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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.](#)

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. **Thursday, January 9, 2014** MARSS WES closes for FY 2014 Fall Electronic Submissions at 3:00 p.m.
2. **Monday, January 13, 2014** MARSS WES opens for EOY FY 2014.
3. **Friday, January 17, 2014** files are due to MDE. This is a mandatory submission for Charter Schools and optional for Districts. This submission is used to verify Average Daily Membership Projections.

Contact: marss@state.mn.us

Fall FY 2014 Electronic File Appeal Process

There are no cross-district errors in the Fall that will cause a record to be excluded from the MARSS WES submission. Since there are no cross-district errors, there is no need for a manual appeal process. Once the MARSS electronic appeal window closes, there will be no more updates for October 1 and December 1 counts.

School Calendars and Inclement Weather

Snow and ice will grace Minnesota again this winter, 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?

This decision needs to be made by the 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.

Note that statute requires independent school districts to schedule at least 165 instructional days for grades one through twelve unless it has commissioner approval for a four-day week. It requires all schools to provide a minimum of 425 annual instructional hours for kindergarten, 935 hours for grades one through six and 1,020 hours for grades seven through twelve, excluding summer school and meals.

Will we lose state aid if we do not make it up?

There is no direct financial penalty for having too few days or too few instructional hours. Statute does not provide a penalty for not meeting these requirements. But again, the local board must be accountable to the students and families; they need to formally modify the calendar if it is different than what was originally scheduled.

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](#) 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. This “report” does not need to be returned to the department but 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.

If the lost days cause a district's annual instructional hours to fall below 1,020 for grades seven through twelve or 935 for grades five and six, 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 or sharon.peck@state.mn.us for questions on making up school days or Jeanne Krile at 651-582-8637 or jeanne.krile@state.mn.us for questions on charter school calendars.

Student State Reporting Number

Question: Can a student's MARSS number be printed on a student's school ID badge?

Answer: The Federal Educational Rights and Privacy Act (FERPA) governs educational data. FERPA regulations changed in early 2012. FERPA allows schools to designate certain information about students as directory information, and all directory information is public. Until recently, FERPA prohibited schools from designating the student ID number as public directory information. FERPA now allows schools to include a student ID number or other unique personal identifier to be displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used with one or more other factors authenticating the student's identity, like a PIN or password.

School districts cannot put a MARSS number on a student ID because it could potentially be used without needing other information about the student to gain access to a student's education records, and this does not satisfy the requirements set out in FERPA. In addition, a MARSS number is not a student-level ID, rather it is a statewide ID assigned in conjunction with MDE and used by all school districts that a student may attend.

School districts can put their own school-assigned ID number on a student's school ID badge provided that the school-assigned ID satisfies the FERPA requirements.

Authority: 34 C.F.R. § 99.3.

Questions: mde.compliance-assistance@state.mn.us

Child Count Report

Districts and charter schools that submitted MARSS Fall FY 2014 files by November 12, 2013, and/or on whose behalf another district reported eligible students, will find MARSS 33 Child Count report posted to their MARSS WES statewide reports webs page. This report is a list of eligible students sorted by district of residence and student name. Please share this report with your special education director. Documentation of terms used in this report is posted to the Child Count web page at education.state.mn.us > School Support > School Finance > Special Education > Child Count; the document is called Special Education Instructions on Reporting Child Count.

The students included on MARSS 33 will differ from those included on the MARSS 23 Special Education report that is posted to your local MARSS WES reports. Your local report includes students who are enrolled in your district; they may or may not be your residents. The statewide MARSS 33 Child Count report includes eligible resident students enrolled in other districts.

Eligible students are defined as:

- Enrolled on December 2 (Status Start Date is on or before December 1 and Status End Date is on or after December 1);
- Special Education Evaluation Status is 4, 6 or 9; and
- Primary Disability and Instructional Setting are greater than 00.

Eligible students generate federal special education money for the resident district except for students enrolled in:

- Charter schools who generate child count for the charter school, and
- Academies for the Deaf and Blind who generate child count for the academies.

Do not forget to report the following:

- Infants and toddlers with IFSP/IIIP who receive their special education services at home;
- Shared-time students who have an IEP and are enrolled for only a small portion of the school week; and
- Students with IEP/IFSP/IIIP who receive their special education services on a part-time basis at a cooperative. (Students enrolled full-time at a cooperative should be reported by the cooperative only.)

Contact: Michelle Jones at 651-582-8577 or email to michelle.jones@state.mn.us for Child Count Report questions

EDRS ADM Estimates

The EDRS ADM and EL (English Learners) Projections System has a mandatory January 3, 2014 reporting date. For all school districts and charter schools 4+ years old, this is the second of two mandatory ADM Estimate reporting deadlines. For charter schools 1-3 years old, this is the third of four mandatory ADM

Estimate reporting deadlines. EDRS ADM Estimates are submitted through the EDRS system or paper copy. MARSS is the means by which schools report actual enrollment data; EDRS is the means by which schools submit estimated ADM data. MARSS does not seed EDRS. Please share this with the person in your school or district who is responsible for submitting ADM estimates.

This data reporting deadline is particularly important as these ADM Estimates will be used in forecasts and legislative analysis beginning early January. Also, MDE may not be able to use updates to FY 2013-14 estimates after the January 3, 2014 deadline because MDE's appropriation is held at the February forecast estimates.

Questions: Jeanne Krile: 651-582-8637, email: Jeanne.krile@state.mn.us

Early Education Student – Update Regarding Early Learning Scholarships

There is an update coming for Early Education Student. For districts **without** Early Learning Scholarships, all you need to know is to disregard attendance information that is now requested in the system. This is not required for any district for 2013-14 or prior years. There are some minor revisions in the system regarding correcting SSID numbers.

For districts **with** Early Learning Scholarships for the 2013-14 school year, there will be training teleconferences for approximately one hour on January 15th, 22nd and 29th at 11:00 AM and February 5th and 12th at 3:30 PM. No RSVPs are needed. Call 1-888-742-5095 and use code 3559517571 a few minutes prior to the start time. Districts need only attend one session. Updates to the system for scholarships will be addressed. Scholarship districts may also disregard attendance information for 13-14 and prior years.

Software vendors were briefed on the updates on a December 17 teleconference. They will be revising their systems to accommodate this information. Please connect with them on their timeline for implementation.

If you have questions, please contact Avisia.Whiteman@state.mn.us

Interim MARSS Files for Testing Precode Q & A

Following is some information regarding interim FY 2014 MARSS files that are used for testing precode files. Testing "precode" files are files of student test eligibility and demographic information sent nightly to AIR (Minnesota's test vendor) to load students for online testing and send paper test materials.

Q. Will a student still be included in the precode files if s/he has a local error?

A. No, a student with a local error will be excluded from the precode files.

Q. Will a student still be included in the precode files if s/he has a cross-district date overlap error?

A. Yes, a student will generally be included in the precode files as long as the student doesn't have a local error and is eligible for an assessment.

Q. Does MARSS do statewide edits before the precode files are sent?

A. No, the statewide edits are run only on the posted, scheduled dates. Refer to the MARSS-Student Accounting web page for the dates.

Q. How frequently are MARSS coordinators expected to submit MARSS files?

A. This is up to the district. If no students have been added to the current FY 2014 MARSS file and no corrections made to it, there is no need to submit a new file for testing purposes. However, if new students have enrolled since the last FY 2014 MARSS submission, please consider the following when planning to upload updated MARSS files:

- For paper test materials, students must be submitted in MARSS by January 2 in order for the district to automatically receive paper test materials for the students. January 24 is an important deadline for testing as this is the date the precode file is sent to AIR for the district spring test materials shipment.
- To add students for online testing, MARSS updates typically need to be uploaded to MDE at least two days prior to testing. New students can continue to be uploaded in the MARSS files through the end of the online testing windows in May as needed.

Q. When will districts and schools start submitting EOY FY 2014 MARSS files rather than Fall FY 2014 files?

A. Continue submitting fall MARSS files until the fall FY 2014 MARSS appeal submissions are closed. Take care not to update the Economic Indicator field for students whose Application for Educational Benefits was certified after December 15. The fall appeal window will close at 3:00 p.m. on Thursday, January 9, 2014. The EOY submission cycle will open Monday, January 13, 2014 so that districts and charter schools can continue submitting files for testing purposes. No statewide MARSS edits will be run until April 3, 2014.

Q. What should the district or school do if a student is not included in the sent precode files in Test WES?

A. First confirm that the student is included on the most recent MARSS submission. If the student is included, make sure the student did not have any local errors. You can verify by the Local MARSS 17 Individual Student Enrollment Record. If there are no local errors, make sure that the student has a valid Student Identification (SSID) number (i.e., MARSS State Reporting Number) in the student identification data base; the student would have a warning message on the local MARSS Error Report if there is an issue with the SSID. If there are no errors or issues in MARSS or the Student Identity Validation Interface, have the District Assessment Coordinator contact their assessment contact at MDE.

Superintendent Authorization for MARSS Web Edit System (WES)

Reminder: A new process has been created for adding/removing MARSS WES Coordinators and Users that became effective October 21, 2013. This is a two-step process. The Superintendent Authorization for MARSS Web Edit System (WES) must be completed by the identified official with authority and then emailed from that person's email address to marss@state.mn.us. The person requesting access will need to request access through the secure program using the Minnesota Department of Education (MDE) User account login for MARSS Web Edit System (WES) located [here](#). Both steps will need to be completed before authorization is approved.

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