Minnesota Department of

Education

Reporting for Online Learning Students 2013-14

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I. Minnesota Department of Education Contact Persons

Questions on OLL application, approval, policy, etc. can be addressed to either:

Deborah Proctor, Center for Postsecondary Success
Phone: 651-582-8328
deborah.proctor@staet.mn.us

Jacqui McKenzie, OLL Program Support
Phone: 651-582-8852
jacqui.mckenzie@state.mn.us

Online Learning Website:

http://education.state.mn.us / Select Student Success > Enrollment Choices > Online Learning

Questions on the OLL reports, course completion and/or Minnesota Automated Reporting Student System (MARSS) reporting for OLL participants can be addressed to:

Sharon Peck, School Finance
Phone: 651-582-8811
sharon.peck@state.mn.us

Online Learning/Course Completion files should be sent electronically as a text file to either:

sharon.peck@state.mn.us

or on a CD to:

Sharon Peck, Education Specialist
Minnesota Department of Education
Division of School Finance
1500 Highway 36 West
Roseville, MN 55113

Many terms related to online learning are defined in Minnesota Statutes, section 124D.095, subd. 2.

II. Online Learning Aid Calculations Report

A sample report can be found in Appendix A.

Student Number

The MARSS state reporting number reported on the OLL/Course Completion (OLL/CC) file.

Student Name

The student's name reported on the OLL/CC file.

Courses

The names of the courses reported on the OLL/CC file. The Course numbers (01, 02, 03, etc.) are assigned within the state's database to identify individual courses because it's possible that a student might have completed two distinct but related courses that have the same number and/or course name. These are assigned chronologically by start and then completion date. These numbers will be reassigned after each new file is loaded. Course completions that are entered manually at the state rather than through the file load process will be at the end of the list rather than sorted by date.

Eligible Type

These codes are assigned at the state when the data are loaded and edited.

PUB

Minnesota public school student enrolled in other than the state-approved OLL district or charter school.

NPC

Student is currently enrolled in a Minnesota nonpublic school. There should be no NPC students because nonpublic school students are ineligible to generate funding and should not be reported on either MARSS or the OLL/CC file for their OLL participation.

Grade Level

The grade level reported for the student on the OLL/CC file. This should be the grade level at which the student is enrolled, not necessarily the grade level of the OLL course completed.

PN

This is an indication as to whether the student is enrolled in a Minnesota public school or a nonpublic school at the time the student participated in OLL and as reported on the OLL/CC file. Only Minnesota public school students are eligible to generate funding.

> P = student is currently enrolled in a Minnesota public school
> N = student is not enrolled in a Minnesota public school

Length

The length of the course and type of credit awarded as reported on the OLL/CC file.

Q = quarter
T = trimester
S = semester
Y = year-long

Base ADM

The ADM associated with the OLL course length using the statute definition that a semester course is worth 1/12 of an ADM.

Quarter = 0.0417
Trimester = 0.0556
Semester = 0.0833
Year-long = 0.1667

Excess OLL

This indicates any ADM reduction that is necessary when the student's total OLL Base ADM exceeds 1.0. For example, if a student completed more than 12 semester OLL courses, the Base OLL ADM would exceed 1.0, e.g., 13 semester courses X 0.0833 semester Base ADM = 1.0829 ADM. This ADM does not include any ADM generated by MARSS reporting.

Initial ADM

Base ADM minus Excess OLL ADM.

Adjusted Percent

Currently, the OLL law specifies that the Adjusted OLL ADM equals 88 percent of the Initial OLL ADM.

Adjusted ADM

Initial OLL ADM times the Adjusted Percent.

Excess MARSS

After the MARSS data have been reported for a student and the statewide edit program run, this is the negative OLL adjustment necessary when the student's MARSS ADM cannot be reduced below 12 percent of the Initial OLL ADM.

OLL ADM

Adjusted OLL ADM minus Excess MARSS ADM.

Weight Factor

The pupil unit weighting factor based on the student's grade level.

OLL PUN

OLL ADM times the pupil unit Weighting Factor.

Formula Allowance

This is the current year's general education formula allowance. For FY 2014 it is $5,302.

Aid Amount

OLL PUN times the Formula Allowance. Records with errors identified on the Load Report or the MARSS 46 OLL Error Report will not generate OLL aid until the errors are corrected. Records are not compared to MARSS until the June statewide edit.

Summary Lines at the End of the Report

Public/General Education Aid

This is the OLL pupil units and aid amount on behalf of students who are not enrolled in the OLL district/school. The aid is paid from the state's general education appropriation on a 90/10 basis with 100 percent on September 30 of the following school year.

Calculated Aid

This is the general education aid for OLL participants.

III.   Online Learning/MARSS Reporting Errors Report

The MARSS 46 OLL Error Report is provided to the MARSS coordinator at districts and charter schools that have state-certified online learning (OLL) programs and for which an OLL/course completion (OLL/CC) file reporting discrepancy was found for at least one student when the data were compared to MARSS. These reports are posted to MARSS Web Edit System (WES) under the Statewide Reports tab. These are critical errors; the reporting error could be in the enrolling district's MARSS file or the OLL/CC file. A list of potential errors, a description of each and potential responses are provided below. A sample report can be found in Appendix B.

Note that the data provided for each student under the columns labeled District, Type, School, Student Number, Student Name, Start Date and End Date might come from either the MARSS file or the OLL/CC file – depending on the specific error. The Course Name can come only from the OLL/CC file.

Records with errors identified on the OLL Load Report are excluded from the OLL-MARSS edit.

This report is posted to MARSS WES after each of the year-end MARSS reporting deadlines starting in June.

Error Messages

Error Message: "No Corresponding MARSS Enroll Rec"

Description: This student has been reported on the OLL/CC file as a public school student but no corresponding MARSS enrollment record could be found (1) at the enrolling district indicated on the OLL/CC file and/or (2) at the time the student started the OLL course. MARSS enrollment records with State Aid Category (SAC) 41-46 or 98 are not eligible enrollment records, i.e., early childhood screening, extended school year (ESY) or summer graduate/dropout.

All of the information printed for this error comes from the OLL/CC file.

Consequence: The student's OLL ADM will be reduced at the OLL provider because the student does not appear to be enrolled in a public school and/or MDE cannot assure that the student has not exceeded 1.0 ADM.

Response: Verify that the student is a public school student rather than a nonpublic school student. Only public school students are reported on MARSS. (Nonpublic school participants should not be reported on MARSS for OLL participation.)

If the student is a public school student, verify that the enrolling district and school identified on the OLL/CC file is correct. The edit program is looking for a corresponding record based on the student's State Reporting Number, the district number and type, and the school number that are reported on the OLL/CC file. If the public/nonpublic school status and/or enrolling district number/type and/or school number are inaccurate, send corrections to the department contact provided at the end of this document.

If the public/nonpublic school status and/or enrolling district number/type are accurate, contact the enrolling district. Ask the MARSS coordinator to verify the student's State Reporting Number and enrollment dates. If the enrolling district has failed to report the student during the OLL time period, ask the MARSS coordinator to include the student on the district's MARSS files.

Verify that the OLL/CC file contains the correct start and/or completion dates. If these are in error, send corrections to the contact provided at the end of this section.

Error Message: "Shared Time Ineligible"

Description: This is a student who:

- Has been reported as a public school student on the OLL court completion file but as a nonpublic shared time student on MARSS.

Consequence: The student's OLL/CC record will be flagged as in error.

Response: Verify the student's State Aid Category reported on MARSS. If it is correct, remove the record from the OLL/CC file. The student is ineligible for OLL aid.

Error Message: "Nonpublic on OLL, Public on MARSS"

Description: This student has been reported on the OLL/CC file as a nonpublic school student but is reported on the corresponding MARSS enrollment record as a public school student, i.e., the student's MARSS State Reporting Number is other than 16 or 17.

The district number, type and school number that are printed for this error come from MARSS. The rest of the information for this error comes from the OLL/CC file.

Consequence: The OLL/CC record is marked in error and ineligible for OLL aid. Nonpublic school OLL participants are ineligible to generate funding.

Response: Verify that the student's State Reporting Number on both the MARSS file and the OLL/CC file are accurate. If the State Reporting Number and/or the State Aid Category (SAC) are wrong on the MARSS file, request the MARSS coordinator in that district to correct the data for the next submission.

If the State Reporting Number and/or public school status is wrong on the OLL/CC file, then send the correction per the directions at the end of this section.

Error Message: "Non MN Resident/Inelg for OLL Aid"

Description: This student has been reported on the OLL/CC file for OLL aid but is reported on MARSS as a non-Minnesota resident (SAC 15 or 18).

These students are ineligible to generate Minnesota general education revenue or OLL aid.

The district number, type and school number that are printed for this error come from MARSS. The rest of the information for this error comes from the OLL/CC file.

Consequence: This student's OLL record will be marked in error and no OLL aid generated until the error is corrected.

Response: Verify that the student's State Reporting Number on both the MARSS file and the OLL/CC file are accurate. If the State Reporting Number and/or the State Aid Category (SAC) are wrong on the MARSS file, request the MARSS coordinator in that district to correct the data for the next submission.

If the student's State Reporting Number on the OLL/CC file is in error, send the correction per the directions at the end of this section.

If the student's State Reporting Number and SAC on MARSS are correct, delete the record from the OLL/CC file.

Error Message: "OLL Started After Graduation"

Description: This student's corresponding MARSS enrollment record indicates the student has graduated.

Consequence: The OLL record is marked in error and no OLL aid generated.

Response: Contact the enrolling district to verify that the student's State Reporting Number on both the MARSS file and the OLL/CC file are accurate. If the MARSS record is in error, ask the MARSS coordinator in the enrolling district to correct the number.

If the student's State Reporting Number on the OLL/CC file is in error, send the correction per the directions at the end of this section.

Error Message: "State Aid Category Ineligible for OLL"

Description: This student is reported with a State Aid Category (SAC) that is ineligible to generate OLL funding. Specifically:

    SAC 41-46 early childhood developmental screening
    SAC 52 Minnesota resident enrolled in South Dakota via reciprocity
    SAC 98 summer graduate, dropout or transfer out of the Minnesota public school system

Consequence: The OLL record is marked in error and no OLL aid generated.

Response: Contact the enrolling district to verify that the student's State Reporting Number on both the MARSS file and the OLL/CC file are accurate. If the MARSS record is in error, ask the MARSS coordinator in the enrolling district to correct the number. Also, verify that the SAC on the MARSS file is correct.

If the student's State Reporting Number on the OLL/CC file is in error, send the correction per the directions at the end of this section.

Corrections to Course Completion File

Corrections to the OLL/Course Completion (OLL/CC) file due to omissions or errors identified on either the OLL Load/Error Report or the MARSS 46 OLL Error Report can be made in one of two ways.

- If the final reporting timelines have not expired and numerous errors need to be fixed, a new and corrected file can be provided to MDE in the normal manner. Each new file completely replaces all of the prior data so be sure that all eligible course completion records are included in each submission.
- If only a few corrections are necessary and the timelines have not expired, they can be emailed to sharon.peck@state.mn.us for her to manually correct the MDE data base. Be sure to update the OLL/CC file locally so that should a successive OLL/CC file submission be necessary it will include these same corrections.

OLL/Course Completion Timelines can be found in section VI of this document. Refer to that section for the procedure that will be followed if corrections are requested after the timelines have expired.

IV.   Load Online Learning Student Data Report

This report is produced when an OLL program's OLL/course completion (OLL/CC) file is loaded. All course completions that were reported in the OLL/CC file are included on this report. In the far right column under ELIG TYPE, a message of either PUB or ERR indicates whether the record loaded with no errors or with errors.

- PUB indicates the record was internally correct; however, the comparison with MARSS data has not yet been made. This record will generate OLL aid, at least until the record is compared to the MARSS files during a MARSS statewide edit. Timelines are posted on the MARSS website.
- ERR indicates that the OLL/CC file has an internal error or inconsistency that needs to be corrected before the student's course will generate funding. A sample report can be found in Appendix C. These records will be excluded from the MARSS-OLL edit.

Column Headings

Student Number

The student's MARSS State Reporting Number reported on the OLL/CC file.

Birthdate

The student's birth date reported on the OLL/CC file.

Student Name

The student's name as reported on the OLL/CC file.

Course Name

The name and staff assignment code of the course as reported on the OLL/CC file. The course numbers, e.g., Course 1, Course 2, etc., are assigned as the file is loaded at the MDE. These numbers are reassigned each time a new OLL/CC file is loaded for the OLL program.

Enrollment Date

The date the student started the OLL course as reported on the OLL/CC file.

Completion Date

The date the student completed the OLL course as reported on the OLL/CC file.

Length

The type of credit awarded for completion of the course.

    Q = quarter credit
    T = trimester credit
    S = semester credit
    Y = year-long credit

Grade Level

The student's grade level as reported on the OLL/CC file. This should be the grade level at which the student is enrolled not necessarily the grade level of the course completed.

PUB/NON

An indication of the student's current school status as reported on the OLL/CC file.

P = student is enrolled in a Minnesota public school at the time the OLL course was started and completed.

Enrolling District/Type/School

For public school students only, this is the district number, district type and school number where the student is enrolled at the time he or she started the OLL course.

Resident Number/Type

This was required for nonpublic school students only for FY 2004 and FY 2005. It is blank or zero-filled effective FY 2006.

ELIG TYPE

These codes are assigned at the state when the OLL/CC file is loaded and edited.

- PUB indicates the record was internally correct and consistent; however, the comparison with MARSS data has not yet been made, or
- ERR indicates that the OLL/CC file has an internal error or inconsistency that needs to be corrected before the student's course will generate funding.

A sample report can be found in Appendix C.

Potential Error Messages

ERROR: A NONPUBLIC STUDENT CANNOT HAVE AN ENROLLING DISTRICT

This indicates that the student has been identified as enrolled in a nonpublic school on the OLL/CC file (refer to PUB/NON column) but the student is enrolled in a public school as reported on the OLL/CC (refer to Enrolling District/Number/Type columns). Nonpublic school students should not have an enrolling public school. Either (a) the student's public/nonpublic school status is in error or (b) the enrolling district and school numbers should be removed from the OLL/CC file. Nonpublic school OLL participants should not be reported on either MARSS or the OLL/CC file.

ERROR: COURSE COMPLETION DATE OCCURS BEFORE THE ENROLLMENT DATE

This indicates that the enrolling date reported is later than the completion date. Correct the enrollment and/or completions dates and resubmit the file.

ERROR: INELIGIBLE DUE TO GRADUATION OR DEATH

This indicates that the State Reporting Number reported was reported in a prior year with a Status End code on MARSS as either a graduate or death. This student is ineligible to generate further state aid. Verify that the correct State Reporting Number has been reported.

ERROR: INVALID OR MISSING BIRTH DATE

This indicates that the student's birth date is not a valid format or it is missing. Correct the file and resubmit.

ERROR: INVALID OR MISSING COURSE CODE (STAR ASSIGNMENT CODE)

This indicates that the STAR assignment code is either missing or invalid. Verify the code and update the OLL/CC file.

This message will also be displayed when the assignment code is not formatted appropriately on the OLL/CC file. Make sure the field is right-adjusted.

ERROR: INVALID OR MISSING COURSE ENROLLMENT DATE (START DATE)

This indicates that the enrollment date reported is either missing or in an unrecognizable format. Update the file and resubmit.

ERROR: INVALID OR MISSING COURSE COMPLETION DATE (END DATE)

This indicates that the course completion date reported is either missing or in an unrecognizable format. Update the file and resubmit.

ERROR: INVALID OR MISSING COURSE LENGTH (SHOULD BE Q, T, S, Y)

This indicates that column R of the OLL/CC file does not include the course length. To compute a student's OLL ADM, the course length is required. Update the OLL/CC file with the correct course length code.

    Q = quarter
    T = trimester
    S = semester
    Y = year-long

ERROR: INVALID OR MISSING COURSE NAME

This indicates that the course name reported is missing or an unrecognizable format. Update te file and resubmit.

ERROR: INVALID OR MISSING ENROLLING DISTRICT NUMBER, TYPE AND/OR SCHOOL NUMBER

This indicates that the enrolling district number, district type and/or school number are either invalid or are missing. Check the information reported in these columns of the OLL/course completion file, make the necessary corrections and resubmit the file.

District numbers and types, and school numbers can be found on the department's website. View MDE website. Select Welcome to MDE > Schools and Organizations (MDE-ORG) > Enter the MDE-ORG site to get started! Enter the name or number of the district or charter school in the Search box and click on 'Search.' The four-digit district number and two-digit district type follow the district/charter school name. Each school name is followed by the district number, district type and three-digit school number.

ERROR: INVALID OR MISSING ONLINE LEARNING DISTRICT NUMBER, TYPE AND/OR SCHOOL NUMBER

This indicates that the district number, type or school number for the OLL program submitting the file is not a state-certified OLL program or the information is missing. Update the file and **resubmit.**

ERROR: INVALID OR MISSING PUBLIC/NONPUBLIC INDICATOR (SHOULD BE P OR N)

Only students enrolled in a Minnesota public school and generating adjusted ADM capped at 1.0 while participating in OLL are eligible to generate aid. This is critical to computing the OLL aid. Nonpublic and home school students are ineligible to generate state funding effective FY 2006. Make the necessary corrections and resubmit the file.

ERROR: INVALID OR MISSING STUDENT GRADE LEVEL

This indicates that the student's grade level is either missing or not a valid grade. Valid grades are K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11 or 12.

ERROR: INVALID OR MISSING STUDENT NAME

This indicates that the student's name field is empty or an unrecognizable format. Student name should be reported: Last name, first name, middle name/initial.

ERROR: INVALID OR MISSING STUDENT NUMBER

This indicates that the student number field is empty, too few or too many characters, or an unrecognizable format. Be sure that the leading zero(s) are included in the OLL/CC file.

ERROR: PUBLIC STUDENT, ENROLLED IN ONLINE DISTRICT, AND PUBLIC STUDENT IN THE PRIOR YEAR

This indicates the student is reported on the OLL/CC file as enrolled in the OLL district/charter school. This student should be reported on MARSS rather than the OLL/CC file. Refer to section VIII below. Remove the student from the OLL/CC file.

However, if the student is really enrolled in a different Minnesota public school, update the enrolling district number, type and school number on the OLL/CC file and resubmit.

ERROR: INVALID PUBLIC ENROLLING DISTRICT

This indicates that the student is reported as a public school student but is enrolled in a facility from which an ADM and state aid adjustment cannot be made. A student enrolled at the Perpich School for the Arts (district number 1000, type 70) or a BIA school generating tribal/contract grant aid is ineligible to claim as a public school OLL participant. These students would be considered the same as a nonpublic school participant.

V. Online Learning/Course Completion File Format

Position and Field Name	Numeric/Alpha (Length)
1. OLL District Number	9999 (4 digits, numeric)
2. OLL District Type	99 (2 numeric)
3. OLL School Number	999 (3 numeric)
4. Student State Reporting Number	X (13 text)
5. Student Name (to help with verification—see below)	X (40 text)
6. Birth Date (to help with verification)	YYYYMMDD (8 numeric)
7. Public School or Nonpublic School Student (P or N)	X (1 text)
8. Enrolling District Number (for ADM adjustment)	9999 (4 numeric)
9. Enrolling District Type (for ADM adjustment)	99 (2 numeric)
10. Enrolling School Number (for ADM adjustment)	999 (3 numeric)
11. Resident District Number (for nonpublic only)	9999 (4 numeric)
12. Resident District Type (for nonpublic only)	99 (2 numeric)
13. Grade Level of Student	XX (2 text)
14. Assignment code as used on STAR	999999 (6 numeric)
15. Course name used locally (to lessen duplication)	X (20 text)
16. Course enrollment date	YYYYMMDD (8 numeric)
17. Course completion date	YYYYMMDD (8 numeric)
18. Course length (Q, T, S, or Y)	X (1 text)
	131 characters

Comments:
- File can be submitted as often as quarterly; *however, not before the courses are actually completed.*
- File should be cumulative, i.e., it should include all completed courses for the entire year to date. Each program's file will completely replace the prior file.
- Must be submitted electronically either via email or a CD in the mail.
- Text fields (alpha/numeric and alpha fields) should be left adjusted.
- Columns 7 and 18 must be capitalized.
- Numeric fields should be right adjusted.
- Student number is a text, not numeric, field. The leading zeros in a student's State Reporting Number will be included only if this is formatted as a text field.
- Student name must be *Last name, first name, middle name or middle initial*.
- No slashes in the date fields, e.g., report *20140123* for January 23, 2014.
- Must be a fixed file format, no commas or other delimiters. Make sure the data are formatted per the sizes shown above because the file will be uploaded to the mainframe computer and it will only recognize the standard format as provided above.
- Records that are incomplete or in error will be excluded from payment. Some errors will prevent the entire file from loading. A Pre-Edit Report is generated when certain errors are detected and the file has not loaded.
- District numbers and types, and school numbers can be found on the department's website. View MDE website. Select Welcome to MDE > Schools and Organizations (MDE-ORG) > Enter the MDE-ORG site to get started! Enter

the name or number of the district or charter school in the Search box and click on 'Search.' The four-digit district number and two-digit district type follow the district/charter school name. Each school name is followed by the district number, district type and three-digit school number.

- STAR assignment codes can be obtained from the department's website. http://education.state.mn.us Select School Support > Data Submissions > STAR Web Edit System > STAR Assignment Codes.
- No blank lines. If a record is deleted from the file, delete the entire row.

Conversion of a Spreadsheet to a Flat File

The data can be stored and/or updated in a spreadsheet, but must be submitted electronically to MDE in a fixed length, flat file format. To convert an Excel spreadsheet to the required format:

1. Make sure data are reported in all columns per the directions above.
2. Delete any row headings in the first row. Every row must be a student/course record. Delete any rows below the last line of data.
3. Format each column either text or numeric, e.g., text columns like student number are text and left adjusted. Many student numbers will need the leading zero.
   a. For text fields, right click on the column to highlight it, select Format Cells, select the Number tab, and Text in the drop down list. Click OK.
   b. For numeric fields, right click on the column to highlight it, select Format Cells, select the Number tab, and Number in the drop down list. Reduce the decimal places to zero and unselect 'Use 1000 Separator' (no commas). Click OK.
4. Format each column width. Right click on each column to highlight it, select Column Width. Enter the correct column width using the description above; this is the number in parenthesis in the right column.
5. Save the file one more time as an Excel spreadsheet.
6. Select File and Save As. The 'File name' should include your district number. Under Save as type, select Formatted Text (space delimited) (*.prn). A Microsoft information message will appear, select Yes (to keep this format, which leaves out any incompatible features).
7. Close out the spreadsheet. A Microsoft Excel message will appear. Click on 'No' to the question to save the changes made, or you may override the needed text file formatting.
8. Email the file to sharon.peck@state.mn.us or copy to a CD and mail it to:
   Sharon Peck, Education Finance Specialist
   Minnesota Department of Education
   Division of School Finance
   1500 Highway 36 West
   Roseville, MN 55113

A sample text file is provided in Appendix D.

If any of the column widths are different than the instructions above, the file will not load and a Pre-Edit Error Report will be sent to you. A sample of this report is in Appendix E.

For more information, contact Sharon Peck at sharon.peck@state.mn.us

VI. Online Learning/Course Completion File Timelines

The OLL/Course Completion file is submitted by state-approved OLL programs to request OLL aid for public school students who complete OLL courses but who are enrolled in another Minnesota school district. These are the reporting timelines for the Online Learning Course Completion files necessary to compute the FY 2014 Online Learning Aid under Minnesota Statutes, section 124D.096.

124D.096 Online learning aid.

(a) The online learning aid for an online learning provider equals the product of the adjusted online learning average daily membership for students under section 124D.095, subdivision 8, paragraph (d), times the student grade level weighting under section 126C.05 subdivision 1, times the formula allowance.

(b) Notwithstanding section 127A.45, the department must pay each online learning provider current year aid payment percentage multiplied by the amount in paragraph (a) within 45 days of receiving final enrollment and course completion information each quarter or semester. The final adjustment payment must be the amount of the actual entitlement, after adjustment for actual data, minus the payments made during the fiscal year of the entitlement. This payment must be made on September 30 of the next fiscal year.

To make the final OLL aid payment on September 30, the reporting timelines for the OLL/Course Completion (OLL/CC) file are:

- Mid-year OLL/CC files can be submitted as frequently as quarterly during the school year, as students are awarded credits for courses completed via the OLL program. OLL aid will be included in the OLL district's IDEAS report within 45 days. Aid is paid in full at the time of the request as opposed to metering like general education revenue. However, the current year's hold back applies, currently 90/10 percent. Only error-free records will generate OLL aid. An OLL Load/Error Report and an OLL Aid Report will be returned to the person who provided the OLL/CC file either via secure State of Minnesota email or US mail.
- **June 16, 2014**: The first MARSS 46 OLL Error Report will be posted to MARSS WES for MARSS coordinators.
- **July 1, 2014**: The **final OLL/CC file** for the year is due seven days prior to July EOY MARSS submission – for FY 2014 this would be July 8. This allows time for the file to be loaded and OLL reports returned to the OLL program. It also assures that the data will be included in the July statewide MARSS edit. The MARSS 46 OLL Error report is posted to the statewide MARSS WES reports about a week after the MARSS reporting deadline. Records with errors will not generate OLL aid. An OLL aid report will be provided to the OLL program either via secure State of Minnesota email or US mail.
- **July 30, 2014**: Manual corrections to the July 1 data must be received at MDE seven days prior to August MARSS submission – for FY 2014 this would be July 30. This allows time for the database to be updated and new OLL reports returned to the OLL program. It also assures that the data will be included in the August statewide MARSS edit. The MARSS 46 OLL Error report is posted to the

statewide MARSS WES reports about a week after the MARSS reporting deadline. Records with errors will not generate OLL aid.

- **September 2, 2014**: **Final manual corrections** to the July 30 data must be received at MDE seven days prior to September MARSS submission – for FY 2014 this would be September 2. This allows time for the database to be updated and new OLL reports returned to the OLL program. It also assures that the data will be included in the September statewide MARSS edit. The MARSS 46 OLL Error report is posted to the statewide MARSS WES reports about a week after the MARSS reporting deadline. Records with errors will not generate OLL aid. An OLL aid report will be provided to the OLL program either via secure State of Minnesota email or US mail.
- **January 2015**: A final statewide MARSS edit is run in January after the manual MARSS corrections are complete. The MARSS 46 OLL Error report is posted to the statewide MARSS WES reports sometime in January. Records with errors will not generate OLL aid.
- OLL programs will be sent a final OLL Aid Report and aid adjustments made by February 15, 2015.

If an OLL provider requests to make changes to the file after September 2, 2014, when the timelines have expired, you may be requested to send a letter of appeal to:

Tom Melcher, Director
Minnesota Department of Education
Division of School Finance
1500 Highway 36 West
Roseville, MN 55113

In the appeal letter, include the following:
1. A description of the error or omission,
2. How the error or omission occurred,
3. Why the error or omission could not have been corrected within the established timelines, and
4. What steps the district or charter school has taken to assure that the error or omission will not be repeated in a following school year.

Questions:

Sharon Peck at 651-582-8811

sharon.peck.peck@state.mn.us

VII.   Reporting Enrolled Students on MARSS

Students who enroll comprehensively in the OLL program are reported by the OLL program on MARSS. Only programs that can award a diploma can enroll comprehensive students.

Following is a discussion of what notices the OLL/enrolling school needs to provide to the prior enrolling district and/or resident district and how Membership Days/Hours and Percent Enrolled are computed. Note that the student's transcript is the audit trail showing a student's participation in OLL courses.

Notifications

A student wishing to enroll in an OLL program must transfer via an existing statute.

- If the student is open enrolling into an independent district with an OLL program, the student/family must complete a "School District Enrollment Options Program," ED-01861 and follow the application timelines defined in Minnesota Statutes, section 124D.03, subd. 3. A copy of the completed form must be provided to the resident district. A copy of the form is posted to the MDE website. From the home page, http://education.state.mn.us/ Select Student Success > Enrollment Choices > Statewide Enrollment Options.
- If the student is enrolling in a charter school with an OLL program, the student must follow the application process in place for the charter school.

The OLL program, whether it is administered by an independent district or charter school, must notify the prior enrolling district using the "Notification of Change in Student Enrollment," ED-02037 form. A copy of the form is posted to the MDE website. From the home page, http://education.state.mn.us Select School Support > School Finance > MARSS-Student Accounting > MARSS Reporting Instructions.

This form is required whenever a student transfers between districts and/or charter schools in Minnesota. All MDE MARSS-certified software vendors can produce this form. It serves two purposes:

1. It notifies the prior enrolling school of the date that the student enrolled in the OLL program so that the prior school can withdraw the student no later than the enrollment date. This avoids a date overlap on MARSS.
2. It is a request to forward the student's MARSS State Reporting Number to the new enrolling school. A student must be reported on MARSS and all state assessments using a single unique MARSS State Reporting Number that stays with the student for his or her entire public school career.

Student Membership

For purposes of computing membership for students enrolled in OLL programs the OLL program's calendar and completion expectations determine which is used.

- OLL programs in which students are able to start courses at any time, complete them at their own pace and/or enroll in any number of courses concurrently should use the Completion-Based method of computing student membership. In this

method each completed OLL course generates a given number of membership hours. Percent Enrolled is reported as 999.

- OLL programs in which students must start and complete the course within a school-defined term and at the teacher's pace use the Term- or Seat-Based method. In this method each course represents a portion of the school day; full- or part-time status is indicated on MARSS using the Percent Enrolled field.

Refer below for more information.

Completion-Based

The completion-based method is used for OLL programs in which:

- Students are able to start an OLL course at any time during the school year,
- Students can complete the OLL course at their own pace, either working ahead of other students or taking more time,
- Communication within the course is primarily between the individual student and the teacher as opposed to among students with little synchronous communication, and
- The OLL program may or may not have established terms within which students must complete courses.

The completion-based method for computing student membership models the independent study method used by state-approved alternative programs with approved independent study programs. Each year the OLL program must complete and retain for audit purposes the "Calculation of Membership Hours for OLL Students Enrolled in OLL Program/Course Completion Method." A copy can be found in Appendix F.

"Calculation of Membership Hours for OLL Students Enrolled in OLL Program/Course Completion Method"

In the sample "Calculation of Membership Hours for OLL Students Enrolled in OLL Program/Course Completion Method" on the following page under 'Graduation Requirements at District Granting Diploma' the OLL program requires 21.5 credits or standards to graduate in the four years of high school. This means that a student needs to complete 5.5 year-long or 11 semester credits per year to make regular grade progression and graduate on time.

Under 'Program Information at OLL Program' the school calendar described on lines 4 and 5 shows 172 instructional days at 360 minutes per day (excluding meal times). These two figures must match the number of Instructional Days and Length of Day reported by the OLL program on its MARSS A School file. The calculation of the program's annual instructional hours occurs on line 7: 172 instructional days times 360 minutes per day divided by 60 minutes per hour equals 1,032 hours.

Line 9 shows the calculation of the number of membership hours that the OLL program can claim per completed OLL credit: 1,032 instructional hours divided by 5.5 credits needed per year equals 188 membership hours.

(Complete the grade shaded cells)

Graduation Requirements at District Granting Diploma

Line	Math	Enter Figure	Description
1	n/a	21.5	Number of credits or academic standards students need to complete to graduate from the OLL Program.
2	/	4	Years of high school in the OLL Program granting the diploma (3 or 4)
3	=	5.5	Number of credits or academic standards needed to compete per year to graduate from the OLL Program granting the diploma

Program Information (for each grade) at OLL Program

Line	Math	Enter Figures	Description
4	n/a	172	Instructional days per year at the OLL Program in the core year. Reported on MARSS School File
5	X	360	Average Length of Day in Minutes at the OLL Program. Reported on MARSS School File
6	/	60	Minutes per Hour
7	=	1032	Hours required for a full time student (Instructional Hours)
8	/	5.5	Number of credits or academic standards needed to complete per year to graduate from the school granting diploma (from above)
9	=	188	Maximum number of membership hours to claim per OLL credit completed

MARSS

The OLL program can claim 188 membership hours for each one-credit OLL course completed during the school year. If a student has completed only part of a course at the end of the school year, the program can claim the portion of the credit that the student has completed. For example, if the student had completed 75 percent of the course, claim 141 hours. If the student completes the course during the following school year the remaining 47 membership hours can be claimed then.

Students who are given partial credit for a course and are not required to complete all of the associated coursework to earn the credit should be claimed for only the portion of the credit that

the student is required to complete to earn the credit. For example, a student who at the time of withdrawal from the prior school had completed half of the American History class could be given partial credit and be required by the OLL program to complete only the second half of the course work to earn the American History credit. This student could be claimed for 94 membership hours.

All students reported under the Completion-Based Method have a Percent Enrolled of 999. Both attendance and membership are reported in terms of hours.

Seat- or Term-Based

The seat- or term-based method is used for OLL programs that:

- Students usually must start an OLL course within a short window of time near the beginning of a term,
- Students must complete the OLL course at the pace set by the teacher with only limited working ahead possible,
- Communication within the course is both between the individual student and the teacher as well as among students and more synchronous communication than the completion-based method,
- The OLL program has established terms within which students must complete courses, and
- No additional membership is generated for students who have not completed the coursework during the term.

The 'seat-based' or 'term-based' method of computing membership model is that found in a typical high school. The school has defined terms within which courses are offered and courses may have a scheduled time when students and the teacher meet synchronously. The OLL program must have a set number of instructional days and periods per day, i.e., a school calendar. The periods per day remain constant throughout the school year for all students and must be adequate so that a student enrolled full-time can make regular grade progression. Each term the student starts new courses or completes the next portion of a prior credit, e.g., first semester the student takes American History A and the second semester the student takes American History B.

The Percent Enrolled describes a given student's level of enrollment. A student reported as 100 Percent Enrolled must be enrolled in a full course load that if successfully completed will result in grade progression. Students enrolled in fewer courses than would result in grade progression are reported as part-time, i.e., less than 100 Percent Enrolled.

Each year the OLL program must complete and retain for audit purposes a copy of the "Calculation of Courses Required for OLL Students Enrolled in OLL Program/Seat-Based Method." A copy can be found in Appendix G.

"Calculation of Courses Required for OLL Students Enrolled in OLL Program/Term-Based Method"

In the sample "Calculation of Courses Required for OLL Students Enrolled in OLL Program/Seat-Based Method" form under 'Graduation Requirements at District Granting

Diploma' the OLL program requires 21.5 credits or standards to graduate in the four years of high school. This means that a student needs to complete 5.5 year-long or 11 semester credits per year to make regular grade progression and graduate on time.

MARSS

Seat-based schools must have the same calendar for all students in a given grade and school. So this seat-based OLL program would need to schedule at least six periods per day so that a student could enroll in the number of classes needed to make grade progression. A student would need to be enrolled in all six periods to be claimed as 100 Percent Enrolled. A student enrolled in only five classes during a term would be reported as 83 Percent Enrolled (5 classes divided by 6 periods).

Calculation of Courses Required

for OLL Students Enrolled in OLL Program

Seat-Based Method

(complete the gray shaded cells)

Graduation Requirements at District Granting Diploma

Line	Math	Enter Figure	Description
1	n/a	21.5	Number of credits or academic standards students need to complete to graduate from the OLL Program
2	/	4	Years of high school in the OLL Program granting the diploma
3	=	5.5	Number of credits or academic standards needed to complete per year to graduate from the OLL Program granting the diploma rounded up to nearest half credit.
4	Round up	6	Required number of periods per day in school calendar to be reported as 100 Percent Enrolled (line 3 rounded up to the nearest whole number)

Incompletes and Fails

In the seat- or term-based method, students enrolled during the entire term but who were awarded an Incomplete can generate no more membership hours or days for that credit. The student and teacher would need to determine how and when the student could complete the credit outside the membership generated by the student during the next term.

In the completion-based method, students generate membership hours based on the portion of the credit that they did complete. They cannot be claimed for the entire number of membership hours until the credit is completed.

A student who failed a course although completing all requirements of the course can repeat the course entirely, i.e., complete all of the related coursework and assessments, and the OLL program can claim the entire membership again. Or, the student could be allowed to complete

only a portion of the coursework to earn the credit and the OLL program would claim prorated membership for the student.

Attendance

Each OLL program needs to have documented how attendance/absences are determined and reported whichever method of computing membership is used. Individual student records must contain daily attendance to show compliance with the statute that requires students to be withdrawn after 15 consecutive days absence and for truancy purposes. In no case can a student's attendance exceed the student's membership in either method of computing membership.

VIII.   Records to Keep for Audit

Residency

Students must be residents of Minnesota and physically residing in Minnesota to claim for Minnesota state aid. Records should be kept showing the student's and parent's physical address, not just a post office box number. This information should be made available to the resident district, if requested.

For students who were not enrolled the entire school year, there should be a manual record of students' entry and/or withdrawal dates. The auditor uses these to verify the entry of these dates to the student attendance software and student membership as reported on MARSS.

Each student's transcript must include all courses taken and which generated any student membership. The courses must be identified by the school year during which the membership was claimed.

Supplemental

To be included on the OLL program's OLL/course completion file, the OLL program must have a signed copy of the student's "Online Learning (OLL) Supplemental Notice of Student Registration." The registration must be signed by the enrolling district. If the student has taken more than 50 percent of his or her course load via supplemental OLL, the enrolling district needs to have checked the appropriate box on the registration form.

A copy of the OLL Supplemental Notice of Student Registration can be obtained from the MDE website at http://education.state.mn.us/ Select Student Success > Enrollment Choices > Online Learning.

In addition, the student must have completed the OLL course to claim OLL aid. Completion of the course is defined as completing enough of the required assignments and assessments such that had the work been of passing quality the student would have passed the course. A student who drops a course or does not complete enough of the requirements to pass the course is considered to have not completed the course and should not be included on the OLL/course completion file.

A grade of F is considered passing if the student completed all of the required assignments and assessments but the course work was not of sufficient quality to pass the course.

Students must be enrolled in a Minnesota public school as a Minnesota public school student to be eligible to claim for OLL aid.

Comprehensive

An OLL program in an independent school district should have a copy of the student's "School District Enrollment Options Program," ED-01861 for nonresident students. If the student enrolled under a different statute, maintain a copy of the appropriate documentation, e.g., agreement between school boards signed by both districts.

The OLL program should have a copy of either the "Calculation of Membership Hours for OLL Students Enrolled in OLL Program/Course Completion Method" or "Calculation of Courses Required for OLL Students Enrolled in OLL Program/Seat-Based Method" and be able to show how each student's membership was computed. The students' transcripts serve to show which courses the students took while enrolled in the school. Records should be kept for students who were awarded partial credit upon enrollment, withdrawal or at the end of the school year.

Have available a description of how attendance was calculated and reported to show compliance with the 15 day withdrawal requirement in Minnesota Statutes, section 126C.05, subd. 8.

More information on records needed to be kept for student attendance audit purposes can be found in the MARSS Manual, Appendix H.

IX. Hybrid/Supplemental OLL for Enrolled Students

Schools can offer online learning (OLL) courses to enrolled students on a part time basis without state certification. However, a comprehensive OLL program and/or one that is offered to students who are not enrolled must be state-certified for the students to generate state aid. Any district or charter school that enrolls a student full-time in OLL courses with no required attendance at the school site must be certified.

Hybrid courses are those in which enrolled students may attend the classroom for some of the scheduled sessions and other times learn independently outside the classroom. Each OLL or hybrid course is considered one class period for purposes of reporting Percent Enrolled and membership for MARSS. Students enrolled in a course for each period of the day, including the hybrid/OLL courses can be reported on MARSS as full time or 100 Percent Enrolled. Students enrolled in less than a full schedule must be reported as part time or less than 100 Percent Enrolled. The courses must be documented on the student's transcript for audit purposes.

Appendix A: Sample Online Learning Aid Report

```
RUN DATE 12/09/13                   MINNESOTA DEPARTMENT OF EDUCATION                  PAGE    1
RUN TIME 08:35                      13-14 ONLINE LEARNING AID CALCULATION

ONLINE LEARNING PROVIDER
0287-06-203 287 OLL ACADEMIC

   STUDENT                           ELG GRD P    BASE EXCESS INI  ADJ  ADJ  EXCESS OLL  WEIGHT OLL  FORMULA    AID
   NUMBER      STUDENT NAME / COURSES TYE LVL N LGT ADM  OLL   ADM  PCT  ADM  MARSS  ADM  FACTOR PUN  ALLOWANCE  AMOUNT
0123456789101 DENT,STEWART,S
              COURSE 01 MN GEOGRAPHY-A PUB 11 P Q .0417 .0000 .0417 .8800 .0367 .0000 .0367 1.300 .0477 5,302.00   252.91
              COURSE 02 WORLD HISTORY  PUB 11 P S .0833 .0000 .0833 .8800 .0733 .0000 .0733 1.300 .0953 5,302.00   505.28
              COURSE 03 SOCIOLOGY-A    PUB 11 P Y .1667 .0000 .1667 .8800 .1467 .0000 .1467 1.300 .1907 5,302.00 1,011.09
              COURSE 04 MN GEOGRAPHY-B PUB 11 P T .0556 .0000 .0556 .8800 .0489 .0000 .0489 1.300 .0636 5,302.00   337.21
                         STUDENT TOTAL PUB                                                       .3973          2,106.49



                                     PUPIL
                                     UNITS        AMOUNT
          PROVIDER TOTAL PUBLIC / GENERAL EDUC AID  0.3973    2,106.49
```

Appendix B: Sample MARSS 46 OLL/MARSS Error Report

Minnesota Department of Education
On-Line Learning (OLL) / MARSS Reporting Errors

OLL Provider
District: 0287-06 INTERMEDIATE SCHOOL DISTRICT 287
203 287 OLL ACADEMIC

MARSS Enrolling

District	Sch	Student Number	Student Name	Start Date	End Date	Course Name	Error
0011-01	001			12/11/2012	03/07/2013	Economics Sem A	NO CORRESPONDING MARSS ENROLLMENT RECORD
0011-01	001			12/11/2012	03/07/2013	American Literature	NO CORRESPONDING MARSS ENROLLMENT RECORD
0720-01	083			09/10/2012	01/25/2013	Emotional Intelligen	NO CORRESPONDING MARSS ENROLLMENT RECORD
0199-01	027			12/22/2012	03/15/2013	Algebra 2 Tri B	NO CORRESPONDING MARSS ENROLLMENT RECORD
0011-01	198			01/14/2013	05/24/2013	Algebra 2 Qtr A	NO CORRESPONDING MARSS ENROLLMENT RECORD
0277-01	062			09/03/2012	01/25/2013	Independent Living S	NO CORRESPONDING MARSS ENROLLMENT RECORD
4110-07	010			09/07/2012	11/02/2012	Biology Sem A	NO CORRESPONDING MARSS ENROLLMENT RECORD
4110-07	010			09/07/2012	11/02/2012	English 2 Sem A	NO CORRESPONDING MARSS ENROLLMENT RECORD
0276-01	074			01/21/2013	05/31/2013	Career Investigation	NO CORRESPONDING MARSS ENROLLMENT RECORD
0833-01	023			01/29/2013	02/27/2013	Environmental Scienc	NO CORRESPONDING MARSS ENROLLMENT RECORD
0112-01	060			02/21/2013	05/31/2013	Biology Sem B	STATE AID CATEGORY INELIGIBLE FOR OLL
0726-01	020			09/27/2012	01/25/2013	Physical Education 1	NO CORRESPONDING MARSS ENROLLMENT RECORD
0726-01	020			01/15/2013	03/08/2013	Physical Education 2	NO CORRESPONDING MARSS ENROLLMENT RECORD

Appendix C: Sample Load Online Learning Student Data Report

```
RUN DATE 12/09/13                    MINNESOTA DEPARTMENT OF EDUCATION                 PAGE    1
RUN TIME 08:29:13                  LOAD 13-14 ONLINE LEARNING STUDENT DATA        PRIOR CONTENTS MOVED TO RECYCLE BIN

ONLINE LEARNING PROVIDER
0287-06-203 287 OLL ACADEMIC

    STUDENT     BIRTH                                   ENROLLMENT COMPLETION          GRADE PUB  ENROLLING     RESIDENT ELIG
    NUMBER      DATE     STUDENT NAME / COURSES            DATE       DATE    LENGTH LEVEL NON NBR-TYPE-SCH NBR-TYPE TYPE

0123456789101 10/31/2000 DENT,STEWART,S
                         COURSE 01 MN GEOGRAPHY-A   150700  09/09/2013 01/15/2014   Q      11   P  0196-01-088  0000-00  PUB
                         COURSE 02 WORLD HISTORY    150800  09/09/2013 05/30/2014   S      11   P  0196-01-088  0000-00  PUB
                         COURSE 03 SOCIOLOGY-A      151200  01/21/2014 05/30/2014   Y      11   P  0196-01-088  0000-00  PUB
                         COURSE 04 MN GEOGRAPHY-B   150700  01/21/2014 05/30/2014   T      11   P  0196-01-088  0000-00  PUB
```

Appendix D: Sample OLL/Course Completion File

```
0287 62030123456789101DENT,STEWART,S          20001031P 196 1 88    11150700MN GEOGRAPHY-A     2013090920140115Q
0287 62030123456789101DENT,STEWART,S          20011031P 196 1 88    11150700MN GEOGRAPHY-B     2014012120140530T
0287 62030123456789101DENT,STEWART,S          20011031P 196 1 88    11150800WORLD HISTORY      2013090920140530S
0287 62030123456789101DENT,STEWART,S          20011031P 196 1 88    11151200SOCIOLOGY-A       2014012120140530Y
```

Appendix E: Sample OLL Pre-Edit Report

When a Pre-Edit Report is generated, the OLL/Course Completion file failed to load. The formatting of the file caused numerous errors.

In the sample file, the State Reporting Number field was reduced from 13 characters to 12 characters in the first two rows, which caused all of the fields to the right to shift one character to the left. That's why so many fields are listed as having an error. The OLL program needs to re-format the text file and re-submit the file to MDE.

```
RUN DATE 12/09/13                      MINNESOTA DEPARTMENT OF EDUCATION               PAGE    1
RUN TIME 08:19:54                   LOAD 13-14 ONLINE LEARNING STUDENT DATA
                                                   PRE-EDIT
ONLINE LEARNING PROVIDER
0287-06-203 287 OLL ACADEMIC

RECORD NUMBER      1
0287 6203123456789101DENT,STEWART,S                     20001031P 196 1 88     11150700MN GEOGRAPHY-A      2013090920140115Q
        INVALID OR MISSING STUDENT NUMBER
        INVALID BIRTH DATE
        INVALID ENROLLING DISTRICT NUMBER
        INVALID ENROLLING DISTRICT TYPE
        INVALID ENROLLING SCHOOL NUMBER
        INVALID COURSE (STAR ASSIGNMENT) CODE
        INVALID COURSE COMPLETION DATE (END DATE)

RECORD NUMBER      2
0287 6203123456789101DENT,STEWART,S                     20011031P 196 1 88     11150700MN GEOGRAPHY-B      2014012120140530T
        INVALID OR MISSING STUDENT NUMBER
        INVALID BIRTH DATE
        INVALID ENROLLING DISTRICT NUMBER
        INVALID ENROLLING DISTRICT TYPE
        INVALID ENROLLING SCHOOL NUMBER
        INVALID COURSE (STAR ASSIGNMENT) CODE
        INVALID COURSE COMPLETION DATE (END DATE)
```

Appendix F: Calculation of Membership Hours/Course Completion Method

Calculation of Membership Hours

for OLL Students Enrolled in OLL Program

Course Completion Method

(complete the grade shaded cells)

Graduation Requirements at District Granting Diploma

Line	Math	Enter Figure	Description
(1)			Number of credits or academic standards students need to complete to graduate from the OLL Program
(2)	/		Years of high school in the OLL Program granting the diploma (3 or 4)
(3)	=		Number of credits or academic standards needed to complete per year to graduate from the OLL Program granting the diploma

Program Information (for each grade) at OLL Program

Line	Math	Enter Figure	Description
(4)			Instructional days per year at the OLL Program in the core year. Reported on MARSS School file.
(5)	X		Average Length of day in minutes at the OLL Program. Reported on MARSS School file.
(6)	/	60	Minuets per hour
(7)	=		Hours required for a full time student (Instructional Hours)
(8)	/		Number of credits or academic standards needed to complete per year to graduate from the school granting the diploma (from line 3 above)
(9)	=		Maximum number of membership hours to claim per OLL credit completed.

Appendix G: Calculation of Courses Required/Seat- or Term-Based Method

Calculation of Courses Required

for OLL Students Enrolled in OLL Program

Term- or Seat-Based Method

(complete the grade shaded cells)

Graduation Requirements at District Granting Diploma

Line	Math	Enter Figure	Description
(1)			Number of credits or academic standards students need to complete to graduate from the OLL Program.
(2)	/		Years of high school in the OLL Program granting the diploma.
(3)	=		Number of credits or academic standards needed to complete per year to graduate from the OLL Program granting the diploma rounded up to the nearest half credit.
(4)	Round up		Required number of courses in which to be concurrently enrolled to be reported as 100 Percent Enrolled (line 5 rounded up to the nearest whole number)