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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 starting in June.

1. **Wednesday, June 11, 2014** files are due to MDE. Files are due at RMIC Thursday, June 5, 2014.
2. **Tuesday, July 8, 2014** files are due to MDE. Files are due at RMIC Tuesday, July 1, 2014.

Contact: marss@state.mn.us

Summer Programs at State-Approved Alternative Programs

Summer will be here soon and it is perhaps our busiest and most exciting time (with the exception of graduation)! Just a few things in regards to summer programs that are run through SAAPs:

- For all programs:
 - You must have appropriately licensed teachers.
 - You must have a Continual Learning Plan (CLP) that covers all of the required areas in statute.

- You must serve eligible students that are enrolled in charter schools in your district or in a charter school located in any of the districts served by the SAAP.
- ALCs, including Targeted Services, are open to any qualifying student for whom the program is appropriate and for whom there is space -- you cannot limit it to only district students.
- Memberships in the summer 2014 programs are reported on the 2014-15 MARSS files.
- High school: the main focus of our summer programs is credit recovery but you could also run programs for your English Learner (EL) students to help them gain the skills they need to graduate. But not all students taking classes will generate revenue:
 - You cannot claim membership for students who do not fit required classes into their schedule because they are taking other courses.
 - For example, if you have a student that is taking three art classes and is not able to fit their science course in because of this, you cannot claim them in either a summer or after-school SAAP.
 - For example, if you have students in an IB program who are not able to fit in their PE or Health credit, you cannot claim them in either a summer or after-school SAAP.
 - There must be an entry on the transcript that reflects students' time in the program and there must be a credit or lack of attached to the course they were taking even if it is a failing grade.
- Targeted Services: the main focus of the summer program is to help students gain the academic skills they need to be successful in school. It is also a great time to do things in interesting and engaging ways.
 - Children who will be enrolled in kindergarten in the fall of 2014 are ineligible to generate membership in a Targeted Services program until they are or have been enrolled in the required academic school year.
 - For example, a student retained in kindergarten at the end of the 2013-14 school year is eligible to participate in the summer 2014 Targeted Services program.
 - Nonpublic/home school students are ineligible to generate membership in a Targeted Services program. These students are eligible to generate shared time aid for core academics and special education services. Targeted Services programs are neither. (A nonpublic/home school student who needs summer special education services would be considered ESY (extended school year) and would not be reported by a Targeted Services program.)

Contact: Mary Barrie at mary.barrie@state.mn.us

Graduation Rates and Summer Leavers

Continue to refer to the September 18, 2013 MARSS Memo for a lengthy article on reporting summer leavers and how these records impact a district's or charter school's graduation rates. If the summer 2013

graduates and leavers were not reported on the Fall FY 2014 MARSS files, be sure to report them on the EOY FY 2014 files.

Verification of High School Graduates

The department uses the MARSS Status End code of 08 to determine which students have graduated during the school year. This is used in the calculation of the graduation rate. Most student software defaults to Status End 08 for seniors and Status End 40 (end of year) for younger grades. To assure that MARSS Coordinators have correctly identified seniors with the correct Status End code, it would be prudent to share the local MARSS WES report call MARSS 11 Graduate Student Report with the high school counseling office. This is a list of all students reported in grade 12 during the school year with their enrollment dates and their Status End code. Request that the counseling office identify which seniors will not/did not graduate at the end of the school year so the Status End code can be correctly reported.

The following Status End codes are valid for seniors who were enrolled through the end of the school year.

08 graduated. The student met all graduation requirements including having passed all necessary GRAD assessments. Seniors who met graduation requirements prior to the end of the school year and stopped attending school must be withdrawn on their last day of attendance with a Status End 08. There is no funding for early graduation; that statute was repealed effective with FY 2012. Students reported with Status End 08 are ineligible to re-enroll in school during the following school year. Do not report as graduates students who need to make up a credit during the following summer term of an ALC or summer school. These students will be reported as graduates during the following school year. Do not report as graduates students with IEP requirements that have not yet been met.

40 end of year. The student was enrolled on the last day of the school year. The senior has not met all of the academic standard/credit requirements. The student may or may not have passed all GRAD assessments. Status End 40 would include seniors with IEP requirements that have not been met.

42 end of year. Academic standards/credit requirements have been met but the student has not passed all of the GRAD assessments. The student was enrolled through the end of the school year and has met all of the academic standards and credit requirements but has not passed one or more of the required GRAD assessments.

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. 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. Students who meet both assessment and credit completion requirements and were awarded a diploma by September 15, 2013, should have been reported on the Fall FY 2014 MARSS files to be counted as graduates in the 2013 graduation rates. All students awarded a diploma between last summer and the end of the 2013-14 school year based on credit completion requirements and a substitute GRAD assessment should be reported on the EOY FY 2014 MARSS files like summer graduates.

For more information regarding newly identified graduates based on 2013 legislation, refer to the November 18, 2013 MARSS Memo.

Posttest Editing in Test WES Opens May 27

Posttest Editing in Test WES is scheduled for May 27–June 13, but Wednesday, June 11, is the final date to submit MARSS data to resolve MARSS discrepancies for Posttest Editing and accountability. Please note: if your district uses a student information service provider, the final date to submit MARSS may be earlier.

This is a very important window where districts will identify demographic errors on an assessments record (e.g., wrong MARSS number, special education designation is missing), find assessment records for students who are missing one, find a student's prior year assessment record, etc. Many of the edits made in Test WES, or MARSS if appropriate, can have an impact on the district's AYP and MMR calculations. The people in the best position to make these edits are the District Assessment Coordinator, the Student Identification Validation System Coordinator and the MARSS Coordinator with some help from the Special Education Director, the EL Coordinator, or others familiar with the students.

A *Posttest Editing User Guide* will be available on the Test WES page of the MDE website when Posttest Editing opens. [View the Test WES page of the MDE website](#)

Early Education Student

There will be Early Education Student training for districts reporting for the first time by August 31, 2014. This is mainly developed for those who have not attended previous teleconferences. A brief section at the beginning will discuss updates in the system since January 2014 to allow those previously trained to log off at that time.

The training is set for May 21, 2-3 p.m. To connect with those opportunities call 1-888-742-5095 and use code 3559517571 a few minutes before 2:00 p.m.

Batch File Upload WebEx Training

Trainings for RMIC staff and Student ID Maintainers who are interested in generating a file of students and their assigned State Student Identification (SSID) number from their Student Information System (SIS) have been scheduled. The SSID batch file process doesn't replace manual Student ID System entry, but is an alternate SSID submission method which may be more efficient for some districts. Training will be held as follows:

RMIC Staff who support districts:

May 20, 2014: 10:00 a.m. – 11:00 a.m.

Student ID Maintainers can choose one of the following:

May 21, 2014: 10:30 a.m. – 11:30 a.m. or 1:30 p.m. – 2:30 p.m.

May 22, 2014: 9:00 a.m. – 10:00 a.m.; 10:30 a.m. – 11:30 a.m. or 1:30 p.m. – 2:30 p.m.

MARSS WES Edits

All EOY MARSS WES edits were activated on Monday, April 7, 2014. Be sure to enter one (1) attendance and membership hour for students who are required to be reported in terms of hours, e.g., early childhood special education, learning year, area learning center (ALC), etc. Records that require Special Education Services Hours can have one (1) entered as well so that the record does not error out. If the student's enrollment record was terminated prior to the file extract date, actual attendance, membership and service hours should be reported. The warning messages below will notify you of enrollment records with a single attendance and/or service hour so that student records can be correct during the summer.

- #361 *W* Low Service Hours – Special Education Service Hours are less than 2.0
- #362 *W* Low Attendance – Attendance is one or less

Enrollment Projections

Please forward this information to the staff in your district or charter school.

The ADM and EL Projections system in EDRS is open and ready to accept updates for FY 2015, FY 2016 and FY 2017. Please update all three school years, taking care to enter the kindergarten ADM estimates in the correct schedule so that metered aid entitlements are based on the most accurate data. Be sure to update all four types of data:

3. Resident ADM by grade for independent, special and common districts only.
4. English Learners (EL) ADM at the school level.
5. Adjusted ADM by grade and school.
6. Extended time ADM by grade and school.

Charter schools in their first three years will submit this information using a paper report provided by Jeanne Krile.

Contact: Jeanne Krile at Jeanne.krill@state.mn.us.

MARSS Coordinator Contact List

View an updated MARSS Coordinators Contact List that was posted to the MDE website.

A request was made to add a column within the MARSS Coordinator Contact List of the Student Information Software (SIS) that is used at each district/school. This will provide another resource for a MARSS Coordinator who is experiencing software reporting issues. If you wish to have your SIS included in the posted list, please email your name, school district and SIS vendor to marss@state.mn.us and this information will be included in the contact list. This is optional.

Any changes or updates should be emailed to marss@state.mn.us.

New Enrollment Record Required Reminder

Primary Disability was moved to the enrollment record. When a student's Primary Disability changes, a new enrollment record needs to be created. Through FY 2011 schools could report on the Fall submission the Primary Disability that was accurate as of December 1 and on the year-end submission report the student's Primary Disability from the latest IEP. However, Tuition Billing uses both the Primary Disability and the Instructional Setting for students with an IEP/IFSP/IIIP.

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