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Enrollment Projections Report for Charter Schools

Charter schools within their first three years of operation must submit quarterly updates to MDE. The quarterly updates (September 30, January 3, and April 6) **must include a signed, updated projections report**. For the September 30 and April 6 updates, the department will review data submitted on MARSS. If the charter school is unable to submit MARSS data on those dates, a roster of students' names – sorted by grade – (submitted either on paper or electronically by email), start dates, and end dates must be submitted with the signed, updated projections report.

School Calendars

Charter schools must submit a copy of their 2011-12 school calendar by September 30, 2012, and again upon any board approved calendar change. The calendar must include the number of student instructional days per month and per year. See the instructions for a sample of a calendar. Charter schools are not required to send a copy of the board minutes where the calendar is approved. However, charter schools must send the department the date of the board meeting when the calendar was officially adopted or changed. There is a line on the projections report in which charter schools can report the date.

For more information contact: Jeanne Krile at 651-582-8637 or jeanne.krile@state.mn.us

Concurrent Postsecondary Enrollment Options (PSEO) Enrollment

Minnesota Statutes, section 124D.09, subdivision 5 was amended to allow 9th- and 10th-grade students to participate in concurrent enrollment classes (college in the schools) if after all the 11th and 12th grade students have applied, more students are needed to offer the course. Students who first participate in 9th grade are

eligible for up to four years and those who first participate in 10th grade are eligible for up to three years. Foreign exchange students continue to be ineligible to participate in PSEO.

Minimum Number of Instructional Hours

Minnesota Statutes, section 120A.41 was amended to require school boards to schedule at least a minimum number of annual instructional hours for grades kindergarten through 12. 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 1-6
- 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 weeks without the commissioner's Flexible School Year approval as stated in Minnesota Statutes, sections 124D.12-124D.127. Nor does this legislation allow school districts to start classes prior to Labor Day, as prescribed in Minnesota Statutes, section 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. [View the Student Accounting page \(http://education.state.mn.us/MDE/SchSup/SchFin/MARSSStuAcc/MARSSReplnst/index.html\)](http://education.state.mn.us/MDE/SchSup/SchFin/MARSSStuAcc/MARSSReplnst/index.html). The worksheet does not need to be submitted to MDE but school must 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 reasons 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.

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

FY 2012 District/School ADM Report and Clean-Up Payments

The first District/School ADM Report for FY 2012 will be posted in June after the June 12 reporting deadline. Average daily membership (ADM) is tenuous until membership can be reported for the full school year which is usually June, at the earliest. If a district or charter school believes its June MARSS submission is relatively accurate, it can use the ADM in the June District/School ADM Report to update its ADM estimates via EDRS. The ADM estimates in EDRS will be used to compute the first clean-up entitlements in July for charter schools and in August for independent school districts.

Contacts: Sharon Peck at 651-582-8811 or sharon.peck@state.mn.us for questions on the District/School ADM Report or Jeanne Krile at 651-582-8637 or jeanne.krile@state.mn.us for questions on EDRS ADM estimates.

No Child Left Behind Waiver Frequently Asked Questions for 2011-12 School Year

School Choice and Supplemental Educational Services

Q: What happens to school choice?

A: Districts must continue to honor their commitments to students who have elected to take advantage of school choice transportation through the end of this year. Beginning next year, schools will no longer be required to provide school choice transportation, but may use Title I funding to accommodate students who have already elected to transfer to another school under NCLB. These decisions will be left up to the districts. However, districts must allow students to stay at the school they have transferred to under NCLB school choice provisions, even if they choose not to provide that student with free transportation.

Q: Do schools have to offer Supplemental Educational Services (SES) this year?

A: Schools and districts must honor the commitments they have made to students, parents and SES providers this year. That means that students who are currently enrolled in SES programs must be allowed to complete their program. It also means that if there was a promised enrollment window for SES and there is demand for SES in the school, that enrollment window must be made available. However, if a school has no students enrolled in SES and there was no enrollment window scheduled, schools and districts may reallocate funds set aside for SES without offering any other SES. Districts and schools must also honor contractual agreements with SES providers.

Q: Will there be an SES application window this spring for the 2012-13 school year?

A: Under the waiver, MDE will no longer be reviewing or approving SES providers, so there will no longer be an SES application. SES providers can work with districts interested in providing SES to develop an SES program, but will not need to work through MDE to enter into an agreement.

Revised Data Element on Opt-Out from Health Care Programs Outreach

The data element on whether students who are approved for free and reduced-price meals have “opted out” of receiving information from Minnesota health care programs has been revised for FY 2013.

The Application for Education for Educational Benefits for school year 2012-13 will have one opt-out box which will apply to “Minnesota Health Care Programs”, which are MinnesotaCare and Medical Assistance. There will no longer be an opt-out box on the application for the “General Assistance Medical Care” (GAMC) program, which no longer exists.

The MARSS file format for FY 2013 has one data element for “OPT-OUT-MNCR”. The data element that had been used for GAMC will be filler.

MARSS Manual

Attached to this Memo is a guide “Using Bookmarks to Navigate Manuals” to help you navigate the MARSS Manual with ease.

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.

Reminders

Reminder that all EOY edits will be activated May 1, students who need membership or service hours reported can enter “1” to pass the edit and a new warning message will be added in mid-June that will identify these records so that they don’t forget to enter the real hours.

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

- 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 11, 2012 – Used for October 30 clean-up payment.
- October 23, 2012 – Final data due.

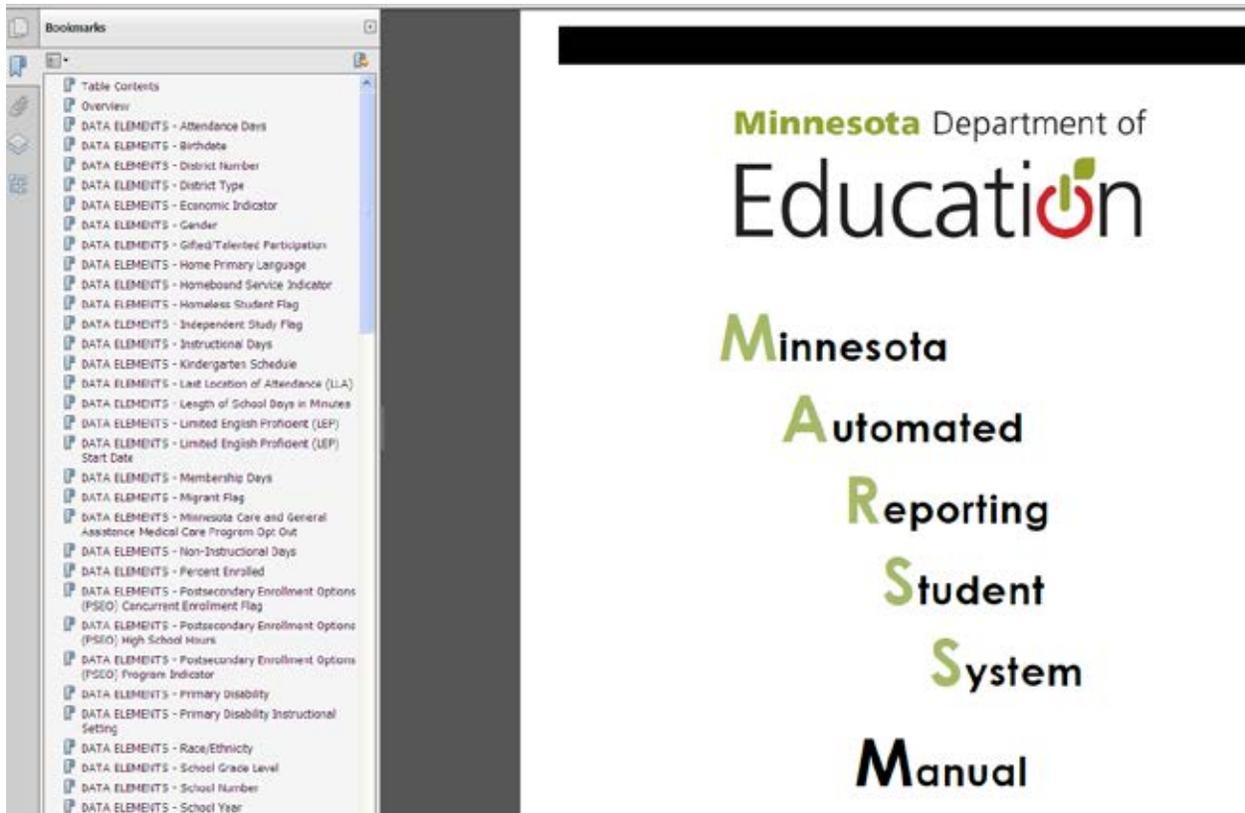
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Using Bookmarks to Navigate Manuals

The new Minnesota Department of Education website provides manuals for districts and schools, including the MARSS manual, in an easy-to-use, PDF format. Below are some tips to help you navigate these large documents with ease.

From the website, open the MARSS manual.

The manual has been saved to automatically open showing the bookmarks. So your screen should look similar to the one below:



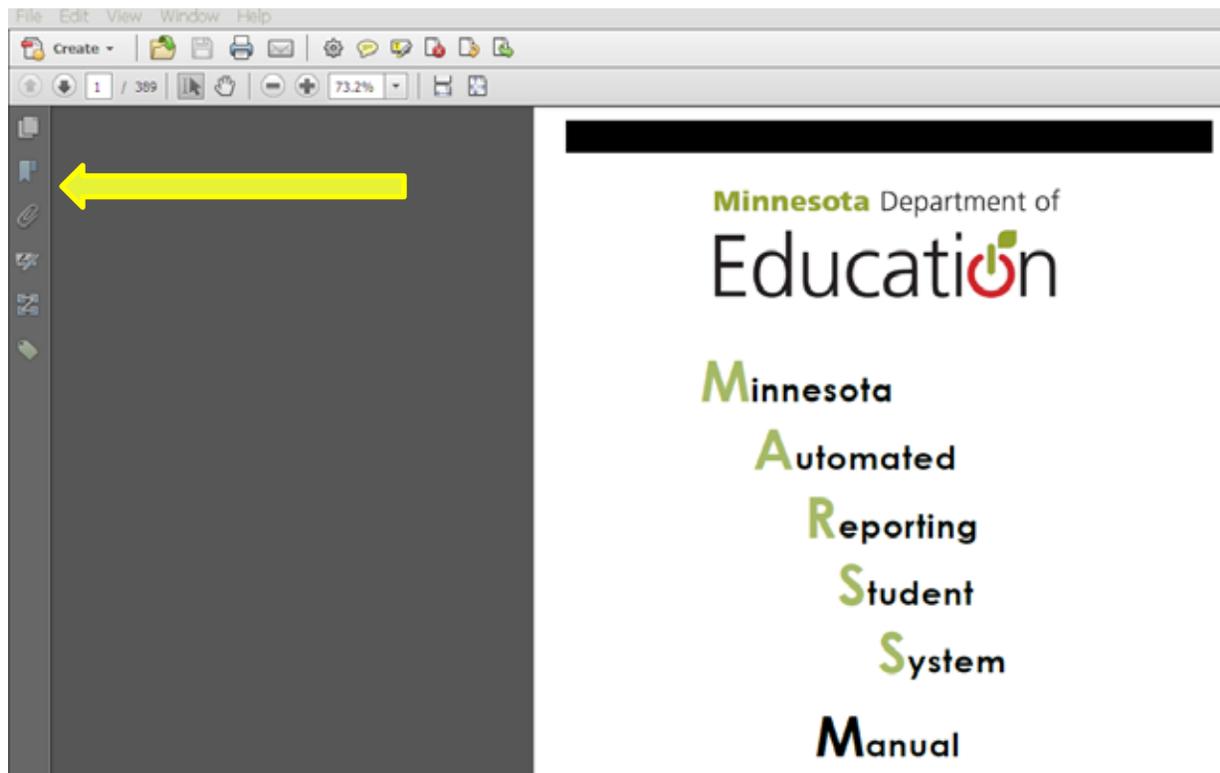
You can see the DATA ELEMENTS from the first part of the MARSS manual are all listed on the left side of the screen, with topics following. Within the bookmark area, you can:

Select the page you want to drop to by clicking on the title.

or

Print just that section by right-clicking on the title and choosing "Print Pages."

If you don't see the bookmarks on this (or any other) document upon opening, look for the bookmark icon on the left side panel. See below for the location of this icon. It looks like a folded, blue ribbon. Select this icon to open the bookmark panel.



If you do not see the bookmark tab on your panel, right-click inside the gray panel and see if the word "Bookmarks" is listed. If it is, select it. This will make the icon appear on the gray panel. If the word "Bookmarks" is not listed, it means that bookmarks have not been set for that particular document.

MDE is in the process of revising all of our larger documents to include bookmarks. If you find one that does not, please contact the person listed on the web page where you opened the document from, or e-mail mde.contactus@state.mn.us. Please include the full title of the document.

Thank you.