

Student Data Reporting Information

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School Calendars and Inclement Weather

As during most past Minnesota winters, snow and ice have graced many school districts, causing superintendents and transportation directors to cancel or delay school for the day. The following are typical questions raised by these situations.

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 Jeanne Krile in School Finance.

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

No. There is no longer a financial penalty for having too few days. The 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.

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. Use the Flexible Scheduling worksheet (posted to the web) to 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.”

Making Up Lost School Days

School boards have leeway in making up the lost instructional time if that is what they desire. Classes can be held on Saturday, the length of day can be extended, non-school days can be converted to student instructional days, and/or days can be added at the end of the school year in May and June.

If school is held on Saturday(s), non-school days converted to student instructional days, and/or days are added at the end of the year, mark them as instructional days in your student software. They should be reported as instructional days on the MARSS A School File and as membership days for students enrolled on the MARSS B Student File.

If the length of day is extended, use the Flexible Scheduling worksheet to compute the average length of day to report on the MARSS A School File. View worksheet on the MDE website: <http://education.state.mn.us> > School Support > School Finance > MARSS-Student Accounting > MARSS Reporting Instructions. This “report” does not need to be returned to the department. Please keep a copy on file in case of a student attendance audit.

Whether or not the canceled school days are made-up, the board needs to adopt a new school calendar showing the canceled school days as non-school days. If any new days are added as student instructional days, these need to be marked on the new calendar as well. Charter schools need to send a copy of the modified school calendar to Jeanne Krile in School Finance.

Loss of school days can have an impact on the average daily membership (ADM) that is generated by some students. The ADM of students is negatively impacted when it is based on a ratio of membership hours provided to a statute-defined number of instructional hours. This would include grades (EC) early childhood special education and HK kindergarten disabled. However, early childhood special education students generate a minimum of 0.28 ADM, so lost days may not have any impact on most of these students.

If the lost days cause a district's annual instructional hours to fall below 1,020 for grades 7-12 or 935 for grades 5-6, students who are also enrolled at a state-approved alternative program (SAAP) will generate less ADM at the SAAP. Students enrolled at SAAPs other than Targeted Services generate ADM based on a minimum number of instructional hours.

Contact: Sharon Peck at 651-582-8811 sharon.peck@state.mn.us for questions on making up school days or Jeanne Krile at 651-582-8637 Jeanne.krile@state.mn.us for questions on charter school calendars.

Edits Effective February 2, 2012

127 Fall and EOY Error -Early Childhood Cannot be Shared-Time

This message indicates that a student in grade 'EC' (Pre-Kindergarten disabled) has been coded as a shared-time student (State Aid Category 16-18). Shared-time instruction is for students in grades K-12 only, i.e., students of compulsory instruction age. A shared-time student generates basic revenue only. Check the student's State Aid Category and grade level.

203 Fall and EOY Local Error Shared-Time Students.

Shared-time students cannot be PSEO. Students with SAC 16, 17 or 18 cannot be flagged as participants in either the PSEO or concurrent PSEO programs.

359 EOY Local Error - PSEO Indicator is Missing

The statewide database reported by the colleges and universities indicates this public school student is participating in PSEO from your district. The PSEO indicator on the MARSS record for this student should be set to Y.

360 Fall and EOY Local Error - Invalid Grade for PSEO

PSEO concurrent students must be in grades 9 through 12 only.

Student ID Validation Changes in the MARSS Data Collection

The Minnesota Department of Education (MDE) plans to change the existing warnings on MARSS associated with student ID validations into errors by April 1, 2012. This may be an important event for your organization if existing warnings have not been successfully addressed. (Data submitted with errors is not passed through for use in calculations that lead to assorted aid payments.) The warnings that will be converted to errors can be identified on the local MARSS Error Report as message numbers #344 through #355.

The first aid program that will be impacted by this change will be special education aid for contracted student placements and students receiving one to one paraprofessional and /or professional services. If

the student ID number is different in the data entries on special education EDRS than the validated number submitted on MARSS, the record on EDRS will error. This will result in less aid or aid adjustment for your district. In addition, the Special Education Tuition Billing System uses the FY 2012 end of year MARSS student data to populate the initial data for FY 2013 and for the calculation of FY 2012 special education aid adjustment. Student records with local errors (student ID validation being one of them) on MARSS do not get uploaded to MDE databases. Hence, they will not generate aid. In late summer, MDE will switch to final end of the year MARSS data to calculate all state aids. If errors persist because of student validation issues, it could be costly to your district.

Consequently, we urge your organization to address student ID validation issues as soon as possible.

Also, there are systems maintained at the district level for special education IEP and Due Process that contain MARSS Student ID numbers that may no longer be valid because of Student ID Validation. Districts should put in place procedures to ensure that the validated Student ID is used by the special education systems.

Related information can be found at the MDE web pages devoted to the MARSS data collection and the student ID validation interface (<http://education.state.mn.us> > School Support > Data Submissions > MARSS Web Edit System (WES) and at <http://education.state.mn.us> > School Support > School Finance > MARRS-Student Accounting).

MARSS Workshops

MARSS 101 Workshop will be held on April 30, 2012 at Minnesota Department of Education. This is a workshop that covers the basics of MARSS reporting. The ideal attendees would be new to MARSS.

MARSS 102 Workshop will be held on May 1, 2012 at Minnesota Department of Education. This will be an in-depth workshop on reports.

Further information regarding the workshops will be sent at a later date.

End-Of-Year FY 2012 Timelines

MARSS files are due to the department on the following dates. Refer to the posted timelines for more detail:

- ➔ April 5, 2012 – Mandatory submission for charter schools; optional for districts. This is used to verify Average Daily Membership.
- ➔ May 8, 2012 – Mandatory for all districts. The statewide Error Report will include only date overlap errors.
- ➔ June 12, 2012– Used for Special Education tuition billing and AYP enrollment.
- ➔ July 10, 2012 – Used for Direct Certification.
- ➔ August 7, 2012 – Used for September 30 clean-up payment.
- ➔ September 12, 2012 – Used for October 30 clean-up payment.
- ➔ October 23, 2012 – Final data due.

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