Minnesota Department of Education

DATE: May 1, 2013

TO: Superintendents

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

SUBJECT: Annual Verification of District and School Site Information for FY14

Each year, information regarding schools and districts is updated in the MDE master database for site organizations which validates sites for all major MDE reporting systems such as MARSS, STAR, SERVS Financial, UFARS, etc. We ask that you formally identify a single point person as the **Site Verification Coordinator** for your district. This person has access to request and certify school configuration changes and update other essential contact information for all sites within the district through a secure website. A list of the FY13 Site Verification Coordinators is available on the website.

The current Web application for District and School Site Verification will be replaced this summer with a newly developed application and the security system will be the same as utilized by other MDE applications such as Student ID, Testwes, MARSSwes, etc. We ask that you review your district and school sites and make changes for the FY14 school year in the current system until such time as the new application is ready. More information and instructions will be sent out this summer when the new application is available and you can then request access.

To ensure data collections, payments, and reports are correct, district and school site information must be certified by **August 1, 2013**. 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 (access above 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 email to mde.school-verify@state.mn.us with your **district name, district number, district type, name of the Site Verification Coordinator, phone number and email address**.

    b. Ask your **Site Verification Coordinator** to register, or confirm prior registration, for the Minnesota District and School Site Verification website. Access the District and School Site Verification system on the Data Submission Web page. Select District and School Site Verification from the left menu.

2. NOTIFY MDE OF NEW OR CLOSED SCHOOL SITES

    Notify MDE by June 1, 2013, if your district intends to open or close sites for the upcoming school year. If there are changes for the 2013-2014 school year due to sites opening or closing, send an email to: mde.school-verify@state.mn.us with the MDE Site

Request or Change Form available on the MDE website on the District and School Site Verification page. Access the MDE Site Request or Change Form.

3. VERIFICATION OF DISTRICT AND SCHOOL SITE INFORMATION

May 1 – Minnesota District and School Site Verification Website Open for 2013-2014 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:

a. Location and Mailing Address

b. Phone and Fax Numbers

c. Name and Title of Lead Administrator (Superintendent, Principal, Executive Director, etc.)

d. Email Address (Superintendent, Principal, Executive Director, etc.)

e. Grades Served (District Types 1, 3, 6, 50-53)

f. Website Address

Key Deadlines:

June 1 – Due date to submit MDE Site Request or Change Form for adding a new school or closing school sites for FY14 to ensure accuracy for summer data publication.

August 1 – Certify the official FY2013-2014 district and school site records by sending the confirmation email 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 email 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 350 MDE electronic systems. In addition, the information you provide is now a very useful searchable database application used by MDE staff, School Districts and the public. The MDE Organization Reference Glossary is located on our website under “Welcome to MDE,” Schools and Organizations (MDE-ORG). Access the Schools and Organizations (MDE-ORG) Web page. Then click on “Enter the MDE-ORG site to get started!”

Thank you for your assistance with this very important data collection for the 2013-2014 school year.