Minnesota Department of Education

DATE: May 3, 2012

TO: Superintendents, Charter School Directors

FROM: Matthew Porett, Chief Information Officer, MN.IT @ Education

SUBJECT: Annual Verification of District and School Site Information for FY13

Each year, information regarding schools and districts is updated in the Minnesota Department of Education's master database for site organizations, which validates sites for all major MDE reporting systems such as MARSS, STAR, SERVS Financial, UFARS, etc. In previous years, we asked you to formally identify a single point person as the **Site Verification Coordinator** for your district. This person has been authorized access through a secure website to request and certify school configuration changes and update other essential contact information for all sites within the district. A list of the FY12 Site Verification Coordinators by district is attached.

To ensure data collections, payments and reports are correct, district and school site information must be certified by **August 1, 2012**. Please find below, the timeline and critical steps to maintaining accurate district and school site directory information.

1. Identify/Register your District Site Verification Coordinator (SVC):

A. Confirm (see attached list) or update your **Site Verification Coordinator** by logging into the District and School Site Verification website and updating your Site Verification Coordinator contact information, OR, send an e-mail to mde.school-verify@state.mn.us with your **district name, district number, district type, name of the Site Verification Coordinator, phone number and e-mail address**.

B. Ask your **Site Verification Coordinator** to register or confirm prior registration for the Minnesota District and School Site Verification website via the following link.

   Access the District and School Site Verification Web page. (http://education.state.mn.us/MDE/SchSup/DataSubLogin/SiteVerif/index.html) This site is also found via MDE Home page > School Support > Data Submissions > District and School Site Verification.

   If the Coordinator is new, MDE will verify the identity of the site coordinator through communication via the e-mail provided above and activate the requested account.

2. Notify MDE of New or Closed School Sites:

Notify MDE by June 1, 2012, if your district intends to open or close sites for the upcoming school year. If there are changes for the 2012-2013 school year due to sites opening or closing, send an e-mail to: mde.school-verify@state.mn.us using the MDE Site Change Request Form available via the following link.

Access the District and School Site Verification Web page. (http://education.state.mn.us/MDE/SchSup/DataSubLogin/SiteVerif/index.html) This site is also found via MDE Home page > School Support > Data Submissions > District and School Site Verification.

3. Verification of District and School Site Information

May 4 – Minnesota District and School Site Verification Website Open for **2012-2013** Updates

Verify Contact Information – The Site Verification Coordinator should access the website and review the contact information for all sites within the district and make updates. This system allows updates to the following:

- Location and Mailing Address
- Phone & Fax Numbers
- Name and Title of Lead Administrator (Superintendent, Principal, Executive Director, etc.)
- E-mail Address (Superintendent, Principal, Executive Director, etc.)
- Grades Served (District Types 1, 3, 6, 50-53)
- Website Address

Key Deadlines:

June 1 – Due date to submit MDE Site Change Form for new or closing school sites for FY13 to ensure accuracy for summer data publication

August 1 – Certify the official FY2012-2013 district and school site records by sending the confirmation e-mail, available through the website, confirming all sites are listed and are complete and accurate with current contact information.

If you have any questions about the Minnesota District and School Site Verification process or website, please contact Mary Pat Olsen at (651) 582-8624 or e-mail questions to mde.school-verify@state.mn.us.

The organizational information is critical in correctly processing records for your district including students, staff, payments, federal programs and is utilized by over 300 MDE electronic systems. Thank you for your assistance with this very important data collection for the 2012-2013 school year.