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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. 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)
2. October 22, 2013 – EOY FY 2013 files are 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, October 17, 2013) This is the FINAL submission. Only electronic appeal files will be accepted after this date.

August 20, 2013 - - Fall FY2014 is scheduled to open

Contact: marss@state.mn.us

Migrant Student Flag

Following is a discussion of which students should be flagged as migrant on MARSS. **Only students who have a Certificate of Eligibility (COE) and have been certified as a migrant by a Migrant Recruiter should be flagged as migrant on MARSS.**

Minnesota Department of Education contracts with a number of school districts and Tri-Valley Opportunity Council, Inc. (TVOC) to hire Migrant Regional Recruiters. It is the recruiters' job to determine which students in their assigned geographic area qualify as migrants under the federal criteria. The recruiters interview potential students/families and complete a "Certificate of Eligibility" (COE) form which is provided to TVOC. This student data is shared with all states via the Migrant Student Information Exchange, a national data base which has been established by the U.S. Office of Migrant Education. However, this organization needs additional information that exists only at the school district. Therefore, data flows between TVOC and the districts.

Micaela Gatica or Jacqueline Perez at TVOC send the MARSS coordinator in each district with at least one migrant student a "Migrant Student Information Form" (MSIF) which is a list of students who should be marked as a migrant on the most current MARSS files. The MSIF will be in the form of a spreadsheet and includes only the migrant students who have indicated to the recruiter that this is their enrolling school district. The list includes the student's:

- Name,
- MARSS State Reporting Number (if TVOC has it from a prior file),
- Birth Date, and
- Qualifying Arrival Date (QAD).

The MARSS coordinator's role is to verify that each of these students is enrolled in one of the schools in the district and then complete the MSIF report with the migrant student's:

- MARSS State Reporting Number,
- Enrollment Date during the current school year,
- Grade,
- EL status, and
- IEP status.

If the student has withdrawn prior to the end of the school year, the MARSS coordinator will record the withdrawal date on the report. If a student on the MSIF list is either not enrolled in school or is under school-age and has not been assessed for special education, mark the student as 'Not Enrolled' in the Enrollment Date column. If a student participated in only a summer migrant education program at the district mark the student as 'Summer Only' in the Enrollment Date column. Summer migrant education program participants are not reported on MARSS.

The MARSS coordinator then returns the form to staff at TVOC within two weeks. The exchange of files is done electronically.

Each of the students on the MSIF list from TVOC who are enrolled in the district should be marked as migrants on the MARSS file and as eligible for the free meal program (Economic Indicator 2). The district does not need to solicit an "Application for Educational Benefits" for these students. The MSIF list of students should be provided to the district's Food Service staff so that they have a current list of migrant students eligible for the free meal program.

Names of newly enrolled students who *may* meet the federal migrant criteria should be provided to the district's Migrant Liaison for certification. If the district does not have a Migrant Liaison, notify the Migrant Regional Recruiter. But until a student is included on the MSIF report, he/she should not be reported on

MARSS as a migrant. **Therefore, a district or charter school whose MARSS coordinator has not received an emailed list from TVOC should not flag any student on MARSS as a migrant.**

Questions on the list of students included on your MSIF list or to identify your district's migrant liaison, contact:

- Megan Bentley at meganb@tvoc.org,
- Micaela Gatica at micaela@tvoc.org, or
- Jacqueline Perez at Jacqueline@tvoc.org

Contact: marss@state.mn.us for questions on reporting migrant students.

Verifying ADM Data on the District/School ADM Report

Following are suggested steps to take when a school or district believes that the ADM shown on the District/School ADM Report is less than it should be, e.g., lower than that generated on local reports.

1. Verify that the school has no MARSS enrollment records with local errors. All of the records with local errors are excluded from other local and statewide reports. The local errors are listed on the MARSS 08 Error Report.
2. Verify that the statewide date overlap and Status End code 08 and 40 errors have been corrected. These records will be excluded from the state-produced ADM reports but they would have been included on the local reports. The statewide errors are listed on the MARSS 30 Statewide Errors Report. The MARSS 30 report does not reiterate the local errors so the school needs to review both error reports.
3. Verify that all students are included on the MARSS B Student file. Run the local report MARSS 24 List of All Students and compare the list of students against a report run from the school's software. Missing students cannot generate ADM.
4. Verify that all students have the correct enrollment and withdrawal dates and membership days. If these dates are in error the generated membership days may be in error.
5. Verify that the software's calendar that generates student membership and instructional days is/are correct and in sync. A student enrolled for the entire school year in a single enrollment record -- from the first day of school through the last day of school -- should generate the same number of membership days as instructional days reported on the MARSS A School file in the same grade.
6. Verify that the number of instructional days reported on the MARSS A School file includes the number of days in the core, required school year. It should exclude snow days, optional days, holidays, staff-only days, summer, etc. If full-year students on the MARSS 24 report consistently have less than 1.00 ADM, there is an inconsistency between the number of instructional days and the student membership days.
7. State approved learning year programs also need to verify the number of instructional days and length of day reported on the MARSS A School file. The instructional days should include only the number of days in the core, required school year. The length of day should include only the number of minutes in the core, required school day excluding meal times. If the length of day varies during the year, calculate the average length of day using the Flexible Scheduling worksheet posted to the public [MARSS-Student Accounting website](#).
8. For state approved alternative programs with a state approved independent study component, the number of instructional days and length of day reported on the MARSS A School file needs to be the

same as those used on the Independent Study Calculation of Membership Hours worksheet. Refer to the MARSS Manual, Procedure 8 for more information.

9. ADM cannot exceed 1.0 unless the student is enrolled in a state-approved learning year program, e.g., alternative program. When the statewide edit is run each student's total ADM is checked to assure that it does not exceed 1.0. If it does, each record is proportionately reduced. If the student is enrolled in a learning year program, that enrollment record(s) is eligible to generate extended time ADM. Refer to the MARSS WES statewide report called MARSS 35 ADM Adjustment. This is a list of all enrollment records in which the locally computed ADM is probably different than that generated after the statewide edit. The adjustment could be due to a total ADM that exceeds 1.0, whether or not the student participated in a learning year; due to the calculation of extended time ADM; due to supplemental online learning (OLL) participation; or due to an increased ADM for an early childhood special education student. The report is described in the documentation for the District/School ADM Report which is [posted here](#).

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

Changes for FY 2014

New Fall/EOY Error 371 - Cannot charge parent tuition for IEP

Federal Law requires that instruction is free to students who have an IEP. Using State Aid Category (SAC) 20 indicates that the parent is paying tuition. Special education Evaluation Status of 4, 6 or 9 indicates the student has an IEP. Select a different SAC if an IEP exists.

New Fall/EOY Warning 372 - "W" IEP followed by SEES 1 no SEES 7

If the IEP was terminated then there should be a record with a Special Education Evaluation Status (SEES) 7 prior to the record of a SEES 1. Students who remain in the same district, same year, and no overlap cannot change from a SEES 4, 6 or 9 to a SEES 1.

New Fall/EOY Error 373 - K Sched with less than 850 inst hours

A full day daily kindergarten requires at least 850 instructional hours. This covers schedules E, F and H. The school and student records will be marked in error until this error is corrected.

Update Fall Error 253 – Excessive Instructional Hours for Parent Pay K

This is now a Fall/EOY Error. The instructional days and length of day reported for a full day, daily kindergarten program in which parents are paying tuition should include only the free portion of the year and day. This error indicates that the instructional hours appear to include the time the parents are paying fees. The school and student records will be marked in error until the error is corrected.

PSEO Concurrent Enrollment

We still expect errors on both the MARSS 59-Concurrent Aid Student Report and MARSS 60-Concurrent Comparison Report as the 2012-13 PSEO Concurrent Enrollment file, Semester 2, has not been received from MnSCU. MnSCU anticipates having the file to MDE by August 6th, 2013.

Contact – [Jeanne Krile](#)

Consolidations for FY 2014

<u>Prior</u>	<u>New</u>
ISD 0207-01 Brandon / ISD 0208-01 Evansville	2908-01 Brandon Evansville Public Schools
ISD 0513-01 Brewster / ISD 0516-01 Round Lake	2907-01 Round Lake – Brewster Public Schools
ISD 0611-01 Cyrus / ISD 0769-01 Morris	2769-01 Morris Area Public Schools
ISD 0627-01 Oklee / ISD 0628-01 Plummer	2906-01 Red Lake County Central Public Schools

Kindergarten Grades and ADM Estimates (REPEAT)

[This is a re-print of an article included in the July 15, 2013 MARSS memo. 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 has been updated 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.

EDRS Kindergarten ADM Estimates

The EDRS ADM and EL (English Learners) Projections System has been updated to allow districts and charter schools to provide kindergarten ADM estimates in all four of the categories described above for FY 2014, FY 2015 and FY 2016. All existing non-grade HK ADM has been moved into the half day, daily category. District and charter schools will need to update their ADM estimates to move the kindergarten ADM into the correct categories, if necessary. Note that an error will be generated in EDRS if a single school enters kindergarten ADM estimates in both the 'full day, daily, available to all' and the 'full day, limited access' categories. These would be contradictory in the same school.

Documentation for the EDRS projections system is [posted here](#).

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.

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