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New MARSS WES Edit Messages

#6 Invalid Value (message is not new but a new scenario is included)

A Kindergarten Schedule Indicator must be reported on the MARSS A School file for all non-disabled kindergarten classes. Effective Fall FY 2013, MARSS A files that exclude a Kindergarten Indicator will cause an error on all kindergarten students' enrollment records. To correct the error, report the kindergarten schedule on the MARSS A file.

W #355 Student Identification

MARSS enrollment records for children who receive Early Childhood Health and Developmental Screening and who have been assigned a student number that is error-free when validated against the Student Identification Validation System will generate a warning message that indicates the State Student Identification (SSID) number is valid. When the MARSS coordinator submits the file to MDE, the SSIDs will automatically be added to the Student ID Validation System without needing to individually call up each record. This procedure will apply only to children in grade 'PS.' It is assumed that the district/school has verified that each of these children are indeed new to the State Student Identification (SSID) Validation System and should be assigned a new SSID.

#363 Later Enrollment After Graduation

This message is effective on Monday, September 17, 2012, with the FY 2012 End-of-Year (EOY) files. It will apply to EOY files edited after Fall files have been submitted. The student has been reported as a high school graduate on the EOY file but re-enrolled in a Minnesota public school during the following fall. Either change the Status End code from 08 to an appropriate End Code on the EOY file or notify the school that reported the student on the Fall file that the student has graduated and is not eligible to generate state aid. In the later case, the student should be removed from the Fall file.

These are the same students who will be listed on the MARSS 39 Returning Graduates report on the Fall statewide MARSS reports tab. The edit allows districts and charter schools earlier access to this information; however, it is only as complete as districts and charter schools have submitted Fall MARSS files so new errors could be generated throughout the fall as more schools submit Fall MARSS files.

Eliminated Error Messages

#244, #272, and #338 all related to Supplemental Educational Services. These data are no longer collected effective FY 2013, so the errors have been eliminated.

Questions: marss@state.mn.us

FY 2012 District/School ADM Report

The fourth District/School ADM Report for FY 2012 will be posted the week of September 17, 2012, after the statewide MARSS edit has completed following the September 11 reporting deadline. Please let your Business Office know that the report is posted in Minnesota Funding Reports (MFR). 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.

The ADM data in the September version of the District/School ADM Report will be used for the FY 2012 aid entitlements included in the October 30, 2012, IDEAS report.

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

Consolidation

Prior

ISD 392 Le Center School District
ISD 394 Montgomery-Lonsdale School District

New

ISD 2905-01 Tri-City United School District

Compensatory Revenue Student Counts

Carefully review your counts of students eligible for the free and reduced price meal program reported on your Fall FY 2013 MARSS files. The final Fall MARSS data will be used to calculate compensatory revenue for FY 2014.

Several reports have been designed and made available to schools to assist them in editing and verifying data both locally via MARSS WES and publically via the MDE [Minnesota Funding Reports \(MFR\) website](#). The intent of these reports is to make it easy and convenient for several district/charter school staff to verify the completeness and accuracy of the data reported. The MARSS coordinator may need to share these reports with other district/charter school staff to assist in verifying the data **within the reporting timelines**.

Local MARSS WES Reports

MARSS 12 Compensatory Revenue Student Count report shows the number of students enrolled by grade on October 1 and how many have been reported as eligible for the free or reduced price meal program. Records in error are excluded.

Statewide MARSS WES Reports

MARSS 28 Economic Indicator Comparison report shows the number of students reported as enrolled on October 1 of the current year and the number enrolled on October 1 of the prior school year. It also compares the number and percentage of students reported as eligible for the free or reduced price meal program for the two years.

Records with local errors are excluded. Statewide reports are posted about a week after the MARSS reporting deadline. The first report for FY 2013 is expected to be posted Monday, October 15, 2012.

Compensatory Revenue Report

Finally, there is a publicly posted MDE report available to anyone to review these data. Preliminary FY 2014 Compensatory Revenue Reports will be posted to the Minnesota Funding Reports (MFR) website after each of the fall statewide edits. The report includes October 1, 2012, enrollments and counts of students reported as eligible for the free or reduced price meals as well as a preliminary revenue amount by school. Preliminary reports are posted about two weeks after the MARSS reporting deadline with the intent that the school's business officials can easily assist in editing the data prior to the data being finalized.

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

Graduation Rates and Summer Leavers

MARSS data are used to compute each high school's graduation rate. Simplistically, the calculation uses; (a) the students reported as high school graduates (Status End 08) as the numerator; and, (b) the cumulative count of students enrolled in Minnesota who were expected to graduate in that year from that high school as the denominator (cohort). Students are assigned to a cohort when they first enroll in ninth grade as a public school student. Graduates are counted in the year in which they are reported as a graduate either during the school year or as a summer graduate as reported on the following Fall's MARSS files.

When students transfer from one public school to another, we pick up that enrollment based on the student's State Identification (SSID) number at the receiving school and the student is 'transferred' to the receiving school's cohort of expected graduates. This can occur either during a school year or over the summer.

When students **leave** the Minnesota public school system during the school year, the student's Status End code tells us if they:

- (1) dropped out,
- (2) continue to pursue a high school diploma by transferring to a nonpublic school or to a school in another state or country,
- (3) emigrated to another country, or
- (4) are deceased.

This is part of the normal 'during-the-year' MARSS reporting. Students reported as meeting any one of criteria (2) through (4) are removed from the cohort.

However, when any of these events occur during the summer or the student graduates during the summer, the school needs to create a 'summer leaver' enrollment record per the directions below so that MDE is aware that the students have graduated, dropped out, left the Minnesota public school system but continue to pursue a high school diploma or are deceased. Students pursuing a high school diploma outside the Minnesota public school system or who are deceased can be considered to have left the cohort.

Per U.S. Department of Education guidance provided in the '[High School Graduation Rate](#)' documentation, schools must have written documentation for students reported to the state as transfers to nonpublic schools or schools in another state, emigrants to another country or deceased so that each state provides an accurate count of graduates and the graduation rate can be computed accurately and consistently. Written documentation is needed whether students are reported as transfers during the school year or over the summer. All quotes below are from 'High School Graduation Rate' document.

Transfer to other than a Minnesota public school: Written documentation includes “a request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma); or a written record of a response from an official in the receiving school or program acknowledging the student’s enrollment.”

Transfer to a home school: “...official written documentation may include...a letter of withdrawal or other written confirmation from the parent or guardian; any documentation that meets the home school notification accepted in [Minnesota] to verify a child is home schooled. “

“A conversation with a parent or neighbor of a student...would **not** be considered official written documentation of a transfer.”

Emigrate to another country: The school “must have written confirmation that a student has emigrated to another country...but need not obtain **official** written documentation. For example, if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student’s file.”

Deceased: “A letter from a parent or an obituary is sufficient documentation... a death certificate, is not necessary.”

“Although in some cases it may be difficult for [a school employee] to obtain official written documentation of a student’s transfer, the student may not be [reported as a transfer and] removed from the cohort simply because the student’s status cannot be documented.”

Reporting Summer Leavers

The school should report eligible students on the Fall and EOY FY 2013 MARSS files as summer graduates or ‘leavers’ per MARSS Reporting Procedure 12. Report the following:

MARSS Data Item	Value
Status Start Date	Any date between July 1 and September 15 of the current year
State Aid Category (SAC)	98
Student Grade Level	Grade in which student would have been enrolled during the current school year
Last Location of Attendance	00
Status End Date	Any date between July 1 and September 15 of the current year
Status End	
Summer dropout	Appropriate code to reflect the reason why the student dopped out. Refer to the MARSS Manual definition of Status End codes for a complete list of potential codes.
Summer graduate	08
Transfer to other than a Minnesota public school in which the student is pursuing a diploma	
Nonpublic/home school	03
Other state/country	05
Correctional	13
Deceased	11

These records will be used the next time the graduation rates are computed. They will not impact the currently posted rates but they will impact the five and six year graduation rates computed next year.

Leavers From Prior School Years

If you are concerned about prior years' reporting of summer leavers and/or summer graduates your school can download the roster of students from Data Reports and Analytics > MDE Secured Reports to determine which students were considered to be continuing when the graduation rate was calculated. These are the students considered to be in your graduating class's cohort (the denominator of the graduation rate).

If the list contains students whom you awarded a diploma during a prior summer, report the student as a summer graduate on the Fall and EOY FY 2013 MARSS file per the directions above. Report a graduation date during summer 2012 rather than the prior year when the diploma may have been awarded.

Students for whom you have written documentation that they have transferred to other than a Minnesota public school and are pursuing a high school diploma can be reported as summer leavers, again, using Status Start and End Dates during the summer of 2012.

Students who are deceased can be reported as summer leavers using Status End code 11 and summer 2012 Status Start and End Dates.

Shared-Time

Students reported as public school students in one year and as shared time (nonpublic school students) in a subsequent enrollment during the same school year or during the following school year need to be reported as a transfer to a nonpublic school. Enrollment records with State Aid Category (SAC) 16, 17, and 18 are completely ignored in the graduation rate computation. Therefore, we do not 'create' that transfer record from the public school record and the shared-time record. If the student transfers during the school year, the first enrollment record has a Status End of 03 – student transferred to a nonpublic school. If the student transfers to a nonpublic school during the summer, the school needs to report the student as a summer 'leaver.' Refer above.

More information can be found in the *June 30, 2009, MARSS Memo* and the federal [High School Graduation Rate](#) documentation.

MARSS Reporting Timelines

MARSS files are due to MDE on the following dates. [View the posted timelines for more detail.](#)

- September 11, 2012 – **EOY FY 2012** – Used for October 30, 2012 FY 2012 entitlements for school districts and charter schools. Reports will be posted to MARSS WES and MFR (Minnesota Funding Reports).
- September 25, 2012 – **Fall FY 2013** – Files due from charter schools to verify ADM estimates. No reports will be posted.
- October 9, 2012 – **Fall FY 2013** – Files due from school districts and charter schools. Reports will be posted to MARSS WES and MFR.
- October 23, 2012 – **Final EOY FY 2012** data due – Reports will be posted to MARSS WES and MFR.

Contact: marss@state.mn.us

MARSS 42 EOY Check Off Report

Programming changes have been made to the MARSS 42 EOY Check-Off Report posted on September 17, 2012, EOY MARSS submission. Duplication has been removed from all rows of data on the second page of the district total report pages. For example, on the row labeled 'Seniors,' the prior version of the report was a sum of all the 12th grade students reported on each of the school pages. On the newly posted report, the number of seniors is an unduplicated count.

Contact: marss@state.mn.us

Organization Reference Glossary (MDE-ORG)

The Minnesota Department of Education-Organization Reference Glossary (MDE-ORG) is now available on the MDE website. This searchable database includes a variety of Minnesota school, district and education-related organization directories and replaces the information formerly available on the Contacts-Schools and Organizations page. This feature was activated on the website late last month.

MDE-ORG is accessible from our home page by selecting Welcome to MDE > Contact Information-Schools and Organizations. From the next page select '[Enter the MDE-ORG site to get started!](#)'

The 'Search' box allows users to select districts or charter schools by either full or partial name or district number. A specific school can be found by entering all or part of its name. The district number, district type and school number are all provided.

Users can generate files using search parameters that can be used to create listservs, mailing lists, and more. Historical information on districts and schools, including the names and terms of administration staff, can also be found here. You may also find districts or organizations listed by region, such as city or legislative district. Tagged collections allow you to filter for school or district type, such as Alternative Learning Centers or Higher Education institutions.

Only active entities are displayed. Check out the 'Search Help' feature for additional assistance and to learn how to search for closed entities.

Contact: mde.school-verify@state.mn.us

Student ID Validation Tip

Within the Student ID System, it has been found that the search for "De'andra" produced different results than a search for "Deandra". When searching for a student in the Student ID System who may have a name that contains an apostrophe, be sure to search for the student name with and without the apostrophe as different results may be produced for each search.

MARSS Coordinator List

Due to the number of changes to the MARSS coordinator list since mid-August, an updated list of MARSS coordinators will be posted to the MDE website during the week of September 17, 2012. [View the list of MARSS coordinators.](#)

Contact: marss@state.mn.us

MARSS Coordinator Changes and MDE Security Accounts

Refer to the *August 13, 2012, MARSS Memo* for an article about steps that districts and schools should take with respect to the MDE security accounts when employees leave.

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: marss@state.mn.us