

Inside This Issue

MARSS Reporting Timelines.....	1
First Day of School – No Shows.....	2
Welcome New Charter Schools.....	2
MARSS WES Statewide Report 60 – Concurrent Enrollment Verification.....	2
Early Education Student – Trainings Update, TA & Competitive Funding Opportunity Due October 4....	2
Verifying Compensatory Revenue Student Data	3
2013-2014 Roll-Over Student Enrollment Precode Files for Testing.....	4
Non-Minnesota Athletes Living with Host Families	4
Warning Message #364 Direct Certification.....	5
New Language Code.....	6
Amended Language Code.....	6

MARSS Reporting Timelines

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

FY 2014 timelines have been posted. MARSS WES closes the morning after the deadline. Any files received after the deadline date are not guaranteed to be included in the Statewide Edit. The District/School ADM reports are usually posted a week or so following the MARSS deadline. MARSS does not have control when the compensatory report will be posted.

1. October 22, 2013 – EOY FY 2013 files are due from school districts and charter schools. District/School ADM Report will be posted after the statewide edit is completed. (Files are due at RMIC Thursday, October 17, 2013) This is the FINAL submission. Only electronic appeal files will be accepted after this date.
2. September 24, 2013 – Fall FY 2014 files are due. Only charter schools must submit FALL files for this deadline. This deadline is used to verify charter schools' ADM projections.

August 20, 2013 – MARSS WES opened for Fall FY2014.

Contact: marss@state.mn.us

First Day of School – No Shows

Students, who do not attend on the first day of school even though they registered with the school, should not automatically be enrolled on the first day of school. A student's first day of attendance is considered the student's enrollment date.

The school may enroll a student on the first day of the school year if the parent/legal guardian notified the school that the student will be absent on the first day. The student must show up within 15 school days or the enrollment record must be purged and not included on the fall MARSS file.

Welcome New Charter Schools

Several new charter schools have been approved by MDE and have opened for the 2013-14 school year. This may be the first MARSS Memo that many of them see and with this we welcome them to MARSS reporting. These new schools will need to obtain the STATE REPORTING NUMBER from the prior districts for all of their students this fall. Please respond to their requests as soon as possible.

The new charter schools include:

1. 4207-07: - Vermilion Country School
2. 4210-07 – Upper Mississippi Academy
3. 4211-07 – ARCH Academy
4. 4212-07 – West Side Summit
5. 4213-07 – Prodeo Academy
6. 4214-07 – West Concord Public Charter School
7. 4218-07 – Venture Academy

MARSS WES Statewide Report 60 – Concurrent Enrollment Verification

This is a list of students identified by either the postsecondary institutions (PSI) or the school district/charter school as participating in the PSEO concurrent enrollment program. The left side of the report displays the students identified by the PSI. The right side of the report is a list of students flagged on MARSS as PSEO concurrent enrollment.

You may receive "Missing – Not in MARSS" on the right hand side of the report. This may indicate that the student is not flagged PSEO concurrent enrollment on the MARSS file or not reported in MARSS. Verify your student to see if the student should be flagged or why the student was not reported.

Early Education Student – Trainings Update, TA & Competitive Funding Opportunity due October 4

There is one official training date left for Early Education Student - September. 18 at 11:00 AM. The calls are estimated to last 45 minutes to an hour. Call 1-888-742-5095 and use code 3559517571 several minutes prior to the start time. There is no need to register. You will want Internet access available. Note – translated Parent Questionnaires will be posted on the website shortly. Questions? Email

Avisia.Whiteman@state.mn.us .

Early Education Student - Technical Assistance Calls

Technical assistance calls for questions related to implementation are held the first and third Wednesday of every month at 1:00 PM. All software vendors have been invited to present. The following are currently scheduled - Skyward on September. 18, JMC on November. 6 and Infinite Campus on November. 20.

Local Early Childhood Software Upgrade Competitive Funding Available

The Minnesota Department of Education is seeking applications from interested and qualified Minnesota education cooperative service units, Minnesota education districts, Minnesota RMICs, Minnesota Head Start agencies and Minnesota non-profit organizations that will coordinate efforts in school districts and/or Head Start programs in upgrading their local early childhood student/child software data collection systems. This effort is to improve local efficiencies as they transition to reporting to MDE private protected early childhood level data for understanding children's experiences prior to kindergarten. See the [Grant Opportunity webpage](#) and look for Competitive-Federal-Race to the Top – Local Early Childhood Software System Upgrade. Applications are due at MDE by Friday, October 4.

Any questions, contact avisia.whiteman@state.mn.us

Verifying Compensatory Revenue Student Data

Compensatory revenue is based on the prior year's October 1 enrollments and counts of students eligible for the free or reduced price meal program. From the final Fall FY 2014 MARSS data MDE will generate the October 1, 2013 counts that will be used to calculate FY 2015 compensatory revenue. For first year charter schools, these counts will be used for both FY 2014 and FY 2015 compensatory revenue. Therefore, it is critical that schools edit these data thoroughly during the fall MARSS reporting cycle and make any necessary corrections before the reporting timelines have expired.

Several reports have been designed and made available to schools to assist them in editing and verifying data both locally via MARSS WES and posted to the MDE public website. MARSS Coordinators should share these reports with others in the district or charter school who can assist in editing the counts. Specifically:

Local MARSS WES Reports

MARSS12 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. This report is refreshed every time a new fall MARSS file is edited locally.

Statewide MARSS WES Reports

MARSS28 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 of students reported as eligible for the free or reduced price meal program for the two years. The first version of this report will be posted in October after the statewide fall edited is completed. The report will be refreshed after each statewide fall edit.

Compensatory Revenue Report

Finally, there is the FY 2015 Compensatory Revenue Aid Entitlement Report posted to the [Minnesota Funding Reports \(MFR\) website](#). This allows districts and charter schools to review their October 1 data. Preliminary FY15 Compensatory Revenue Reports will be posted after each of the fall statewide edits and include the October 1, 2013 enrollments and counts of students reported as eligible for the free or reduced price meals. These reports are posted prior to the final fall MARSS files with the intention that the school's business officials can easily assist in editing the data prior to the data being finalized. Therefore, the data are available to more than just a district's MARSS Coordinator.

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

2013–2014 Roll-Over Student Enrollment Precode Files for Testing

The transition from using 2012–13 MARSS data to using 2013–14 MARSS data affects the student enrollment information sent in precode files to American Institutes for Research (AIR, the assessment service provider for GRAD and Title I assessments). "Precode" refers to files of student enrollment information and test eligibility that are sent to service providers for testing.

Only 2013–14 MARSS data will be sent in precode files for the grades 3–8 Mathematics OLPA (testing window opens September 30) and October Reading and Mathematics GRAD retests (testing window opens October 1), so districts planning to test in October must submit a 2013–14 MARSS file

Contacts:

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Non-Minnesota Athletes Living with Host Families

Students who come from out of state to participate in athletics, e.g., hockey, and live with host families or coaches are ineligible to generate Minnesota state aid because they are non-Minnesota residents. Court assigned guardianship is required for a student to be considered a resident of a district other than where the parent resides. In this case the district where the court-appointed guardian resides would be the resident district, unless the student has an IEP. A student with an IEP is always considered a resident of where the parent lives unless parental rights have been terminated by a court or the parent is under the control of the Minnesota Department of Corrections.

A parent-initiated notarized guardianship document is not a court document and does not have any bearings on determination of residency although it might allow an adult other than the parent access to educational records under FERPA. Without Minnesota court-appointed guardianship the school can charge the parents or host family tuition because no state aid will be generated. Report the student with State Aid Category (SAC) 15.

Warning Message #364 Direct Certification

The Direct Certification process is used by MDE to notify school districts of students who can be reported as eligible for free school meals based on Minnesota Department of Human Services (DHS) data without any application from the family for school meal benefits. The DHS data identifies children who are automatically eligible for free school meals because they have already been approved for participation in the Supplemental Nutrition Assistance Program (Food Stamps) or the Minnesota Family Investment Program (MFIP). This Direct Certification process has been available to all districts and charter schools that participate in School Nutrition Programs, primarily School Lunch, administered by MDE Food and Nutrition Service. The edit added last fall is described below and is included on all school districts' and charter schools' local Error Reports to improve accuracy of reporting students on MARSS as free meal eligible, regardless of whether the district or charter school participates in SNP.

The edit flags students who have been identified in the Direct Certification Match but who have not been reported as eligible for the free meal program on their MARSS record. The warning message is: 364 *W* May be free eligible via Direct Certification

For any student marked with this warning, the school needs to verify that the student enrolled in the school and the student identified on the Direct Certification Match is the same student. To assist district staff in this verification, the parent/guardian and home address is provided on the local MARSS 08 Error Report. The home address is from DHS and is the most recent address known to DHS; however, it may be from as early as just prior to June 2013 so it may not be where the student is currently living.

If the student has been verified as the same student enrolled in the school, the student can be reported as free meal eligible on MARSS, that is, Economic Indicator of 2. If they are different students, the district must have an eligible Application for Educational Benefits on file to report the student as eligible for the free or reduced-price meal program. The Economic Indicator data for students enrolled on October 1 are used to calculate a district's or charter school's compensatory revenue for the following school year.

There may be students who are identified on MARSS warning #364 who are not on the district's/charter school's Direct Certification list. The MARSS Error Report may be more current than the CLiCS Direct Certification list because the MARSS WES edit looks for a new DHS file nightly. Direct Certification reports are run less frequently. Also, the MARSS WES edit looks for students where ever they were reported as enrolled on the Fall MARSS files while the Direct Certification list looks for the student only where they were most recently enrolled. The lists serve two, slightly different purposes.

Keep a copy of documentation for each student reported with an Economic Indicator of 1 or 2 (free or reduced price meal eligible). This includes the local MARSS Error Report on which the student was identified, the Direct Certification Report and all Applications for Educational Benefits. These are required in case of an audit.

Please note that these data are classified as private and need to be treated with the same level of confidentiality as the Direct Certification reports and the Applications for Educational Benefits. Steps need to be taken locally to assure compliance with Data Privacy laws.

Statute allows districts and charter schools to update each student's free/reduced price meal eligibility up through December 15 each year. The Direct Certification match is updated periodically with new files from DHS resulting in a cumulative file of matches since the beginning of the fiscal year. The MARSS edit will be refreshed nightly by looking at the most recent match file until December 16, 2013. After December 16, the direct certification edit will stop looking for new Direct Certification Match files. Rather it will use the December 15 match file through the last Fall MARSS submission which is due at MDE by December 17, 2013.

New Language Codes

Code 417 has been added to allow for reporting the following languages:

Bisaya

Basaya

Dusun

Tutong

The countries of origin are Brunei and Malaysia.

Amended Language Code

Code 36 also includes the following languages:

Visayan

Binisaya

The countries of origin are Philippines and Mindanao.

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