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MARSS Reporting Timelines

MARSS files are due to the department on the following dates. [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, August 5, 2014**, files are due to MDE. Files are due at Regional Management Information Centers (RMIC) Thursday, July 31, 2014.
2. **Tuesday, September 9, 2014**, files are due to MDE. Files are due at RMIC Thursday, September 4, 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 Report

The District/School ADM Reports for FY 2014 will be updated and posted to the Minnesota Funding Reports (MFR) website after July's statewide MARSS edit has completed. A few new columns of data have been added specifically to provide a little more information on the FY 2014 extended time ADM and pupil units that will be used to calculate transition revenue in FY 2015. This will only impact charter schools that were no longer eligible to generate extended time revenue in FY 2014, but continued to provide an optional, acceleration learning year program in FY 2014. The documentation on how to read the District/School ADM Report has been updated and posted to the [MARSS-Student Accounting > Average Daily Membership website](#).

On the School ADM Served Report pages, column R shows the pupil unit weighting factors that will be used in FY 2015. Column S shows the extended time ADM that will be used to calculate transition revenue in FY 2015. The school level pages are summed and the totals in column S can be found on the District ADM Served Report page. Note that only the Extended Time ADM in column N will generate extended time revenue in FY 2014.

On the General Education Revenue summary page a new column 14a has been added. This column shows the FY 2015 pupil unit weighting factors.

On the Categorical or No Revenue summary page two new columns were added. Column 22a shows the pupil unit weighting factors for FY 2015. Column 23 shows the extended time ADM that will be used to calculate transition revenue in FY 2015. This is the same figure found in column S of the District ADM Served Report page. Note that only the Extended Time ADM in column 17 will generate extended time revenue in FY 2014.

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.

1. Preliminary final and final annual state aid entitlements for the closed year.
2. Estimated annual state aid entitlements for the current year.
3. 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.

MARSS WES Statewide Report 60 – Concurrent Enrollment Flag Verification

This report 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 participants. Ideally, every student on the left side, identified by a PSI, is flagged on MARSS as a participant. There should be no nonpublic or shared time students on either side of this report.

Not all students flagged as PSEO concurrent enrollment are eligible for concurrent enrollment aid. The student must be physically taking the class at the high school site to be eligible for concurrent aid.

Use this report to verify:

- Students participating in an eligible PSEO concurrent enrollment program are reported by the PSI in the correct enrolling district or charter school.
- Participating students are flagged appropriately on the MARSS file.

If there are students eligible for concurrent enrollment aid who are not listed on the left side of this report, contact the Post-Secondary Institute (PSI) for adding these students to the MDE concurrent enrollment database.

It is imperative that these inconsistencies be corrected. The student with the message *NOT IN MARSS* could mean the following:

- This student was not reported in MARSS as participating in concurrent enrollment between MARSS information and the PSI information.
- This student was reported in MARSS but a match was not found between MARSS and the PSI information.

Certain criteria are used when matching students reported through MARSS and the PSI.

Mismatches may include:

- Name does not match.
- Birth date does not match.
- District does not match.
- Gender does not match.
- Course Credits do not match.
- District inactive
- Grade level does not match.

Contact [Jeanne Krile](#) if your student is identified as participating in the PSEO concurrent enrollment program and has received an error on the report.

Note: All Post-Secondary Institutions must be either (1) NACEP accredited or (2) have a school district/PSI partnership on file at MDE in order for concurrent enrollment aid to flow to the district.

2014 Legislative Changes That Impact Student Data

All language is effective July 1, 2014, unless otherwise noted.

Graduation Incentives Students in Middle or Early College Program

Students who are eligible to participate in the graduation incentives program under Minnesota Statutes section 124D.68 and who are enrolled in a state-approved alternative program (SAAP), including an area learning center (ALC), alternative learning program (ALP) or contract alternative program, are eligible to participate in an Early College Program and take postsecondary remedial developmental college credits through the Postsecondary Enrollment Options (PSEO) program. These students will be flagged by the SAAP as PSEO participants on their MARSS enrollment record.

The Early College Programs will need to be approved through the governing postsecondary organizations and formal contract agreements will be required between the postsecondary institution and the SAAP.

Contact: [Jeanne Krile](#) at 651-582-8637.

English Learner (EL) Students

An EL student who was enrolled in a Minnesota public school during the prior school year is eligible for state EL aid if the student scored below the cutoff or if the pupil's classroom teachers judge that the student "is unable to demonstrate academic language proficiency in English ... sufficient to successfully and fully participate in the general core curriculum in the regular classroom."

A new data collection will be initiated for MDE to collect the student identification information for EL students who either (a) do not have an ACCESS test result from the prior school year or (b) who scored proficient, and the classroom teachers believe the student cannot successfully participate in the core curriculum during the current school year. Watch for more information from the EL staff at MDE regarding the documentation that a school must maintain to report students in this new system.

Students become ineligible for state EL aid when they have accumulated a total of 6.0 or more average daily membership (ADM).

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

Military Children

Several pages of legislation were adopted regarding Minnesota's agreement with the Interstate Compact on Educational Opportunity for Military Children. Following are only some the impacts in the student area.

Eligibility for enrollment

1. *"Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.*
2. *A local education agency shall be prohibited from charging local tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.*
3. *A transitioning military child, placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which he/she was enrolled while residing with the custodial parent."*

Eligibility for extracurricular participation

“State and local education agencies shall facilitate the opportunity for transitioning military children’s inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.”

Enrollment Forms

- a. “When a school district updates its enrollment forms in the ordinary course of business, the district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces.
- b. Data collected under this section is private data on individuals, as defined in section 13.02, subdivision 12, but summary data may be published by the Department of Education.”

Contact: [Daron Korte](#) at 651-582-8292

Open Enrollment

Students wishing to open enroll no longer need to meet with school staff at the original school of enrollment.

Clarification is provided that the open enrollment application must be signed.

Clarification is provided that an open enrolled student who changes resident districts is entitled to remain enrolled in the open enrolled district but must submit a new enrollment options form to update the student’s information.

There are no open enrollment application deadlines for students transferring into or out of a district that has an achievement and integration plan. However, the intended district of enrollment must notify the family of acceptance or rejection within 90 days of the application date or by February 15 for transfers not involving a district with an achievement and integration plan. Upon notice of acceptance into the intended district of open enrollment, the parent must notify the school within 45 days of whether the student will enroll in the open enroll district or by March 1 for transfers not involving a district with an achievement and integration plan. Finally, upon notice from the parent, the open enroll district must notify the resident district within 30 days of the student’s intent to open enroll.

A district that is overprescribed with open enrollment applications must give priority enrollment to siblings of students already enrolled. The remaining seats must be offered by lottery as defined in the board’s adopted school district policy.

Contact: [Cindy S. Jackson](#) at 651-582-8572.

Postsecondary Enrollment Options

Districts must post up-to-date information on their website and in materials provided to students and parents about the postsecondary enrollment options program to all students in grades eight through 11.

Contact: [Angie Johnson](#) at 651-582-8478.

State Approved Alternative Programs (SAAPs)

Reserved Revenue

Districts need to reserve between 90 and 100 percent of the general education revenue generated by state-approved alternative programs (SAAPs) to be spent for the programs that generated the revenue. State-approved alternative programs operated by joint powers or intermediate districts without a fiscal host cannot bill more than 100 percent of the resident district's average general education revenue per pupil unit minus an amount equal to the product of the formula allowance times 0.0466, calculated without compensatory revenue, local optional revenue (renamed from location equity) and transportation sparsity revenue, times the number of pupil units for students attending the program.

Contact: [Bob Porter](#) at 651-582-8851.

Extended Time ADM and Revenue

The ADM divisor for kindergarten students enrolled in a state approved targeted services program is the greater of 850 or the number of instructional hours required for the district's full-day, daily kindergarten program.

The extended time revenue formula amount is \$5,017 effective FY 2015.

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

Excluded or Expelled Referred to ALC

A student 16 years old or older who meets the at-risk criteria in Minnesota Statutes, section 124D.68, Subdivision 3 and who is expelled or excluded or has been chronically truant may be referred to a state-approved Area Learning Center (ALC). Consultation among the principal, ALC director, student and parent/guardian must occur prior to the referral. Enrollment in the ALC remains a choice for the student. The referring district is responsible for the student's transportation to the ALC.

Contact: [Mary Barrie](#) at 651-582-8567.

ALC Diploma

Students enrolled in an area learning center (ALC) may elect to earn a diploma from either the resident district or the district in which the ALC is located or the intermediate district or educational cooperative responsible for the ALC program.

Contact: [Mary Barrie](#) at 651-582-8567.

Formula Allowance

The basic formula allowance increases to \$5,831 in FY 2015.

Adjusted and Resident Marginal Cost Pupil Units

The 2013 legislative session removed references to marginal cost pupil units effective FY 2015, except for purposes of computing transition revenue.

Foster Students

A student who has been enrolled in a district and who is placed in foster care in another district may continue to enroll in the prior district without the approval of either the original district or the district in

which the foster home is located. For MARSS reporting purposes, use State Aid Category (SAC) 11 to report a foster student without an IEP and who has not been determined to be homeless or SAC 19 to report a foster student who has an IEP and/or has been determined to be homeless. The family is responsible for transportation to the school of enrollment unless the student's IEP requires special transportation. If the student has been determined to be homeless, the enrolling school is responsible for transportation.

Contact: [Kelly Wosika](mailto:kelly.wosika@state.mn.us) at 651-582-8855.

Iowa-Minnesota K-12 Tuition Reciprocity Agreement

In May, the commissioner of Education signed a tuition reciprocity agreement with the state of Iowa. A [copy of the signed agreement](#) is posted here. An enrollment application to use for students enrolling in Minnesota from Iowa is posted to the same website.

The agreement allows Minnesota residents to attend a contiguous Iowa school district if (1) the student resides closer to the Iowa attendance center than to an appropriate attendance center in the resident district and (2) the two districts have a tuition agreement. Refer to the state agreement for more details. Residents of Minnesota who attend an Iowa school district under the Tuition Reciprocity Agreement are reported by the Minnesota resident district with State Aid Category (SAC) 14. These students will generate general education revenue for the resident district and be included in the resident district's resident and adjusted ADM and pupil unit counts. The Minnesota district is responsible for tuition to the Iowa school district.

The agreement allows Iowa residents to attend a contiguous Minnesota school district if (1) the student resides closer to the Minnesota attendance center than to an appropriate attendance center in the resident district and (2) the two districts have a tuition agreement. Refer to the state agreement for more details. Residents of Iowa who attend a Minnesota school district under the Tuition Reciprocity Agreement are reported by the Minnesota resident district with State Aid Category (SAC) 15. These students are ineligible to generate general education revenue for the Minnesota district. The Iowa district is responsible for tuition to the Minnesota school district.

Contact: marss@state.mn.us.

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.

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