# MARSS Memo

April 5, 2011 Issue 11.01

## Student Data Reporting Information

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## MARSS WES Updates for End-of-Year FY 2011

The MARSS WES validation process will now include additional checks on Postsecondary Enrollment Options (PSEO), Supplemental Educational Services, Special Educational Service Hours, Targeted Services, Minnesota Care and General Assistance Medical Care Program Opt-Out data items. Refer below for more detail.

## Edits Effective April 11, 2011

### **PSEO Warnings and Errors**

PSEO allows 11<sup>th</sup> and 12<sup>th</sup> grade students to enroll in postsecondary course(s) for high school credit at eligible postsecondary institutions. These students receive high school credit for successful course completion. These students are reported as 100 percent enrolled while participating in PSEO but the PSEO High School Hours include only the credit-bearing membership at the high school while participating in PSEO.

#### 87 EOY Warning – PSEO HS HRS = zero, please verify

This warning message is not new; it appears when an 11<sup>th</sup> or 12<sup>th</sup> grade student has been identified as participating in the PSEO and not PSEO High School Hours have been reported. If the student was enrolled in no high school classes, this warning can be ignored. However, a student who did participate in high school classes will generate less ADM by not reporting these hours. Also check PSEO Program Participation Indicator.

#### 337 EOY Warning - Potentially excessive PSEO HS Hours

This is a new message. The reported PSEO High School Hours appear to be in excess in comparison to the number of credits that the student earned at the college. Verify that the High School Hours reported are those at the high school and not the postsecondary institution.

#### 97 Fall and EOY Error – PSEO invalid for SAC = 14, 15, 18, 24, 52, 98

This message has been updated. Students who are not residents of Minnesota (State Aid Category -- SAC --15); who are enrolled in a Minnesota nonpublic school where the parent pays the tuition (SAC 18); who are foreign exchange students (SAC 02); who are early graduates (SAC 24); who are enrolled in an extended school year special education program (SAC 46); who are enrolled in South Dakota under reciprocity (SAC 52); or who are summer graduates or summer leavers (SAC 98) are ineligible to participate in the postsecondary enrollment options (PSEO) program during this enrollment period. Also check the student's State Aid Category. First-year seniors who have completed high school credits and required assessments mid-year but participate in PSEO second semester cannot be reported as early graduates (SAC 24) for second semester.

#### 99 EOY Error – PSEO HS HRS > Member Hrs Possible

This message is not new. The number of hours a PSEO participant is enrolled in high school credit-bearing classes cannot exceed the total number of membership hours for the student in the same enrollment record. Total membership hours for a student whose Membership is reported in terms of days is calculated: Membership Days X (Length of School Day in Minutes/60).

#### **Supplemental Services Error**

Supplemental Educational Services (SES) provides additional academic instruction, such as tutoring, to increase student achievement. Schools in need of improvement under No Child Left Behind (NCLB) are required to offer supplemental educational services to students who are free/reduced-price meal eligible and must identify students by reporting the four-digit Supplemental Services provider code in the participating student's enrollment record; refer to the MARSS Manual for a list of the codes. A school error message is generated if the school is identified but no students are reported as participating.

#### 338 EOY Error – No students with Supplemental Services

No students have been reported as receiving supplemental services for this school. If no families chose to participate, send an email to <a href="mailto-sarah.k.smith@state.mn.us">sarah.k.smith@state.mn.us</a> at the MDE. The error message will continue to be included on the local Error Report; however, Sarah will not need to contact the district or charter school to report.

#### School Classification 50 - 341 Invalid SEES Error

All students reported by a special education site (Classification 50) must have an Individual Education Plan (IEP). Students enrolled in school classification 50 must have Special Education Evaluation Status (SEES) of 4, 6 or 9 with the exception of a student in grade EC and SEES 2 (evaluation).

#### **Targeted Services Warning**

Targeted services are programs provided by ALCs for public school students:

- In grades kindergarten through 8<sup>th</sup> grade; 9<sup>th</sup> graders can also be in targeted services when 9<sup>th</sup> graders do not earn credits toward graduation in their district of enrollment.
- Not enrolled in the ALC during the school day.
- Who meet the Graduation Incentives criteria.
- Who have a Continual Learning Plan (CLP).

All targeted services students participate in the program either during the summer prior to the traditional school year and/or after the required school day during the traditional school year.

## 331 FALL and EOY Warning - \*CD\* Targeted Services without Dual Enrollment on local Error Report

#### 342 EOY Error - Targeted Services without Dual Enrollment on statewide Error Report

Student is reported as enrolled in a targeted services program (schools with a classification of 45) during the regular school year but is not also enrolled in a traditional program. All targeted services students must also be enrolled in a traditional school. Check that the student's State Reporting Number is correct and matches that reported by the traditional school.

#### Minnesota Care and General Assistance Medical Care Program Opt-Out

This information is collected on the *Application for Educational Benefits*. Children who are eligible for free or reduced-price school meals may be eligible for Minnesota health insurance programs that are administered through the Department of Human Services (DHS). A child's eligibility status for school meals (qualified for free or reduced-price meals) may be shared with the Minnesota Care and General Assistance Medical Care programs at the DHS unless the person signing the *Application for Educational Benefits* indicates not to share the information (i.e., opting out) by checking the boxes in section 4 of the application. A household is not required to share information for this purpose and the decision to opt-out will not affect approval for school meal benefits or compensatory revenue.

The data needs to be solicited from families annually on the *Application for Educational Benefits* at each district of enrollment. The opt-out fields are not date specific. For fall reporting purposes, if the family has opted out at any time prior to the fall MARSS file submission, then the fall MARSS file should show 'Y' opt-out. The end of year file would also show a 'Y' opt-out if the family indicated opt-out at any time during the school year. It is not necessary to track the date of the opt-out – a change from opt-in to opt-out would not cause a school to create a new MARSS record/line.

#### Valid values are:

N for No, don't opt-out.

Y for Yes, do opt-out.

Record will error for Error 6 Invalid Value if fields are blank or contain other than N or Y.

#### **Care and Treatment**

A dual-enrolled student is one who is enrolled for the entire school day at the traditional school, and who attends a state-approved alternative program (SAAP) after the normal school day. A concurrently enrolled student is one who is enrolled for part of the school day at the traditional school and who also attends a SAAP. Statute describes where a student is enrolled while placed for residential or day treatment. Enrollment in a SAAP is a choice program and although students placed for treatment might be receiving instruction in a SAAP, it is not through a choice program. Therefore, some of the benefits associated with participation in a choice program are suspended during the placement, e.g., dual enrollment.

#### \*CD\* 343 EOY Error - Dual Enrolled and State Aid Category (SAC) 27/28

State Aid Categories (SAC) 27 and 28 are for students placed for treatment. These students are ineligible for dual or concurrent SAAP enrollment. This will be a CD (Cross-District) message on the local Error Report. An error will occur on the statewide Error Report when SAC 27 or 28 are reported in two or more schools.

#### **ADM Computations for SAC 27 and 28**

Statute describes how students placed for treatment, either residential or day, will receive their education during the placement. The enrollment choices have been suspended during the treatment; therefore, they are ineligible to participate in options programs such as extended time through a state-approved alternative program (SAAP). Although students can receive academic instruction at a SAAP, the student is ineligible to generate extended time ADM. Effective FY 2012 the student will be ineligible to be reported as a SAAP summer-term participant.

## Edits Effective June 1, 2011, for End-of-Year FY 2011

#### **Special Education Services Hours Error**

SPECIAL EDUCATION SERVICE HOURS (SESH) are used in generating the Special Education tuition billing. SESH include direct and indirect special education services provided by a licensed special education teacher as defined in Minnesota Rule 3525.0200 subparts 2b and 8c. Hours for program or one-to-one paraprofessionals and one-to-one professionals are not included. SESH are special education services, which maybe different than student membership hours. In some cases, SESH could be greater than the membership hours.

#### 254 EOY Error – Special Education Service Hours Required

For students with Special Education Evaluation Status equals 4, 6 or 9, Special Education Service Hours are required if:

- A. Grade = EC or HK, or
- B. Homebound Indicator = Y, or
- C. School Classification = 46 (Online Learning), or
- D. State Aid Category = 16, 17, 18 or 27, or
- E. Students are in a school with Multidisciplinary Teaching Model, Inclusive Program, Cooperative Teaching Model, or Project-Based Learning, or
- F. Students are in a state-approved alternative program (SAAP), i.e., school classifications 41, 42, 45 and that have no overlapping enrollment record within the district.

The new portion of the edit is item F. Students in alternative programs who have an IEP must have Service Hours reported unless the student has another overlapping record within the same district. If a student's overlapping records are only in school classifications 41 or 42, both records will error until Service Hours are reported in one or both records.

## MARSS WES Reports Update

#### Local Reports

MARSS 17 Individual Student Report has been updated to include data reported in Minnesota Care and General Assistance Medical Care Opt-Out fields.

#### MARSS 51 Homeless Student Report has been updated:

- To avoid duplication, only the student's first enrollment record in which the student is flagged as homeless is displayed.
- Grade level has been added.
- Economic Indicator has been added (homeless students are eligible for free meals for the remainder of the school year).
- Transportation category has been added.

Share this report with your district's/charter school's homeless liaison throughout the school year to assure a complete count at the end of the school year. In the fall, export the report to Excel and send it to your district's/charter school's homeless liaison to compile counts for an annual federal report. When exported to Excel three additional columns will be included. The homeless liaison will need these columns to identify additional information about these students.

MARSS 55 LEP Statewide Enrollment is new. This report is a list of all seniors reported by the district who at some time during their enrollment history in Minnesota public schools were reported as needing Limited English Proficient (LEP) services. Each student's historical enrollment information is provided to assist the district to determine if the student is required to pass GRAD assessments in order to graduate. Your District's Assessment Coordinator may be interested in this report.

#### Statewide Reports

MARSS 52 PreSchool Screening is new and will be posted after the June MARSS reporting submission. There are two reports available:

- Screened in District. This is a list of children reported as screened by this district, both resident and nonresident children.
- Residents Screened Elsewhere. This is a list of resident children who were reported as screened elsewhere.

This report should be used to verify that the all children screened have been reported and that the appropriate State Aid Category (SAC) is reported. Share this report with staff who do Early Childhood Health and Developmental Screening to assure that the list is complete. Some of these children are eligible for Early Childhood Health and Developmental Screening aid.

Contact: MARSS@state.mn.us

MARSS 56 PSEO Comparison is new to MARSS WES but is a duplicate of the MARSS – PSEO comparison report that has been sent to districts for the past 20 years. Rather than mailing it, it will be posted to MARSS WES statewide reports starting with this summer. This report will be only for districts and charter schools that both enroll juniors and seniors and who have been identified by postsecondary institutions as enrolling postsecondary enrollment options (PSEO) participants.

This report's posting schedule may vary a bit from other statewide MARSS WES reports because it's dependent on the availability of MARSS files and files from postsecondary institutions. If the report is not posted at the same time as other year-end statewide MARSS WES reports, an email will be sent when it's available. Schools are expected to flag all students listed on the report as PSEO participants and report their PSEO High School Hours on the year-end MARSS files. If students have been identified on the report as PSEO participants but who are either not enrolled in your high school or are actually enrolled only in Courses to Agreements classes, notify Steve Etheridge so he can update MDE's database. The changes should be included the next time the report is posted.

Contact: Steve Etheridge at steve.etheridge@state.mn.us or 651-582-8771

## MARSS Manual Updates

#### Appendices K and K1

Appendices K and K1 have been updated to better assist district, charter school and cooperative staff to determine students' resident districts. Appendix K is for students without IEPs and Appendix K1 is for students with IEPs. The examples are grouped by type of situation with the intent that it would be easier and faster to locate the information needed.

We are also developing a form that district, charter school and cooperative staff can use to assist in determining a student's resident district. It will contain the types of information about a given student that is necessary to determine residency. If among the updated Appendices K and K1 and the new "Determining Resident District" form staff cannot determine the resident district, the completed form can be emailed to <a href="mailto:marss@state.mn.us">marss@state.mn.us</a> and MDE staff can assist in the determination. Watch for more information about this form.

#### **Procedure 27 Reporting Students Placed for Day Treatment**

This is a new procedure that describes which district is responsible for providing instruction to students who are placed for day treatment. Day treatment is defined as a Children's Therapeutic Services and Supports (CTSS) program that is certified by the Department of Human Services (DHS). This represents a change in department policy but is consistent with statute. Briefly, the district in which a student is living while placed for day treatment (referred to as the 'providing district') is responsible for providing instruction and transportation. Refer to the procedure for more information. Districts should implement the procedure no later than the 2011-12 school year. However, the providing district can choose to implement the procedure immediately for students who are placed for day treatment yet this school year.

#### **Procedure 5 Who Is Responsible for Reporting Students on MARSS**

This procedure is in the process of being update to make it consistent with the new Procedure 27 Reporting Students Placed for Day Treatment. It should be posted later this spring.

## Changes to MARSS for FY 2012

Disability will move to the enrollment record. When a student's Primary Disability changes from 54 to any one of 01 through 16, or from any one of 10 through 16 to 54, a new enrollment record should be created. Special Education Evaluation Status (SEES) will also change in these cases. However, up 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 the student's Primary Disability from the last IEP. When students had 504 and an IEP during the school year, the 504 plan might not have been reported because the IEP disability over-rode the 504. Vendors have been notified of the change, in fact, many student systems were already reporting disability in the enrollment record. A new edit next year will verify that only records with SEES 4, 6 or 9 have a Primary Disability of 01 through 16. Schools can also choose to report a new enrollment record when the Primary Disability changes among categories 01 through 12.

## This publication is produced by:

Minnesota Department of Education Division of Program Finance 1500 Highway 36 West Roseville, MN 55113-4266

Phone: 651-582-8779 Fax: 651-582-8878

http://education.state.mn.us E-Mail: marss@state.mn.us



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## Student Data Reporting Information

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## Flexible Scheduling

The Flexible Scheduling worksheet needs to be completed only by districts/schools in which the scheduled length of day for students varied on one or more days during the school year. The worksheet assists in calculating the average length of day to report on the School (A) File for the school and grades affected.

For example, if the school calendar included one or more days on which students were scheduled to be released early for any reason (staff development, tournaments, funeral, etc.), then the average length of day must be reported on MARSS rather than the standard length. The average length of day will be less than the standard length of day for that school and grade.

#### **MARSS Data to Check**

Please verify that all students reported as kindergarten students during the 2010-11 school year were indeed enrolled in kindergarten and not actually early childhood health and developmental screened children (grade PS). Conversely, verify that all children who received early childhood health and developmental screening are reported in grade PS. A review of a few districts' and charter schools' kindergarten enrollment data earlier this year revealed that a few children who had been screened had inadvertently been reported as enrolled in kindergarten. Some schools will lose state aid because of the reporting error.

Contact: Sharon Peck at sharon.peck@state.mn.us or 651-582-8811.

This verification can be accomplished by providing a list of all students reported in kindergarten to the staff at the elementary schools who can confirm that they were enrolled in kindergarten. The new MARSS 52 PreSchool Screening Reports can be used to verify that all children who were screened were reported in grade PS rather than kindergarten.

## **Alternative Instruction and Home Schooling**

The following information is intended to address a district's rights and responsibilities to a family or student (age 18)or older who: (a) objects to curriculum used in a given class; or, (b) desires to earn a credit non-traditionally through the public school and how this relates to home schooling.

Families often ask to "home school" just one course. This is almost always a case of using the term "home schooling" in an informal way that does not fit well with how Minnesota law and policy define nonpublic education, including home schooling, and can cause problems for the student.

None of the possible routes to an alternative plan for a particular class require that anything be done or filed with the Minnesota Department of Education (MDE); instead, all strategies discussed here require the family to work with the school district directly. Below are examples of routes than true home schooling to accomplish getting an alternative plan in place for a specific class:

- 1. Use the curriculum review law, Minnesota Statutes, section 120B.20, to allow the parent to have the objectionable portion of specific class changed. According to this statute (PARENTAL CURRICULUM REVIEW), "each school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work."
- 2. Negotiate with the district for the course to be completed independently. The district would receive general education funding for the actual student contact hours with an appropriately licensed teacher to complete the course. When this occurs during the regular school day, no additional membership or funding is generated. The independent course cannot cause the student's Percent Enrolled to exceed 100 or the average daily membership (ADM) to exceed 1.0. If the student attends school on a part-time basis while completing this course independently, the student's Percent Enrolled needs to be less than 100.
- 3. Negotiate with the district to complete the requirement through a district-arranged supplemental online learning course.

To have truly home schooled a specific class, the family would need to withdraw from the public school system, register as a home school family with the district superintendent's office, and then would have access to only the public school classes made available through the district's optional "shared-time" policy. Except for special education, shared-time access to public school classes by nonpublic school students, including home schoolers, is a local option for school districts, not a requirement. Shared-time students are reported on MARSS with State Aid Category 16, 17 or 18, depending on the student's residency status in the serving district. Note that the resident district is responsible for providing special education services to a home school student.

Whether or not any district places credits earned in unaccredited nonpublic settings on a public school transcript is a matter of local policy. Some options districts may consider in developing a local policy on unaccredited nonpublic school coursework, including that done in home schools, are described in a Minnesota Home School Basics publication that is found on the MDE website. The following is an excerpt:

#### **Granting Credit to Home School Students**

There is nothing specific in Minnesota law or rules that govern the transfer of credit or grades from a home school to a public school. In the absence of a specific provision, policies concerning how grades and credit from a home school will be transferred and how and where transferring students will be placed upon enrollment in the public school district fall within the general discretion and authority granted to Minnesota school boards under Minnesota Statutes, section 123B.02 (general authority granted to school boards, which includes implied powers in addition to any specific powers granted by the Legislature). However, students transferring from home schools should be afforded the same treatment as students transferring from unaccredited private schools.

Minnesota Statutes,, section 120B.11 requires a school district to have in place an adopted written policy that includes a process for evaluating each student's progress toward meeting academic standards.

In addressing the issue of placement or credit, criteria that may be utilized to consider placing a child or granting credit for work completed in the home school environment may include:

- (a) Administration of tests
- (b) Interviews or conferences with the student
- (c) Conferences with the parent
- (d) Review of the student's curricula
- (e) Review of the student's record of achievement at the home school
- (f) Review of the work of the student completed in the home school environment.

#### Diplomas/Class Rank/Grades

- 1. There is no statutory requirement that school districts adopt the grades a student received in a home school, include the student in a class rank or provide an actual diploma (in comparison to a certificate of completion) to a home-schooled student who seeks to transfer to the school district. This is an issue subject to local school board control.
- The only exception relates to postsecondary enrollment. Home-schooled students are entitled to participate in postsecondary enrollment. They are entitled to the same credit for courses as a public school student under the enrollment options program.
- 3. Again, whatever system is adopted must treat home-schooled students equal to students attending other non-accredited schools.
- 4. It is recommended that school districts adopt a policy providing notice as to how such transfers will be addressed. Such policies can require a student be in attendance for a certain period of time or obtain a certain number of credits before being eligible for a diploma or being added to the class rank. A certificate of completion, rather than an actual diploma, may be awarded in these situations.

View the Minnesota Home School Basics – From MDE's home page <a href="http://education.state.mn.us">http://education.state.mn.us</a> select Academic Excellence > School Choice > Public School Choice > Nonpublic School Choice > Home Schooling.

#### Contacts:

• Cindy Jackson at 651-582-8572 or Cindy.s.jackson@state.mn.us (home schooling)

- Jessica Rowe at 651-582-8512 or Jessica.rowe@state.mn.us (Postsecondary Enrollment Options)
- Sharon Peck at 651-582-8811 or <u>Sharon.peck@state.mn.us</u> (reporting for shared time or Percent Enrolled)

## **MARSS Contact Changes**

Keep sending in your changes to the MARSS contact list, including changes to the MARSS contact name, mailing address, fax number, phone number and e-mail address. It is important for us to have the most current information so that the posted list of MARSS coordinators is accurate.

Also, if the e-mail address is incorrect in your MDE security account, you will miss out on valuable information that is periodically e-mailed to the MARSS coordinator. Verify your information and send in any changes to: marss@state.mn.us.

## **State Reporting Number**

When assigning the STATE REPORTING NUMBER to a student, the first four digits must be the district number where the student is enrolled or where the child first received early childhood screening. The first four digits cannot be all nines or all zeros. Also, once a student is assigned a STATE REPORTING NUMBER it becomes permanent. There are no temporary STATE REPORTING NUMBERS for students.

## **Student Identity System**

MDE is in the process of developing systems that will increase the accuracy with which we identify students. These systems will consist of better validations of data submitted to MDE and a web-based user interface for student look-ups and for dealing with submission errors related to student identification. They will be phased in – one data submission at a time.

We anticipate inclusion of district and RMIC personnel in focus groups and training as we get further along in our development. Target dates have not been established well enough to communicate publicly. We will keep you upto-date as we progress through the process.

## May 10 Submissions/Timelines

All districts and charter schools **are required** to report updated MARSS data for the May 10, 2011. There are no exceptions to this deadline. The timelines for MARSS are posted to the web at: <a href="http://education.state.mn.us">http://education.state.mn.us</a> > Accountability Programs > Program Finance > MARSS Student Accounting. Files received after the due date will not be used for the error reports or the District/School ADM reports.

It is extremely important to get your data submitted by the due date or before. It is the district's responsibility to make sure the files have been received at the department. Reports posted in May are the Statewide Date Overlap, Different Student ID and Residents Served Elsewhere. More reports will be posted in June.

#### Deadline for Submission of Academic Performance Records in SERVS

The Student Academic Performance Records (APR) need to be entered into MDE's SERVS Student System when they are ready for the 2010-2011 school year. The Student Academic Performance Data submission date for the 2010–2011 school year (FY11) is June 15, 2011. For more information on the submission, please refer to the F111 Data File Format document or the F110 Data Submission document located on the MDE Web Site under Learning Support, School Technology, Data SIG, scroll down to the January 14, 2010, MDE Data Sig Meeting:

http://education.state.mn.us > Learning Support > School Technology.

The Graduation Requirements Records are entered on an on-going basis as the information becomes available. For further information, contact the MDE IT Helpdesk at <a href="mailto:mde.it-helpdesk@state.mn.us">mde.it-helpdesk@state.mn.us</a>

## **Math Retests and Exemption for Graduation**

Students in the following circumstances can be reported as graduates even though they have not passed the Math GRAD test:

- 1. Student has completed all of the school's required credits/courses/standards
- 2. Student has passed all but the math GRAD test
- 3. Student has participated in the district-prescribed academic remediation in math
- 4. Student has fully participated in at least two retests of the Math GRAD test but still hasn't passed and
- 5. Student has alternate pathway recorded in SERVS Student Phase 1.

For more information on SERVS Student Phase 1 read the Frequently Asked Questions document on the MDE website.

#### **MARSS** Reporting

- If the student was enrolled and taking classes at the time the third (or later) Math GRAD test was taken and failed, the student would be withdrawn with Status End code 08, graduate.
- If the student was not enrolled and not taking classes at the time the third (or later) Math GRAD test was taken and failed, the student would have an enrollment record with a State Aid Category 98, Status Start and End Dates on the day of the test and a Status End code 08, graduate.

If the student did not participate in the remediation and/or did not have at least three failed attempts and then quit attending school, the student would be reported as a dropout.

Contact: <u>mde.testing@state.mn.us</u> for questions on GRAD tests or <u>marss@state.mn.us</u> for questions on reporting graduates or dropouts on MARSS.

## Prekindergarten Children Evaluated for Special Education

The resident district is responsible for providing evaluation services to pre-kindergarten children who may be eligible for special education services under Free Appropriate Public Education (FAPE). The resident district can provide the evaluation itself or purchase the service from another district. Because the resident district is responsible for assuring that the service is provided, the resident district must report these enrollment records on MARSS using State Aid Category (SAC) 00.

When the resident district has a purchase of services with another district for the pre-kindergarten child's evaluation, the non-resident district does not report the evaluation on MARSS – the resident district does the MARSS reporting. The non-resident district invoices the resident district for the cost with appropriate information so the resident district may enter the information on MARSS for the general education revenue and enter the purchase of service with service code "U" on EDRS for state Special Education program aid. The providing district calculates the cost of the evaluation and then submits the information to the resident district. The resident district pays for the evaluation and puts it on its EDRS. The providing district must forward the number of assessment hours, dates of the evaluation, etc., to the resident district so it can report the record on MARSS to secure the revenue for the evaluation.

A prekindergarten child is ineligible to open enroll to another district until they are considered a student. This occurs once the child has been evaluated and an Individual Education Program (IEP) is written. Therefore, if a nonresident district or charter school provides evaluation services for a pre-kindergarten child without a purchase of services with the resident district, the nonresident district reports the enrollment record with a SAC of 21. No state aid is generated and there is no bill back to the resident district. An error will result if a nonresident district or charter school reports an evaluation enrollment record for a prekindergarten child with SAC 01.

However, a cooperative that provides the early childhood special education program on behalf of its member districts can also provide the evaluation services and report these hours on MARSS using SAC 10 or 19.

A prekindergarten child without an IEP/IFSP and who has been placed in a foster home is considered a resident of the district in which the foster home is located.

Contacts: Mike Matlock at 651-582-8379 or <u>mike.matlock@state.mn.us</u> for questions on EDRS special education coding. E-mail <u>marss@state.mn.us</u> for questions on MARSS reporting.

## **End-Of-Year FY 2011 Timelines**

Files due to the department:

May 10, 2011 Date Overlap Errors

June 14, 2011 Used for ADM reports by local auditors and Test WES

July 12, 2011 Used for Direct Certification

August 9, 2011 Used for September 30 clean-up payment

September 13, 2011 Used for October 30 clean-up payment

October 25, 2011 Final submission

Contact: <u>marss@state.mn.us</u>

#### This publication is produced by:

Minnesota Department of Education Division of Program Finance 1500 Highway 36 West Roseville, MN 55113-4266 Phone: 651-582-8779

Fax: 651-582-8878

http://education.state.mn.us

E-Mail Helpline: marss@state.mn.us



## MARSS Memo

June 10, 2011 Issue 11.03

## Student Data Reporting Information

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#### Reminders

- → State ID numbers should not be reused. This will cause problems with assessment data and eligibility for LEP funding. It may also cause overlaps.
- → All pertinent year-end reports have been posted to MARSS WES, statewide reports. Only the district's/charter school's MARSS coordinator has access to these reports.

## **GRAD Pre-code Pulls for June – September 2011**

The Minnesota Department of Education (MDE) will use the 2010-11 enrollment data to determine which students need to retest for July, August and September. Districts can submit 2010-11 End-Of-Year (EOY) MARSS data throughout the summer. The 2010-2011 EOY submissions occur continually so districts can make corrections to their 2010-11 enrollment data. Although the files will not be used for *financial* statewide edits and reports until each of the reporting deadlines, for pre-code purposes MDE will use whatever MARSS data it has when the pre-code pulls are done.

If you have students who have moved to another school within your district, you will be able to move these students within the Pearson Access system. You can also set them up in a testing session at the assigned school, but have them test at the other location. If you have students who are new to your district and they need to take one of the Reading or Mathematics GRAD retests, submit their names in MARSS.

The 2011-2012 Fall MARSS submission cycle is scheduled to open on September 1, 2011. At that time, districts can begin submitting 2011-12 enrollments. MDE will use the 2011-12 enrollment data for the October 2011 GRAD retests. In order for MDE to use a district's 2011-2012 data, the district will need to submit its 2011-2012 MARSS data before September 20, 2011, when the pre-code pull for October is scheduled to begin.

**GRAD retests for students no longer enrolled (in MARSS):** If you have high school students who have completed their coursework but still need to pass a Reading or Mathematics GRAD, they will not appear in Pearson Access as eligible to take the GRAD retest because they no longer appear in MARSS as enrolled in your district. To get these students to appear in Pearson Access as eligible to take a GRAD retest, send an e-mail to <a href="mailto:mde.testing@state.mn.us">mde.testing@state.mn.us</a> for instructions and cost information.

Note: American Institutes for Research (AIR) will begin administering the Reading and Mathematics GRAD retests in November. More details will be provided by Research and Assessment.

## **End-of-Year FY 2011 MARSS Reporting Timelines**

Keep in mind the following are the remaining EOY reporting timelines for MARSS. Data on file as of these dates will be used to generate turn-around reports which the districts may use to verify the accuracy and completeness of their data.

- July 12 Data will be used for Direct Certification for Free Meal Eligibility.
- August 9 Used for September 30 Clean-up Payment.
- September 13 Used for October 30 Clean-up Payment.
- October 25 Used for Title I Evaluation Report. File hard copy.
- **December 30** Statute deadline.

Contact: marss@state.mn.us

## **District/School ADM Report**

The District/School ADM Report that includes the MARSS data reported as of June 16 is posted to the web. Use this report to begin verifying your district's and school's ADM data. MARSS records with either local errors or date overlap errors are always excluded from this report.

Documentation on how to read this report is posted at: <a href="http://education.state.mn.us">http://education.state.mn.us</a>, or from the department's home page – select Accountability Programs, Program Finance, MARSS/Student Accounting, District/School ADM Reports. This documentation has been updated for FY 2011 reports.

Contact: Sharon Peck at 651-582-8811

## Aitkin vs. Minneapolis

*REMEMBER* Minneapolis is District Number 0001 and District Type **03** and Aitkin is District Number 0001 and District Type **01**.

#### MARSS School File – Title I School Indicator

The Title I School Indicator field must be completed for each school. As indicated in the MARSS Manual, Data Definitions, the data reported at the end-of-the-year are used for the *Annual Evaluation Report for Title I* and various ED*Facts*/EDEN files submitted to the U.S. Department of Education. Incorrect or missing data could result in a change to your funding.

For questions on the types of Title schools in your district, contact your Title I coordinator or the person(s) who completed your district's Title I grant application. Other questions on reporting for Title I can be referred to Sally Gordon at 651-582-8578.

## **Student ID Repository**

We have had concerns brought up about the ID Repository. The ID Repository is to be used as the *last* resort in obtaining a student ID number. Districts still need to use the *Notification of Change* form to obtain the student's ID number, along with the student's STATUS START DATE and BIRTH DATE.

If only the ID Repository is used to obtain the student's ID number, the student may end up with multiple ID numbers which becomes a problem when matching student records. If you have questions about setting up authorization for the ID Repository, please send an e-mail to <a href="mailto:marss@state.mn.us">marss@state.mn.us</a>. To ensure a prompt response, include your name, district name, number and e-mail address.

Contact: Barb Mattson at 651-582-8767

#### **Resident District Number**

Do you have a student's home address but don't know the district in which that address is located? The following website provides the resident district number based on the student's home address: http://pollfinder.sos.state.mn.us/

If you have the student's zip code, enter it and select 'go'. Enter the house number, select the street name from the drop-down list and select 'go'. The next screen provides the name and number of the resident district in the lower right corner.

If you don't have the student's zip code, enter the county of the student's home address on the first screen. Next, select the city or township. On the next screen enter the house number, select the street name from the drop-down list and select 'go'. The next screen provides the name and number of the resident district in the lower right corner.

#### Summer/Late Graduates

Seniors who end their senior year with a STATUS END code of 42, then pass the state-level tests the following July or April would be considered a late graduate. These students need to be reported the same way a summer graduate is reported using the July or April test date as the Status Start and End Date. Refer to Procedure 7.

## **Alternative Programs and Learning Year Programs**

Be sure to report the number of instructional days and the length of day in the *core* school year in the MARSS A School file. These two figures define a full school year for state approved learning year programs and are used as the divisor for computing ADM. If the summer term's instructional days are included in the MARSS A School file, then ADM is reduced because the divisor is inflated. Warning message #227 notifies you if the:

- Total annual instructional hours (instructional days X length of day in minutes / 60 minutes per hour) exceeds 1,300 hours;
- Number of instructional days exceeds 180;
- Length of school day in minutes exceeds 420.

•

If the data are accurate, the warning can be ignored. However, if the data are in error, the computed ADM is in error.

The membership that students generate during the summer term of a state-approved alternative program or learning year program is reported on the MARSS B Student file and will generate membership and ADM. We

recommend creating a separate enrollment record for the summer term. This allows you to determine the ADM and/or extended time ADM generated during the summer term.

Contact: Sharon Peck at 651-582-8811 or <a href="mailto:sharon.peck@state.mn.us">sharon.peck@state.mn.us</a>

## FY 2011 MARSS Submissions and August 30, 2011 Aid Entitlements

FY 2011 general education revenue entitlements will be updated for the August 30 initial final aid payment. Historically, these aid entitlements have been based on ADM estimates that have been entered to EDRS by late June because the July year-end MARSS data files may not be complete. For example, early childhood special education students' school year does not end until June 30, so their membership hours will not have not been computed and entered on MARSS.

However, if a district or charter school believes that its MARSS files are complete and relatively accurate by the June 14 submission, the district or charter school can use the "District/School ADM Report" to update its EDRS estimates to agree with its MARSS end-of-year FY 2011 data. (Charter schools in their first three years submit these estimates via a paper report.) The resident and adjusted ADM can be found on the second to the last page of the ADM report, which is titled General Education Revenue.

The ADM report is posted to Minnesota Funding Reports the week following the MARSS reporting deadline. The district/charter school selection page can be accessed with this link: From MDE's home page: <a href="http://education.state.mn.us">http://education.state.mn.us</a> select Accountability Programs > Program Finance > Minnesota Funding Reports (MFR) System. Find the district or charter school, select by Report Category, scroll down to the Student category and select 10-11. The name of the report is "FY 2010-11 District / School ADM Report."

The FY 2011 ADM estimates must be updated on EDRS no later than Friday, June 24, at which time a final load from EDRS is made. This will be the last opportunity to update ADM estimates for FY 2011. However, estimates for FY 2012, FY 2013 and FY 2014 should be reviewed and updated as necessary. Always follow an 'Update' EDRS session with 'Sum and Authorize' which sets an internal flag notifying MDE that the estimates are ready to use. After reviewing the EDRS estimates to confirm their accuracy, run 'Sum and Authorize' to reset the internal date for that school year's estimates. This notifies MDE that the estimates have been reviewed and are current.

For questions on the "District/School ADM Report contact: Sharon Peck at 651-582-8811 or Sharon.peck@state.mn.us

For questions on EDRS ADM estimates or charter school submission of ADM estimates contact: Jeanne Krile at 651-582-8637 or <a href="mailto:Jeanne.krile@state.mn.us">Jeanne.krile@state.mn.us</a>

## **FY 2011 School Characteristics Report**

A new report has been posted to the public MARSS-Student Accounting website. Refer below for instructions on how to access the report. The report is a numeric list of all schools within each district. Several characteristics about the school that are used in the MARSS WES edit are displayed. MDE contacts are included on the last page of the report.

**School Classification** – Some school classifications are limited to specific MARSS coding. Descriptions of each of the codes are included on the last page of the report. Schools that are classified as special education (50) can report only students with IEPs or shared time or grade EC children who are evaluated for needing special education services. Schools classified as learning year (41, 42, 43, 44 and 45) must report students' attendance

and membership in terms of hours. Schools classified as treatment programs must report State Aid Category (SAC) 27 or 28.

**Special Education Teaching Models** – Schools that have been identified by the district's or charter school's Special Education Director as providing special education services using one of these four models are required to report Special Education Service Hours for all students with an IEP.

**Start Date Before Labor Day** – Except for charter schools and schools operated by joint powers districts, schools cannot start the core, required school year prior to Labor Day.

- The Construction column indicates whether the school has notified MDE that it qualifies to start classes prior to Labor Day due to a construction project that equals or exceeds \$400,000; or it has an Agreement for Secondary Education, Inter-district Cooperation or Cooperation and Combination agreement with a district with a qualifying construction project; or the district agrees to the same schedule as a school district in an adjoining state (Minn. Stat. §120A.40).
- The Flexible School Year column indicates if the school is approved for a flexible school year calendar that requires the school to start classes prior to Labor Day (Minn. Stat. §§ 124D.12 124D.127).

Online Learning – These are programs that are approved under Minnesota Statute § 124D.095 to:

- Offer online learning (OLL) courses to other than students enrolled in the district or charter school
- Offer a comprehensive/full-time OLL program to enrolled students.
- Generate OLL Aid (Minn. Stat. § 124D.096).

**Project-based Learning** – These are programs that have applied and been approved to generate student membership as project-based schools (Minn Stat. § 126C.05, subd. 20).

Learning Year – These are schools that have applied for and been approved to offer a year-round education program in which students accelerate grade level attainment. These schools must start the school year prior to Labor Day. All schools and programs classified as 41 (ALC), 42 (ALP), 43 (contract alternative), and 45 (targeted services) are also considered learning year programs although they are required to serve at risk students. Once students have participated in the optional portion of any type of learning year program (LYP) they are no longer eligible to be considered early graduates because they have accelerated their generation of average daily membership (ADM) (Minn. Stat. § 124D.128).

#### The report is posted at:

From the MDE home page: <a href="http://education.state.mn.us">http://education.state.mn.us</a> select Accountability Programs > Program Finance > MARSS-Student Accounting > MARSS Instruction Manual > Additional Documentation.

Contact: Barb Mattson at marss@state.mn.us or 651-582-8767.

## Change in Deadline for Submission of Academic Performance Records in the SERVS Student System: Deadline is extended to August 15, 2011

The Student Academic Performance Records (APR) need to be entered into MDE's SERVS Student System when they are ready for the 2010-2011 school year. The Student Academic Performance Data submission date for the 2010–2011 school year (FY 2011) was originally scheduled for June 15, 2011, **but has now been extended to AUGUST 15, 2011.** For more information on the submission, please refer to the FY 2011 Data File Format document or the FY 2010 Data Submission documentation located on the MDE website under Learning Support, School Technology, Data SIG, scroll down to the January 14 2010 MDE Data Sig Meeting.

The Graduation Requirements Records are entered on an on-going basis as the information becomes available. For further information, contact the MDE helpdesk at <a href="mailto:mde.it-helpdesk@state.mn.us">mde.it-helpdesk@state.mn.us</a>.

#### **What Districts Can Ask for in Enrollment Practices**

On Friday, May 6, the U.S. Department of Justice and the U.S. Department of Education issued a Dear Colleague giving districts guidance on both permissible and impermissible student enrollment practices.

View the letter, a Q and A document, and a fact sheet at <a href="http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201101.html">http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201101.html</a>

This publication is produced by:

Minnesota Department of Education Division of Program Finance 1500 Highway 36 West Roseville, MN 55113-4266 Phone: 651-582-8779 Fax: 651-582-8878

http://education.state.mn.us

E-Mail Helpline: <a href="marss@state.mn.us">marss@state.mn.us</a>



# MARSS Memo

August 12, 2011 Issue 11.04

## Student Data Reporting Information

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## **MARSS WES Historical Reports**

We will be deleting *local* MARSS WES reports for fall and year-end FY 2009 from all MARSS WES coordinators', RMICs' and Users' accounts on September 1, 2011. Statewide reports will remain posted indefinitely. If you want to keep copies of any of the local reports that are posted to your MARSS WES account you will need to either export them, copies, or save them to pdf. This needs to be done individually by report

because there is no way to open all reports with a single command for a given year. Staff at MDE will have no way to retrieve or re-create these reports once they've been purged from your MARSS WES account.

For more information contact: <u>marss@state.mn.us</u>

## **Student Data Reports Posted to the Web**

**District/School ADM Report** – This report is updated after each of the year-end MARSS reporting timelines. Normally, it is posted within a week of the MARSS reporting deadline. Use this report to verify the accuracy of your most recent MARSS submission. These reports are posted to the department's website at: <a href="http://education.state.mn.us/MFRSystem/index.do">http://education.state.mn.us/MFRSystem/index.do</a>. Find your district, select Student data category and then select 10-11.

View documentation posted on the MARSS Website under District-School ADM Reports.

For more information contact: Sharon Peck at 651-582-8811 or sharon.peck@state.mn.us

## **Status End for Expelled Students**

Students who are expelled or suspended should be considered a dropout if they:

- 1. Have not received instruction during this time period.
- 2. Did not return to school prior to the end of the school year.

Use STATUS END 16 for these students. As per the federal dropout definition, the STATUS END may be changed to a 41 for students who re-enroll in school somewhere prior to October 1 of the following school year. Students whose last STATUS END is 41 are not considered dropouts and will not be included in the dropout totals. Students who transfer to another district (for example, an ALC), after an expulsion or suspension would have a STATUS END of 20 indicating transfer but did not move.

## **Alternative Programs and Learning Year Programs**

Be sure to report the number of instructional days and the length of day in the *core* school year in the MARSS A School file. These two figures define a full school year for state approved learning year programs and are used as the divisor for computing ADM. If the summer term's instructional days are included in the MARSS A School file, then ADM is reduced because the divisor is inflated. Warning message #227 notifies you if the:

- total annual instructional hours (instructional days X length of day in minutes / 60 minutes per hour) exceeds 1,300 hours; or
- number of instructional days exceeds 180; or
- length of school day in minutes exceeds 420.

If the data are accurate, the warning can be ignored. However, if the data are in error, the computed ADM is in error.

The membership that students generate during the summer term of a state-approved alternative program or learning year program is reported on the MARSS B Student file and will generate membership and ADM. We recommend creating a separate enrollment record for the summer term. This allows you to determine the ADM and/or extended time ADM generated during the summer term.

For more information contact: Sharon Peck at 651-582-8811 or sharon.peck@state.mn.us

## **Summer Dropouts, Graduates and Leavers**

**Summer dropouts** are defined as students who were enrolled in the district at the end of the previous school year, STATUS END code 40; and were not enrolled by the final file submission of the current year and are not known to be enrolled in school elsewhere; and have not graduated from high school or completed a state-or district-approved educational program; and have not died.

**Summer graduates** are defined as students who were enrolled in the district at the end of the previous school year, STATUS END code 40; and completed graduation requirements during a summer school program that is not reported on MARSS,e.g., traditional summer school, or passed a required assessment during the summer. This would *exclude* students enrolled in the summer term of a state-approved alternative program like an area learning center (ALC).

**Summer leavers** are defined as students who were enrolled in the district at the end of the previous school year, STATUS END code 40; and experienced one of the following prior to the start of the following school year: transferred to a Minnesota nonpublic or home school, or transferred to a school in another state or country, or were committed to a correctional facility where education is provided but not reported on MARSS and are not enrolled in a Minnesota public school by the last submission for the reporting cycle, or died.

Summer dropouts, summer graduates and summer leavers are to be reported on the subsequent school year's Fall and Year-End MARSS files. Enrollment records with STATE AID CATEGORY (SAC) 98 will not generate average daily membership (ADM) or be counted as enrolled. All essential data elements should be reported except for PERCENT ENROLLED, ATTENDANCE DAYS, MEMEBERSHIP DAYS and SPECIAL EDUCATION SERVICE HOURS

These students are included in the district's count of dropouts and the department's longitudinal study. By not reporting these students, a district suppresses its dropout count and increases the unknown category on the longitudinal study. Refer to MARSS Reporting Procedure 12 for more information on reporting summer dropouts.

## **Direct Certification Data Available Monthly**

Starting with school year 2011-12, MDE Food and Nutrition Service will post updated direct certification files online in CLiCS on a monthly basis. Due to the potential of shutdown in July 2011, the first direct certification data to use for school year 2011-12 was posted in June 2011. Each month, the new direct certification files will be based on matching the most recent Food Assistance / Minnesota Family Investment Program data available from the Minnesota Department of Human Services, and the most recently submitted MARSS enrollment data.

For more information contact: Food and Nutrition at 651-582-8526, 800-366-8922 or fns@state.mn.us.

#### Homeless Student Count: MARSS Plus

Now is a good time to review the 2010-11 school year's count of homeless students as identified on MARSS. Remember that besides each student's MARSS record being flagged as 'homeless', Homeless Liaisons are required to report students' nighttime residence at the time first identified as homeless and whether or not students' are in direct care parents or are unaccompanied children/youth. MARSS 51 Homeless Federal Count, a local MARSS WES report, should be shared with your Homeless Liaison so that they can verify that all students who have experienced homelessness during the 2010-11 school year are identified. Once the Homeless Liaison is confident that the list is complete, download the report to excel and provide the excel version of the report to the

Homeless Liaison. This will allow them to identify students with their nighttime residence and/or as unaccompanied children/youth. They will need to report this information to the federal people via MDE this fall. Refer to pages 11-14 of the October 20, 2010 MARSS memo.

For more information contact: Ruth Ellen Luehr for questions on homeless criteria or <a href="marss@state.mn.us">marss@state.mn.us</a> for questions on MARSS reporting.

## **ALC Targeted Services**

Kindergarten-age children who are not currently enrolled in a kindergarten program are ineligible to claim for ALC Targeted Services membership during the summer prior to enrolling in kindergarten. However, students who were enrolled in kindergarten during the prior school year and retained for a second year of kindergarten are considered enrolled in kindergarten and are eligible to generate ALC Targeted Services membership during the summer between the two years of kindergarten. For example, a student who was enrolled in kindergarten during the 2010-11 school year and was retained in kindergarten for 2011-12 is eligible to claim for ALC Targeted Services membership during the summer of 2011. The 2011 summer membership is the beginning of the 2011-12 school year.

For more information contact: Sharon peck at 651-582-8811 or <a href="mailto:sharon.peck@state.mn.us">sharon.peck@state.mn.us</a> or Dave Bakke at 651-582-8586 or <a href="mailto:dave.bakke@state.mn.us">dave.bakke@state.mn.us</a>

## **Fall Reporting Tips**

Summer Only Students at an ALC or Other Learning Year Program (LYP): Remember to record a STATUS END DATE and STATUS END code for all students who withdrew at the end of the summer term. This will avoid counting these students as enrolled on October 1, for the Fall FY 2012 MARSS submissions, which could adversely affect the compensatory revenue counts.

**Provision 2 and 3 Schools:** These schools still need to collect and maintain household income statements for compensatory revenue purposes. In case of an audit, every student reported on MARSS as eligible for the free or reduced-price meal program must have a signed and dated income statement on file. The application must have been approved between July 1 and December 15. Therefore, there may be a difference between the counts of (a) free meal eligible students that are reported on MARSS as compared to (b) those reported to the department's Food and Nutrition office.

View Application for Educational Benefits for 2011-12 (<a href="http://education.state.mn.us/MDE/Learning\_Support/FNS/SNP/Applications\_Materials\_and\_Forms/index.html">http://education.state.mn.us/MDE/Learning\_Support/FNS/SNP/Applications\_Materials\_and\_Forms/index.html</a>). Be sure to use this version, prior year's versions have expired for purposes of MARSS reporting.

The only students who can be reported as having free meal eligibility without a signed household income statement are those included in the Direct Certification list. These lists are made available to the food service directors in early August.

**Student Name:** As new students are enrolled this fall remember to report the student's legal name on the MARSS file. Some software contains an "also known as" field that may be used to store the name the student wishes to be called in school and/or to whom home correspondence may be addressed.

**Last Location of Attendance (LLA) 24:** There has been some confusion over the appropriate use of this code. LLA 24 should be assigned anytime a student re-enrolls into the same school and grade during the same school year even if the student went to another district in between. There may or may not be a lapse of membership between the two records.

Students who leave a school, but later return to another school in the district should be assigned an LLA code of 21 on the second school record. Again, there may or may not be a lapse of membership between the two records. Assign LLA 14 to students who participated in a summer learning year program prior to starting classes in your school in the fall.

**Assignment of Student Grade Level:** Students should be reported in the grade level at which they are receiving instruction and/or have earned credits toward graduation. Take care in assigning students to a grade level:

- The school year during which a student first enters the ninth grade determines which graduation standards the student must meet to receive a Minnesota public school diploma.
- Postsecondary Enrollment Options (PSEO) program eligibility is reduced for students who are promoted to the 12<sup>th</sup> grade before obtaining credits necessary to be a senior. Seniors have only one year of eligibility.
- Learning Year Programs (LYP) must take care to report mid-year grade promotions as they occur in order to avoid over-claiming of state aid.

**Title I School Indicator:** To meet federal reporting requests, make sure that each school record has a Title I Indicator on the Fall MARSS School Files.

**Gender:** Be sure to accurately report a student's gender. This information is used in the Direct Certification match. Having the wrong gender on the MARSS file could prevent a student from being included on the Direct Certification report.

#### Seniors and End-of-Year Codes

Status End Code of 42 – Seniors who met all of the local graduation requirements, but have not passed all of the state level tests cannot be considered graduates. These students should have a STATUS END code of 42. Seniors who have passed their state level tests, but do not have enough credits to graduate would have a STATUS END code of 40. Seniors who leave school prior to the last day of school and have not met graduation requirements would receive the appropriate drop-out STATUS END code. Refer to the list of STATUS END for the best fit.

## **ADM Discrepancies Among the ADM Reports**

#### Between the local MARSS District ADM Report and the posted District/School ADM Report:

- The local *MARSS 15 District ADM Report* includes the ADM for students who are found later during the statewide MARSS edit to have a date overlap or other "fatal" error.
- The posted *District/School ADM Report* excludes these student records.
- The local MARSS 15 District ADM Report does not include residents reported by other districts.
- The *District/School ADM Report* includes these residents.
- ADM capped at 1.0 and extended time ADM cannot be accurately calculated on the local MARSS District ADM Report for students who were enrolled in more than one district during the school year.

#### For districts that act as a fiscal host for a cooperatively run alternative program:

- The local *MARSS 15 District ADM Report* does not include the alternative program students at the cooperative.
- The posted *District/School ADM Report* includes these students.

Refer to the MARSS WES statewide reports for the MARSS 35ADM Adjustment Report for individual student detail. This report lists all students whose ADM is probably different from that computed on a local ADM report. Documentation for the ADM Adjustment Report is included in the District/School ADM Report.

For more information contact: Sharon Peck at 651-582-8811 or sharon.peck@state.mn.us

## **Online Learning (OLL)**

Under Minnesota Statute, Minnesota public school students are eligible to access online learning (OLL) courses from a certified OLL provider. Students can participate in OLL in one of two ways:

1. A student can enroll in the district or charter school with the certified program and work toward this district's or charter school's graduation requirements. This is referred to as 'Comprehensive' enrollment. If the student is transferring to an independent school district, the timelines for open enrollment must be followed, with the exception listed below, or the districts can agree to waive the deadline before the school year starts. There are no open enrollment application timelines for students either transferring into or transferring out of a district that receives integration revenue. Once the school year starts, a student can still transfer to another district if both districts sign an Agreement Between Boards. There are no application timelines for students enrolling in a charter school.

When a student transfers to the district or charter school with the OLL program, the original school must withdraw the student from MARSS. The OLL program will report the student on MARSS once the student starts his/her classes.

2. Or, a student can take up to 50 percent of their courses via OLL from a certified Minnesota provider; this is referred to as 'Supplemental' enrollment. The online learning provider that accepts a student under this section must, within 10 days, notify the student and the enrolling district in writing if the enrolling district is not the online learning provider. The student and family must notify the online learning provider of their intent to enroll in online learning within 10 days of acceptance, at which time the student and parent must sign a statement of assurance that they have reviewed the online course or program and understand the expectations of online learning enrollment. The online learning provider must notify the enrolling district of the student's enrollment in online learning in writing on a form provided by MDE. The enrolling district can choose to waive these requirements or they can request that the student enroll in the district or charter school with the OLL program. The OLL provider must notify the enrolling district by completing an "Online Learning (OLL) Supplemental Notice of Student Registration" form (required form provided by MDE). This is available from the department's home page (http://education.state.mn.us) select Academic Excellence>School Choice>Public School Choice>Online Learning.

Additionally, a student may enroll in supplemental online learning courses up to the midpoint of the enrolling district's term after which schedule changes for the term cannot be made. The enrolling district may waive this requirement for special circumstances and upon acceptance by the online provider.

Note that the list of "Online Learning Rights and Responsibilities" document has been updated with the legislative changes. It can be found on the same Website referred to above.

When a student accesses supplemental OLL courses, the enrolling school can reduce the student's course load. This will initiate a new MARSS enrollment record because the Percent Enrolled will have changed. The attendance and membership reported on MARSS includes only that provided by the enrolling district; it excludes the time the student is not required to be at the enrolling school site. There is no tuition charged to the enrolling school for supplemental OLL courses.

Contact: Sharon Peck at 651-582-8811or sharon.peck@state.mn.us

## August 30, 2011 FY 2011 Aid Entitlements

The first reconciliation general education revenue entitlement for FY2011 will be made on August 30, 2011. Historically, these aid entitlements have been based on ADM estimates that have been entered to EDRS by late

June because the July year-end MARSS data files may not be complete. For example, many early childhood special education students 'school year does not end until June 30 so membership hours have not been computed and entered to MARSS. Membership for students enrolled in learning year programs and Area Learning Centers (ALCs) must be converted to hours and entered to MARSS. Smaller districts and charter schools may have few staff available in the office for the July MARSS submission.

Estimates for FY2012, FY2013 and FY2014 should be reviewed and updated as necessary. Always follow an 'Update' EDRS session with 'Sum and Authorize' which sets an internal flag notifying MDE that the estimates are ready to use. When the EDRS estimates are reviewed and found to be accurate, run 'Sum and Authorize' to re-set the internal date for that school year's estimates. This notifies MDE that the estimates have been reviewed and are current.

For more information contact: Jeanne Krile at 651-582-8637 or <u>Jeanne.krile@state.mn.us</u> for questions on EDRS ADM estimates or charter school submission of ADM estimates.

## **Charging Parents Tuition**

When an enrolling district or charter school contracts with an instructional provider for postsecondary courses (e.g., concurrent enrollment or college in the schools) or for online learning (OLL) courses, the student generates membership for the course time at the enrolling school. When a student takes the postsecondary class through traditional PSEO where the state pays the postsecondary institution, or supplemental OLL where the state pays the OLL provider directly, the student does not generate membership for these courses for the enrolling school.

It has been brought to our attention that in some cases parents are being charged a fee or tuition for contracted postsecondary enrollment options courses and/or OLL classes that the student did not pass. Consult the Pupil Fee Law and/or your school's attorney for the legality of charging parents fees or tuition for academic classes. However, the enrolling district or charter school cannot claim student membership for any instructional time for which the parent has paid in the form of either tuition or incompletion fee whether or not the student passes the course. A related fee was discussed in a memo to superintendents in August of 2004.

#### **Data Practices Act**

Data on Nonpublic School Students – Data collected by a public school on a child or a parent of a child whose identity must be reported pursuant to the compulsory instruction law is "private data," which shall not be designated directory information by a school district unless prior consent is given by a child's parent or guardian. Such private data may be disclosed only under certain circumstances specified in the statute (e.g., court order, health reasons, emergencies, and specific statute authorizing the release of data). This does not apply to students receiving shared-time educational services from a public agency or institution.

For more information contact: Cindy Jackson at 651-582-8572 or cindy.s.jackson@state.mn.us

## Postsecondary Enrollment Options Reminder

Please remind your high school guidance counselors of the PSEO law Minnesota Statutes, section 124D.09, subdivision 24. A pupil is enrolled full-time if the pupil attends credit-bearing classes in the high school or high school program for all of the available hours of instruction. If this is the case, the pupil is **not eligible** for the Postsecondary Enrollment Options Program which earns high school credit and college credit for the same course. The pupil needs at least one study hall to be eligible to enroll in the Postsecondary Enrollment Options Program. This program pays for the high school and college credit the qualified student earns. A student is allowed to register for a college credit course that he/she pays for if the student does not qualify for PSEO. PSEO law

Minnesota Statutes, section 124D.09, subdivision 12, states the law requires that the high school accept this credit and put it on the high school transcript if the student requests this.

For more information contact: Steve Etheridge at 651-582-8771 or steve.etheridge@state.mn.us

## 2011 1st Special Session Legislation

#### **School Calendar**

Minn.Stat. §120A.41 was amended to require school boards to schedule at least a minimum number of annual instructional hours for grades kindergarten through twelve. This replaces the reference to the number of instructional days that the school board adopted for the 1996-97 school year. The minimum annual instructional hours applies to all public schools, including charter schools, and is effective with the 2012-13 school year.

The minimum annual instructional hours are:

- 425 for kindergarten, non-disabled
- 935 for grades 1-3
- 1,020 for grades 7 12

The minimum annual instructional hours do not include summer school or optional summer or inter-session terms of a learning year program. However, they would include instructional days provided in the summer months by state-approved Flexible Learning Year (FLY) programs, e.g., year-round schools, as part of the core required school year.

The legislation does not allow school districts to offer four-day week without commissioner's Flexible School Year approval via Minn. Stat. §§ 124D.12 – 124D.127. Nor does this legislation allow school districts to start classes prior to Labor Day, as prescribed in Minn. Stat. § 120.40. Charter schools are not restricted to post-Labor Day start dates so their core, required school year can start prior to Labor Day (as early as July 1) and those required instructional days would count toward meeting the minimum annual instructional hours. The school year must end no later than June 30 for all schools in Minnesota.

Annual instructional hours are a combination of the number of instructional days and length of day reported on the MARSS A School file for each school and grade. They are computed for each school and grade:

(Instructional Days X Length of Day in terms of minutes / 60 minutes per hour)

A new school error will be generated for schools and grades that do not meet the minimums. Verify that both the number of instructional days and the length of day are reported accurately. The length of day excludes meal times but includes a supervised recess on either side of lunch for elementary students and passing time for secondary students. It should be the *average* length of day for schools and grades in which the required length of day varies. For example, when students are released early for at least one day of the school year for any reason, the length of day reported is impacted. The average length of day must be computed using the Flexible Scheduling Report (worksheet) that is posted to the public MARSS-Student Accounting website at <a href="http://education.state.mn.us">http://education.state.mn.us</a> select Accountability Programs > Program Finance > MARSS – Student Accounting > MARSS Instruction Manual > Additional Documentation. The worksheet does not need to be submitted to MDE but keep a copy on file in case of a student audit.

Emergency late starts or early dismissals can be reported as regular instructional days. However, school days that are canceled for any reason are not considered instructional days and would not be included in the number of instructional days reported on the MARSS A School file.

School boards retain authority to amend the school calendar during the school year by adopting changes. The new legislation provides no financial penalty for having fewer instructional days than required in the statute. It does not change how average daily membership (ADM) is computed. Refer to Appendix M of the MARSS

Manual for detailed descriptions of how ADM is computed. It also does not change how instructional days and average length of day are reported on MARSS.

For more information contact: Sharon Peck at 651.582.8811 or Sharon.Peck@state.mn.us

#### **Early Graduation**

New legislation passed allows early graduates to request Achievement Scholarships or Military Service Awards. These are financial awards provided by the state to eligible students. Students who graduate early during the 2011-12 school year are eligible to apply.

The date of graduation determines the amount of the scholarship or award.

- Students who graduate one semester (two quarters) or two trimesters early are eligible for \$2,500.
- Students who graduate two semesters (four quarters) or three trimesters early are eligible for \$5,000.
- Students who graduate three or more semesters (at least six quarters) or five or more trimesters early are eligible for \$7,500.

The Achievement Scholarships must be used for post-secondary instruction. The Military Service Awards are unrestricted.

An early graduate is defined as a student who graduates before his or her peers and is not participating in PSEO. Students who have participated in the optional portion of state approved learning year programs, e.g., ALC, or generated extended time ADM are not considered early graduates. They have accelerated their opportunity to graduate by participating in these optional programs.

Students who participate in either the Achievement Scholarship or Military Service Awards programs are ineligible to generate general education revenue for the enrolling school as an early graduate. It is anticipated that aid adjustments will be made to the enrolling district/charter school by MDE for students who participate. The details have yet to be determined; however, eligibility requirements are specified in statute and MDE will need to request additional information to verify eligibility, the amount for which a participant qualifies and the ADM and aid adjustment to the enrolling district or charter school. More information will be forthcoming when the details have been determined.

For more information contact: Sharon Peck at 651.582.8811 or Sharon.Peck@state.mn.us

#### **Concurrent PSEO Enrollment**

Minn. Stat. §124D.09, subd. 5 was amended to allow 9<sup>th</sup> and 10<sup>th</sup> grade students to participate in concurrent enrollment classes (college in the schools) if after all the 11<sup>th</sup> and 12<sup>th</sup> grade students have applied, more students are needed to offer the course. Students who first participate in 9<sup>th</sup> grade are eligible for up to four years and those who first participate in 10<sup>th</sup> grade are eligible for up to three years. Foreign exchange students continue to be ineligible to participate in PSEO.

For more information contact: Steve Etheridge at 651.582.8771 or <a href="Steve.Etheridge@state.mn.us">Steve.Etheridge@state.mn.us</a>

#### **Care and Treatment**

Minn. Stat. § 125A.515 was amended by adding a new subdivision that allows a school district to refuse instructional services for a non-disabled, non-Minnesota resident who is placed in a care and treatment facility and for whom no tuition agreement exists with the placing authority. The district must demonstrate a good faith effort to obtain from the placing authority a financial commitment to pay tuition costs. The district must serve non-Minnesota residents who have an IEP. Report these students with SAC 15.

This legislation does not prohibit a district from providing instruction to these students; however, they are ineligible to generate state aid. The placing authority should be billed for the cost of instruction. Districts with

residential programs are encouraged to work with the programs to assure that tuition responsibility is established at the time of the placement so that students placed by an agency willing to pay tuition are served.

We are working with our legal counsel to determine whether this subdivision applies to students who are hospitalized and/or placed for day treatment.

For more information contact: Robyn Widley at 651.582.1143 or Robyn.Widley@state.mn.us, or contact Carol Hokenson at 651.582.8840 or Carol.Hokenson@state.mn.us

## **Student State Reporting Number**

When a student is assigned a STATE REPORTING NUMBER, that number **must stay** with the student throughout the student's school career in Minnesota. Anytime a student is assigned a STATE REPORTING NUMBER and the STATE REPORTING NUMBER is submitted through the MARSS WES submission, it is now associated with that student. Do not create a temporary STATE REPORTING NUMBER for a student.

- If the student's name changes due to adoption, marriage, or for any other reason, the STATE REPORTING NUMBER must stay the same.
- When you receive a STATE REPORTING NUMBER from another district **do not** change the first four digits to your district. These numbers have nothing to do with who will receive the General Education Revenue.
- When reporting a student's name you need to report the student's legal name. These are legal records.

Contact: marss@state.mn.us

## **Start Before Labor Day**

For Fall FY 2012, schools cannot start school before September 6, 2011. Districts with construction/remodeling projects over \$400,000 are allowed to start earlier and are required to have a *Letter of Intent* on file with the department.

After the letter is received, a confirmation letter will be sent notifying you that you have been approved to start before the statute start day. If no letter of intent is received, students enrolled prior to the statute date (September 7, 2011) will generate an error and no aid will be paid for those students.

Send letter to: Barb Mattson

Minnesota Department of Education

Division of Program Finance 1500 Highway 36 West Roseville, MN 55113.

Note: Charter schools are not subject to the Labor Day start date. Charter schools can start as early as July 1, 2011. All schools must end by June 30, 2011.

## **New MARSS WES Report**

MARSS 56 PSEO Comparison Report is a new report has been posted to MARSS WES and should be accurate with respect to the students identified by the postsecondary institutions as participants and identification of students on MARSS as of last Thursday.

The students on the left side of the report are those that postsecondary institutions have told us are participating in PSEO and are enrolled in your high school.

All of the students on the left side of the report should be flagged as PSEO participants on your MARSS file and the PSEO High School Hours reported for them (student's credit-bearing membership hours at the high school). If there are students on the list who not enrolled in your high school or there are students enrolled in your high school who participated in PSEO but are excluded from the list.

For more information contact: Steve Etheridge at steve.etheridge@state.mn.us or 651-582-8771.

## **End-of-Year FY 2011 Reporting Timelines**

Keep in mind the following are the remaining EOY reporting timelines for MARSS. Data on file as of these dates will be used to generate turn-around reports which the districts may use to verify the accuracy and completeness of their data.

- ♦ August 09 Used for September 30, 2011 clean-up payment
- ♦ September 13 Used for October 30, 2011 clean-up payment
- ♦ October 25 Used for Title I Evaluation Report
- ♦ October 31-November 25, 2011 Electronic Appeal Process
- ♦ December 30 Statute deadline

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Minnesota Department of Education Division of Program Finance 1500 Highway 36 West Roseville, MN 55113-4266 Phone: 651-582-8779

Fax: 651-582-8878

http://education.state.mn.us

E-Mail Helpline: marss@state.mn.us



# MARSS Memo

September 21, 2011 Issue 11.05

## Student Data Reporting Information

## **Reporting Timelines and Late Correction Process**

The final submission deadline for EOY 2011 year-end MARSS files is October 25, 2011. The MARSS WES statewide Error Report will include only errors; warnings will be suppressed. The normal assignment of errors will be used for the October 25 edit. There will be no manual corrections accepted after October 25 other than through the appeal process. Therefore, it is imperative that MARSS coordinators correct all errors and assure that all students are included in the October MARSS files. Before submitting the October files, be sure that the data are thoroughly edited using all of the available MARSS WES local reports as well as reports available through your software.

Electronic appeal submissions will be allowed October 31, 2011 through November 25, 2011. However, if any changes made to the file cause a cross-district error with another district, the entire file will not be accepted, even though it would have been accepted had the file been uploaded prior to October 25. MDE will use the previously submitted file for the statewide edit and final reports. Districts will need to work with each other to request that changes be made and resubmit their files before another district's late file can be loaded at MDE. Manual appeals will be accepted from December 2, 2011, through December 16, 2011. No manual corrections will be accepted after this date. Data are considered final on December 30. Refer to the policy and procedure posted to the MARSS-Student Accounting website.

Contact: marss@state.mn.us

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## **Reports Posted to MARSS WES**

Refer to the MARSS WES statewide reports for a list of year-end FY 2011 reports that are posted and ready for review. It is expected that the MARSS coordinator will share these reports with others in the school and district who can assist in the editing and verification process. The year-end FY 2011 reports include errors only.

These reports will be replaced after the next statewide edits. To keep a copy for historical or comparison purposes, please save or print a copy of each report.

The FY 2011 District/School ADM Report is posted to the Minnesota Funding Reports website at <a href="http://education.state.mn.us/MFRSystem/index.do">http://education.state.mn.us/MFRSystem/index.do</a>. Find your district and select Reports by Category. Scroll down to the Student Category and select 10-11. Share this report with your business office. This report is also replaced each time we post new reports. To keep a copy for historical or comparison purposes, please save or print a copy.

Contacts: <a href="marss@state.mn.us">marss@state.mn.us</a> with questions on the MARSS WES reports.

Sharon Peck at 651-582-8811 or <a href="mailto:sharon.peck@state.mn.us">sharon.peck@state.mn.us</a> with questions on the District/School ADM Report.

## FY 2011 Year-End MARSS WES "Appeal" Files

The MARSS 30 Statewide Error Report that was posted following the September 15, 2011 reporting deadline includes error messages only. Warning messages have been suppressed with the assumption that districts have addressed the situations that caused the warnings. At this point, districts need to resolve the errors.

The final reporting deadline for year-end FY 2011 files is Tuesday, October 25, 2011. All MARSS records and files will be accepted through that date. However, no manual corrections can be accepted for MARSS data after the reporting timelines have expired. After the October 25, 2011 deadline, districts must correct any remaining errors or omissions electronically via an upload of their complete MARSS A and B files. MARSS WES for FY 2011 will open for year-end electronic "appeal" files on Monday, October 31, 2011. MARSS coordinators will be notified via a mass e-mail. MARSS WES year-end FY 2011 will remain open until noon on Friday, November 25, 2011, for purposes of uploading appeal files.

There is no need to submit an "appeal" file if there are no corrections and/or additions that need to be made to the year-end FY 2011 MARSS file uploaded to MDE for the October 25, 2011, reporting deadline. When the "Upload" button is selected, the local edit is rerun in addition to a mini-statewide edit. There are several cross-district (statewide) edits that are performed. If your file does not create any cross-district errors, the file will be loaded and an e-mail sent to you stating that the file was loaded.

If cross-district errors exist, the file will not be accepted after October 25, 2011. These cross-district edits are considered fatal errors for year-end during the "appeal" window. A notice will be displayed on the Edit Status screen, the local MARSS08 Error Report will include these cross-district errors (identified with \*CD\*) and the MARSS coordinator will receive an e-mail notification that the file was not loaded. The district will need to contact the MARSS coordinator in the district with which a cross-district error has been identified and negotiate with that district on how to correct the error. If the other district needs to correct an enrollment record, its MARSS coordinator will need to upload the district's corrected files first. Therefore, it is important to re-edit appeal files as soon as possible and notify the other district of any fatal errors immediately to give yourselves ample time to make the necessary corrections.

It is possible that circular or "dead lock" errors will be created. For example, district A cannot upload until district B uploads, and district B cannot upload until district C uploads. In this case, districts A and B can wait for district C to upload. Or, districts A and/or B can create a local error in the enrollment record that is causing the cross-district error and upload their files with the local error. For example, enter an invalid character in one of the Opt Out fields, (e.g., E or blank). Records with local errors are excluded from cross-district edits. After district C has uploaded, district B can correct the local error and re-upload its files; then district A can upload. Districts A and B need to be sure to correct the local error that they may have created to get the file to load.

Another type of circular or "dead lock" error could be created where district C cannot upload until district A uploads. In this case, district A or C will need to correct one of the errors allowing the other district to submit. Then they can work on the other errors. They may need to cause a local error in the record that is causing a circular error, upload, allow the other district(s) to upload, and then correct the local error and re-upload.

For more information on what happens if errors remain after year-end FY 2011 MARSS WES closes, refer to the "Appeal of MARSS Data Reported by Another District/Charter" posted to the public MARSS-Student Accounting website. To be directed to that page, <u>click here</u>.

## **Returning Dropouts**

Students coded as dropouts during the 2010-11 school year but who enroll in a school by October 1 of the current school year are not considered FY 2011 dropouts, per the federal definition. These students' FY 2011 dropout Status End code should be changed to 41. Refer to the Status End Code 41 explanation in the definitions section of the MARSS Manual for more information. Updated year-end FY 2011 MARSS files must be received at the department no later than October 25, 2011.

## **New Student Identification Screening**

MDE has introduced a new student identification screening (validations) on student related data. The purpose of the new screening is to tighten up on use of the state student identifier, also known as State Reporting Number or MARSS ID, so that a given ID can be held by just one student. The benefits to the resulting increased accuracy in student identification are manifold (e.g., more accurate reporting, more accurate payments, more accurate assessments, more accurate longitudinal data analysis, etc.).

As a part of the introduction of the validations, MDE will introduce new secured web resources, accessible via the public MDE website. MARSS coordinators submitting student data will want to use the new web resources to search for known students, to validate new students, and to resolve problems with student identity issues on submitted data. Access to the resources will be limited to users that the district superintendent or charter school director authorizes using a state authorization form that will be provided after the user has requested access online. More about this will be provided in training sessions.

The new screening will be phased-in gradually. The first application of the validations will be to the creation of "precode" data used in setting up assessments for students needing a retest opportunity on a GRAD test. Subsequent to that, the validations will be applied to the MARSS data submissions – first as warnings.

Since the state student ID is used for several reporting systems including MARSS, DIRS and assessment, it is imperative that staff within each district work together to assure that a single unique number is used for all reporting systems. Historically, MARSS coordinators have been responsible for issues associated with student identity. We hope that they will continue to be key resources in dealing with the new student identity validations.

Various training venues will be provided to affected personnel. The first such venue was a WebEx session on September 7 as a part of the regularly scheduled "Data SIG" presentation. This was an introductory session. A

copy of the WebEx is posted to the website at

http://education.state.mn.us/MDE/Data/SERVS/SERVS\_Student/index.html,

or from the MDE home page, select Data > State Educational Record View and Submission (SERVS) > SERVS Student. Subsequent sessions will be more detailed and focused.

The purpose of this note is to inform you of the changes. No action is required at this time. More information will be forthcoming through the superintendent's mailing, mailings to assessment coordinators, e-mails to MARSS coordinators and through the MARSS memo.

## **Preschool Screening**

#### **Status Start Date**

Districts that do not use school 005 to report Early Childhood Screening records (Grade Level PS) must remember to report a different Status Start Date on any overlapping PS, EC, K or HK student records. When a district reports PS records and kindergarten or EC records in the same district and the same school, and the records have the same Status Start Date, the mainframe will load only one of these records: the PS record is loaded; the kindergarten or EC record is ignored.

The Status Start Date for PS records is the day the district screened the child or student, or the day the district received health records indicating the child or student received a comparable early childhood health and developmental screening by another provider (excluding another public school district).

#### **Status End Code**

A reminder when reporting end-of-year records for FY 2011, 00 is not a valid Status End code for MARSS Grade Level PS (Early Childhood Screening) student records. A valid Status End code is required for all PS records; one of the following codes must be entered:

- 60 = No referral
- 61 = Referral to Special Education
- 62 = Referral to health care provider
- 63 = Referral to Special Education and health care provider
- 64 = Referral to early childhood programs (e.g., School Readiness, Head Start, ECFE)
- 65 = Referral, parent declined

All required MARSS data elements for FY 2011 PS records are collected on *Registration Form for Early Childhood Screening 2011* (ED-02390-03); Status End code is reported on page two of the Registration Form.

Contact: Judy Kuck at 651-582-1613 judy.kuck@state.mn.us

## **Transportation Director Listserv**

The Minnesota Department of Education Pupil Transportation Unit has implemented a Transportation Director e-mail listserv. The listserv will provide information to Minnesota school districts regarding pupil transportation and include topics such as state pupil transportation reporting, legislative and MDE policies regarding pupil transportation and the "Vehicle Newsletter."

To be included in the Transportation Director listserv, please send an e-mail to <a href="kelly.wosika@state.mn.us">kelly.wosika@state.mn.us</a> indicating you would like to receive e-mail news regarding pupil transportation. If someone at your district should be included on the Transportation Directors listsery, have that person send an e-mail to <a href="kelly.wosika@state.mn.us">kelly.wosika@state.mn.us</a>.

## **Compensatory Revenue and October 1 Enrollment**

The compensatory revenue formula is one of the funding programs that use the Economic Indicator data reported on the fall MARSS files. Districts and charter schools on the Food Service program are now provided a Direct Certification list each month. For school year 2011-12, the Direct Certification report was provided early, in June 2011, due to the expected interruption of services in July 2011. The lists provided in June through September were based on prior year's MARSS data so only charters in their second or later year would have been able to receive a list. However, any school on the food service program can upload a file of current student enrollment in the required format in CLiCS to receive a Direct Certification report. Students who were listed on the district's or school's Direct Certification list and who remain enrolled in the same district can be reported as eligible for a free meal. Select this link for a detailed description of Direct Certification:

<u>http://education.state.mn.us/MDE/Learning\_Support/FNS/SNP/Applications\_Materials\_and\_Forms/Direct\_Certification/index.html.</u>

All other students must have an eligible and appropriate signed *Application for Educational Benefits* for the current year on file at the district to be reported as eligible for a free or reduced-price meal, including Provision 2 and 3 schools. Provision 2 and 3 schools, who for the free meal program have been authorized to use a prior year's free meal eligible count to claim revenue under the federal food program, must have signed applications on file for students to claim state compensatory revenue. By coding a student as eligible for the free or reduced-price meal program (Economic Indicator = 1 or 2), the school is certifying that it does indeed have an eligible application on file for the current year. Training on how to certify applications is provided by the Food and Nutrition Service at MDE.

For purposes of receiving a free or reduced-priced meal, last year's applications expired after the first 30 operating days of the school year. That extension does not apply to MARSS reporting. All eligible *Applications for Educational Benefits* must be for 2011-12 and dated between July 1 and December 15, 2011, to be reported on MARSS.

Students do not need to have access to a meal program to be reported as eligible for a free or reduced-price meal program. It is merely an indication of economic status. They need not actually receive the free or reduced-price meal; it is merely a demographic characteristic of the students.

The Economic Indicator data can be updated locally through December 15 so that families have until early December to submit the application. The December fall MARSS file is used to calculate the student counts that are used for the following school year's compensatory revenue.

The second piece of the compensatory revenue formula is the October 1 enrollment. Students are determined to be enrolled on October 1 based on their Status Start and End Dates: The Start Date must be on or before October 1 and the End Date must be on or after October 1. Make sure that students enrolled in the summer component of learning year programs, like area learning centers, and who do *not* remain enrolled during the traditional or core year, are withdrawn at the end of the summer term. This avoids overstating the October 1 enrollments which would reduce the concentration of free and reduced-price meal eligible students.

The October 1, 2011, enrollment and economic indicator status counts will be used to generate the FY 2012 compensatory revenue. Below are four sample compensatory revenue examples. Compensatory revenue is calculated on a site-specific basis. Revenue should be spent at the site where it was generated.

	A	В	C	D
1. October 1, 2011 enrollment	100	100	100	100
2. Count of students eligible for free lunch on October 1, 2011	15	40	80	100
3. Count of students eligible for reduced-price lunch on October 1, 2011	10	20	0	0
4. Adjusted eligible student count = $(2) + [(3)/(2)] =$	20	50	80	100
5. Concentration ratio = $(4)/(1)$ =	0.2000	0.5000	0.8000	1.0000
6. Adjusted ratio = lesser of 1 or $(5) / .8 =$	0.2500	0.6250	1.0000	1.0000
7. Compensatory pupil units = (4) X (6) X 60%	3	18.75	48	60
8. Basic formula allowance \$5,224 - \$415 (FY 2013)	4,809	4,809	4,809	4,809
9. Compensatory revenue = (7) X (8) =	14,427	90,169	230,832	288,540
10. Revenue per adjusted eligible student count = $(9) / (4)$	721	1,803	2,885	2,885

- When eligible student counts are constant, a higher enrollment brings lower revenue per eligible student.
- When enrollment is constant, a higher eligible student count brings higher revenue.
- When enrollment is constant, a higher eligible student count brings higher revenue per eligible student.
- This means that an additional student eligible for free or reduced price-meal adds more revenue to a school with a higher concentration of eligible students than he or she would add to a school with a lower concentration.
- The cap on eligibility for free meal is 130 percent of the federal poverty level; the cap on eligibility for reduced price meal is 185 percent of the federal poverty level.

In addition to compensatory revenue, the Economic Indicator data is also used to determine a school's eligibility for the School Loan Forgiveness program, targeting Title I services and in numerous grant and analysis activities.

Three codes are valid for Economic Indicator.

- 0 = full price or no application, no direct certification
- 1 = reduced price eligible, current year application on file
- 2 = free eligible, current year application on file or direct certification

Contact: Sharon Peck at 651-582-8811 <a href="mailto:sharon.peck@state.mn.us">sharon.peck@state.mn.us</a> for Compensatory Revenue Student Counts Joe Lee at 651-582-8542 <a href="mailto:joe.lee@state.mn.us">joe.lee@state.mn.us</a> for Application for Educational Benefits

## MARSS Data Accuracy for School Meal Benefits and Compensatory Revenue

It is once again that time of year—determining student's eligibility for free or reduced-price meals. The easiest and quickest way for schools to determine if a student is eligible for free meals is by "direct-certing" the student. How does a school do this?

MDE receives a list from the Department of Human Services of all children up to 18 years of age that are currently enrolled in the Minnesota Family Investment Plan (MFIP) or Food Support (Stamps) programs. This list is compared to student data in MARSS. If the data matches all elements (first name, last name, date of birth and gender), the district is sent the information to "direct-cert" the student for free-meal benefits. The direct certification process is conducted three times each school year, with the first data match in July.

If a student is listed on the DHS data but one of the data elements does not match, the school must instead collect the *Application for Educational Benefits* from the parent of the student and calculate the eligibility status of the student. And, in many cases, the parent does not return the application for the student – resulting in the student being classified as a full-paid student for meals, and as full-paid for the district formula on compensatory education funding. This results in a loss of revenue to the school and a loss of meals to the student. Also

adversely affected are other programs such as Title I allocations for charter schools and the student Loan Forgiveness Program.

To improve the percentage of "direct-cert" students, please be sure to carefully check the MARSS student information—especially gender. The most common mismatch error was on the gender of the student.

To ensure accuracy of MARSS data and a greater number of successful direct certifications, we recommend that school districts:

- Check MARSS student records for data accuracy, including the data elements used for direct certification student name, date of birth and gender.
- Specifically check the MARSS student records for any student that gets approved for free school meals based on an *Application for Educational Benefits* with an MFIP or Food Support (Stamps) case number. If these students were participating in MFIP or Food Support (Stamps) at the time of the last direct certification match in July, they should have been directly certified at that time. Check for any errors in those students' MARSS records that may have prevented the students from being directly certified in July and if necessary correct the errors in MARSS.
- If MARSS student records are corrected for students who have not already been approved for free or reducedprice school meals, the corrected MARSS records will be used when the second direct certification matching
  process is run in October 2010 and some of those students may be directly certified. A third process will be
  run in November.

For additional information on procedures for certification of students for free school meals, see these memorandums issued by Food and Nutrition Service on the MDE website:

Memo on 2011-12 Direct Certification Data <a href="http://education.state.mn.us/mdeprod/groups/Nutrition/documents/Memo/018150.pdf">http://education.state.mn.us/mdeprod/groups/Nutrition/documents/Memo/018150.pdf</a>

Memo on 2011-12 Income Eligibility Guidelines and Application for Educational Benefits <a href="http://education.state.mn.us/mdeprod/groups/Nutrition/documents/Memo/009573.pdf">http://education.state.mn.us/mdeprod/groups/Nutrition/documents/Memo/009573.pdf</a>

Contact: Joe Lee at 651-582-8542 joe.lee@state.mn.us

#### MARSS Manual

MARSS Manual's Supplemental Educational Services (SES) data element has been updated (*dated 9/2/2011*) and posted to the MARSS-Student Account website at:

<a href="http://education.state.mn.us/MDE/Accountability\_Programs/Program\_Finance/MARSS\_Student\_Accounting/MARSS\_Instruction\_Manual/Data\_Elements-Definitions/index.html">http://education.state.mn.us/MDE/Accountability\_Programs/Program\_Finance/MARSS\_Student\_Accounting/MARSS\_Instruction\_Manual/Data\_Elements-Definitions/index.html</a>

## **Nonpublic School PSEO Participants**

Nonpublic school and home school students may participate in the PSEO (Post-Secondary Enrollment Options) program. Any PSEO applications and/or reporting for these students are handled directly between the nonpublic school or home school and the state. However, shared time students who happen to be participating in PSEO should not be marked as PSEO participants on MARSS.

**NOTE:** Shared-time students are nonpublic or home school students who are taking classes part-time at the public school or receiving special education services or core academic institution through the public school.

Contact: Steve Etheridge for questions on PSEO at 651-582-8771 <a href="mailto:steve.etheridge@state.mn.us">steve.etheridge@state.mn.us</a>

## SAAP--Instructional Days and Length of Day

If your district has a State Approved Alternative Program (SAAP), e.g., area learning center (ALC) or alternative learning program (ALP), *please review the number of Instructional Days and Length of Day reported on your FY 2011 MARSS School file*. Report the number of Instructional Days in the core, required school year. When a seat-based SAAP calendar includes fewer than five instructional days per week and/or has fewer instructional hours per day or on specific dates, and students would be unable to earn a full year's worth of credit during the scheduled calendar, the number of Instructional Days and/or Length of School Day needs to include additional time that would have been needed for students to earn a full year's worth of credit. For example:

- 1. If a SAAP has a four-day week and during that time students in a seat-based setting can earn five of the required six credits to grade progress, the reported number of Instructional Days must include a fifth day each week.
- 2. If a SAAP has four full-days and one half-day of instruction per week, and students must participate in Work-Based Learning (WBL) on the half-days to generate a full year's worth of credit, then the Length of Day reported must show the Length of Day for all days.
- 3. If a SAAP has an after-school only, seat-based program, the Instructional Days and Length of Day can be equal to that reported at the local high school. The length of day must show the full day, not just the one or two hours that the program has scheduled classes.

However, students in a seat-based setting will not generate membership for time they are not scheduled to attend at the SAAP.

- In example #1 above, the student will not generate membership on the fifth day of the week on which no classes are scheduled.
- In example #2 above, the students will not generate membership on the unscheduled portion of the half-day unless they are earning credit via WBL. In that case, the WBL membership would be generated using the Independent Study model.
- In example #3 above, the students will not generate membership for hours that they are not scheduled to attend the seat-based after-school classes.

Conversely, SAAPs that offer classes year-round should include only the number of Instructional Days in the core school year on the MARSS School file. For example, programs that offer 200 student-teacher contact days mid-June through the end of May should not include the instructional days in July-August on the MARSS School file. Including them will have a negative impact on your school's ADM. Check your MARSS school files for FY 2011.

For more information, refer to MARSS Reporting Procedure 8.

Contact: Sharon Peck at 651-582-8811 sharon.peck@state.mn.us

## **First Day of School No Shows**

Students who do not attend on the first day of school, even though they registered with the school last spring or during the summer, should not automatically be enrolled on the first day of school. A student's first day of attendance is considered the student's enrollment date.

The school may enroll a student on the first day of the school year if the parent/legal guardian notified the school that the student will be absent on the first day. The student must show up within 15 school days or the enrollment record should be purged and not included on the fall MARSS file.

## Postsecondary Enrollment Options (PSEO) Concurrent Enrollment Flag

The PSEO Concurrent Enrollment Flag is used to identify two types of students:

- The PSEO Concurrent Enrollment Flag identifies juniors and seniors who are taking Concurrent Enrollment/Courses to Agreement classes at the high school and are eligible to generate PSEO Concurrent Aid. These are postsecondary-level classes for which the high school has contracted with a postsecondary institution to have taught at the high school site.
- 2. The PSEO Concurrent Enrollment Flag should also be used to identify students for whom the enrolling district has contracted with postsecondary institutions for their students to take classes off the high school campus either at the postsecondary institution or online under the PSEO statute. The Adequate Yearly Progress (AYP) calculations make special consideration of students who are full time PSEO, whether the state pays their tuition or whether the district has contracted for the tuition. By not flagging PSEO Concurrent Enrollment students who actually attend the postsecondary classes off the high school campus, full-time PSEO students are under-identified. To better account for these students in Test WES, the definition for the PSEO Concurrent Enrollment Flag includes juniors and seniors whose high school has contracted for PSEO courses to be taken either at the postsecondary campus or online, not just at the high school site.

To be flagged as PSEO or Concurrent Enrollment participants, students must be juniors or seniors (per 2011 legislation, freshmen and sophomores are eligible for Concurrent Enrollment in certain circumstances) and enrolled in the high school as a public school student. To be eligible for PSEO Concurrent Aid, the high school must file a copy of their agreement with the postsecondary institution with the department. Therefore, not all students flagged as PSEO Concurrent Enrollment are eligible for PSEO Concurrent Aid. Only those students who take the class at the high school site are eligible for this aid. The MARSS data are used to validate the list of students and courses provided by the postsecondary institutions. The actual PSEO Concurrent Aid is based on the data received from the postsecondary institutions.

Contact: Steve Etheridge at 651-582-8771 steve.etheridge@state.mn.us

#### **ADM and LEP Estimates Data**

Independent school district MARSS contacts, please share the following notice with your business office.

The ADM and LEP ADM estimates were last pulled on September 16 from the EDRS ADM and LEP Projections system. The FY 2012 data will be used for the estimated entitlement basis for metered payments between October and January. The FY 2012 through FY 2114 estimated ADM will be used for the November 2011 forecast.

The estimates will be pulled once more for FY 2012 on January 3, 2012. The FY 2012, FY 2013 and FY 2014 estimates that districts and charter schools have entered by the end of the day on Friday, January 7, will be used for the February forecast, legislative analysis and end of session reports. The FY 2012 data will be used as the estimated entitlement basis for metered payments between January 30 and June 30 for independent school districts. All charter schools, excluding ones in their first three years of operation, need to update their estimates via EDRS. Charter schools in their first three years of operation update estimates via a paper report.

Contact: Jeanne Krile at 651-582-8637 jeanne.krile@state.mn.us

## Early Childhood Health and Developmental Screening

A reminder to districts that provide Early Childhood Health and Developmental Screening that they must report a MARSS grade level PS student record and assign a unique state reporting number for every child or kindergarten student screened by your district in FY 2011 (July 1, 2010 through June 30, 2011). Districts must also report a MARSS PS record for any child the district did not screen but for whom the district received evidence of a comparable screening by another provider (e.g., Head Start or Child and Teen Checkups/EPSDT). Data required to report MARSS student records for screening must be reported to MARSS Coordinator by the district's screening program on the required *Registration Form for Early Childhood Screening*, completed at the time of screening, This form is found on the MDE website at <a href="http://education.state.mn.us/MDE/Learning\_Support/Early\_Learning\_Services/Early\_Childhood\_Programs/Early\_Learning\_Services/Early\_Childhood\_Programs/Early\_Learning\_Services/Early\_Childhood\_Programs/Early\_Learning\_Services/Early\_Childhood\_Programs/Early\_Learning\_Services/Early\_Childhood\_Programs/Early\_Learning\_Services/Early\_Childhood\_Programs/Early\_Learning\_Services/Early\_Childhood\_Programs/Early\_Learning\_Services/Early\_Childhood\_Programs/Early\_Learning\_Services/Early\_Childhood\_Programs/Early\_Learning\_Services/Early\_Childhood\_Programs/Early\_Learning\_Services/Early\_Learn

<u>http://education.state.mn.us/MDE/Learning\_Support/Early\_Learning\_Services/Early\_Childhood\_Programs/Early\_Childhood\_Screening/ECS\_MARSS/index.html.</u>

MDE recommends that school districts review the 10-11 Early Childhood Screening and Aid Calculation Report monthly, to ensure that the MARSS screening student record data reported by the district is complete and accurate. This report is generated for any district that has reported MARSS PS student records, and is updated after each monthly MARSS FY 2011 end-of-year submission. The Aid Calculation Report is found on the MDE website at <a href="http://education.state.mn.us/MFRSystem/index.do">http://education.state.mn.us/MFRSystem/index.do</a>. Select the district name, "View Reports by Category," and then "10-11" under the category "Aid Entitlement Reports."

When a school district contracts with and pays a non-school district screening provider such as a local public health agency or private health care provider to meet the district's requirement to provide screening, the school district—not the sub-contractor—remains responsible for reporting the MARSS records and assigning MARSS State Reporting Numbers for children who are screened through the district's screening program. A child need not be a resident of the screening school district to be screened by the district's program and reported on MARSS. For complete instructions see MARSS Procedure Number 26

http://education.state.mn.us/MDE/Accountability\_Programs/Program\_Finance/MARSS\_Student\_Accounting/MARSS\_Instruction\_Manual/Procedures/index.html Contact Lisa DeRemee (<a href="lisa.deremee@state.mn.us">lisa.deremee@state.mn.us</a>) for questions about screening aid calculations, and Debbykay Peterson (<a href="debbykay.peterson@state.mn.us">debbykay.peterson@state.mn.us</a>) for questions about the Screening Annual Report data submission or about the Early Childhood Screening program.

## **Student ID Repository**

The contact person for the Student ID Repository is Barb Mattson. If you have copies of the ID forms with another name listed, please change the contact name to Barb Mattson.

## **End-of-Year FY 2011 Reporting Timelines**

- October 25 Final submission
- Noon November 25 appeal files due
- December 16 appeal material per posted policy
- December 30 Statute deadline

## **Desegregation District Transfers**

Minnesota Statutes allow a student to open enroll at any time during the school year into or out of a district that has a desegregation plan approved by the commissioner of education. This requirement does not prohibit a district from limiting enrollment of nonresidents in a particular grade or school according to criteria approved by the board under provisions of the open enrollment statutes. See Minnesota Statutes, section 124D.03, subd. 4.

The table below lists all districts with an approved plan as of the 2011-2012 school year (FY 2012):

Number	Name
0001-03	MINNEAPOLIS PUBLIC SCHOOL DIST.
0006-03	SOUTH ST. PAUL PUBLIC SCHOOL DIST.
0011-01	ANOKA-HENNEPIN PUBLIC SCHOOL DIST.
0013-01	COLUMBIA HEIGHTS PUBLIC SCHOOL DIST
0014-01	FRIDLEY PUBLIC SCHOOL DISTRICT
0016-01	SPRING LAKE PARK
0022-01	DETROIT LAKES
0023-01	FRAZEE-VERGAS PUBLIC SCHOOL DIST.
0047-01	SAUK RAPIDS-RICE
0051-01	FOLEY PUBLIC SCHOOL DISTRICT
0081-01	COMFREY PUBLIC SCHOOL DISTRICT
0084-01	SLEEPY EYE PUBLIC SCHOOL DISTRICT
0085-01	SPRINGFIELD PUBLIC SCHOOL DISTRICT
0088-01	NEW ULM PUBLIC SCHOOL DISTRICT
0129-01	MONTEVIDEO PUBLIC SCHOOL DISTRICT
0146-01	BARNESVILLE PUBLIC SCHOOL DIST.
0150-01	HAWLEY PUBLIC SCHOOL DISTRICT
0173-01	MOUNTAIN LAKE PUBLIC SCHOOLS
0177-01	WINDOM PUBLIC SCHOOL DISTRICT
0191-01	BURNSVILLE PUBLIC SCHOOL DISTRICT
0194-01	LAKEVILLE PUBLIC SCHOOL DISTRICT
0196-01	ROSEMOUNT-APPLE VALLEY-EAGAN
0197-01	WEST ST. PAUL-MENDOTA HTSEAGAN
0199-01	INVER GROVE HEIGHTS
0203-01	HAYFIELD PUBLIC SCHOOL DISTRICT
0213-01	OSAKIS PUBLIC SCHOOL DISTRICT
0227-01	CHATFIELD PUBLIC SCHOOLS
0241-01	ALBERT LEA PUBLIC SCHOOL DISTRICT
0270-01	HOPKINS PUBLIC SCHOOL DISTRICT
0271-01	BLOOMINGTON PUBLIC SCHOOL DISTRICT
0272-01	EDEN PRAIRIE PUBLIC SCHOOL DIST
0273-01	EDINA PUBLIC SCHOOL DISTRICT
0276-01	MINNETONKA PUBLIC SCHOOL DISTRICT
0279-01	OSSEO PUBLIC SCHOOL DISTRICT
0280-01	RICHFIELD PUBLIC SCHOOL DISTRICT
0281-01	ROBBINSDALE PUBLIC SCHOOL DISTRICT
0282-01	ST. ANTHONY-NEW BRIGHTON SCHOOLS
0283-01	ST. LOUIS PARK PUBLIC SCHOOL DIST.
0284-01	WAYZATA PUBLIC SCHOOL DISTRICT
0286-01	BROOKLYN CENTER SCHOOL DISTRICT
0345-01	NEW LONDON-SPICER SCHOOL DISTRICT
0347-01	WILLMAR PUBLIC SCHOOL DISTRICT
0378-01	DAWSON-BOYD PUBLIC SCHOOL DISTRICT
0392-01	LECENTER PUBLIC SCHOOL DISTRICT
0402-01	HENDRICKS PUBLIC SCHOOL DIST
0403-01	IVANHOE
0413-01	MARSHALL PUBLIC SCHOOL DISTRICT

0414-01	MINNEOTA PUBLIC SCHOOL DISTRICT
0415-01	LYND PUBLIC SCHOOL DISTRICT
0458-01	TRUMAN PUBLIC SCHOOL DISTRICT
0492-01	AUSTIN PUBLIC SCHOOL DISTRICT
0497-01	LYLE PUBLIC SCHOOL DISTRICT
0500-01	SOUTHLAND PUBLIC SCHOOL DISTRICT
0505-01	FULDA PUBLIC SCHOOL DISTRICT
0507-01	NICOLLET PUBLIC SCHOOL DISTRICT

0511-01ADRIAN PUBLIC SCHOOL DISTRICT0513-01BREWSTER PUBLIC SCHOOL DISTRICT0514-01ELLSWORTH PUBLIC SCHOOL DISTRICT0516-01ROUND LAKE PUBLIC SCHOOL DISTRICT0518-01WORTHINGTON PUBLIC SCHOOL DISTRICT0531-01BYRON PUBLIC SCHOOL DISTRICT0533-01DOVER-EYOTA PUBLIC SCHOOL DISTRICT0534-01STEWARTVILLE PUBLIC SCHOOL DISTRICT0542-01BATTLE LAKE PUBLIC SCHOOL DISTRICT0544-01FERGUS FALLS PUBLIC SCHOOL DISTRICT0548-01PELICAN RAPIDS PUBLIC SCHOOL DISTRICT0549-01PERHAM PUBLIC SCHOOL DISTRICT0550-01UNDERWOOD PUBLIC SCHOOL DISTRICT0621-01MOUNDS VIEW PUBLIC SCHOOL DISTRICT0622-01DIST0623-01ROSEVILLE PUBLIC SCHOOL DISTRICT0624-01WHITE BEAR LAKE SCHOOL DISTRICT0625-01ST. PAUL PUBLIC SCHOOL DISTRICT0635-01MILROY PUBLIC SCHOOL DISTRICT0640-01WABASSO PUBLIC SCHOOL DISTRICT0656-01FARIBAULT PUBLIC SCHOOL DISTRICT0709-01DULUTH PUBLIC SCHOOL DISTRICT0716-01BELLE PLAINE PUBLIC SCHOOL DISTRICT0717-01JORDAN PUBLIC SCHOOL DISTRICT0719-01PRIOR LAKE-SAVAGE AREA SCHOOLS
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0728-01 ELK RIVER PUBLIC SCHOOL DISTRICT
0738-01 HOLDINGFORD PUBLIC SCHOOL DISTRICT
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0740-01 MELROSE PUBLIC SCHOOL DIST
0742-01 ST. CLOUD PUBLIC SCHOOL DISTRICT
0775-01 KERKHOVEN-MURDOCK-SUNBURG
0831-01 FOREST LAKE
0832-01 MAHTOMEDI PUBLIC SCHOOL DISTRICT
SOUTH WASHINGTON COUNTY SCHOOL
0833-01 DIST
0834-01 STILLWATER AREA PUBLIC SCHOOL DIST.

0836-01	BUTTERFIELD PUBLIC SCHOOL DISTRICT
0837-01	MADELIA PUBLIC SCHOOL DISTRICT
0840-01	ST. JAMES PUBLIC SCHOOL DISTRICT
0876-01	ANNANDALE PUBLIC SCHOOL DISTRICT
0877-01	BUFFALO PUBLIC SCHOOL DISTRICT
0883-01	ROCKFORD PUBLIC SCHOOL DISTRICT
0891-01	CANBY PUBLIC SCHOOL DISTRICT
2071-01	LAKE CRYSTAL-WELLCOME MEMORIAL
2135-01	MAPLE RIVER SCHOOL DISTRICT
2143-01	WATERVILLE-ELYSIAN-MORRISTOWN
2167-01	LAKEVIEW SCHOOL DISTRICT
2169-01	MURRAY COUNTY CENTRAL SCHOOL DIST.
2180-01	M.A.C.C.R.A.Y. SCHOOL DISTRICT
2190-01	YELLOW MEDICINE EAST
2310-01	SIBLEY EAST SCHOOL DISTRICT
2365-01	G.F.W. SCHOOL DISTRICT

2396-01	A.C.G.C.
2448-01	MARTIN COUNTY WEST SCHOOL DISTRICT
2534-01	B.O.L.D. SCHOOL DISTRICT
2753-01	LONG PRAIRIE-GREY EAGLE SCHOOL DIST
2754-01	CEDAR MOUNTAIN SCHOOL DISTRICT
2759-01	EAGLE VALLEY PUBLIC SCHOOL DISTRICT
2805-01	ZUMBROTA-MAZEPPA SCHOOL DISTRICT
2884-01	RED ROCK CENTRAL SCHOOL DISTRICT

2889-01	LAKE PARK AUDUBON SCHOOL DISTRICT
2890-01	RENVILLE COUNTY WEST SCHOOL DIST.
2895-01	JACKSON COUNTY CENTRAL SCHOOL DIST.
2898-01	WESTBROOK-WALNUT GROVE SCHOOLS
2899-01	PLAINVIEW-ELGIN-MILLVILLE
2902-01	RTR PUBLIC SCHOOLS
2904-01	TRACY-AREA

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Phone: 651-582-8779 Fax: 651-582-8878



# **MARSS Memo**

November 8, 2011 Issue 11.06

## Student Data Reporting Information

## **Reporting Timelines and Late Correction Process**

The final submission deadline for FY 2012 Fall MARSS files is December 16, 2011. The MARSS WES statewide Error Report after that submission will include only errors; warnings will be suppressed. The normal assignment of errors will be used for the December 16 edit. There will be no manual corrections accepted after December 16, as MDE is not staffed to process the thousands of requests that are submitted. Therefore, it is imperative that you correct all errors and assure that all students are included in your final MARSS files. Before submitting your December files, be sure that you have edited the data thoroughly using all of the available MARSS WES local reports as well as reports available through your software. Updated documentation for MARSS WES reports has been posted to assist you in determining who else in the district a report should be shared with and what to look for.

Electronic resubmissions will be allowed in December through January 6, 2012. However, if any changes that you make to your file cause an error with another district, your entire file will not be accepted, even though it would not have been marked in error had you made the correction prior to December 16. These errors will be included in the Error Report. MDE will use your previously submitted file. You will need to work with the staff at the other district to request them to make a change and resubmit their files before your late file can be loaded at MDE. After January 6, resubmissions, but not manual corrections, will be accepted on a case-by-case basis. No appeals will be accepted after January 18, 2012.

Contacts: Sharon Peck at 651-582-8811 <u>sharon.peck@state.mn.us</u>
Carol Hokenson at 651-582-8840 <u>carol.hokenson@state.mn.us</u>

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## Fall FY 2012 Reports Posted to MARSS WES

Refer to the MARSS WES statewide reports for a list of reports that are posted and ready for review. It is expected that the MARSS coordinator will share these reports with others in the school and district who can assist in the editing and verification process.

These reports will be replaced after the next statewide edit following the November 15, 2011, reporting deadline. If you would like to keep a copy for historical or comparison purposes, please save or print a copy of each report.

A preliminary FY 2013 Compensatory Revenue Report has been posted to the Minnesota Funding Reports website at <a href="http://education.state.mn.us/MFRSystem/index.do">http://education.state.mn.us/MFRSystem/index.do</a>. Find your district and select Reports by Category. Scroll down to the Aid Entitlement Reports Category and select 12-13. Share this report with your business office. This report is replaced each time we post new reports. To keep a copy for historical or comparison purposes, please save or print a copy.

Contacts: <a href="marss@state.mn.us">marss@state.mn.us</a> with questions on the MARSS WES reports

Sharon Peck at 651-582-8811 or <a href="maintenant-sharon.peck@state.mn.us">sharon.peck@state.mn.us</a> with questions on student counts used for the preliminary Compensatory Revenue Report

#### **ADM and LEP Estimates Data**

Independent school district MARSS contacts, please share the following notice with your business office.

The ADM and LEP ADM estimates will be pulled from the EDRS ADM and LEP projections system once more for FY 2012 on January 6, 2012. These are the student counts which will be used for fiscal review of proposed legislation, end-of-session runs and other reports to the legislature and the public on behalf of both charter schools and independent school districts.

The FY 2012, FY 2013 and FY 2014 estimates that districts and charter schools have entered by the end of the day on Friday, January 6, 2012, will be used for the February forecast and legislative analysis. The FY 2012 data will be used as the estimated entitlement basis for metered payments between January 30 and June 30 for both independent school districts and charter schools. All charter schools, excluding ones in their first three years of operation, need to update their estimates via EDRS. Charter schools in their first three years of operation update estimates via a paper report.

Contact: Jeanne Krile at 651-582-8637 jeanne.krile@state.mn.us

## **MARSS Contacts Updates**

Please verify that your e-mail address (and phone number) are correct in the MDE security system. The e-mail you have entered for your account is the one that is used to send you notices regarding the status of MARSS WES, new web postings, availability of MARSS memos, changes in reporting timelines, etc. The MARSS coordinators' list that is posted to the MARSS-Student Accounting web page (<a href="http://education.state.mn.us/MDE/Accountability\_Programs/Program\_Finance/MARSS\_Student\_Accounting/ind">http://education.state.mn.us/MDE/Accountability\_Programs/Program\_Finance/MARSS\_Student\_Accounting/ind ex.html) is used only for communication between districts. Only you can update your security account information. Refer to the MARSS Web Edit System (WES) User's Guide starting on page 26 for information on how to update your profile. To update your contact information on the posted MARSS coordinators list e-mail <a href="marss@state.mn.us">marss@state.mn.us</a>.

## First Day of School No Shows

Students who do not attend on the first day of school, even though they registered with the school last spring or during the summer, should not automatically be enrolled on the first day of school. A student's first day of attendance is considered the student's enrollment date.

The school may enroll a student on the first day of the school year if the parent/legal guardian notified the school that the student will be absent on the first day. The student must show up within 15 school days or the enrollment record should be purged and not included on the fall MARSS file.

## **Fall FY 2011 Reporting Timelines**

- November 15, 2011– Fall Submission
- December 16, 2011 Final Fall Submission

The same late file correction process will be used for Fall FY 2012 MARSS and Year-End FY 2011 files.

#### Student ID Validation Interface

The new Student ID Validation Interface web pages are available for use in association with making sure that students are consistently identified. The goal is to have only one MARSS ID per student going forward in time.

The new web pages can be used to search student identity information based on partial information, and they can be used to validate a complete set of identification for a student. Some users will also have the ability to create new student identities. In the event of a data problem that a user cannot resolve alone, provision is made for the user to communicate the problem to MDE.

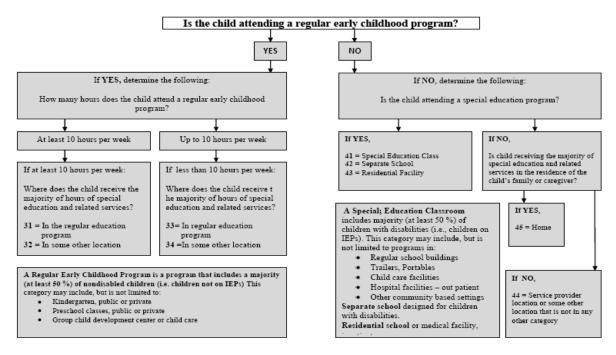
The web pages are secured, so you need to obtain authorization to access them. The web page whose url follows has links to the authorization form that needs to be used as well as a link to the (Student Identity Validation Interface) web pages themselves.

http://education.state.mn.us/MDE/Data/SERVS/SERVS\_Student/index.html

## **Decision Tree for Coding Educational Environments**

December means snow, cold and child count. For the second time, instructional settings for children ages 3-5 will be reported using codes 31-45 with revised definitions. These codes apply to children in grades EC AND HK who are 3, 4, or 5 years old on 12/1/2011. To determine the correct setting, a child's team must consider the child's participation in early childhood programs and kindergarten, even if the participation is not reflected in the child's IEP. The decision tree, shown below, is a very helpful tool to help the IEP team determine the correct code. As a reminder, a regular early childhood program is a program that includes 50 percent or more children without disabilities. Regular early childhood programs in Minnesota include Head Start, School Readiness, Early Childhood Family Education (ECFE), group child care, and community-based preschool programs.

# Decision Tree for Coding Educational Environments Table 3 – Child Count



Complete instructions may be found at IDEAdata.org. Data collection forms, Part B forms, Table 3 - Child Count

## **Child Count Report**

Districts and charter schools that submitted MARSS Fall FY 2012 files by October 11, 2011, and/or on whose behalf another district reported eligible students, will find MARSS 33 Child Count (MARSS Load To Child Count Detail Report-December 1, 2011) report posted to their MARSS WES statewide reports website. 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 MARSS/Student Accounting web page; the document is entitled *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 1 (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 or 6; 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: Jeanne Krile at 651-582-8637 jeanne.krile@state.mn.us

## **Compensatory Revenue and October 1 Enrollment**

The compensatory revenue formula is one of the funding programs that use the Economic Indicator data reported on the fall MARSS files. Districts and charter schools on the Food Service program are now provided a Direct Certification list each month. For school year 2011-12, the Direct Certification report was provided early, in June 2011, due to the expected interruption of services in July 2011. The lists provided in June through September were based on prior year's MARSS data so only charters in their second or later year would have been able to receive a list. However, any school on the food service program can upload a file of current student enrollment in the required format in CLiCS to receive a Direct Certification report. Students who were listed on the district's or school's Direct Certification list and who remain enrolled in the same district can be reported as eligible for a free meal. Select this link for a detailed description of Direct

Certification: <a href="http://education.state.mn.us/MDE/Learning\_Support/FNS/SNP/Applications\_Materials\_and\_Forms/Direct Certification/index.html">http://education.state.mn.us/MDE/Learning\_Support/FNS/SNP/Applications\_Materials\_and\_Forms/Direct Certification/index.html</a>.

All other students must have an eligible and appropriate signed *Application for Educational Benefits* for the current year on file at the district to be reported as eligible for a free or reduced-price meal, including Provision 2 and 3 schools. Provision 2 and 3 schools, who for the free meal program have been authorized to use a prior year's free meal eligible count to claim revenue under the federal food program, must have signed applications on file for students to claim state compensatory revenue. By coding a student as eligible for the free or reduced-price meal program (Economic Indicator = 1 or 2), the school is certifying that it does indeed have an eligible application on file for the current year. Training on how to certify applications is provided by the Food and Nutrition Service at MDE.

For purposes of receiving a free or reduced-priced meal, last year's applications expired after the first 30 operating days of the school year. That extension does not apply to MARSS reporting. All eligible *Applications for Educational Benefits* must be for 2011-12 and dated between July 1 and December 15, 2011, to be reported on MARSS.

Students do not need to have access to a meal program to be reported as eligible for a free or reduced-price meal program. It is merely an indication of economic status. They need not actually receive the free or reduced-price meal; it is merely a demographic characteristic of the students.

The Economic Indicator data can be updated locally through December 15 so that families have until early December to submit the application. The December fall MARSS file is used to calculate the student counts that are used for the following school year's compensatory revenue.

The second piece of the compensatory revenue formula is the October 1 enrollment. Students are determined to be enrolled on October 1 based on their Status Start and End Dates: The Start Date must be on or before October 1 and the End Date must be on or after October 1. Make sure that students enrolled in the summer component of learning year programs, like area learning centers, and who do *not* remain enrolled during the traditional or core year, are withdrawn at the end of the summer term. This avoids overstating the October 1 enrollments which would reduce the concentration of free and reduced-price meal eligible students.

The October 1, 2011, enrollment and economic indicator status counts will be used to generate the FY 2013 compensatory revenue. Below are four sample compensatory revenue examples. Compensatory revenue is calculated on a site-specific basis. Revenue should be spent at the site where it was generated.

	A	В	С	D
1. October 1, 2011 enrollment	100	100	100	100
2. Count of students eligible for free lunch on October 1, 2011	15	40	80	100
3. Count of students eligible for reduced-price lunch on October 1, 2011	10	20	0	0
4. Adjusted eligible student count = $(2) + [(3)/(2)] =$	20	50	80	100
5. Concentration ratio = $(4)/(1)$ =	0.2000	0.5000	0.8000	1.0000
6. Adjusted ratio = lesser of 1 or (5) / .8 =	0.2500	0.6250	1.0000	1.0000
7. Compensatory pupil units = (4) X (6) X 60%	3	18.75	48	60
8. Basic formula allowance \$5,224 - \$415 (FY 2013)	4,809	4,809	4,809	4,809
9. Compensatory revenue = (7) X (8) =	14,427	90,169	230,832	288,540
10. Revenue per adjusted eligible student count = $(9) / (4)$	721	1,803	2,885	2,885

- When eligible student counts are constant, a higher enrollment brings lower revenue per eligible student.
- When enrollment is constant, a higher eligible student count brings higher revenue.
- When enrollment is constant, a higher eligible student count brings higher revenue per eligible student.
- This means that an additional student eligible for free or reduced price-meal adds more revenue to a school with a higher concentration of eligible students than he or she would add to a school with a lower concentration.
- The cap on eligibility for free meal is 130 percent of the federal poverty level; the cap on eligibility for reduced price meal is 185 percent of the federal poverty level.

In addition to compensatory revenue, the Economic Indicator data is also used to determine a school's eligibility for the School Loan Forgiveness program, targeting Title I services and in numerous grant and analysis activities.

Three codes are valid for Economic Indicator.

- 0 = full price or no application, no direct certification
- 1 = reduced price eligible, current year application on file
- 2 = free eligible, current year application on file or direct certification

Contact: Sharon Peck at 651-582-8811 <u>sharon.peck@state.mn.us</u> for Compensatory Revenue Student Counts Joe Lee at 651-582-8542 <u>joe.lee@state.mn.us</u> for Application for Educational Benefits

## **Transportation Director Listserv**

The Minnesota Department of Education Pupil Transportation Unit has implemented a Transportation Director email listsery. The listsery will provide information to Minnesota school districts regarding pupil transportation. The e-mail messages will include topics such as state pupil transportation reporting, legislative and MDE policies regarding pupil transportation and the "Vehicle Newsletter."

A contact person's e-mail from each district was selected because at one time that person was indicated as the pupil transportation contact. If you would like to be included in the Transportation Director listsery, please send an e-mail to <a href="mailto-kelly.wosika@state.mn.us">kelly.wosika@state.mn.us</a> indicating you would like to receive e-mail news regarding pupil transportation. If you think someone at your district should be included on the Transportation Directors listsery have that person send an e-mail to <a href="mailto-kelly.wosika@state.mn.us">kelly.wosika@state.mn.us</a>.

## **Nonpublic School PSEO Participants**

Nonpublic school and home school students may participate in the Post-Secondary Enrollment Options (PSEO) program. Any PSEO applications and/or reporting for these students are handled directly between the nonpublic school or home school and the state. However, shared-time students who happen to be participating in PSEO should not be marked as PSEO participants on MARSS.

**NOTE:** Shared-time students are nonpublic or home school students who are taking classes part-time at the public school or receiving special education services through the public school.

Contact: Steve Etheridge at 651-582-8771 steve.etheridge@state.mn.us

# MARSS Data Accuracy for School Meal Benefits and Compensatory Revenue

It is once again that time of year—determining student's eligibility for free or reduced-price meals. The easiest and quickest way for schools to determine if a student is eligible for free meals is by "direct-certing" the student. How does a school do this?

MDE receives a monthly list from the Department of Human Services (DHS) of all children up to 18 years of age that are currently enrolled in the Minnesota Family Investment Plan (MFIP) or Food Support (Stamps) programs. This list is compared to student data in MARSS. If the data matches all elements (first name, last name, date of birth and gender), the district is sent the information to "direct-cert" the student for free-meal benefits. The direct certification process is conducted monthly. The first data for a school year is usually provided in July, although the first data for this year was provided in June 2011 due to the possibility of interruption of state services.

If a student is listed on the DHS data but one of the data elements does not match, the school must instead collect the Application for Educational Benefits from the parent of the student and calculate the eligibility status of the student. And, in many cases, the parent does not return the application for the student – resulting in the student being classified as a full-paid student for meals, and as full-paid for the district formula on compensatory education funding. This results in a loss of revenue to the school and a loss of meals to the student. Also adversely affected are other programs such as Title I allocations for charter schools and the student Loan Forgiveness Program.

To ensure accuracy of MARSS data and a greater number of successful direct certifications, we recommend that school districts:

- Check MARSS student records for data accuracy, including the data elements used for direct certification student name, date of birth and gender. The most common error that prevents a student from being directly certified is that gender is recorded incorrectly.
- If MARSS student records are corrected for students who have not already been approved for free or reducedprice school meals, the corrected MARSS records will be used when later direct certification matching processes are run and some of those students may be directly certified.

For additional information on procedures for certification of students for free school meals, see these memorandums issued by Food and Nutrition Service on the MDE Website:

For additional information on procedures for certification of students for free school meals, see these memorandums issued by Food and Nutrition Service on the MDE website: <a href="http://education.state.mn.us/mdeprod/groups/Nutrition/documents/Memo/018150.pdf">http://education.state.mn.us/mdeprod/groups/Nutrition/documents/Memo/018150.pdf</a>

Contact: Joe Lee at 651-582-8542 joe.lee@state.mn.us

## **PSEO Concurrent Enrollment Flag**

The Postsecondary Enrollment Options (PSEO) Concurrent Enrollment Flag identifies juniors and seniors who are taking Concurrent Enrollment/Courses to Agreement classes at the high school and are eligible to generate PSEO Concurrent Aid. These are postsecondary-level classes for which the high school has contracted with a postsecondary institution to have taught at the high school site. To date, districts have been instructed to mark students with a 'Y' PSEO Concurrent Enrollment Flag only if the student is eligible for PSEO Concurrent Aid.

However, districts have also used the PSEO statute to contract with postsecondary institutions for their students to take classes off the high school campus – either at the postsecondary institution or online. The Adequate Yearly Progress (AYP) calculations make special consideration of students who are full time PSEO, whether the state pays their tuition or whether the district has contracted for the tuition. By not flagging PSEO Concurrent Enrollment students who actually attend the postsecondary classes off the high school campus, we are underidentifying full-time PSEO students. To better account for these students in Test WES, the definition for the PSEO Concurrent Enrollment Flag for FY 2010 is expanded to include juniors and seniors whose high school has contracted for PSEO courses to be taken either at the postsecondary campus or online, not just at the high school site. Therefore, not all students flagged as PSEO Concurrent Enrollment in FY 2010 will be eligible for PSEO Concurrent Aid. Only those students who take the class at the high school site are eligible for this aid. The MARSS data are used to validate the list of students and courses provided by the postsecondary institutions. The actual PSEO Concurrent Aid is based on the data received from the postsecondary institutions.

To be flagged as a PSEO or Concurrent Enrollment participant, students must be juniors or seniors and enrolled in the high school as a public school student. To be eligible for PSEO Concurrent Aid, the high school must file a copy of their agreement with the postsecondary institution with the department.

Contact: Steve Etheridge at 651-582-8771 steve.etheridge@state.mn.us

#### **Homeless Education Notes**

In 2010-11 there were 9363 students flagged in MARSS as homeless – 1.1 percent of public school students. This is an increase of 1200 students from the previous year. In that school year, however, via a survey, Title I directors counted 500, bringing the total to 9858. Many districts report the numbers are as high, if not higher, this fall. Schools are responsible for removing barriers to student enrollment, attendance and school success, for creating one stable place while the rest of students' lives are in flux.

To accurately document homeless students, please mark the homeless flag as well as the economic status flag as free meals. Homeless students are automatically eligible for Title I programs, also, but can only be marked if the student is in a Title I school. The homeless flag is dropped at the end of the school year and needs to be reinstated if the student remains homeless the next school year. Students must be transported from their current residence to their home school (known as the school-of-origin). If the school district has excess transportation costs, the district should record the costs in Finance Dimension 728, Special Transportation of Selected Students If the student a special education student and has transportation written into the IEP as a related service, use FIN 723.

Many thanks for your assistance to Title I directors in recently confirming their homeless child count via a survey for this and other information required in the federal report.

We hope that the MARSS WES 51 is useful to both you and the staff responsible for homeless education in your district/charter in collecting information that is related to but not included in MARSS: Nighttime residence of the student when first identified as homeless; unaccompanied status and younger children. Your district homeless liaison has the responsibility to designate a student as homeless according to the federal definition of lacking a

fixed, regular and adequate nighttime residence. The federal education agency also requires a report of "nighttime residence" when the student is first identified as homeless or first enrolls in a school and is homeless, using the four categories

Here are the categories of Nighttime residence: There are no 'unknown's.

#### Nighttime Residence

- S) Shelters, Transitional Housing, Awaiting Foster Care
- D) Doubled-Up (i.e., living with another family, bunking in)
- U) Unsheltered (e.g. cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings)
- H) Hotels/Motels
- \* Displaced. This category should be indicated (in addition to one of the four above) only if the student's homelessness is related to a natural disaster.

In addition, whether the student is accompanied by a parent is to be reported. Here are the definitions:

Accompanied/Unaccompanied

- P) Student is in the direct physical care of a parent
- W) Student is with another adult, not the parent or legal guardian
- O) Student is on his/her own.

Find more information about the education needs of homeless students in the resource *School – One Stable Place, McKinney-Vento Homeless Education* at the MDE website: <a href="http://education.state.mn.us">http://education.state.mn.us</a> – Accountability Programs>NCLB>Homeless Education. For definitions and how to document in MARSS, please see *Resources: Homeless Education Self-Assessment, Data Review and Program Model –* the last portion of the resource discussion reporting via MARSS.

Contact: Ruth Ellen Luehr at 651-582-8403 ruthellen.luehr@state.mn.us

## **Returning Dropouts**

Students coded as dropouts during the 2010-11 school year but who enroll in a school by October 1 of the current school year are not considered FY 2011 dropouts, per the federal definition. These students' FY 2011 dropout Status End code should be changed to 41. Refer to the Status End Code 41 explanation in the definitions section of the MARSS Manual for more information.

## **Students Attending Elsewhere Report**

There was a new category added to this report titled *Invalid Nonresident Records*. This category was added to include ESY (Extended School Year) records and PS (Preschool Screening) records so you would be able to keep track of your resident students attending an ESY program or preschool screened by another district.

## New Department of Education Website is On the Way

The Minnesota Department of Education is pleased to announce that our newly designed agency website is on the way. Designed with you – our customers – in mind, we hope the new site will provide the same useful information currently housed on our website in a far more user-friendly and accessible way. Work has been underway since January, with the new site scheduled for launch in early December.

#### Why change the site?

Over the past decade, technology has changed. So too, has our agency structure, focus and priorities. With our audience growing and changing as well, we believe our new site will better meet these new needs and expectations.

#### What was the process?

Guided by research and best practice, we started by inviting our audience to share their views on the current site. Stakeholders attended focus groups or responded to online surveys that provided feedback on what was working and where we could improve.

The results were reviewed and analyzed. In addition, we supplemented feedback with research guiding website design, accessibility, writing and communicating online and more.

#### From the feedback and research, we established five key goals for the new site:

- 1. User-friendly and customer-focused
- 2. Well-organized by topic and audience
- 3. High-quality and up-to-date content
- 4. Accessible for all audiences
- 5. Better search feature

#### What Changed?

The first thing you will notice is the fresh, new look and feel. The home page is clean and light with more images, less text and an updated logo. Content is grouped under six more intuitive categories:

**Welcome to MDE** - Includes our staff directory; the news center and the agency calendar.

**Just for Parents** - Quick access to parent-friendly information, including bullying, graduation requirements, early childhood programs and more.

**Student Success** - Adult, early learning, postsecondary – if it pertains to students and their school experiences and academic success – look for it here.

**Educator Excellence** - Information and resources for teachers, including best practices, licensing, professional development, academic standards, curriculum and instruction.

**School Support** - Tools, reporting functions, forms, monitoring – A one-stop shop for school administrators to submit data – and access compliance, monitoring and financial information.

**Data Center** – Another one-stop shop for reviewing, comparing, analyzing a wealth of student, school, financial and demographic data, including a new easy-to-use interface.

We hope you will find our new site a valuable resource, whether you're an educator looking for information to improve instruction, an administrator in need of reporting data, a parent looking to learn more about your child's school or district or a member of our many stakeholder groups looking to find data about Minnesota's public schools. As always, our department staff is available to answer your questions and guide you through the new site.

Thank you in advance for your patience and support as we transition to our new website, and especially, for the work you do on behalf of Minnesota schools and students.

Don't forget the next FALL FY 2012 MARSS reporting deadline is due at the department by November 15, 2011. This publication is produced by:

Minnesota Department of Education Division of Program Finance 1500 Highway 36 West Roseville, MN 55113-4266

Phone: 651-582-8779 Fax: 651-582-8878

http://education.state.mn.us

E-Mail Helpline: marss@state.mn.us

# MARSS Memo

December 15, 2011 Issue 11.07

## Student Data Reporting Information

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## Fall FY 2012 Reports Posted to MARSS WES

Refer to the MARSS WES statewide reports for a list of reports that are posted and ready for review. It is expected that the MARSS coordinator will share these reports with others in the school and district who can assist in the editing and verification process.

These reports will be replaced after the next statewide edit following the December 16, 2011, reporting deadline. If you would like to keep a copy for historical or comparison purposes, please save or print a copy of each report.

A preliminary FY 2013 Compensatory Revenue Report has been posted to the Minnesota Funding Reports website <u>at http://education.state.mn.us</u> > Data Center > Data Reports and Analytics > Minnesota Funding Reports (MFR). Find your district and select Reports by Category. Scroll down to the Aid Entitlement Reports Category and select 12-13. Share this report with your business office. This report is replaced each time we post new reports. To keep a copy for historical or comparison purposes, please save or print a copy.

Contacts: <u>marss@state.mn.us</u> with questions on the MARSS WES reports

Sharon Peck at 651-582-8811 or <u>sharon.peck@state.mn.us</u> with questions on student counts used for the preliminary Compensatory Revenue Report

#### ADM and LEP Estimates Data

Independent school district MARSS contacts, please share the following notice with your business office.

The ADM and LEP ADM estimates will be pulled from the EDRS ADM and LEP Projections system once more for FY 2012 on January 6, 2012. These are the student counts which will be used for fiscal review of proposed legislation, end-of-session runs and other reports to the legislature and the public on behalf of both charter schools and independent school districts.

The FY 2012, FY 2013 and FY 2014 estimates that districts and charter schools have entered by the end of the day on Friday, January 6, 2012, will be used for the February forecast and legislative analysis. The FY 2012 data will be used as the estimated entitlement basis for metered payments between January 30 and June 20 for independent school districts and between January 30 and February 28 for charter schools.

If the current data on EDRS are still accurate, please perform step #3 – Sum and Authorize. This sets the last update date to today's date and lets MDE know the estimates have been reviewed.

All charter schools, excluding ones in their first three years of operation, need to update their estimates via EDRS. Charter schools in their first three years of operation update estimates via a paper report.

Contact: Jeanne Krile at 651-582-8637 or jeanne.krile@state.mn.us

## First Day of School No Shows

Students who do not attend on the first day of school, even though they registered with the school last spring or during the summer, should not automatically be enrolled on the first day of school. A student's first day of attendance is considered the student's enrollment date.

The school may enroll a student on the first day of the school year if the parent/legal guardian notified the school that the student will be absent on the first day. The student must show up within 15 school days or the enrollment record should be purged and not included on the Fall MARSS file.

## **Interim Testing Files Q & A**

Following are some of the questions we are getting regarding interim FY 2012 MARSS files that are used for precoding testing documents.

- Q. Will a student still be included in the testing files if s/he has a local error?
- A. No, a student with a local error will be excluded from the testing files.
- Q. Will a student still be included in the testing files if s/he has a cross-district date overlap error?
- A. Yes, a student will be included in the testing files as long as they don't have a local error.
- Q. Does MDE do statewide edits before the testing files are extracted?
- 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 2012 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 2012 MARSS submission and these students will be testing in the next testing window, then upload an updated MARSS file so that the students will be included when testing extracts their next file. Also be sure that every student who needs to test has a valid Student Identification (SSID) number on the student validation data base.

## Q. When will districts and schools start submitting EOY FY 2012 MARSS files rather than Fall FY 2012 files?

A. Continue submitting fall MARSS files until the fall FY 2012 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 4:00 p.m. on January 6, 2012. The EOY submission cycle will open a day or two after that so that districts and charter schools can continue submitting files for testing purposes. No statewide MARSS edits will be run until April 5, 2012.

#### Q. What should the district or school do if a student is not included on the TEST WES file?

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. 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. Finally, for a GRAD re-test, make sure that the student did not test during the prior month; students must wait at least two months between tests. If the student should still be included in the test file then contact the person that serves your area code:

218	Julie Nielsen-Fuhrmann	651-582-8837	julie.nielsen-fuhrmann@state.mn.us
<b>507 and 320</b> :	Lisa Grasdalen	651-582-8485	lisa.grasdalen@state.mn.us
651, 763, 952:	Tracy Cerda	651-582-8692	tracy.cerda@state.mn.us
<b>612</b> :	Jennifer Burton	651-582-8622	jennifer.burton@state.mn.us

## **Child Count Report**

Districts and charter schools that submitted MARSS fall FY 2012 files by November 15, 2011, 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 <a href="http://education.state.mn.us">http://education.state.mn.us</a> 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 1 (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: Jeanne Krile at 651-582-8637or jeanne.krile@state.mn.us for Child Count Report questions

## **MARSS Contact Updates**

Please verify that your e-mail address and phone number are correct in the MDE security system. The e-mail you have entered for your account is the one that is used to send you notices regarding the status of MARSS WES, new web postings, availability of MARSS memos, changes in reporting timelines, etc. The MARSS coordinators' list that is posted to the MARSS-Student Accounting web page at <a href="http://education.state.mn.us">http://education.state.mn.us</a> School Support > School Finance > MARSS-Student Accounting, is used only for communication *between* districts. Only you can update your security account information. Refer to the MARSS Web Edit System (WES) User's Guide starting on page 26 for information on how to update your profile. To update your contact information on the posted MARSS coordinators list e-mail <a href="marss@state.mn.us">marss@state.mn.us</a>.

## **Fall FY 2012 Reporting Timelines**

- December 16, 2011 Final Fall Submission, appeal files only after this date
- January 6, 2012 MARSS WES closes for FY 2012 Fall Submissions at 4:00 p.m.

## **Compensatory Revenue and October 1 Enrollment**

The compensatory revenue formula is one of the funding programs that use the Economic Indicator data reported on the fall MARSS files. Districts and charter schools on the Food Service program are now provided a Direct Certification list each month. For School Year 2011-12, the Direct Certification report was provided early, in June 2011, due to the expected interruption of services in July 2011. The lists provided in June through September were based on prior year's MARSS data so only charters in their second or later year would have been able to receive a list. However, any school on the food service program can upload a file of current student enrollment in the required format in CLiCS to receive a Direct Certification report. Students who were listed on the district's or school's Direct Certification list and who remain enrolled in the same district can be reported as eligible for a free meal. For a detailed description of Direct Certification please go to <a href="http://education.state.mn.us">http://education.state.mn.us</a> > School Support > Food and Nutrition Program Administration > School Nutrition > Direct Certification.

All other students must have an eligible and appropriate signed *Application for Educational Benefits* for the current year on file at the district to be reported as eligible for a free or reduced-price meal, including Provision 2 and 3 schools. Provision 2 and 3 schools, who for the free meal program have been authorized to use a prior year's free meal eligible count to claim revenue under the federal food program, must have signed applications on file for students to claim state compensatory revenue. Applications approved on a temporary basis are eligible. By coding a student as eligible for the free or reduced-price meal program (Economic Indicator = 1 or 2), the school is certifying that it does indeed have an eligible application on file for the current year or the student was included on the Direct Certification list by December 15, 2011. Training on how to certify applications is provided by the Food and Nutrition Service at MDE.

For purposes of receiving a free or reduced-priced meal, last year's applications expired after the first 30 operating days of the school year. That extension does not apply to MARSS reporting. All eligible *Applications for Educational Benefits* must be for 2011-12 and dated between July 1 and December 15, 2011, to be reported on MARSS.

Students do not need to have access to a meal program to be reported as eligible for a free or reduced-price meal program. It is merely an indication of economic status. They need not actually receive the free or reduced-price meal; it is merely a demographic characteristic of the students.

The Economic Indicator data can be updated locally through December 15 so that families have until early December to submit the application. The December fall MARSS file is used to calculate the student counts that are used for the following school year's compensatory revenue.

The second piece of the compensatory revenue formula is the October 1 enrollment. Students are determined to be enrolled on October 1 based on their Status Start and End Dates: The Start Date must be on or before October 1 and the End Date must be on or after October 1. Make sure that students enrolled in the summer component of learning year programs, like area learning centers, and who do *not* remain enrolled during the traditional or core year, are withdrawn at the end of the summer term. This avoids overstating the October 1 enrollments which would reduce the concentration of free and reduced-price meal eligible students.

The October 1, 2011, enrollment and economic indicator status counts will be used to generate the FY 2013 compensatory revenue. Below are four sample compensatory revenue examples. Compensatory revenue is calculated on a site-specific basis. Revenue should be spent at the site where it was generated.

	A	В	C	D
1. October 1, 2011 enrollment	100	100	100	100
2. Count of students eligible for free lunch on October 1, 2011	15	40	80	100
3. Count of students eligible for reduced-price lunch on October 1, 2011	10	20	0	0
4. Adjusted eligible student count = $(2) + [(3)/(2)] =$	20	50	80	100
5. Concentration ratio = $(4)/(1)$ =	0.2000	0.5000	0.8000	1.0000
6. Adjusted ratio = lesser of 1 or $(5) / .8 =$	0.2500	0.6250	1.0000	1.0000
7. Compensatory pupil units = (4) X (6) X 60%	3	18.75	48	60
8. Basic formula allowance \$5,224 - \$415 (FY 2013)	4,809	4,809	4,809	4,809
9. Compensatory revenue = $(7) X (8) =$	14,427	90,169	230,832	288,540
10. Revenue per adjusted eligible student count = $(9) / (4)$	721	1,803	2,885	2,885

- When eligible student counts are constant, a higher enrollment brings lower revenue per eligible student.
- When enrollment is constant, a higher eligible student count brings higher revenue.
- When enrollment is constant, a higher eligible student count brings higher revenue per eligible student.
- This means that an additional student eligible for free or reduced price-meal adds more revenue to a school with a higher concentration of eligible students than he or she would add to a school with a lower concentration.
- The cap on eligibility for free meal is 130 percent of the federal poverty level; the cap on eligibility for reduced price meal is 185 percent of the federal poverty level.

In addition to compensatory revenue, the Economic Indicator data is also used to determine a school's eligibility for the School Loan Forgiveness program, targeting Title I services and in numerous grant and analysis activities.

Three codes are valid for Economic Indicator.

- 0 = full price or no application, no direct certification
- 1 = reduced price eligible, current year application on file
- 2 = free eligible, current year application on file or direct certification

Contact: Sharon Peck at 651-582-8811 <u>sharon.peck@state.mn.us</u> for Compensatory Revenue Student Counts Joe Lee at 651-582-8542 <u>joe.lee@state.mn.us</u> for Application for Educational Benefits

## **Nonpublic/Home School Students**

We have had a few calls regarding the ability of charter schools to enroll home school or other nonpublic school students on a part-time basis. Nonpublic school students are ineligible to enroll in a charter school and generate funding for a charter school without the resident district's written permission. With the resident district's permission, the charter school can report home school or other nonpublic school students as part-time students using MARSS State Aid Category (SAC) 17. Without the resident district's permission, report these students with SAC 18, they are ineligible to generate state aid. In either case, Percent Enrolled should be less than 100 because they are part-time students.

Prior home school or nonpublic school students can withdraw from the nonpublic school and enroll in a charter school as public school students per the charter school's enrollment process. These students would be reported with SAC 08.

More information can be found in Minnesota Statutes, section 126C.01, subdivision 6 through 8, and Minnesota Statutes, section 126C.19.

Contact: Sharon Peck at 651-582-8811 or sharon.peck@state.mn.us

#### School Calendars and Inclement Weather

Following are typical questions raised when a school board cancels a school day, delays the start of the school day and/or releases students early.

#### 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?

That is up to your 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 School Finance, attention Jeanne Krile.

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

There is no financial penalty for having too few days. Through FY 2012, statute requires independent school districts to schedule at least as many instructional days as were originally scheduled for FY 1997; it did not provide a penalty for not meeting this schedule. But again, your local board must be accountable to the students

and families; they need to formally modify the calendar if it is different than the original. 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.

Effective FY 2013 school boards must schedule a minimum number of annual instructional hours which is a combination of instructional days and the average length of the instructional day. Refer to page 8 of the August 12, 2011, MARSS memo for more information on the calendar requirements effective FY 2013.

#### 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. To obtain a copy of the Flexible Scheduling worksheet go to <a href="http://education.state.mn.us">http://education.state.mn.us</a> > School Support > School Finance > MARSS-Student Accounting > MARSS Reporting Instructions. To us the worksheet, 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."

#### **Notices of Residents Enrolled Elsewhere**

The Minnesota Department of Education has required school districts and charter schools to share lists of nonresident students served with the resident districts annually. To this end the local MARSS 03 Non-Resident Report was designed to help districts exchange uniform information.

In many cases with the posting of MARSS WES statewide reports, MDE facilitates this process by posting MARSS 31 Residents Served Elsewhere reports after each fall MARSS reporting deadline and after most of the year-end MARSS reporting deadlines. MARSS 31 is a list of resident students reported by another district or charter school and provides basic enrollment information to the resident district. Therefore, when a district or charter school submits MARSS enrollment data files with the first statewide reporting deadline, the MARSS 31 Residents Served Elsewhere that is posted will be within two months of enrollment for most students who started the school year at the nonresident district or charter school. Also, students who enroll in the nonresident district or charter school during the last two months of the school year will be included on a MARSS 31 Residents Served Elsewhere starting in June. For these students, a separate notice to the resident would not be necessary.

However, for a school that starts prior to Labor Day or for one that does not submit files for the initial fall statewide deadline, the span between the student's enrollment and the posting of the MARSS statewide reports may be unacceptable. Also, for students who enroll after the final Fall MARSS submissions, no MARSS 31 Residents Served Elsewhere Reports are posted until June. Therefore, to meet the intent of the original policy, districts and charters schools that enroll nonresident students who, because of MARSS reporting, are not posted to a MARSS 31 Residents Served Elsewhere Report within a reasonable time frame of the student's enrollment, must continue to provide a copy of the MARSS 03 Nonresident Report to the resident district.

#### **Exemptions**

1. Note that this modification in procedures does not replace the tuition acknowledgment that a nonresident district or charter school must provide the resident district for students with an IEP. Minnesota Statutes, section 127A.47, subdivision 5 (2009) requires districts to share this information for students with IEPs within 60 days of enrollment and no later than August 1.

Minnesota Statutes, section 127A.47, subdivison 5. Notification of resident district.

A district educating a pupil who is a resident of another district must notify the district of residence within 60 days of the date the pupil is determined by the district to be a nonresident, but not later than August 1 following the end of the school year in which the pupil is educated.

2. The modification does not exempt a serving district from notifying the resident district within 15 days of enrolling a student placed for treatment.

Minnesota Statutes, section 127A.47, subdivision 6 State agency and court placements.

If a state agency or a court of the state desires to place a child in a district that is not the child's district of residence or to place a pupil who is a parent under section 120A.22, subdivision 3, in a school district which is not the school district in which the pupil's biological or adoptive parent or designated guardian resides, that agency or court must, before placement, allow the district of residence an opportunity to participate in the placement decision and notify the district of residence, the district of attendance and the commissioner of the placement decision. When a state agency or court determines that an immediate emergency placement is necessary and that time does not permit district participation in the placement decision or notice to the districts and the commissioner of the placement decision before the placement, the agency or court may make the decision and placement without that participation or prior notice. The agency or court must notify the district of residence, the district of attendance and the commissioner of an emergency placement within 15 days of the placement.

- 3. This change in procedure also does not replace the need to exchange a "Notification of Change in Student Enrollment" form to assure that the MARSS State Reporting Number follows the student and to notify the prior enrolling district of the date the student enrolled in the new district or charter school.
- 4. A district or charter school should always stand ready to provide a MARSS 03 Nonresident Report to the resident district upon request.

Contacts <u>marss@state.mn.us</u> for questions on MARSS reporting.

Michelle Jones at 651-582-8577 or <u>michelle.jones@state.mn.us</u> for questions on Special Education Tuition Acknowledgments.

## Reporting for Children Who Receive Health and Developmental Screening

This article is to highlight some recent questions regarding required MARSS reporting for children who receive health and developmental screening from Head Start, a Public Health Agency or a Private Health Care Provider (Grade Level PS). Accurate MARSS student data is essential to documenting that all children who enroll in a public school kindergarten have received screening, as state law requires, and to ensuring that

screening state aid is only paid to school districts for children whom the district has provided the screening, whether directly or under contract. Please view MARSS Procedure 26- Reporting for Early Childhood Health and Developmental Screening.

#### Minnesota Statues require that:

- School districts assign a State Reporting Number to a child "at the time of early childhood developmental screening [Early Childhood Screening] or at the time of the provision of health records indicating a comparable screening" (Minn. Stat. § 121A.17, subd. 1, emphasis added);
- A child must not be enrolled in a public school kindergarten unless the child has received health and developmental screening (*Minn. Stat. § 121A.17, subd. 2*);
- State screening aid may only be paid to school districts for children the district screens according to state requirements of Minnesota Statutes, section 121A.17 (Minn. Stat. § 121A.19).

School districts must assign a unique State Reporting Number and report a MARSS Grade Level PS student record for: 1) a child whom the district provides Early Childhood Screening; 2) a child whose parent or legal guardian submits health records to the district documenting that the child has already received a comparable Early Childhood Health and Developmental Screening from another screening provider meeting the state requirements and standards; and 3) a child who has not been screened because of a parent/guardian's objection to the Screening program for their child because of conscientiously-held beliefs.

The same process and procedure governs MARSS PS student record reporting for all three cases: the district's Screening Coordinator must complete, and forward to the MARSS Coordinator, a Registration Form for Early Childhood Screening (ED-02390-XX) for each child it screens or for whom the district receives health records documenting a comparable screening or a written statement of conscientious objection from the child's parent/guardian. Qualified screening providers, such as a Head Start program, local public health agency, or private health care provider, may also release a child's screening results directly to the school district, but **only** with the parent/guardian's signed consent.

The following State Aid Category (SAC) codes are assigned to MARSS PS student records reported for children who are not screened by the school district: 42-Child & Teen Checkups/EPSDT (public health); 43-Head Start; 44-Private Health Care Provider; 45-Not Screened, Conscientious Objector. *Only MARSS PS records reported for a child screened by the school district are assigned a State Aid Category (SAC) code of 41-Screened by District and generate state screening aid*.

Districts may provide screening to children who are enrolled in a Head Start Program; a district may also contract with a public health agency to provide its Early Childhood Health and Developmental Screening Program. In either case, the school district provides the Screening and so reports MARSS PS records with a SAC of 41, except a SAC of 42 must be reported on PS records of children screened by public health who qualify for Medical Assistance and are screened under the Child & Teen Checkups/Early Periodic Screening, Diagnosis and Treatment (EPSDT) Program. A school district may not claim state screening aid for children screened under the Child & Teen Checkups/EPSDT program, a separate publicly-funded program, which requirements may exceed those of the state Early Childhood Health and Developmental Screening Program.

Please contact Debbykay Peterson (<u>debbykay.peterson@state.mn.us</u>) with questions about the Early Childhood Health and Developmental Screening program or Judy Kuck (<u>judy.kuck@state.mn.us</u>).

## Early Childhood Screening and Early Childhood Special Education

May a child from age three through five who has been evaluated for special education services also have a MARSS Grade Level PS student record for Early Childhood Screening?

The answer is yes!

Early Childhood Screening is a program for children ages three through five, to identify and make referrals for further evaluation of potential problems in *all* developmental areas that can impact learning. State and federal regulations governing special education evaluations do not require vision and hearing screening and height/weight assessment, both of which are required screening components.

To ensure that potential problems in every developmental area that can affect learning are identified *before* a child enters kindergarten, MDE has recommended that school districts coordinate Early Childhood Screening and early childhood special education evaluations by adopting the following practices and standards:

- 1. When a child under age three years with an Individual Family Services Plan (IFSP) transitions from Part C special services (birth through two years) to Part B-Section 619 (three through five years), the new Individual Education Plan (IEP) or Independent Interagency Intervention Plan (IIIP) written immediately prior to the child's third birthday should include a complete hearing and vision screening and a height/weight assessment at age three. These activities would be included in the hours of special education services provided to the child and paid from state special education aid or general education revenue.
- 2. A district should provide screening to a child ages three through five who was evaluated for special services as an infant or toddler and 1) was determined ineligible for special services; 2) was determined eligible and received special education services but whose IFSP has been terminated; or 3) was determined to be eligible but whose parent/guardian declined special services.
- 3. When a child between the ages of three and five years who has not received a Health and Developmental Screening is referred to the district by a parent, physician, or other concerned person:
  - a. If it is apparent that the child requires an evaluation for special education, the district should conduct a vision/hearing screening and a height/weight assessment as part of its evaluation activities. The salaries for personnel conducting these activities would be considered reimbursable from state special education aid under Minnesota Rule 3525.1310 (https://www.revisor.mn.gov/rules/?id=3525.1310).
  - b. If it is not apparent that the child requires an evaluation for special education, the child should be referred directly to the district's Early Childhood Health and Developmental Screening program.

## **South Dakota Reciprocity Districts**

It's been a challenge to verify the list of students who participated in reciprocity between South Dakota and Minnesota in FY 2011. To make the process smoother for FY 2012, please send a copy of MARSS 03 Nonresident Report to the resident districts in South Dakota. Each district from which you enroll students will have its own report.

Conversely, please request a list of your students who are enrolled through reciprocity from the enrolling district in South Dakota so that you can enter these students to MARSS. These students will be included in your district's resident student count and contribute to any referendum levy approved by the district. By excluding these students from MARSS you forfeit referendum revenue.

If you have discrepancies between the South Dakota district and your district on either list, please try to work them out during the school year to avoid losing state aid and/or referendum revenue.

Contact: Sharon Peck at 651-582-8811 or <a href="mailto:sharon.peck@state.mn.us">sharon.peck@state.mn.us</a>

## **Early Graduation Achievement Scholarships and Military Service Awards**

The August 12, 2011 MARSS memo included an article on the new Early Graduation Achievement Scholarship or Early Graduation Military Service Award. The application form can be found at <a href="http://education.state.mn.us">http://education.state.mn.us</a> > School Support > Forms. A Frequently Asked Questions document should soon be posted as well.

Contacts: For program questions contact Jessica Espinosa at 651-582-8512 or <u>jessica.espinosa@state.mn.us</u> and for funding questions, Sharon Peck at 651-582-8811 or sharon.peck@state.mn.us.

This publication is produced by:

Minnesota Department of Education Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266

Phone: 651-582-8779 Fax: 651-582-8878

http://education.state.mn.us

E-Mail Helpline: marss@state.mn.us