. There is no need to submit an “appeal” file if there are no corrections and/or additions that need to be made to the year-end FY 2012 MARSS file uploaded to MDE for the October 23, 2012, reporting deadline.

Manual corrections can be accepted for MARSS data after the electronic reporting timelines have expired (i.e., the ‘appeal window’) but only in cases where another district has caused an error in the appealing district’s MARSS file and documentation is provided indicating that the other district had been contacted and agreed to make the change. [View the ‘Appeal of MARSS Data Reported by Another District/Charter’ instructions](#). There is no manual correction process when a district has reported its own MARSS data in error.

During the appeal file process when the “Upload” button is selected, the local edit is rerun in addition to a mini-statewide edit. There are several cross-district (statewide) edits that are performed. If the file does not create any cross-district errors, the file will be loaded and an e-mail sent to you stating that the file was loaded.

If cross-district errors exist, the file will not be accepted. These cross-district edits are considered fatal errors for year-end during the “appeal” window. A notice will be displayed on the Edit Status screen, the local MARSS08 Error Report will include these cross-district errors (identified with *CD*) and the MARSS coordinator will receive an e-mail 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 that district on how to correct the

error. If the other district needs to correct an enrollment record, its MARSS coordinator will need to upload the district's 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 Opt Out field, (e.g., E or blank). 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. Districts A and B need to be sure to correct the local error that they may have created to get the file to load.

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.

For more information on what happens if errors remain after year-end FY 2012 MARSS WES closes, [view the 'Appeal of MARSS Data Reported by Another District/Charter' instructions](#).

The Manual Appeal Process (Appeal of MARSS Data Reported by Another District/Charter) applies in only very limited circumstances and only for errors made by other than the district/charter submitting the appeal. Therefore, it is crucial that every district and charter school carefully review the data it has submitted for EOY FY 2012 and make any necessary corrections/additions via the "Appeal" file process described above.

The Appeal of MARSS Data Reported by Another District/Charter is described in the policy posted to the MARSS-Student Accounting website. The Appeal of End-of-Year FY 2012 MARSS Data form used to submit an appeal is posted to the same webpage. The posted policy is for FY 2011. The same procedure will be used for FY 2012. Note, there is no manual appeal process for Fall MARSS files.

Concurrent Enrollment Reporting and Aid

Following is a description of what to do when students who they believe are eligible for Concurrent Enrollment Aid, but show up as **ineligible** on the MARSS 59 Students Eligible for Concurrent Enrollment Aid report.

The following situations may cause a student to be ineligible:

- The institution that offered the course is not NACEP (National Alliance of Concurrent Enrollment Partnerships) certified or in the process of being certified and there is no concurrent enrollment application/contract on file at MDE. The application/contract would have been submitted by your school district at the beginning of the school year. [Please view the spreadsheet called 'FY 2012 Valid Concurrent Enrollment Institutions'](#) posted on the MDE website at School Support > School Finance > MARSS-Student Accounting to verify if this is the case. If your district and institution is not listed, MDE does not have an application/contract on file and the student is not eligible for Concurrent Enrollment Aid.

Note: Institutions that are NACEP accredited or in the process of being accredited are listed at the top of the spreadsheet with District Number and District Type as zero. All student data reported by these institutions are eligible for Concurrent Enrollment Aid. An application/contract is not required if a district has an agreement with one of these institutions.

- The student took the class off the high school campus. To be eligible for Concurrent Enrollment Aid, the class must be taken at the high school. Concurrent classes taken at the post-secondary campus or online from home are ineligible for concurrent aid.
- The student record has a local error which prevents the record from being loaded to the MDE database.

- The student is reported on MARSS as shared time. Shared time students are not eligible for Concurrent Enrollment Aid. Shared time students (SAC 16, 17 and 18) should not be flagged as PSEO or concurrent enrollment on the MARSS file.
- The student has been reported by the postsecondary institution in the wrong district. This error will need to be fixed by MDE. Send an email to marss@state.mn.us with the student's name and your district name and number.

If all of the above situations do not apply, and the student should be eligible for Concurrent Enrollment Aid, please do the following:

1. Verify with the postsecondary institution that the student is recorded as a concurrent enrolled student at the institution. Also, verify that the institution did not report the student under regular/traditional PSEO, i.e., where MDE pays the tuition to the postsecondary institution. A given student and course cannot be both traditional PSEO and concurrent.
2. Once verified, request through the MARSS email (marss@state.mn.us) a spreadsheet that has the specific data elements needed to add the student to MDE's database. MDE will send you a password protected spreadsheet. A second email will be sent to you indicating the password. Save the file as 'DistrictNameCCfixesFY12' (e.g., RosevilleCCfixesFY12) and send the spreadsheet to debra.olson@state.mn.us.

Students should not be listed on the report if they did not participate or are not enrolled in your district. In this case, cross out the names of the students on the report and indicate they should be deleted from concurrent enrollment. Return the report to:

Minnesota Department of Education
 Division of School Finance – ATTN: Deb Olson
 1500 Hwy 36 West
 Roseville, Minnesota 55113

Deletions of non-participants, spreadsheets with additional students and any other related PSEO corrections should be submitted to the Division of School Finance by November 30, 2012.

Questions: marss@state.mn.us

FY 2012 District/School ADM Report

The fifth District/School ADM Report for FY 2012 will be posted the week of October 29 after the statewide MARSS edit has completed following the October 23 reporting deadline. Please let your Business Office know that the report is posted in Minnesota Funding Reports (MFR). [View the Data Center > MDE Data Reports and Analytics web page](#). The District/School ADM Report is in the Student category.

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

Calculation of Compensatory Revenue

Refer to the October 15, 2012, MARSS memo for a lengthy article on the calculation of Compensatory Revenue.

Verification of Compensatory Revenue Student Counts

Refer to the October 15, 2012, MARSS memo for a lengthy article on the verification of compensatory revenue student counts.

MARSS Reporting Timelines

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

- Noon, November 23, 2012 – **Final EOY FY 2012** “Appeal” files due. Reports will be posted to MARSS WES and MFR.
- November 13, 2012 – Fall FY 2013 files due from school districts and charter schools. Reports will be posted to MARSS WES and MFR.

Contact: marss@state.mn.us

MARSS Coordinator List

Due to the number of changes to the MARSS coordinator list since mid-September, an updated list of MARSS Coordinators was posted to the MDE website on October 17. [View the updated MARSS Coordinators Contact List.](#)

Contact: marss@state.mn.us

This publication is produced by:

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