

## Inside This Issue

Correction to October 18, 2012 MARSS Memo .....	1
FY 2012 Year-End MARSS WES “Appeal” Files .....	1
Manual Appeal Process.....	2
Concurrent Enrollment Reporting and Aid.....	2
FY 2012 District/School ADM Report .....	3
Calculation of Compensatory Revenue .....	3
Verification of Compensatory Revenue Student Counts .....	3
MARSS Reporting Timelines .....	4
MARSS Coordinator List .....	4

## Correction to October 18, 2012 MARSS Memo

The EOY FY 2012 statewide MARSS 30 Error Report posted following the October 23, 2012, reporting deadline includes all errors and warnings, contrary to the statement in the October 18 MARSS memo.

## FY 2012 Year-End MARSS WES “Appeal” Files

The final reporting deadline for year-end FY 2012 files was Tuesday, October 23, 2012. All MARSS records and files were accepted through that date. “Appeal” files will be accepted between October 29 and noon on Friday, November 23. “Appeal” files are complete MARSS A School and B Student files that contain late corrections and/or additions. “Appeal” files can be submitted only if the file contains no cross-district errors. There is no need to submit an “appeal” file if there are no corrections and/or additions that need to be made to the year-end FY 2012 MARSS file uploaded to MDE for the October 23, 2012, reporting deadline.

Manual corrections can be accepted for MARSS data after the electronic reporting timelines have expired (i.e., the ‘appeal window’) but only in cases where another district has caused an error in the appealing district’s MARSS file and documentation is provided indicating that the other district had been contacted and agreed to make the change. [View the ‘Appeal of MARSS Data Reported by Another District/Charter’ instructions](#). There is no manual correction process when a district has reported its own MARSS data in error.

During the appeal file process when the “Upload” button is selected, the local edit is rerun in addition to a mini-statewide edit. There are several cross-district (statewide) edits that are performed. If the file does not create any cross-district errors, the file will be loaded and an e-mail sent to you stating that the file was loaded.

If cross-district errors exist, the file will not be accepted. These cross-district edits are considered fatal errors for year-end during the “appeal” window. A notice will be displayed on the Edit Status screen, the local MARSS08 Error Report will include these cross-district errors (identified with \*CD\*) and the MARSS coordinator will receive an e-mail notification that the file was not loaded. The district will need to contact the MARSS coordinator in the district with which a cross-district error has been identified and negotiate with that district on how to correct the

error. If the other district needs to correct an enrollment record, its MARSS coordinator will need to upload the district's corrected files first. Therefore, it is important to re-edit appeal files as soon as possible and notify the other district of any fatal errors immediately to give yourselves ample time to make the necessary corrections.

It is possible that circular or "dead lock" errors will be created. For example, district A cannot upload until district B uploads, and district B cannot upload until district C uploads. In this case, districts A and B can wait for district C to upload. Or, districts A and/or B can create a local error in the enrollment record that is causing the cross-district error and upload their files with the local error. For example, enter an invalid character in the Opt Out field, (e.g., E or blank). Records with local errors are excluded from cross-district edits. After district C has uploaded, district B can correct the local error and re-upload its files; then district A can upload. Districts A and B need to be sure to correct the local error that they may have created to get the file to load.

Another type of circular or "dead lock" error could be created where district C cannot upload until district A uploads. In this case, district A or C will need to correct one of the errors allowing the other district to submit. Then they can work on the other errors. They may need to cause a local error in the record that is causing a circular error, upload, allow the other district(s) to upload, and then correct the local error and re-upload.

For more information on what happens if errors remain after year-end FY 2012 MARSS WES closes, [view the 'Appeal of MARSS Data Reported by Another District/Charter' instructions](#).

The Manual Appeal Process (Appeal of MARSS Data Reported by Another District/Charter) applies in only very limited circumstances and only for errors made by other than the district/charter submitting the appeal. Therefore, it is crucial that every district and charter school carefully review the data it has submitted for EOY FY 2012 and make any necessary corrections/additions via the "Appeal" file process described above.

The Appeal of MARSS Data Reported by Another District/Charter is described in the policy posted to the MARSS-Student Accounting website. The Appeal of End-of-Year FY 2012 MARSS Data form used to submit an appeal is posted to the same webpage. The posted policy is for FY 2011. The same procedure will be used for FY 2012. Note, there is no manual appeal process for Fall MARSS files.

## Concurrent Enrollment Reporting and Aid

Following is a description of 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 view 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 post-secondary 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](mailto: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](mailto: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](mailto:debra.olson@state.mn.us).

Students should not be listed on the report if they did not participate or are not enrolled in your district. In this case, cross out the names of the students on the report and indicate they should be deleted from concurrent enrollment. Return the report to:

Minnesota Department of Education  
 Division of School Finance – ATTN: Deb Olson  
 1500 Hwy 36 West  
 Roseville, Minnesota 55113

Deletions of non-participants, spreadsheets with additional students and any other related PSEO corrections should be submitted to the Division of School Finance by November 30, 2012.

Questions: [marss@state.mn.us](mailto:marss@state.mn.us)

## **FY 2012 District/School ADM Report**

The fifth District/School ADM Report for FY 2012 will be posted the week of October 29 after the statewide MARSS edit has completed following the October 23 reporting deadline. Please let your Business Office know that the report is posted in Minnesota Funding Reports (MFR). [View the Data Center > MDE Data Reports and Analytics web page](#). The District/School ADM Report is in the Student category.

Contact: [Sharon Peck](#) at 651-582-8811

## **Calculation of Compensatory Revenue**

Refer to the October 15, 2012, MARSS memo for a lengthy article on the calculation of Compensatory Revenue.

## **Verification of Compensatory Revenue Student Counts**

Refer to the October 15, 2012, MARSS memo for a lengthy article on the verification of compensatory revenue student counts.

## MARSS Reporting Timelines

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

- Noon, November 23, 2012 – **Final EOY FY 2012** “Appeal” files due. Reports will be posted to MARSS WES and MFR.
- November 13, 2012 – Fall FY 2013 files due from school districts and charter schools. Reports will be posted to MARSS WES and MFR.

Contact: [marss@state.mn.us](mailto:marss@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 was posted to the MDE website on October 17. [View the updated MARSS Coordinators Contact List.](#)

Contact: [marss@state.mn.us](mailto:marss@state.mn.us)

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