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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.](#)

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 starting in June.

1. **Tuesday, July 8, 2014**, files are due to MDE. Files are due at RMIC Tuesday, July 1, 2014.
2. **Tuesday, August 5, 2014**, files are due to MDE. Files are due at RMIC Thursday, July 31, 2014.

Contact: marss@state.mn.us

Verification of High School Graduates

Refer to the May 14, 2014, MARSS Memo for an article on verifying high school graduates.

Graduation Rates and Summer Graduates and Leavers

Continue to refer to the September 18, 2012, MARSS Memo for an article on reporting summer leavers and summer graduates and how these records impact a district's or charter school's graduation rates.

MARSS 42 EOY Checkoff Comparison

Review and verify this report which compares data submitted from Final End of Year FY 2013, to the most recent End of Year FY 2014. Use this report to identify unusual or unexpected trends in data that might actually be a reporting error on the current year's End of Year MARSS file. The prior year's data is final but the current year's data can be corrected and a new MARSS file submitted prior to the final reporting deadline.

District/School ADM Reports

District/School ADM Report summarizes the average daily membership (ADM) that is generated using the year-end MARSS files submitted as of the most recent MARSS reporting deadline. They will be posted to the [Minnesota Funding Reports website](#) monthly between June and October using the year-end FY 2014 MARSS files. The reports are posted about a week after the MARSS reporting deadline. They are expected to be posted by the following dates:

- Wednesday, June 18.
- Tuesday, July 15.
- Tuesday, August 12. These ADM will be used for the September 30 aid entitlement reports.
- Tuesday, September 16. These ADM will be used for the October 30 aid entitlement reports.
- Tuesday, October 28.
- Mid-January 2015. These ADM will be used for the final aid entitlement reports.

Each time a new report is posted, the prior version is no longer available. Print or save a copy to PDF if you want to keep copies of each version during the reporting season.

It is the district's/charter school's responsibility to edit the data and make any necessary corrections to MARSS before the reporting timelines expire. The MARSS reporting timelines are [posted here](#).

Documentation for both the District/School ADM report and the MARSS 35 ADM Adjustment Report are [posted here](#).

Contact: Sharon Peck at 651-582-8811.

Verifying ADM Data on the District/School ADM Report

Following are suggested steps to take when a school or district believes that the ADM shown on the District/School ADM Report is less than it should be, e.g., lower than that generated on local reports. The report is described in the documentation for the District/School ADM Report which is [posted here](#)

1. Verify that the school has no MARSS enrollment records with local errors. All of the records with local errors are excluded from other local and statewide reports. The local errors are listed on the MARSS 08 Error Report.
2. Verify that the statewide date overlap and Status End code 08 and 40 errors have been corrected. These records will be excluded from the state-produced ADM reports but they would have been included on the local reports. The statewide errors are listed on the MARSS 30 Statewide Errors Report. The MARSS 30 report does not reiterate the local errors so the school needs to review both error reports.
3. Verify that all students are included on the MARSS B Student file. Run the local report MARSS 24 List of All Students and compare the list of students with a report run from the school's software. Missing students cannot generate ADM.
4. Verify that all students have the correct enrollment and withdrawal dates and membership days. If these dates are in error the generated membership days may be in error.
5. Verify that the software's calendar that generates student membership and instructional days is/are correct and in sync. A student enrolled for the entire school year in a single enrollment record -- from the first day of school through the last day of school -- should generate the same number of membership days as instructional days reported on the MARSS A School file in the same grade.
6. Verify that the number of instructional days reported on the MARSS A School file includes the number of days in the core, required school year. It should exclude snow days, optional days, holidays, staff-only days, summer, etc. If full-year students on the MARSS 24 report consistently have less than 1.00 ADM, there is an inconsistency between the number of instructional days and the student membership days.
7. State approved learning year programs also need to verify the number of instructional days and length of day reported on the MARSS A School file. The instructional days should include only the number of days in the core, required school year. The length of day should include only the number of minutes in the core, required school day excluding meal times. If the length of day varies during the year, calculate the average length of day using the Flexible Scheduling worksheet posted to the [MARSS-Student Accounting website](#).
8. For state approved alternative programs with a state approved independent study component, the number of instructional days and length of day reported on the MARSS A School file needs to be the same as those used on the Independent Study Calculation of Membership Hours worksheet. Refer to the [MARSS Manual](#), Procedure 8 for more information.
9. ADM cannot exceed 1.0 unless the student is enrolled in a state-approved learning year program, e.g., alternative program. When the statewide edit is run each student's total ADM is checked to assure that it does not exceed 1.0. If it does, each record is proportionately reduced. If the student is enrolled in a learning year program, that enrollment record(s) is eligible to generate extended time ADM. Refer to the MARSS WES statewide report called MARSS 35 ADM Adjustment. This is a list of all enrollment records in which the locally computed ADM is probably different than that generated after the statewide edit. The adjustment could be due to:
 - a. a total ADM that exceeds 1.0, whether or not the student participated in a learning year;
 - b. the calculation of extended time ADM;
 - c. supplemental online learning (OLL) participation; or
 - d. an increased ADM for an early childhood special education student.

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

Average Daily Membership – EDRS Estimates and MARSS Final – when are they used to revise entitlement calculations?

Many state aid and levy revenues use average daily membership (ADM), or a derivative, as a formula component in determining revenue on an estimated basis and after the year is closed, in a final calculation. To assure that the school district state aid entitlements and levy limits, and charter school state aid entitlements are being calculated on the most accurate estimates, the business office and MARSS Coordinator need to work together so that MDE has accurate ADM estimates available at key points throughout the year.

Two tables on the MDE website provide EDRS and MARSS reporting timelines and the use of the district-reported ADM by MDE. These timelines will help district staff to identify how, and approximately when, MDE will use estimated, preliminary final ADM to calculate.

3. Preliminary final and final annual state aid entitlements for the closed year.
4. Estimated annual state aid entitlements for the current year.
5. Projected annual state aid entitlements used for state forecasting and determination of state appropriates required to fund aid programs.

EDRS ADM/EL Estimate Timelines – document name is “[Timelines for Student Data for Calendar Year 2014](#)”.

MARSS End-Of-Year Timelines – document name is “[Timelines FY 2014 End-of-Year](#)”.

If you have questions regarding EDRS ADM/EL timelines, contact [Jeanne Krile](#).

If you have questions regarding MARSS End-of-Year timelines, contact [Roxann Neu](#).

Community Eligibility for Meal Programs

Beginning in FY 2015, schools with a high percentage of students who are eligible for the free meal program through Direct Certification are eligible to participate in a relatively new program for Food and Nutrition Services purposes. It's called [Community Eligibility](#). Schools that choose to participate in Community Eligibility provide free meals to all students enrolled in the school and, for food services purposes only, do not need to collect annual *Applications for Educational Benefits*. However, **for MARSS reporting, the requirement to report the economic status by individual student based on supporting documentation such as Direct Certification, *Application for Educational Benefits* or the *Alternate Application for Educational Benefits* doesn't change.**

Application for Educational Benefits

Food and Nutrition Services will continue to provide the *Application for Educational Benefits* for use by all schools that provide a food service program but are not participating in Community Eligibility. The material is posted to the [FNS website](#). The cost of processing these applications can be attributed to Food Service.

Alternate Application for Educational Benefits

An *Alternate Application for Educational Benefits* has been designed specifically for use by the following types of schools:

- Schools participating in Community Eligibility.
- Provision 2 and 3 schools.
- Schools without a food service program.

All of these schools should use the *Alternate Application* which removes references to receiving a meal but provides a description of how the data will be used for determining the student's economic status. The form and related documentation will be posted to the [MARSS-Student Accounting website](#). The cost of processing these applications cannot be attributed to Food Service and should be charged as a general education fund cost.

Direct Certification

Whether or not the school is on Community Eligibility, Direct Certification can also be used to certify students as eligible for the free meal program. Direct Certification is a process by which a file of eligible children is provided to MDE by the Department of Human Services (DHS) and is matched to MARSS enrollment records. The enrolling district needs to verify that the student on the Direct Certification list is the same student who is enrolled in the school. If they are the same student, the student can be reported on MARSS as eligible for the free meal program – Economic Status 2. Direct Certification can occur in two ways:

- Schools with a food service program have access to a Direct Certification report through FNS. This is a list of the potentially matched students.
- All public schools have a warning message on the Fall MARSS edit that identifies students who are enrolled in the district who may also be matched to the DHS list.

Students directly certified do not need to have an *Application for Educational Benefits* or an *Alternate Application for Educational Benefits* on file. For audit purposes, keep a copy of all applications and Direct Certifications used to report students on MARSS as eligible for the free or reduced price meal program.

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

District and School Site Verification for 2014-2015

The new District and School Site Verification System was released in July 2013 with updated MDE security and an easy-to-use review system. The system has become a one-stop shop for contacts in your district such as principals, district assessment coordinator, etc. New for this year we have added a number of contacts such as school board chair, district technology coordinator, school assessment coordinator, district homeless liaison and more to make sure the right district or school staff is contacted for the specific program or system. In addition, contact information as well as assessment shipping addresses will be used to populate test vendor systems for statewide testing.

Just a reminder that the annual notice went out to superintendents in the May 30, 2014, Superintendent's Mailing that the District and School Site Verification website is ready for updates for the 2014-2015 school year. The Site Verification coordinator at each district (appointed by the superintendent) should now go in and update contact information such as address, principal, phone number, etc. for the district and each school site in order to ensure that data, reporting and payments are correctly processed.

If a site is closing or new for FY15, please use the MDE Site Change Form available in the District and School Site Verification System or at the following website:

<http://education.state.mn.us/http://education.state.mn.us/MDE/SchSup/DataSubLogin/SiteVerif/index.htmlMDE/SchSup/DataSubLogin/SiteVerif/index.html>

If you have questions, please email mde.school-verify@state.mn.us or contact Mary Pat Olsen at 651-582-8624. Thank you.

Determining Resident District

An updated Determining Resident District form has been posted to the [MARSS Reporting Instruction](#) web page. If you need a determination for the resident district, please complete this form, save and send as an attachment in the same format to marss@state.mn.us. Please do not scan the document.

MARSS WES Error #359 – PSEO Indicator Missing

The email address listed in the error description has been updated. The correct email for sending information for a nonpublic or home school student is mde.pseofunding@state.mn.us.

Postsecondary Enrollment Options (PSEO) High School Hours

PSEO High School Hours are the total number of credit bearing membership hours between the student's Status Start and End Dates during which the student is flagged as PSEO. PSEO High School Hours are the total number of high school hours during the enrollment record during which the student is participating in credit-bearing instructional activity, excluding time in study hall, lunch and other non-instructional activity. Time spent passing between classes in the school may be included, unless the students are in an independent study program. PSEO High School Hours are *not* the number of high school hours per day or per week.

Refer to Data Elements Postsecondary Enrollment Options (PSEO) High School Hours in the MARSS Manual for more information.

Questions: email marss@state.mn.us

Authorization Process to Access Secured Data on Department of Education (MDE) Website

As we plan to enter the 2014-15 school year, superintendents and directors will begin the annual authorization process for the following secured programs: SERVS Financial, Test WES, Student ID Validation, Graduation Requirement Record and Assessment Secured Reports. Submissions are being accepted now through July 31, 2013. Please visit the [Data Submission page](#) of the Minnesota Department of Education website. You will find access authorization instructions on each home page of the above-mentioned secure programs. Important reminder: All submissions must re-authorize current individuals

with authorized access to these secure programs. Please direct questions or requests for the most recent authorization forms to mde.testwes@state.mn.us. Thank you in advance for your cooperation.

Updates for FY 2015

1. Migrant information will no longer be collected through MARSS reporting starting FY 2015. However, MARSS Coordinators will want to work closely with the Migrant Liaison so the liaisons will know how many students have been identified by the district/school and verification of IEP and English Learner (EL) status. Data will still be collected through the MSIF (Migrant Student Information Form). Any questions, contact [Leigh Schleicher](#).
2. Community Eligibility is a program that will provide all students a free meal. This impacts Food Service only. This does not change MARSS reporting. MARSS continues to require the *Application for Education Benefits, Alternate Application for Educational Benefits* or the student must be listed on a Direct Certification list.
3. Compulsory Age increases from age 16 to 17.
4. Homebound has been updated to clarify that a student must be medically confined to the home to be flagged "Y" Homebound where one hour of instruction equals one day of membership. A student that is not medically confined to the home is a home-based student and one hour of instruction equals one hour of membership. Watch for an updated Data Elements Homebound in the MARSS Manual.

October 1 MARSS Submission Required for Explore and Plan Precode

MARSS must be submitted by October 1, for students in grades eight and 10 in order to provide preprinted student labels for the Explore and Plan administrations in November. Districts will not be providing a student file directly to the vendor; instead MDE will be sending the statewide precode file for all grade eight and 10 students who have been submitted for the 2015 MARSS. If students are not submitted to MARSS by October 1, preprinted student labels will not be provided and students hand bubbled information from the answer documents will be used to match back to MARSS enrollments. Any student data from the assessment that does not match back to a MARSS enrollment will need to be edited and corrected in Postpublish Edit in Test WES in order for the Graduation Data List and Student Assessment History Report to accurately reflect these assessments.

MARSS Coordinator Contact List

View an updated MARSS Coordinator Contact List that was posted to the MDE website.

If you wish to have your Student Information Software (SIS) included on the posted list, send an email to marss@state.mn.us with your name, school district and SIS vendor.

This publication is produced by:

Minnesota Department of Education
Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266
Phone: 651-582-8779
Fax: 651-582-8878
education.state.mn.us
Email: marss@state.mn.us