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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.](#)

1. 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 Average Daily Membership (ADM) reports are usually posted a week or so following the MARSS deadline starting with the June statewide edit. **Tuesday, April 1, 2014**, files are due at Regional Management Information Centers (RMIC).
2. **Thursday, April 3, 2014**, files are due at Minnesota Department of Education (MDE). This is a mandatory submission for charter schools and optional for districts. This submission is used to verify Average Daily Membership Projections.
3. **Monday, April 7, 2014**, ALL End of Year (EOY) errors will be activated on the Local MARSS Edit.
4. **Thursday, May 1, 2014**, files due at RMIC.
5. **Tuesday, May 6, 2014**, files are due at MDE. This is a mandatory submission for all districts and charter schools.
6. [Contact MARSS.](#)

MARSS Coordinator List

[View the updated MARSS Coordinator Contact List that was posted to the MDE website.](#)

[Email changes or updates to marss@state.mn.us.](mailto:marss@state.mn.us)

Calculation of State Special Education Aids

The MARSS disability code and federal instructional setting will impact the calculation of state special education aids. The disability indicated in the MARSS fall record will be used to calculate the cross-subsidy reduction aid in the census portion of that calculation. All disabilities will be included in the calculation of cross-subsidy reduction aid except for speech/language, specific learning disabilities, other health impaired, and traumatic brain injury. Please see information below that is highlighted to see the impact the disabled will have on the aid calculation. The cross-subsidy reduction aid will be calculated in SFY 2014 and 2015 using current year data.

Disability Area	Number of Students	Aid Per Student
Level 2 ASD		\$10,100
Level 2 Developmental Delay		\$10,100
Level 2 SMI		\$ 10,100
Level 3 Deaf, H/H		\$17,500
Level 3 EBD		\$ 17,500
Level 4 DCD - Mild		\$26,000
Level 4 DCD - Severe		\$26,000
Level 4 Physically Impaired		\$26,000
Level 4 Visually Impaired		\$26,000
Level 4 Deaf Blind		\$26,000

Please note that there are additional calculations before the actual amount is calculated.

This census-based calculation is also used in one of the three state special education aid calculations that will become effective in State Fiscal Year (SFY) 2016 using the prior year data.

Further, the instructional setting will be important in SFY 2016 when MDE will calculate the instructional portion of the general education revenue for all students in federal instructional setting greater than two as a revenue in the calculation of special education excess cost aid. This will include all students who are early childhood special education.

Special education information should be accurately reported on MARSS to assure that the tuition billing system and the calculation of state special education aids is correct.

Project-Based Learning (PBL)

Project-Based Learning (PBL) is defined in Minnesota Statutes, section 126C.05, Subdivision 20, as “an instructional program where students complete coursework for credit at an individual pace that is primarily student-led and may be completed on site, in the community, or online.” [View Statute](#). This definition covers any type of program, other than state-certified online learning programs, in which students complete coursework at their own pace, even when daily attendance at the school site is required. Project-Based Learning programs generate revenue based on credits awarded, rather than seat time.

Statute requires that schools that provide instruction under PBL apply for approval from the commissioner, even those who have already been operating.

[Contact: Mary Barrie.](#)

Summer Term for State-Approved Alternative Programs

Following are a few tips regarding summer learning programs funded through state-approved alternative programs (SAAPs), including Area Learning Centers (ALCs) and Targeted Services.

- All summer learning programs that occur in June after the last day of the 2013-14 school year are part of and reported under FY 2015.
- Students entering kindergarten in the fall are only eligible if they are current kindergarten students who did not successfully complete kindergarten in FY 2014.
- Students must be enrolled in a Minnesota public school as public school students to be eligible to generate membership in a Targeted Services program. Nonpublic school students are ineligible to generate membership at any time of the school year in a Targeted Services program because they must be participating in core academics or receiving special education services to generate shared time aid.
- Eighth grade students are nearly always part of the ALC program, not the Targeted Services program. There are two exceptions to this:
 - Students who have officially failed 8th grade; and,
 - Students in districts where 9th grade is not a credit-bearing year for high school graduation.
- Districts with residential facilities (e.g., care and treatment, correctional facilities, jails), located in their district are responsible for the instructional program for students placed in the facility. [Refer to Minnesota Statutes, section 125A.515](#). Students are eligible for the same summer school program to which other students enrolled in the district have access. The resident district is responsible for the instructional costs incurred in the summer for students placed for residential care and treatment who are not performing at grade level. These summer school enrollment records are not reported on MARSS even if the ALC is providing the instruction. ALCs are choice programs but are in a unique position to offer instruction to students placed for care and treatment. However, only the core school year, seat-based instruction provided to students placed for care and treatment is reported on MARSS.
- According to statute, districts must implement a separate recordkeeping system for students in any type of SAAP and maintain a valid Continual Learning Plan (CLP) for each participant.

The CLP must be developed annually, be signed and dated by the student, parent, teacher, and any other staff who participated in developing the CLP. [Refer to Minnesota Statutes, section 124D.128, Subdivisions 2 and 3](#), for more information on the requirements of the recordkeeping system and CLP.

[Contact: Mary Barrie.](#)

MARSS Updates During the Spring Testing Windows

During the spring testing windows, MARSS coordinators should continue to ensure student information is submitted to MARSS as there are updates to district enrollments or student demographic information. This is especially important for online assessments, because the district and/or school information must be up-to-date before a student can log into an online assessment.

Student Numbers

One of the complaints that MDE receives is that districts are not sharing student information. It is important that districts/charters share student information with the requesting district. Responses to these requests must be made within 10 business days of the request.

The pertinent statute is Minnesota Statutes, section 120A.22, Subdivision 7.

“(a) A district, charter school, or a nonpublic schools that receives services or aid under sections 123B.40 to 123B.48 from which a student is transferring must transmit the student’s educational records, within 10 business days of a request, to the district, the charter school, or the nonpublic school in which the student is enrolling. Districts, charter schools, and nonpublic schools that receive services or aid under sections 123B.40 to 124B.48 must make reasonable efforts to determine the district, the charter school, or the nonpublic school in which a transferring student is next enrolling in order to comply with this subdivision.

Reporting High School Graduates

Most student software defaults to Status End 08 graduate for seniors. However, not all seniors graduate at the end of the school year. The local MARSS WES report called MARSS 11 Graduate Student Report should be shared with your high school counselor so that they can identify seniors who will not/do not graduate at the end of the senior year. These seniors should be reported with either Status End 40 (student enrolled on the last day of the school year without graduating) or 42 (all credits completed but missing one or more GRAD tests).

[Contact: MARSS.](#)

MARSS WES Access Requests

Reminder: Anytime there is a change in MARSS Coordinators or an addition/removal of a MARSS WES User, the Superintendent Authorization for MARSS Web Edit System needs to be completed and emailed to marss@state.mn.us as well as the electronic request through MARSS WES. Refer to the September 16, 2013, MARSS Memo.

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