Minnesota Department of Education

MARSS Timelines
Submissions/Turn-around Reports
End-Of-Year FY 2014

The following table specifies when MARSS files will be edited, used to produce turn-around/ statewide reports, and what other uses will be made of the data. The first date in each block is the date that districts who report through a Regional Management Information Center (RMIC) must have their files to the RMIC so the RMIC can meet the Minnesota Department of Education's (MDE) deadline. The second date in each block is the date by which district-wide files are due at MDE. However, there is no need to wait for a deadline to submit files; they will be accepted any time (prior to the final deadline). The data will automatically be used for the next submission cycle's turn-around edits and reports. Data files can be submitted any time beginning January 14, 2014 for test pre-codes.

A district/charter school need not resubmit data every reporting deadline if it has no errors or omissions to correct. Each submission must be district-wide (all schools' data). **One submission completely replaces the prior submission.** Records containing errors will not generate a student count, or revenue, for the district/charter school.

Reporting Deadline **All Dates in 2014**	**What's Due**	**Comments/** **Data Used For**	**Statewide Reports**[1]
MARSS WES Opens Monday, January 13		Through August 2014, a district's most recent submission will be provided to AIR, the assessment vendor, to update student enrollment and eligibility information for online assessments and for reporting. Paper assessments have specific dates when information is used to determine test materials.	None
Friday, January 17	Files due at MDE.	**Mandatory for Charter Schools** **Optional for Districts** Used to verify Average Daily Membership Projections	None
Tuesday, April 1 Thursday, April 3 **(MARSS WES is expected to close late afternoon.)**	Files due at RMIC. Files due at MDE.	**Mandatory for Charter Schools** **Optional for Districts** Used to verify Average Daily Membership Projections.	MARSS 30 Statewide Error Report (date overlap errors only)
Monday, April 7		**All EOY Errors Activated on the Local Edit**	

[1] All pertinent statewide MARSS WES reports are posted about one week after every deadline beginning June 10, 2014. MFR reports are typically posted one to two weeks after the MARSS reporting deadline.

Reporting Deadline All Dates in 2014	What's Due	Comments/ Data Used For	Statewide Reports[1]
Thursday, May 1 Tuesday, May 6	Files due at RMIC. Filed due at MDE.	**Mandatory for All Districts and Charter Schools** May contain a few errors. **Used to identify date overlap errors.**	MARSS 30 Statewide Error Report (date overlap errors only
Thursday, June 5 Wednesday, June 11	Files due at RMIC Files due at MDE.	Local auditors use the Statewide reports. Used for: Special Education tuition billing; AYP Enrollment; Direct Certification for FY 2015.	District/School ADM Report (MFR) Preliminary Early Childhood Screening Aid Entitlement (MFR)
Tuesday, July 1 Tuesday, July 8	Files due at RMIC. Filed due at MDE.		District/School ADM Report (MFR)
Thursday, July 31 Tuesday, August 5	Files due at RMIC. Filed due at MDE.	Used for: September 30 FY 2014 entitlements for independent districts; Special Education tuition billing; September 30 FY 2014 Early Childhood Screening Aid.	District/School ADM Report (MFR) Early Childhood Screening Aid Entitlement (MFR)
Thursday, September 4 Tuesday, September 9	Files due at RMIC. Files due at MDE.	Used for: October 30 FY 2014 entitlements; Special Education tuition billing.	District/School ADM Report (MFR)
Thursday, October 16 Tuesday, October 21	Files due at RMIC. Files due at MDE.	**Final data due. ONLY electronic appeal Web Files will be accepted after this date.**	District/School ADM Report (MFR)
Monday, October 27 through **Noon** Thursday, December 4	Appeal files, if needed.	Electronic appeal file process. Records that cause cross-district errors will prevent the entire file from submission.	District/School ADM Report (MFR)
Tuesday, December 9 through Friday, December 19	Appeals of EOY FY 2014 MARSS data.	Refer to Appeal of MARSS Data Reported by Another District/Charter	None
Tuesday, December 30		Refer to MDE Policy for Making State Aid Adjustments Final FY 2014 Aid Entitlements (MARSS Manual, Appendix P)	Final District/School ADM Report (MFR) Final Aid Entitlement Reports

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