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MARSS Reporting Timelines

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

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

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

Contact: marss@state.mn.us

FY 2013 District/School ADM Report

The first District/School ADM Report for the 2012-13 school year will be posted to the MFR website the week of June 17, following the June 11 MARSS reporting deadline. The reports are posted in the Student category.

Please review each report posted over the summer and fall. Contact your MARSS coordinator for information on the number of records with MARSS local and/or statewide errors to determine the completeness of the average daily membership (ADM). Records with local or statewide errors are excluded from the District/School ADM Reports.

Documentation for reading the report is [posted here](#).

Updated reports will be posted the week following each year-end MARSS reporting deadline. Each new report replaces the prior report and a new report will be posted whether or not the district or charter school submitted new MARSS files. Therefore, either print or save a copy of each new report prior to the posting of the successive reports because we cannot reproduce old versions at MDE.

Updated FY 2013 District/School ADM Reports will be posted the following weeks:

July 16 – 19, 2013, using MARSS data submitted by July 9.

August 13 – 16, 2013, using MARSS data submitted by August 6. These data will be used for the September 30 entitlements for independent school districts.

September 17 – 20, 2013, using MARSS data submitted by September 10. These data will be used for the October 30 entitlements for independent school districts and charter schools.

October 29 – November 1, 2013, using MARSS data submitted by October 22.

December 10 – 13, 2013, using appeal files submitted by December 6.

January 13-17, 2014.

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

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.](#)"

MARSS END-OF-YEAR TIMELINES – Document name is "[Timelines FY 2013 – End-of-Year.](#)"

If you have questions, regarding EDRS ADM/LEP timelines or MARSS End-of-Year timelines, contact [Jeanne Krile](#) or [Roxann Neu](#), 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.

Alternative Programs Reminder

The May 22, 2013 MARSS memo included an article entitled 'State Approved Alternative Program (SAAP) Summer School Reminders.' Following is an addition to that list.

When a district, joint powers or intermediate district plans to report membership in a state-approved alternative program such as an area learning center (ALC), alternative learning program (ALP) or targeted services program and the individual program is not operated by the district with the MDE SAAP approval, please ensure that MDE has been notified of these additions in order to update the approval to run these extended learning programs. A separate site number should be used to clearly identify those students on MARSS.

'Operated by the district with the approval' is defined as hiring the teachers, renting or owning the instructional space, selecting the curriculum, writing the CLPs, etc. If the SAAP, or a member of the SAAP as listed on the SAAP application, is not providing the instruction but rather only reporting the students on MARSS, the district providing the actual instruction needs to be a formal member of the SAAP by signing the SAAP/joint powers agreement.

Contact [Mary Barrie](#) at 651-582-8567 to update the agreement.

2013 Legislative Changes Pertinent to MARSS and Student Accounting

The 2013 legislature made several changes to student accounting of which some will impact MARSS. Refer below.

All-day, every-day kindergarten – The average daily membership (ADM) of kindergarten students without an IEP enrolled in a full-day, every-day kindergarten program that is available to all kindergarten students enrolled in the school will be weighted at 1.0 in computing pupil units. To be considered a full-day, every-day kindergarten program it must be available to all kindergarten students enrolled in the school and provide a minimum of 850 instructional hours with no participation fees to parents.

This does not prevent a parent from withdrawing a kindergarten student from a full-day, every-day program and enrolling the student in a half-day, daily or full-day, alternate-day program, if the school makes this option available. Districts that choose to offer a free, full day, daily kindergarten program to all students enrolled in the school are not required to also offer an alternate program for families that do not want a full day, daily program. The ADM of kindergarten students without an IEP enrolled in *other* than a full-day, every-day kindergarten program that is available to all kindergarten students in the school will be weighted at 0.55 in computing pupil units.

The combination of the number of instructional days and length of day reported on each school's MARSS A School file will determine if the kindergarten program provides 850 annual instructional hours. An additional Kindergarten Schedule indicator will be added for the FY 2014 reporting although the additional pupil unit weighting for full day, daily kindergarten is not effective until FY 2015.

Effective: FY 2015.

Contact [Sharon Peck](#) at 651-582-8811 with questions.

Kindergarten Early Entrance – Board-adopted early kindergarten entrance policies must meet the criteria established in statute and are subject to commissioner review under the audit language. State aid can be withheld if the policy is determined by the commissioner to not meet the statute requirements.

Requirements:

“... describe the process and procedures for comprehensive evaluation in cognitive, social, and emotional developmental domains to help determine the child’s ability to meet kindergarten grade expectations and progress to first grade in the subsequent year. The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parent report and teacher observations of the child’s knowledge, skills, and abilities. The early admissions policy must be made available to parents in an accessible format and is subject to review by the commissioner of education. The evaluation is subject to section 127A.41.”

Charter schools must publish the early entrance policy on their website.

Effective: FY2014.

Contact [Debbykay Peterson](#) at 651-582-8426 with questions on early entrance policies.

Pupil Unit Weightings –

- ECSE and Kindergarten with an IEP.
- 0.55 Kindergarten without an IEP enrolled in *other* than a free full-day, every-day program that is available to all kindergarten students in the school.
- 1.00 Kindergarten without an IEP enrolled in a free full-day, every-day program that is available to all students in the school.
- Grades 1 through 6.
- 1.20 Grades 7 through 12.

The ADM and EL projections system under EDRS will be updated for districts and charter schools to separate kindergarten ADM estimates by full-day, every day and other so that the proper pupil unit weighting can be applied for purposes of metered entitlements, levy, forecasts and legislative analysis.

Effective: The increased pupil unit weightings are effective FY 2015 but EDRS will be updated during the summer of 2013.

Contact [Jeanne Krile](#) at 651-582-8637 for questions on providing ADM estimates via EDRS or [Sharon Peck](#) at 651-582-8811 for questions on reporting kindergarten data.

Marginal Cost Pupil Units – Adjusted Marginal Cost Pupil Units (AMCPU) and Resident Marginal Cost Pupil Units (RMCPU) are eliminated. Funding programs that used AMCPU or RMCPU will use APU or RPU.

Effective: FY 2015.

Length of the School Year – The minimum annual instructional hours are unchanged at:

425 hours for kindergarten without an IEP.

935 hours for grades 1 through 6.

1,020 hours for grades 7 through 12.

However, the school board must schedule at least 165 instructional days for grades 1 through 11 unless the school has been approved by the commissioner for a four-day week. This will continue to be a warning message on MARSS. No direct financial penalties are specified for schools not in compliance with this statute.

Effective: FY 2014.

Contact [Sharon Peck](#) at 651-582-8811 with questions.

Learning Year Programs – School districts and charter schools are no longer eligible to generate extended time average daily membership (ADM) and extended time revenue for learning year programs designed to accelerate grade level attainment. These programs have received a letter from MDE notifying them of the change in legislation.

Students who meet the at-risk criteria in Minnesota Statutes 124D.68, Subdivision 2 are eligible to enroll in any state-approved alternative program (SAAP). A SAAP must provide instruction to students enrolled in a district that is served by the SAAP or enrolled in a charter school that is located within the geographic boundaries of a district that is served by the SAAP. State approved alternative programs continue to be eligible to generate extended time ADM and revenue for at-risk students.

The formula amount for extended time revenue increases to \$5,017 per extended time pupil units.

Effective: FY 2014.

Contact [Mary Barrie](#) at 651-582-8567 with questions on state approved alternative programs or [Sharon Peck](#) at 651-582-8811 with questions on student reporting for learning year and extended time ADM.

Early Graduation Achievement Scholarship and Military Service Award Programs – These two programs are repealed. Please share this information with your high school counselors.

Effective: FY 2014.

Contact [Sharon Peck](#) at 651-582-8811 with questions.

Compulsory Attendance Age – The compulsory attendance age increases from age 16 to age 17.

Effective: FY 2015.

Area Learning Center – A student age 16 years or older who meets the at-risk criteria in Minnesota Statutes, section 124D.68, Subdivision 2, may be assigned to an area learning center after consultation with the principal, ALC director and the student's parent or guardian.

Effective: FY 2015

Contact [Mary Barrie](#) at 651-582-8567 with questions.

Homeless – “...a district may transport a child who does not have a school of origin [under McKinney-Vento] to the same school attended by that child's sibling, if the siblings are homeless. “

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

Kindergarten Grades and ADM Estimates

The 2013 legislation that increased the pupil unit weightings for all day, every day kindergarten programs effective FY 2015 has prompted the need to collect kindergarten ADM estimates as well as actual kindergarten ADM in one of four categories starting with the 2013-14 school year. The data will be needed to compute transition revenue in FY 2015; however, data for FY 2014 is needed to calculate the differences between old law and new law. The EDRS ADM and EL Projections system will be updated this summer to allow districts and charter schools to enter kindergarten ADM estimates in the following grade categories:

1. Kindergarten students with an IEP

This is grade HK on MARSS and is unchanged. The ADM is computed based on the student's membership hours as required by the IEP divided by 875. A student is reported in grade HK regardless of the kindergarten classroom's academic schedule. The pupil unit weighting factor for these kindergarten ADM remains at 1.00.

A Kindergarten Schedule does not need to be reported on the MARSS A School file for grade HK because it does not impact the calculation of ADM or pupil units and will vary by student.

2. Kindergarten available full day, daily to all students enrolled in the school

These kindergarten students are reported in any of grades KA through KZ except for KH on MARSS. The Kindergarten Schedule on the MARSS A School file indicates the calendar. The Kindergarten Schedule must meet these criteria:

- Available to all kindergarten students enrolled in the school and not limited in any way except for parent choice. And,
- No parent fees are charged. And,
- The combination of the number of instructional days and length of day excluding meals generates at least 850 instructional hours. This can be accomplished via a variety of schedules:
 - All day, daily schedule; or
 - All day, four days per week, if the school instructional day is sufficiently long; or
 - A combination of full days and partial days such that the average length of day and the number of instructional days generates at least 850 instructional hours.

The MARSS A School file should have a Kindergarten Schedule of E.

The pupil unit weighting factor for these kindergarten ADM will be 0.612 in FY 2014 and 1.00 starting in FY 2015.

3. Kindergarten available half day, daily or full day alternate days or full day daily with Title funds

These students are scheduled to attend kindergarten:

- daily for half day; or
- alternate days for full days; or
- full day, daily with parent fees; or
- full day, daily funded with Title I; or
- a combination of half days and full days but the combination of which does not generate at least 850 instructional hours.

These students are reported in any of grades KA through KZ, except for KH, on MARSS.

The MARSS A School file should show a Kindergarten Schedule of A (half day, daily), B (full day, alternate days), C (full day, three days per week), F (full day, daily using Title funds) or G (full day, daily with parent fees).

The pupil unit weighting factor for these kindergarten ADM will be 0.612 in FY 2014 and 0.55 starting in FY 2015.

4. Kindergarten available full day, daily to some, but not all, students enrolled in the school

These kindergarten students are reported in any of grades KA through KZ, except for KH, on MARSS. The kindergarten schedule meets these criteria:

- Available to *some* kindergarten students enrolled in the school but not all kindergarten students are able to participate. For example, participation may be limited due to space.
- No fees are charged the parents.
- The combination of the number of instructional days and length of day excluding meals generates at least 850 instructional hours. This can be accomplished via a variety of schedules:
 - All day, daily schedule; or
 - All day, four days per week, if the school instructional day is sufficiently long; or
 - A combination of full days and partial days such that the average length of day and the number of instructional days generates at least 850 instructional hours.

The MARSS A School file should show a Kindergarten Schedule of H (new for FY 2014 MARSS reporting).

The pupil unit weighting factor for these kindergarten ADM will be 0.612 in FY 2014 and 0.55 starting in FY 2015.

Validations

Although a kindergarten student's total ADM may be split amongst these categories throughout the school year, at any given time a student can generate ADM in only one category. For example, while a kindergarten student has an IEP all ADM is generated in the grade HK category even though the student may be academically enrolled in a full day, every day kindergarten program. If the IEP is terminated during the school year, a new enrollment record is created and the student is reported in one of grades KA through KZ, except for KH, for the remainder of the school year.

A single school cannot have both full day, daily available to all and a full day, daily available only to some students. Either full day, daily kindergarten is available to all students who want to participate or it's limited to only some students, it cannot be both.

Parents can opt out of a full day, daily schedule and enroll in a half day, daily or full day, alternate day schedule, if the school has it available. If the school does not have an alternate kindergarten schedule, the student can enroll in another elementary school in the district under the district's intra-district enrollment options or can open enroll to a neighboring district. A district that offers full day, daily kindergarten to all students enrolled in the school is not required to offer an alternate schedule for parents opting out of the all day, daily schedule.

Contacts:

[Sharon Peck](#) at 651-582-8811 for questions on kindergarten schedules, ADM and pupil unit weightings.

[Jeanne Krile](#) at 651-582-8637 for questions on providing ADM estimates via EDRS.

District and School Site Verification for 2013-2014:

Just a reminder that a notice went out to Superintendents in the May 1, 2013 Superintendent's Mailing that the District and School Site Verification web site is open and ready for updates for the 2013-2014 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 in order to ensure that data, reporting and payments are correctly processed. The current web site will be open until July 3, 2013 and then shut down for maintenance and upgrade to a new system until July 15, 2013 so it is important to make as many of the changes or updates as soon as possible. Changes made after July 15th will be in the new application.

If a site is closing or new for FY14, please use the MDE Site Change Form available at the following web site: <http://education.state.mn.us/http://education.state.mn.us/MDE/SchSup/DataSubLogin/SiteVerif/index.htmlMDE/SchSup/DataSubLogin/SiteVerif/index.html>

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

MARSS 32 EL Eligibility

The MARSS 32 EI (English Learners) Eligibility is a statewide MARSS WES report that provides both a count and list of students reported as receiving EL instruction with an indication of their eligibility for state funding. Minnesota switched to the ACCESS® test during the spring of 2012. This created a need to revise the report once the cut scores were established.

The first report for the 2012-13 school year will be posted to MARSS WES on Monday, June 17. Documentation for reading the report is posted to our website. [Click here](#) to be directed to that page. The document is called 'MARSS 32 English Learners (EL) Served with State EL Funding Eligibility.'

Contact: [Sharon Peck](#) at 651-582-8811 for questions on the report.

Graduation Rates and Summer Leavers

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

Verification of High School Graduates

Continue to refer to the May 22, 2013 MARSS Memo for a lengthy article on High School Graduates.

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