Minnesota Department of Education

MARSS Memo

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2012-13 MARSS and Testing Files

Fall FY 2013 MARSS WES is scheduled to be available on August 21, 2012, for districts to submit 2012-13 MARSS files. The transition from using 2011-12 MARSS data to using 2012-13 MARSS data affects the precode pull for the September Reading and Mathematics GRAD retests. Only 2012-13 MARSS data will be used starting with September retests, so districts wanting to retest in September must submit a 2012-13 MARSS file. In addition, once 2012-13 MARSS data is submitted for your district, MDE will begin sending nightly precode files to AIR for other assessments, including Title I and OLPA, so students can be added to rosters in AIR's systems. Districts will not be able to change test assignments for Title I assessments (e.g., change from MCA to MCA-Modified) until Pretest Editing opens in December.

In addition, the transition to 2012-13 MARSS data also affects students manually edited through Precode Student Eligibility in Test WES. When FY 2013 MARSS WES opens, districts' DACs will need to re-enter any students who will not be submitted in your MARSS files (e.g., home school students, super seniors who have completed coursework but still need to test). Once these students are added, they will continue to be pulled for precode throughout the year as they are eligible. Please remember: Precode Student Eligibility should not be used in place of a MARSS submission to add students for testing because manual changes made in Precode Student Eligibility will trump any MARSS subsequent updates for the school year. Students who are enrolled in your district should be submitted to MDE through MARSS submissions rather than Precode Student Eligibility in most cases.

Contacts: marss@ state.mn.us for MARSS reporting questions and the following staff for assessment questions:

Assessment Contacts by Area Code

Area Code	Name	E-mail	Phone
218	Julie Nielsen-Fuhrmann	julie.nielsen-fuhrmann@state.mn.us	651-582-8837
320, 507	Lisa Grasdalen	lisa.grasdalen@state.mn.us	651-582-8485
612	Jennifer Burton	jennifer.burton@state.mn.us	651-582-8622
651, 763, 952	Tracy Cerda	tracy.cerda@state.mn.us	651-582-8692

Postsecondary Enrollment Options

Postsecondary Enrollment Options (PSEO) students on whose behalf MDE pays their postsecondary tuition are flagged on MARSS as 'Y' PSEO. When PSEO participants are enrolled part of the day at the high school, PSEO High School Hours must be reported by the school so that the student's average daily membership (ADM) can be calculated accurately. A warning message (#87) indicates when a PSEO student has zero PSEO High School Hours reported. MARSS 58 PSEO Verification of District Attended provides a list of all PSEO students identified by postsecondary institutions as enrolled in your high school.

PSEO High School Hours are the total number of credit bearing membership hours between the student's Status Start and End Dates during which the student is flagged as PSEO. PSEO High School Hours are the total number of high school hours during the enrollment record during which the student is participating in credit-bearing instructional activity, excluding time in study hall and other non-instructional activity. PSEO High School Hours are *not* the number of high school hours per day or per week.

There are four statewide reports available in MARSS WES related to students participating in the PSEO and the PSEO Concurrent Enrollment programs.

MARSS 58 PSEO Verification of District Attended

This is a list of students enrolled in your district or charter school who have been reported by a postsecondary institution as participating in PSEO. For each student the report provides the postsecondary institution and courses the student has taken. If students are included on this list who are not enrolled in your district or charter school, contact Steve Etheridge. Also contact Steve if you have students who are participating in PSEO but are not included on this report.

This report should not be used to assign credit on the student's high school transcript. This list of participants is a list of students and courses on whose behalf MDE has paid tuition to a postsecondary institution. The students may have dropped or failed the course. The student is responsible for providing the high school with a copy of his/her postsecondary transcript so that the credit can be added to the high school transcript.

Refer to the description of MARSS 56 PSEO Comparison Report for more information.

MARSS 56 PSEO Hours Verification (Comparison) Report

The PSEO Hours Verification Report consists of:

- Students identified by a postsecondary institution as participating in PSEO and enrolled in your district (first four columns of the report). These are the same students identified on the MARSS 58 PSEO Verification of District Attended report.
- Students identified on your most recent MARSS submission as participating in PSEO (last four columns of the report).

Following are instructions for review of the report:

Since nonpublic school students, including home school students, are eligible to participate in PSEO, some of these students may have inadvertently been reported in your district by a higher education institution. If that is the case, please mark these students on the report and return the report to the Division of School Finance.

The two sides of the PSEO Hours Verification (Comparison) Report may or may not match. The students listed on the postsecondary institution side (left side) must line up with the students reported on MARSS of the report (right side). If they do, then there is no further action required by you. File this report for future reference.

If the two sides do not match, one of the following actions should be taken:

- If more students are listed in the left column (postsecondary institution) than in the right column (MARSS), one or more of the following conditions exists:

    a. Not enough students have been identified on your MARSS file as participating in PSEO. If this is the case, change the postsecondary flag to "Y" and report the number of PSEO High School Hours. If the student was a full-time PSEO student during the entire school year, the PSEO High School Hours should be zero. Resubmit your MARSS data. And/or,

    b. The postsecondary institution(s) has attributed students to your district or charter school who are actually enrolled in another district or charter school. In this instance indicate that on the report and return it to the Division of School Finance as soon as possible. And/or,

    c. The students participated in a concurrent enrollment course but the higher education institution reported the students as participating in PSEO. In this case, the district or charter school should contact the higher education institution that claimed the students as PSEO. Once resolved between the district/charter school and the institution, the district/charter school should direct the institution to send Steve Etheridge an email with the names of the students who need to be deleted from the PSEO database. The district/charter school should be copied on this email. Also, the district/charter school needs to tell Steve Etheridge if the students are eligible for Concurrent Enrollment Aid so we can enter them into the Concurrent Enrollment database.

- If more students are listed in the right column than the left column, the following conditions exists:

    a. Too many students have been identified on MARSS as participating in PSEO. (Students for whom the district pays the postsecondary institution's tuition directly are not considered to be participating in PSEO for purposes of MARSS reporting.) Change the PSEO flag to "N" for the students who are not participating in the PSEO program. The PSEO High School Hours should be zero. The students should be flagged as PSEO concurrent enrolled. Resubmit your MARSS data.

    b. The postsecondary institution(s) has attributed your PSEO students to another district(s)/charter school(s). In this instance please indicate this on the report and return it to the Division of School Finance.

The far right columns are two sets of hours. 'Hours in HS' are the sum of the student's PSEO High School Hours as reported on the most recent MARSS submission. The far right column is the total number of student membership hours available to that student while enrolled as a PSEO participant. Only students taking no high school classes should have zero 'Hours in HS.' These data are used to calculate ADM for PSEO participants. *Schools lose revenue by under- reporting PSEO High School Hours.* Schools over-claim revenue by over-reporting PSEO High School Hours. A reasonableness check is that students with a high number of semester credits at the post-secondary institution should have a low number of PSEO high school hours.

MARSS 60 Concurrent Enrollment Flag Verification

This report has been renamed since July, the 'Hours' column on the far right has been removed and the message in the left column for mismatched students has been changed to "Not Eligible for Concurrent Aid." This is not necessarily an error. Refer below.

Use this report to verify that eligible students have been listed in the left (Post-Secondary) column as concurrent enrollment participants. All students eligible for concurrent aid should also be flagged as concurrent enrollment participants in the right (MARSS) column.

Please note that *the Concurrent Enrollment Flag verification report does not include courses taken second semester through a MnSCU agreement.* We have not received that file from MnSCU yet.

Under the MARSS heading on the right side of the report is a list of students flagged as concurrent enrollment students on your most recent MARSS submission. Ideally, all students listed under the Post-Secondary side of the report are matched on the MARSS side of the report.

However, this report may not necessarily line up to the students your district has reported as participating in a concurrent enrollment class. The MARSS list may include students for whom you are paying tuition to the postsecondary institution but who are ineligible for Concurrent Aid. To be eligible for concurrent enrollment aid the following conditions must be met:

The concurrent enrollment course offered by the district must be:

- Accredited by the National Alliance of Concurrent Enrollment partnerships, or
- In the process of being accredited, or
- The district can show by submitting an application to MDE that the course has comparable standards to accredited courses.

The student must be physically taking the class at the high school site.

Note: Students attending nonpublic schools are not eligible for Concurrent Enrollment Aid. Therefore, shared time students are ineligible for Concurrent Enrollment Aid. Do not flag shared time students as concurrent enrollment.

If there are students eligible for Concurrent Enrollment Aid who not listed on the left side of this report, contact Steve Etheridge for instructions on adding these students to the MDE concurrent enrollment database.

If there are students listed on the left side of the report as eligible for Concurrent Enrollment Aid who should not be, please indicate that on the report and return it to the Division of School Finance.

MARSS 59 Students Eligible for Concurrent Aid

This report has also been renamed since July. This is a list of students reported by the higher education institution as enrolled in your district who are participating in a concurrent enrollment course and eligible for Concurrent Enrollment Aid. The district should review the report to make sure all students eligible for Concurrent Enrollment Aid have been reported by the higher education institution. This report may not necessarily line up to the students your district has reported as participating in a concurrent enrollment class. Refer to the description of MARSS 60 for a list of qualifying criteria.

Please note *that the Students Eligible for Concurrent Aid report does not include courses taken second semester through a MnSCU agreement.* We have not received that file from MnSCU yet.

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

FY 2012 District/School ADM Report

The third District/School ADM Report for FY 2012 will be posted the week of August 13 after the statewide MARSS edit has completed following the August 7 reporting deadline. Please let your Business Office know that the report is posted in Minnesota Funding Reports. Your school's/district's independent auditor will be anxious to review a copy of the report as well. Minnesota Funding Reports (MFR) is accessible from the Data Center > MDE Data Reports and Analytics. The District/School ADM Report is in the Student category.

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

MARSS Reporting Timelines

MARSS files are due to the department on the following dates. Refer to the posted timelines for more detail. View the timelines on the MARSS-Student Accounting web page.

- August 7, 2012 – Used for September 30 clean-up payment for school districts.
- September 11, 2012 – Used for October 30 clean-up payment for charter schools and school districts.
- October 23, 2012 – Final data due.
- August 21, 2012 -- Fall FY 2013 is scheduled to open

MARSS Coordinator List

An updated list of MARSS coordinators was posted to the MDE website in July. View the MARSS Coordinators Contact List on the MARSS-Student Accounting web page. Due to the number of changes we have received recently, another updated list will be posted later this month.

Contact: marss@state.mn.us

MARSS Coordinator Changes and MDE Security Accounts

We have received notices of several changes in MARSS coordinators this summer and we will post a new list in August. When we are notified that a district or charter school has a new MARSS coordinator, we remove security access to the prior MARSS coordinator, assuring that only one MARSS coordinator role exists for a district or charter school. If the prior MARSS coordinator remains employed and needs only MARSS User access, s/he can update their secure account to request MARSS User status.

However, it is the district's/charter school's responsibility to notify the administrators of other secure MDE web pages when employees leave so that their authorizations can be removed from their accounts. For example, when an employee leaves one district or charter school to work in another district or charter school, they are no longer eligible to access the Student ID Validation System. Approval to access the Student ID Validation System was granted by the superintendent or school director on behalf of that school only. Access does not follow the person to a new district or charter school. The new superintendent or charter school director needs to approve the employee to access the Student ID Validation System on their behalf. The employee retains the same MDE account, i.e., user name and password, but access to various secure systems needs to be updated per the instructions for each system.

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