

Inside This Issue

MARSS Reporting Timelines.....	1
FY 2013 Year End MARSS WES “Appeal” File	2
Manual Appeal Process	3
Newly Identified Graduates Based on 2013 Legislation.....	3
Verifying Compensatory Revenue Student Counts.....	4
Superintendent Authorization for MARSS Web Edit System (WES)	4

MARSS Reporting Timelines

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

MARSS WES closes the morning after the deadline. Any files received after the deadline date are 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 revenue report will be posted.

1. **December 17, 2013 – Fall FY 2014** files are due. Files are due to RMICs on December 12, 2013. This is the final submission for Fall FY 2014. Reports will be posted to MARSS WES. MARSS WES will re-open at the end of the month, the date is yet to be determined. At that time, MARSS appeal files can be submitted to correct errors and/or omissions; however, take care to use only Applications for Educational Benefits and/or Direct Certifications processed by December 15th to change Economic Indicator data.
2. **January 9, 2014 Appeals for Fall FY 2014** MARSS Data closes.
3. **Noon, December 5, 2013 – Final EOY FY 2013.** Electronic Appeal files due. Records that cause cross-district errors will prevent the entire file from submission. Reports will be posted to MARSS WE>
4. **December 10 through December 20** Appeals of **EOY FY 2013** MARSS Data. [Refer to Appeal of MARSS Data Reported by Another District/Charter.](#)

Contact: marss@state.mn.us

FY 2013 Year-End MARSS WES “Appeal” Files

The final reporting deadline for year-end FY 2013 files was Tuesday, October 22, 2013. All MARSS records and files were accepted through that date. “Appeal” files will be accepted between October 28 and noon on Thursday, December 5. “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 2013 MARSS file uploaded to MDE for the October 22, 2013, 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. Refer to ‘Appeal of MARSS Data Reported by Another District/Charter.’ 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 MARSS 08 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, and allow the other district to upload, and then correct the local error and re-upload.

For more information on what happens if errors remain after year-end FY 2013 MARSS WES closes, refer to the ‘Appeal of MARSS Data Reported by Another District/Charter’ posted to the public [MARSS-Student Accounting webpage](#).

Manual Appeal Process

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 2013 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 webpage](#). The Appeal of End-of-Year FY 2013 MARSS Data form used to submit an appeal is posted to the same webpage.

Note there is no manual appeal process for Fall MARSS files.

Newly Identified Graduates Based on 2013 Legislation

Legislation passed during the 2013 session allows a variety of assessments to be used to qualify a student to earn a Minnesota high school diploma. In addition to the GRAD, the allowable assessments include the WorkKeys job skills assessment, the Compass college placement test, the ACT assessment for college admissions, and a nationally recognized armed services vocational aptitude test. Refer to Minnesota Statutes, section 120B.30, subdivision 1.

Schools may use the results of any of these assessments as a substitute for one or more GRAD assessments for students who completed credit requirements for graduation but who were denied a diploma due to not passing one or more GRAD assessments. A student needs to attempt one of these additional assessments to fulfill the graduation requirement; the student does not need a passing score.

If a student's expected year of graduation was 2011, 2012 or 2013 and the diploma was awarded by September 15, 2013, the awarding of a diploma may impact the district's and school's 2013 four, five or six year graduation rates that are calculated and published early next spring. A student that was expected to graduate in 2011 would count in the upcoming release of the 2013 six-year graduation rate; a student that was expected to graduate in 2012 would count in the upcoming release of the 2013 five-year graduation rate; and, a student that was expected to graduate in 2013 would count in the upcoming release of the 2013 four-year graduation rate.

The graduation status for students who meet both assessment and credit completion requirements and were awarded a diploma *by September 15, 2013* needs to be reported on the Fall FY 2014 MARSS files to be counted as graduates in these upcoming graduation rates. These students are considered summer graduates; they are not considered enrolled for state aid purposes. Report:

- Status Start and End Dates: Select a date between July 1 and September 15, 2013. This does not need to be the date the diploma was actually awarded but the diploma must have been awarded no later than September 15, 2013.
- State Aid Category: 98 (summer record; not enrolled)
- Status End: 08 (graduate)
- Grade Level: 12

Students awarded a diploma under this new legislation *after* September 15, 2013 would be reported on the EOY FY 2014 MARSS files like summer graduates with:

- Status Start and End Dates: actual date the diploma was awarded
- State Aid Category: 98
- Status End: 08
- Grade Level: 12

For more detail on reporting summer graduates and/or other summer leavers, refer to the MARSS Manual, Reporting Procedure 12.

Superintendents and District Assessment Coordinators will be sent more detailed information later this month on reporting these graduates on the Graduation Requirements Records (GRR) as well as the means by which districts can request reimbursement for eligible students' assessments.

The Minnesota Department of Education (MDE) will also be sending information on reaching out to former students who may now be eligible for a diploma because of the new 2013 graduation assessment requirements. Based on feedback from districts, MDE is working on a broader messaging plan as well as some tools and resources to support districts in their outreach efforts. Stay tuned for further details that will be sent to Superintendents and District Assessment Coordinators in the coming weeks.

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

Verifying Compensatory Revenue Student Counts

Refer to the September 16, 2013 MARSS memo for an article regarding the verification of the October 1 student counts that are used to generate compensatory revenue for FY 2015. It is critical that these counts be verified and any reporting corrections made prior to the final Fall MARSS submission that is due on December 17, 2013. These counts are not updated with the EOY FY 2014 MARSS data.

Superintendent Authorization for MARSS Web Edit System (WES)

A new process has been created for adding/removing MARSS WES Coordinators and Users effective October 21, 2013. Refer to the MARSS Memo dated October 14, 2013. The person requesting access will also need to request access through the secure program using the Minnesota Department of Education (MDE) User account login for [MARSS Web Edit System \(WES\)](#). Both steps will need to be completed before authorization is approved.

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
education.state.mn.us
Email: marss@state.mn.us