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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.](#)

FY 2014 timelines have been posted. MARSS WES closes the morning after the deadline. Files received after the deadline 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 RMICs on Thursday, October 17, 2013.) This is the FINAL submission. Only electronic appeal files will be accepted after this date.
2. **November 12, 2013 – Fall FY 2014** files are due. Files are due to RMICs on November 7, 2013.

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

## Verifying Compensatory Revenue Student Counts

Refer to the September 16, 2013 MARSS memo for an article regarding the verification of the October 1 student counts that are used to generate compensatory revenue for FY 2015. It is critical that these counts be verified and any reporting corrections made prior to the final Fall MARSS submission that is due on December 17, 2013. These counts are not updated with the EOY FY 2014 MARSS data.

## Email Correction

The August Memo had an article regarding Migrant Student Flag and who to contact with questions regarding list of students included on your MSIF list or to identify your district's migrant liaison. Jacqueline Perez's email was incorrect. The correct email is [Jacqueline.perez@tvoc.org](mailto:Jacqueline.perez@tvoc.org)

## Early Education Student

### Title - Early Education Student – Assigning State Student Identifiers to Children in ECFE and School Readiness (ECFE/SR)

Congratulations to the 64 districts that have submitted Superintendent Authorizations and have begun working in the system! To those still moving through the authorization process – keep going, you are close! Remember that ECFE and School Readiness staff needs to have an authorization (User Agreement) for the State Student Identification System as well. If you need links, please connect with Avisia Whiteman at the email below.

Please note that parent name is optional for sites to enter. This will be updated in the documentation where it may be listed incorrectly. Including parent name will support better planning and all reports will only be in aggregate in accord with state and federal data privacy regulations.

### Teleconferences

Technical assistance teleconferences are scheduled the first and third Wednesday of every month at 1:00 PM. To connect, call 1-888-742-5095 and use code 3559517571.

All software vendors have been invited to present how their system is recording information for this collection. Skyward presented on September 18, JMC will be presenting on November 6 and Infinite Campus on November 20.

If your district is interested in a one on one teleconference for individualized support, or if you have other questions, please email [Avisia.Whiteman@state.mn.us](mailto:Avisia.Whiteman@state.mn.us)

### ECFE/SR Funding and Parent Aware Rating

Many of you have asked how to raise more funds for your ECFE/SR program. As Early Learning Scholarships begin their roll out across the state over the next several years, ensure your district is recognized for the quality it is already providing by becoming rated in Parent Aware. Minnesota Public School Pre-Kindergarten programs that include School Readiness, Community Education Preschool, Early Childhood Special Education and Title I are already demonstrating high quality programs for children.

The Parent Aware 4 star rating process is a way to showcase this quality. Programs that are already rated may be eligible for the Pathway I Early Learning Scholarships. Programs that are not rated can apply at any time. For more information and application materials, please [visit the Parent Aware website](#) and click Public School in the lower right corner. MDE Office of Early Learning staff are available to help with the application process. Please contact Jessica Mattson, Parent Aware Coordinator [jessica.mattson@state.mn.us](mailto:jessica.mattson@state.mn.us) or Mary Owen, ECFE/School Readiness Specialist at [mary.owen@state.mn.us](mailto:mary.owen@state.mn.us).

## Superintendent Authorization for MARSS Web Edit System (WES)

A new process has been created for adding/removing MARSS WES Coordinators and Users. [Go to the MARSS page](#) to download the Superintendent Authorization for MARSS Web Edit System (WES). This form will need to be completed anytime there is a change of authorization within your district/charter school which includes removing access due to a user or coordinator no longer employed or no longer needing access to MARSS WES. Email the completed form to [marss@state.mn.us](mailto:marss@state.mn.us). **Effective date: October 21, 2013.**

## MARSS 61 Unknowns for Graduation Cohorts

To assist districts in identifying students who may have left a graduation cohort, a new MARSS WES statewide report will be posted for fall only. This report will include those students who were last reported in any of grades 9-12 in your district in EOY FY 2013 without graduating, transferring to a nonpublic school or a school in another state, moving to another country or passing away. The students on this report have not been reported as enrolled in a Minnesota public school in the Fall FY 2014 MARSS Files. These are students who would be included in your graduation cohorts for the next four to six years.

Students who were last reported by your district/charter school prior to FY 2013, will remain in the appropriate grade's cohort, but will not be included on this new MARSS report. For example, a student you last reported in FY 2011 without graduating, transferring to a nonpublic school or a school in another state, moving to another country or passing away and who did not re-enroll in a Minnesota public school in FY 2012 will continue to be in your graduation cohort but will not be included on this new report. Refer to the graduation cohort files posted to the Data and Analytics website for a list of these students.

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

## Update to MARSS 26 Fall Check Off Comparison

This report has been updated to remove duplication in the district-wide pages of the report.

## Supplemental Online Learning

Under Minnesota Statute, Minnesota public school students are eligible to access online learning (OLL) courses from a certified OLL provider. Students can participate in OLL in one of three ways:

1. A student can enroll in the district or charter school with the certified program and work toward this district's or charter school's graduation requirements. This is referred to as 'Comprehensive' enrollment. If the student is transferring to an independent school district, the timelines for open enrollment must be followed, with the exception listed below, or the districts can agree to waive the deadline before the school year starts. There are no open enrollment application timelines for students either transferring into or transferring out of a district that receives integration revenue. Once the school year starts, a student can still transfer to another district if both districts sign an Agreement Between Boards. There are no application timelines for students enrolling in a charter school.

When a student transfers to the district or charter school with the OLL program, the original school must withdraw the student from MARSS. The OLL program will report the student on MARSS once the student starts his/her classes. The original district or charter school of enrollment no longer has access to revenue. For example, a student who open enrolls from the resident district to a district with a state-approved OLL program is not eligible to also enroll part-time at the resident district, e.g.,

participate in band, choir, etc. In this case, the resident district does not have access to any revenue because the student is enrolled elsewhere. The student cannot be reported on MARSS by the resident district – only the enrolling district can report the student on MARSS. The resident district can request a tuition agreement with the OLL program for classes the student would like to take at the resident district, but the OLL program is not obligated to pay tuition. The resident district is not obligated to provide classes to a student who is enrolled elsewhere.

2. A student can remain enrolled in the original school and take up to 50 percent of their courses via OLL from a certified Minnesota provider; this is referred to as ‘Supplemental’ enrollment. The online learning provider must notify the enrolling district of the student’s participation in online learning using a form provided by MDE. The enrolling district can choose to waive the cap of 50 percent of the coursework and it can require the student drop a course for each supplemental OLL course in which the student enrolls. If the student declines dropping courses at the enrolling district, the student can pay for the OLL course(s). The “Online Learning (OLL) Supplemental Notice of Student Registration” form (required form provided by MDE) is used for the student to participate in supplemental OLL. It describes how the funding will be generated. The form is available from the department’s website ([education.state.mn.us](http://education.state.mn.us)) select Student Success > Enrollment Choices > Online Learning. Also refer to the “Frequently Asked Questions: Online Learning” document that is posted on this website for more information on OLL.

When a student accesses supplemental OLL courses, the enrolling school can reduce the student’s course load. This will initiate a new MARSS enrollment record if the Percent Enrolled changes. The attendance and membership reported on MARSS includes only that provided by the enrolling district; it excludes the time the student is not required to be at the enrolling school site. There is no tuition charged to the enrolling school for supplemental OLL courses. The OLL provider generates OLL Aid based on data it reports to MDE.

Nonpublic school students are ineligible to generate shared time aid by participation in supplemental OLL. Statute requires shared time aid to be generated only for time the student is physically at the public school building.

3. The enrolling district can choose to contract with the OLL provider for supplemental OLL courses. In this case, the tuition rate is agreed upon by the enrolling district/charter school and the OLL program. The enrolling school reports the student on MARSS and includes the OLL course time as a replacement for a seat-based class. For example, if the enrolling school has a six period day and the student is required to be at school for five of those periods and is taking an OLL course via a tuition agreement with a state-approved OLL program, the student can be reported as 100 Percent Enrolled. The OLL program does not report the student on MARSS and does not report the student to MDE for OLL Aid reimbursement.

Please share this article with school counselors and other staff who may benefit from the information, particularly those who schedule students into classes.

More information for reporting students participating in OLL can be found in ‘Reporting for Supplemental and Comprehensively Enrolled Online Learning Students’ which is [posted on the MARSS webpage](#).

Contacts: [Sharon Peck](#) for questions on reporting OLL participation or [Deborah Proctor](#) for questions on OLL programs.

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