

Inside This Issue

MARSS Reporting Timelines	1
Kindergarten Grades and ADM Estimates (Updated).....	1
Safe at Home and Student Transportation.....	4
Assigning ID Numbers to ECFE and School Readiness Children – Early Education Student.....	4
Procedure 28 – Extended School Year	5
Graduation Rates and Summer Leavers.....	7
Verification of High School Graduates	7

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. August 6, 2013 – EOY FY 2013 files due from school districts and charter schools. The full spectrum of reports will be posted to MARSS WES and Minnesota Funding Reports (MFR) after the statewide edit is completed. (Files are due at RMIC on Thursday, August 1, 2013)
2. September 10, 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, September 5, 2013)

Contact: marss@state.mn.us

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

Kindergarten Grades and ADM Estimates (Updated)

[This is a re-print of an article included in the June 14, 2013 MARSS memo. It has been updated to weight the full day, daily kindergarten schedules that are available free to all students enrolled in the school and funded with Title I dollars at 1.00 pupil units effective FY 2015. If a free, full day, daily kindergarten program is provided but is not available to all students enrolled in the school and the program is funded using Title I dollars, report the students in the limited access schedule (H); refer below.]

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 (full day, daily, available free to all) or F (full day, daily, available to all, funded with Title I). If a free, full day, daily kindergarten program is available to only some students enrolled in the school using Title I dollars, report Kindergarten Schedule H.

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

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
- 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), 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). If a free, full day, daily kindergarten program is available to only some students enrolled in the school using Title I dollars, report Kindergarten Schedule H.

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

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.

Safe at Home and Student Transportation

Safe at Home is an address confidentiality program offered through the Office of the Minnesota Secretary of State. It is available to people who fear for their safety and have an actual residential address in Minnesota. People in Safe at Home are assigned a Post Office Box address that they can legally use as their actual address for all of their interactions with others.

For transportation purposes, a Safe at Home participant family cannot be required to disclose their real address. This is a change due to 2013 legislation. A district may ask for an intersection near the family's home or address other than the family's home in order to fulfill the transportation request made by the parent. This intersection or address should only be available to key personnel – a bus driver for example – in order for them to perform their jobs. This information is considered private information and must be safeguarded as such. By law, a district cannot refuse transportation for a student if the family's real address is not disclosed. Intersection location information is a legal and more appropriate approach for providing transportation services to a Safe at Home family. More than likely, when the program participant provides the intersection information for student transportation, they will also provide a form prescribed by the Office of the Minnesota Secretary of State indicating laws the party receiving the notice must follow. The form will also indicate possible criminal and/or civil consequences if prohibited disclosures of information are made. [View the Safe at Home website for more information.](#)

Assigning ID Numbers to ECFE and School Readiness Children – Early Education Student

Seeking information about Early Education Student? This is the process to assign a state student ID number to children enrolled in ECFE and School Readiness. More information on Early Education Student is available at <http://education.state.mn.us/MDE/SchSup/DataSubLogin/EarlyEducStudent/index.html>

To clarify, these students are NOT to be reported via MARSS WES as the data is not used for student accounting purposes. These programs are funded through their own formulas – not through the general education formula. Districts are to develop their own procedures to track how students IDs are reported in to the registry for the State Student ID Validation System.

If questions remain after reviewing the information available on the website and connecting with your local Early Childhood Family Education and School Readiness Coordinator, please contact Avisia Whiteman at Avisia.Whiteman@state.mn.us

Also, technical assistance teleconferences are scheduled the first and third Wednesday of every month at 1:00 PM. To connect, call 1-888-742-5095 and use code 3559517571. Note – the July 17th teleconference will be moved to July 24th due to a business conference.

Procedure 28

Extended School Year (ESY)

Procedure:

Extended School Year as defined by Minnesota Statute, section 125A.14 and Minnesota Rule 3525.0755 is a program available to students whose Individual Education Program Plan (IEP) requires them to receive special education services during extended school breaks such as during the summer. Students required or recommended through an IEP to participate in Extended School Year (ESY) are reported on MARSS with a partial record. Students participating in ESY do not generate student membership, average daily membership (ADM) or general education revenue. The records are used for Tuition Billing.

Special Education Service Hours are split according to fiscal year: July 1 through June 30

- July 1, 2013 through the day before the regular school year starts are reported in FY 2014.
- From the end of your school year through June 30, 2014 are reported in FY 2014.
For example: a student in ESY from July 10, 2013 – August 30, 2013 and is enrolled during the regular school year from September 3, 2013 – June 5, 2014 and is ESY from June 9, 2014 – June 30, 2014
- Would have three enrollment records; two in ESY and one in the regular school year
 - 07/10/2013 – 08/30/2013 ESY
 - 09/03/2013 – 06/05/2014 Regular School Year
 - 06/09/2014 – 06/30/2014 – ESY

Required Data Items:

- SERVING DISTRICT NUMBER and TYPE
- RESIDENT DISTRICT NUMBER and TYPE
- SCHOOL NUMBER
- STATE REPORTING NUMBER
- STUDENT NAME
- HOME PRIMARY LANGUAGE
- GRADE
- SPECIAL EDUCATION EVALUATION STATUS
- INSTRUCTIONAL SETTING
- PRIMARY DISABILITY
- SPECIAL EDUCATION SERVICE HOURS
- START DATE
- END DATE
- BIRTH DATE
- GENDER
- RACE/ETHNICITY
- STATE AID CATEGORY (46)
- If a separate site number is used for ESY reporting, INSTRUCTION DAYS, NON-INSTRUCTION DAYS and LENGTH OF DAYS should be reported as zero.

Default Values:

- STUDENT RESIDENT SCHOOL NUMBER (000)
- LAST LOCATION OF ATTENDANCE (00)
- STATUS END CODE (99)
- PRECENT ENROLLED (000)
- ATTENDANCE DAYS (00000)
- MEMBERSHIP DAYS (0000)
- POST SECONDARY OPTIONS INDICATOR (N)
- PSEO HIGH SCHOOL HOURS (0000)
- EL Flag (N)
- EL BEGIN DATE (00000000)
- GIFTED/TALENTED PARTICIPATION (N)
- TRANSPORTATION CATEGORY (00)
- ECONOMIC INDICATORS (0)
- MIGRANT INDICATOR (N)
- TITLE I STUDENT INDICATOR (N)
- HOMELESS STUDENT FLAG (N)
- TRANSPORTING DISTRICT NUMBER (Reporting District Number)
- TRANSPORTING DISTRICT TYPE (Reporting District Type)
- WARD OF THE STATE FLAG (N)
- INDEPENDENT STUDY FLAG (N)

ESY must be required on the students' IEP under Minnesota Rule 3525.0755

- ESY records cannot overlap with any other enrollment record within the same district unless it is a State Approved Alternative Program (SAAP).
- Grade EC and HK are invalid. These students are eligible to generate general education revenue between July 1 and June 30. Students ages three through kindergarten must have ESY on the service page of their IEP/IFSP to be eligible to generate student membership during the summer months.
- Special Education Services Hours includes direct and indirect services.
- The ESY records should be ignored when determining the student's LAST LOCATION OF ATTENDANCE and STATUS END codes for the enrollment records in the regular school year.

ESY records should be reported by the district or charter school providing the service. Services contracted from other than a public school are not reported on MARSS.

Error #264

- Occurs when GRADE LEVEL EC and HK are reported with a SAC 46. EC and HK are invalid for ESY reporting since they are already year round programs

Error #265

- Occurs when the ESY enrollment date is outside of the ESY school year. Example of an ESY school year:
 - 07/01/2013 – 09/03/2013
 - 05/30/2014 – 06/30/2014

Error #266

- Occurs when the ESY record overlaps with any other record within the same district

Error #267

- Occurs when the SPECIAL EDUCATION EVALUATION STATUS is not equal to 4 or 6 and the SAC equals 46.

Error #271

- Occurs if SAC equals 46 and SPECIAL EDUCATION SERVICE HOURS are reported as zero.

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.

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>
Email: marss@state.mn.us