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MARSS Reporting Timelines

MARSS files are due to the department on the following dates. [Refer to the posted timelines for more details.](#)

- October 23, 2012 – **Final EOY FY 2012** data due. Reports will be posted to MARSS WES and MFR.
- November 13, 2012 – **Fall FY 2013** files due. Reports will be posted to MARSS WES and MFR.

Questions: marss@state.mn.us

December 1 Child Count

All states take a count of students with an IEP/IFSP/IIP on December 1 each year for federal reporting. When the count date falls on a weekend or holiday, we take the count on the next business day. This year December 1, 2012, falls on a Saturday so we will count students on Monday, December 3, 2012.

Questions: marss@state.mn.us

Concurrent Enrollment Reporting and Aid

We have received numerous emails and phone calls related to Concurrent Enrollment Aid and the MARSS WES statewide reports. Specifically, schools want to know what to do when students who they believe are eligible for Concurrent Enrollment Aid, but show up as **ineligible** on the MARSS 59 Students Eligible for Concurrent Enrollment Aid report.

The following situations may cause a student to be ineligible:

- The institution that offered the course is not NACEP (National Alliance of Concurrent Enrollment Partnerships) certified or in the process of being certified and there is no concurrent enrollment application/contract on file at MDE. The application/contract would have been submitted by your school district at the beginning of the school year. Please refer to the spreadsheet called 'FY 2012 Valid Concurrent Enrollment Institutions' posted on the [MDE website](#) at School Support > School Finance > MARSS-Student Accounting to verify if this is the case. If your district and institution is not listed, MDE does not have an application/contract on file and the student is not eligible for Concurrent Enrollment Aid.

Note: Institutions that are NACEP accredited or in the process of being accredited are listed at the top of the spreadsheet with District Number and District Type as zero. All student data reported by these institutions are eligible for Concurrent Enrollment Aid. An application/contract is not required if a district has an agreement with one of these institutions.

- The student took the class off the high school campus. To be eligible for Concurrent Enrollment Aid, the class must be taken at the high school. Concurrent classes taken at the postsecondary campus or online from home are ineligible for concurrent aid.
- The student record has a local error which prevents the record from being loaded to the MDE database.
- The student is reported on MARSS as shared time. Shared time students are not eligible for Concurrent Enrollment Aid. Shared time students (SAC 16, 17 and 18) should not be flagged as PSEO or concurrent enrollment on the MARSS file.
- The student has been reported by the postsecondary institution in the wrong district. This error will need to be fixed by MDE. Send an email to marss@state.mn.us with the student's name and your district name and number.

If all of the above situations do not apply, and the student should be eligible for Concurrent Enrollment Aid, please do the following:

1. Verify with the postsecondary institution that the student is recorded as a concurrent enrolled student at the institution. Also, verify that the institution did not report the student under regular/traditional PSEO i.e., where MDE pays the tuition to the postsecondary institution. A given student and course cannot be both traditional PSEO and concurrent.
2. Once verified, request through the MARSS email (marss@state.mn.us) a spreadsheet that has the specific data elements needed to add the student to MDE's database. MDE will send you a password protected spreadsheet. A second email will be sent to you indicating the password. Save the file as 'DistrictNameCCfixesFY12' (e.g., RosevilleCCfixesFY12) and send the spreadsheet to debra.olson@state.mn.us.

The spreadsheets and any other PSEO related changes are due at MDE by November 30, 2012.

Questions: marss@state.mn.us

Calculation of Compensatory Revenue and October 1 Enrollment

Free/Reduced-Price Meal Eligibility/Economic Indicator

The compensatory revenue formula is one of the funding programs that use the Economic Indicator data reported on the fall MARSS files. Districts and charter schools on the Food Service program are provided a Direct Certification list each month, starting about July 1. The lists provided prior to the submission of Fall MARSS files are based on prior year's MARSS data so only charters in their second or later year are able to receive a list. However, any school on the Food Service program can upload a file of current student enrollment in the required format in CLICS to receive a Direct Certification report. Students who are listed on the district's or school's Direct Certification list and who remain enrolled in the same district can be reported as eligible for a free meal.

[View a detailed description of Direct Certification](#). Or, from the [MDE home page](#) select School Support > Food and Nutrition Program Administration > School Nutrition Programs > Applications-Student Meals > Direct Certification.

All other students must have an eligible and appropriate signed *Application for Educational Benefits* for the current year on file at the district to be reported as eligible for a free or reduced-price meal, including Provision 2 and 3 schools. Provision 2 and 3 schools, who for the free meal program have been authorized to use a prior year's free meal eligible count to claim revenue under the federal food program, must have signed applications on file for students to claim state compensatory revenue. By coding a student as eligible for the free or reduced-price meal program (Economic Indicator = 1 or 2), the school is certifying that it does indeed have an eligible application on file for the current year. Training on how to certify applications is provided by the Food and Nutrition Service at MDE.

For purposes of receiving a free or reduced-price meal, last year's applications expired after the first 30 operating days of the school year. That extension does not apply to MARSS reporting. All eligible *Applications for Educational Benefits* must be for the 2012-13 school year and dated between July 1 and December 15, 2012, to be reported on Fall FY 2013 MARSS.

Students do not need to have access to a meal program to be reported as eligible for a free or reduced-price meal program. It is merely an indication of economic status. They need not actually receive the free or reduced-price meal; it is merely a demographic characteristic of the students.

The Economic Indicator data can be updated locally through December 15 so that families have until early December to submit the application. The December fall MARSS file is used to calculate the student counts that are used for the following school year's compensatory revenue. These counts are *not* updated with the EOY MARSS files.

In addition to compensatory revenue, the Economic Indicator data is also used to determine a school's eligibility for the School Loan Forgiveness program, targeting Title I services and in numerous grant and analysis activities.

Three codes are valid for Economic Indicator.

- 0 = full price or no application, no direct certification
- 1 = reduced-price eligible, current year application on file
- 2 = free eligible, current year application on file or direct certification

October 1 Enrollments

The second piece of the compensatory revenue formula is the October 1 enrollment. Students are determined to be enrolled on October 1 based on their Status Start and End Dates: The Start Date must be on or before October 1 and the End Date must be on or after October 1. Make sure that students enrolled in the summer component of learning year programs, like area learning centers, and who do not remain enrolled during the traditional or core year, are withdrawn at the end of the summer term. This avoids overstating the October 1 enrollments which would reduce the concentration of free and reduced-price meal eligible students.

Although enrollment records with local errors are excluded from the October 1 enrollments, students with date overlap errors will be counted at one of the schools. Programming in the MARSS edit will assign the student to one of the schools, usually to the school with the later Status Start Date. Students who are dual enrolled between a traditional school (100 Percent Enrolled) and state-approved alternative program (SAAP) like an area learning center (ALC) (999 Percent Enrolled) will be counted at the traditional school. Students who are concurrently enrolled between a traditional school (less than 100 Percent Enrolled) and state-approved alternative program (SAAP) like an area learning center (ALC) (998 Percent Enrolled) will be counted at the SAAP.

The October 1, 2012, enrollment and economic indicator status counts will be used to generate the FY 2014 compensatory revenue. Below are four sample compensatory revenue examples. Compensatory revenue is calculated on a site-specific basis. Revenue should be spent at the site where it was generated.

	Description	A	B	C	D
(1)	October 1, 2012 enrollment	100	100	100	100
(2)	Count of students eligible for free meals on October 1, 2012	15	40	80	100
(3)	Count of students eligible for reduced-price meals on October 1, 2012	10	20	0	0
(4)	Adjusted eligible student count = (2) + [(3) / 2] =	20	50	80	100
(5)	Concentration ratio = (4) / (1) =	0.2000	0.5000	0.8000	1.0000
(6)	Adjusted ratio = lesser of 1 or (5) / .8 =	0.2500	0.6250	1.0000	1.0000
(7)	Compensatory pupil units = (4) X (6) X 60%	3	18.75	48	60
(8)	Basic formula allowance \$5,224 - \$415 (FY 2014)	4,809	4,809	4,809	4,809
(9)	Compensatory revenue = (7) X (8) =	14,427	90,169	230,832	288,540
(10)	Revenue per adjusted eligible student count = (9) / (4)	721	1,803	2,885	2,885

- When eligible student counts are constant, a higher enrollment brings lower revenue per eligible student.
- When enrollment is constant, a higher eligible student count brings higher revenue.
- When enrollment is constant, a higher eligible student count brings higher revenue per eligible student.
- This means that an additional student eligible for free or reduced-price-meal usually adds more revenue to a school with a higher concentration of eligible students than he or she would add to a school with a lower concentration.
- The cap on eligibility for free meal is 130 percent of the federal poverty level; the cap on eligibility for reduced-price meal is 185 percent of the federal poverty level.

Contacts: Joe Lee at 651-582-8542 or joe.lee@state.mn.us for *Application for Educational Benefits*
Sharon Peck at 651-582-8811 or sharon.peck@state.mn.us for student counts
Bob Porter at 651-582-8851 or bob.porter@state.mn.us for compensatory revenue

Verification of 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. The data are final with the district's final Fall MARSS submission. These counts are *not* updated with the EOY FY 2013 MARSS data.

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 with local errors 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 was posted Monday, October 15.

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. The first report for FY 2014 Compensatory Revenue is expected to be posted by October 19.

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

Graduation Rates and Summer Leavers

Refer to the September 18, 2012 MARSS memo for a lengthy article on reporting summer leavers and how these records impact a district's or charter school's graduation rates.

Coordinated Early Intervening Services (CEIS)

Special Education Evaluation Services (SEES) 8 is used for students who do not have an IEP/IFSP/IIIP but rather are receiving Coordinated Early Intervening Services (CEIS) which are intended to make special education services unnecessary. These data are used for federal reporting under IDEA. A federal audit has found that many districts and charter schools are not appropriately identifying these students – some are over-identifying and some are under-identifying students. MARSS coordinators need to work with their special education staff to identify students receiving CEIS. Districts that provide CEIS have a budget ear marked for these services. Districts and charter schools without a budget should not be identifying students with SEES 8. Conversely, districts and charter schools with a CEIS budget that includes direct services/staff salaries should be identifying students.

The definition provided in the MARSS Manual will be updated in the next revision. Until then, please use the following in addition to the information provided in the current Manual.

Students are eligible to receive Coordinated Early Intervening Services prior to entering special education. This would not include students in grade levels EC (early childhood special education) or HK (kindergarten students with an IEP/IFSP/IIIP) or students who have a previous enrollment record with Special Education Evaluation Status (SEES) of 4, 6 or 9 (student has an IEP) within the same school year. A kindergarten student without an IEP would be eligible. A student whose IEP was terminated during a prior school year may qualify for CEIS in a future school year. A student who was evaluated for special education but did not qualify, may qualify for CEIS.

Report students as CEIS participants only if the services are provided under federally funded CEIS activities. Do not report SEES 8 for students receiving state paid alternative delivery of specialized education services.

Questions: marss@state.mn.us

Organization Reference Glossary (MDE-ORG)

Refer to the September 18, 2012 MARSS memo for a lengthy article on using MDE's new Organization Reference Glossary on our website.

Student ID Validation Tips

When you report a problem via the Student Identification Validation System requesting the support staff to make changes to the database, e.g., add a new State Student Identification (SSID) number, the response will be sent to the email you have registered in your MDE security account. If that email changes, you need to update it; staff at MDE cannot make this correction. If your email address is correct, check your spam or junk mail folder for MDE's email response. The support team is caught up and processing problems within 24 hours.

Once the support staff have made the changes to the Student ID Validation System you will need to re-edit your MARSS file to see the impact of the changes. For example, if you saved the MARSS 08 Error Report as a pdf it will not change until you re-run the edit. Conversely, if you re-run the edit the links in the prior MARSS 08 Error Report will no longer work.

Reporting Timelines and Late Correction Process

The final submission deadline for EOY FY 2012 year-end MARSS files is October 23, 2012. The MARSS WES statewide MARSS 30 Error Report that is posted the following week will include only errors; warnings will be suppressed. The normal assignment of errors will be used for the October 23 edit. There will be no manual corrections accepted after October 23 other than through the appeal process which does not start until November 30. However, **the manual appeal process is to address reporting errors made by another school rather than your own school.** Therefore, it is imperative that MARSS coordinators correct all errors and assure that all students are included in the October MARSS files. Before submitting the October files, be sure that the data are thoroughly edited using all of the available MARSS WES local reports as well as reports available through your software.

Electronic appeal submissions will be allowed October 29, 2012 through November 23, 2012. However, if any changes made to the file cause a cross-district error with another district, the entire file will not be accepted, even though it would have been accepted had the file been uploaded by October 23. MDE will use the previously submitted file for the statewide edit and final reports. Districts will need to work with each other to request that changes be made and resubmit their files before another district's late file can be loaded at MDE. Manual appeals will be accepted from November 30, 2012, through December 14, 2012. No manual corrections will be accepted after this date. Data are considered final on December 30. Refer to the policy and procedure posted to the [MARSS-Student Accounting website](#).

Contact: marss@state.mn.us

MARSS 51 Homeless Federal Count

The local MARSS WES report called MARSS 51 Homeless Federal Count is used to verify that all students who experienced homelessness during the school year are flagged as homeless on MARSS. It is also designed to be exported to excel and provided to the district's or charter school's Homeless Liaison to assist them in state reporting. If you haven't already exported the report to excel and sent it to your Homeless Liaison, please do so soon. The Homeless Liaison needs to compute counts for a report due to MDE.

Questions: Sharon Peck at 651-582-8811 or Sharon.peck@state.mn.us for questions on the MARSS report. Roberto Reyes, MDE Homeless Specialist, Federal Programs and Services, at 651-582-8302 or Roberto.reyes@state.mn.us for questions on homelessness or state reporting.

Transportation of Students Experiencing Homelessness

The McKinney-Vento Homeless Assistance Act (federal law) requires school districts to provide students experiencing homelessness, including unaccompanied youth, with transportation to and from their school of origin if requested by the parent, guardian, or homeless education liaison. School of origin is defined as the school the student attended before they lost their housing.

Transportation Responsibility

The district that enrolls the homeless student will be responsible for the transportation. For charter schools, the district or charter school currently providing transportation for all other students must provide transportation for the student experiencing homelessness. For cooperative and intermediate school districts, the resident district is responsible for providing transportation. These statements are true even when the student is living at a location outside the district where the school of origin is located. Transportation responsibility for students experiencing homelessness can be found in Minnesota Statutes, section 120A.20 Subdivision 2 (c) (2012).

Transportation could be provided by:

- Rerouting regular school bus routes past shelters, motels and other places where students live.
- Using existing routes such as those set up to serve special education programs, desegregation programs or nonpublic schools.
- Contracting with the parent or guardian of the child.
- Issuing public transit passes.
- Using a taxi service.
- Contracting with other districts.
- Collaborating with other public agencies.

Transportation Funding

The cost of transporting students experiencing homelessness will be recorded in Finance Dimension 728, Special Transportation of Selected Students, on the year-end Uniform Financial Accounting and Reporting Standards (UFARS) report. This includes students with Individual Education Programs (IEP) that do not require special transportation and students without an IEP. For students who have IEPs that require special transportation accommodations, record the transportation expenditures in UFARS Finance Dimension 723, as Finance Dimension 723 prevails over 728. Costs reported in both finance dimensions are funded through the special education transportation formula which is funded in the current year. When a student is transported on a regular bus route and the regular bus route does not have any special accommodations, the cost of the service should be recorded in Finance Dimension 720, Regular, on the year-end UFARS. (Minn. Stat. 123B.92, Subd. 1 (b) (1) and (4)).

Formerly Homeless Students

School districts that elect to transport a formerly homeless student from his or her permanent home in another district to the school of origin can claim this transportation cost under Finance Dimension 728 on the year-end UFARS report. It is implied in federal law that when the student has a permanent residence the student should be transported through the end of the school year. This prevents problems of forcing the student to change schools during a school year. The average homeless student attends three to four schools in one year. Statistics show that students who change schools often have lower test scores and lower overall academic performance than students who do not change schools.

Other Important Points about Transportation

- Students have the right to enroll in a school immediately so transportation services may have to be arranged quickly. It is important that there is regular communication with the district's transportation office and/or the other district's Homeless Education Liaison and transportation office.
- Students can stay in their school of origin the entire time they are homeless. This may be longer than one academic school year.
- Students must receive transportation services comparable to those provided other students. For example, districts providing late activity bus service for resident (housed) students must also provide this level of service for students experiencing homelessness.

Other Important Information about Student Transportation in Minnesota

- It is illegal to use a vehicle with a seating capacity of more than 10 persons to transport students unless the vehicle meets school bus construction requirements (yellow in color, stop arm, flashing lights, etc.). In other words, large vans (greater than 10 persons) cannot be used to transport students to and from school or on school-related trips in Minnesota because they do not meet school bus construction requirements.

The State Patrol must inspect most vehicles before they are used to transport students. The exceptions are parents transporting their own children, taxis if used occasionally, public transit buses, and any vehicle used to transport a student in an emergency situation (sick child home from school).

Contacts: Roberto Reyes, MDE Homeless Specialist, Federal Programs and Services, at 651-582-8302 or roberto.reyes@state.mn.us
Kelly Wosika, Transportation Specialist, School Finance at 651-582-8855 or kelly.wosika@state.mn.us

MARSS Coordinator List

Due to the number of changes to the MARSS coordinator list since mid-September, an updated list of MARSS coordinators will be posted to the MDE website by the end of October. The list can be found at [School Support > School Finance > MARSS-Student Accounting](#).

Contact: marss@state.mn.us

MDE Staffing Update

Barb Mattson has resigned and Steve Etheridge has retired. Please continue to forward MARSS reporting questions to marss@state.mn.us. Also forward PSEO and PSEO Concurrent questions to marss@state.mn.us. Three School Finance staff have access to this email account. Directing MARSS, PSEO and PSEO concurrent questions to this email assures that your questions will be answered as quickly as possible with the current staffing levels.

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