Minnesota Department of Education

Appeal of MARSS Data Reported by Another District/Charter

Following is the procedure for appeals for End of Year (EOY) FY 2011 that the Division of School Finance will use to respond to districts and charter schools that request changes be made to another district's or charter school's MARSS files after the close of MARSS WES appeal file window.

Overview

The final file submissions for EOY FY 2011 are due October 25, 2011. Electronic appeal files will be accepted through noon, November 25, 2011. EOY FY 2011 appeal submission will open October 31, 2011. This procedure applies only to cross-district errors identified in an appeal file and MARSS 08 Error Report. Any local error that was added to bypass a cross-district error should be corrected locally by the district before the final deadline. With all local errors corrected, districts/charters should attempt to submit their files one last time. If that file is still rejected due to cross-district errors with another district/charter, the appealing district will have the rejection e-mail as documentation of their final attempt and Minnesota Department of Education (MDE) will have the locally error-free source data available in MARSS WES to evaluate the appeal.

All MARSS files with less than the acceptable threshold percentage of total local errors are loaded to MDE. Districts/charter schools can make any corrections necessary until the appeal window closes. However, during the appeal window, files that cause a statewide cross-district error will not be loaded until the record causing the error is corrected, inactivated by causing it to error locally or removed from the file. (Records with local errors are not edited against other records.) Districts and charter schools must negotiate among themselves to correct these errors. Causing a local error is used only to correct cross-district errors in a dead-lock situation. MDE will not make corrections to data that is not involved in a documented and appealed fatal error.

Procedure for Appeal of Uncorrected Errors

After the EOY appeal window closes, districts and charter schools have until December 16, 2011, to appeal data reported by another district or charter school that is causing the appealing district/charter school's record to have a fatal error. This is the only time that MDE will make manual corrections to MARSS data. There will be no cross-district appeal window for Fall files because there are no statewide errors that cause a record to be excluded from state counts.

This new appeal process applies to:

- A record reported by another district/charter school that is charged with causing a fatal error to the appealing district/charter school's data. It does not apply to data reported by the district or charter school itself; each district and charter school has had the

opportunity to update and re-upload its own MARSS files, except as described in the third bullet below.

- A record reported by other than the appealing cross-district district/charter school that caused the appealing district/charter school to have a fatal error. It does not apply to data that caused a warning message.

- A record that is marked as a cross-district error on an appeal file dated between December 2 and noon December 16.

A new state form titled "Appeal of End of Year FY 2011 MARSS Data" is to be used to submit the appeal. Each record appealed must be submitted using its own "Appeal of End of Year FY 2011 MARSS Data" form.

The appeal must come from the MARSS coordinator of the district/charter school in which the record with the fatal error has been reported.

The appeal must be addressed to the MARSS coordinator of the district/charter school charged with causing the error.

Barb Mattson at MDE must be copied on the appeal letter.

The appeal can come via mail or e-mail, but all required documentation related to the appeal must be received at MDE by December 16, 2011. Any response from the district/charter school charged with causing the error must be received at MDE by December 30, 2011.

Only the following selected data items can be appealed:

- Student Number
- Status Start Date
- Status End Date
- Status End
- Percent Enrolled
- State Aid Category (SAC)
- Special Education Evaluation Status (SEES)
- Homebound Flag
- Attendance (if Status Start and/or End Date, Homebound or Percent Enrolled are appealed)
- Membership (if Status Start and/or End Date, Homebound or Percent Enrolled are appealed)

Information required from the appealing district/charter school:

- District number, type and name of appealing district/charter school.
- Name, phone number and e-mail address of MARSS coordinator.
- Student State Reporting Number.
- Student Name.

- Description of error, including specific data items.
- Include what the correct data should be, if you have the information.
- Copy of the page of the MARSS 08 Error Report on which the cross district error is listed. The MARSS 08 Error Report must be the last one run between December 2 and noon December 16, 2011.
- Copy of upload rejection e-mail.
- Copies of all correspondence with the district/charter school charged with causing the error as well as any agreements to correct the error. Include the dates, name of the person, address and/or phone number to which the requests were originally directed. Include any responses from the district/charter school charged with causing the error. At least two attempts must be documented.

The district/charter school charged with causing the error can respond to the appeal in writing (mail or e-mail) and must copy Barb Mattson at MDE. The response must be received at MDE no later than December 16, 2011. Choosing not to respond to the appeal within the established time frame may cause a loss of ADM for the district/charter school charged with causing the error.

MDE Response to Complete Appeals

MDE will evaluate each appeal. However, without extenuating circumstances and/or additional information from the district/charter school charged with causing the error, the following will be done to correct the error.

- For Status Start and End Date errors, the record at the district/charter charged with causing the error will be modified such that the date overlap is corrected. The student's attendance and membership will be reduced as necessary so that the student's ADM does not exceed 1.0. It is possible that the student's ADM will be reduced more if the student was not enrolled in a Minnesota school district for the entire school year.

- For Status End code (SEC) errors, the code will be changed to the suggested code, if provided. If the student has been reported as a graduate by the district/charter with the earlier record and that district/charter confirms the student's graduation status, no correction will be made and the later record will be excluded.

- For a student with overlapping enrollment records reported as homebound in one district but not the other, the non-homebound record will be marked as a local error and no ADM generated. A homebound student is unable to attend at the school site and is ineligible to generate state aid.

- For a student with overlapping records and SAC 16-18, the non-SAC 16-18 record will be marked as SAC 16-18 if the SAC 16-18 is confirmed by the other district/charter to be accurate. Otherwise, the SAC at the district/charter that reported SAC 16-18 will be changed, depending on the school of enrollment. If it is not the resident district, a local error may need to be caused and no ADM will be generated.

- Once corrections are made to a MARSS file per the appeal, the data file of the district/charter school will be uploaded by MDE. If no other fatal errors exist, the file will load. Therefore, all local errors must be corrected prior to appealing data reported by another district/charter. MDE will not make corrections to data that are not involved in a documented and appealed cross-district error.