

Reports Posted to MARSS WES

- **Statewide Error Report** – This preliminary statewide Error Report is for districts that submitted data by April 11, 2008, and who had any date overlap errors detected in the statewide edit. This early Error Report contains only date overlap errors. Therefore, if you submitted files but have no Error Report posted, the edit detected no date overlaps with the other districts that reported early. The Error Reports produced after the June 18 deadline will contain all error and warning messages.
- **Different State Reporting Numbers Report** – This is a list of students who appear to have been assigned more than one STATE REPORTING NUMBER, based on the student’s name, birth date and gender.
- **Resident Student Served Elsewhere Report for FY 2008** – This report lists your resident students that have been reported by another district. This report is similar to the Non-Resident Report and can be used to verify that your students are being reported by the correct district.

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June 13 Submissions/Timelines

All districts and charter schools **are required** to report updated MARSS data for the June 18, 2008, submission so that entries and withdrawals after May 7 are included. There are no exceptions to this deadline. The timelines for MARSS are posted to the Web at:

http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/index.html. Files received after the due date will not be used for the error reports or the District/School ADM reports.

It is extremely important to get your data submitted by the due date or before. It is the district’s responsibility to make sure the files have been received at the department.

Contact: [Marilynn Loehr](mailto:Marilynn.Loehr@mn.gov) at 651-582-8592

PSEO Participants

Districts that have PSEO participants this year will be sent a preliminary list of students in a separate mailing. We expect that:

- ◆ All students included on a district's list will be identified on MARSS as PSEO participants (PSEO INDICATOR equals Y); and
- ◆ If they took any high school classes at the school district, that their eligible high school hours will also be reported on MARSS (PSEO HIGH SCHOOL HOURS will be greater than zero).

If any of the students included on your list are not enrolled in your high schools or alternative schools, contact Steve Etheridge as soon as possible. It is possible that the post-secondary institution reported the student to MDE in the wrong district; Steve can "move" the student to the correct district. Or, the student may currently be omitted from your MARSS files for some reason and needs to be added. Steve has copies of the students' applications to verify participation.

Do not forget to report the student's eligible **high school** membership hours in the PSEO HIGH SCHOOL HOURS field. You do not need to calculate the hours the student spent at the post-secondary institution(s). The high school membership hours are used to generate state aid.

One final reminder, students whose post-secondary tuition is paid by the district rather than the state are not considered to be PSEO participants (for MARSS reporting purposes). These students should not be marked PSEO and no PSEO HIGH SCHOOL HOURS need to be calculated.

Contact: [Steve Etheridge](#) at 651-582-8771

District/School ADM Report

There will be no District/School ADM Report posted to the Web for the April 11, 2008, MARSS submission because the MARSS files do not represent the entire school year. The first FY 2008 ADM Report will be posted by June 24, 2008.

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

ADM and LEP Projections

Districts and charter schools' current ADM and LEP estimates for FY 2008, FY 2009, and FY 2010 are posted to the Web. To locate these reports see the link at the end of this article.

All districts and charter schools currently in their third or later school year should review their ADM and LEP estimates for 2007-08 and 2008-09 via EDRS by May 8. Make the necessary adjustments via EDRS, followed by step #3 Sum and Authorize. If the current ADM estimates are still accurate, please perform step #3 Sum and Authorize. This sets a flag that tells us you have reviewed and accepted the data. The FY 2009 estimates will be used for metered payments beginning July 15. The FY 2010 data will be used to seed the FY 2011 school level estimates tables that will be available via EDRS in May.

The FY 2008 estimates that are on EDRS as of June 28, will be used to calculate the August 30 clean-up payment. Actual MARSS FY 2008 data will be used for the September 30 and October 30 payments.

Several student data reports are posted to the MDE's Website at

<http://app.education.state.mn.us/MFRSystem/index.do>. Select your district and then type of report needed. The Student Data Category includes the following reports:

District/School ADM and LEP Projections

Report - This report shows a district's ADM and LEP estimates for a given year, as entered via EDRS. The report is updated periodically with district's new estimates.

Student Marginal Pupil Unit Calculations - This report displays the data used to calculate a district's resident, adjusted, K-8 and LEP marginal cost pupil units. The report is updated periodically with districts' newer estimates.

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

Learning Year/Alternative Programs Reminders

Continual Learning Plans

Every student participating in a learning year program, including traditional and charter schools that have applied for learning year as well as state-approved alternative programs, must have an annual continual learning plan (CLP). (Minn. Stat. § 124D.128, subd. 3 [2007]) The signed and dated plan must include:

- ⇒ the pupil's learning objectives and experiences;
- ⇒ the assessment measurements used to evaluate a pupil's objectives;
- ⇒ requirements for grade level or other appropriate progression; and
- ⇒ for pupils generating more than one average daily membership in a given grade, an indication of which objectives were unmet.

CLPs are considered back-up material for an attendance audit and therefore copies must be retained for a minimum of three years.

Record-Keeping Systems and Reporting

Each learning year program must “maintain a record system that... permits identification of membership attributable to pupils participating in the program. The record system and identification must ensure that the program will not have the effect of increasing the total number of average daily membership attributable to an individual pupil as a result of a learning year program. The record system must include the date the pupil originally enrolled in a learning year program, the pupil's grade level, the date of each grade promotion, the average daily membership generated in each grade level, the number of credits or standards earned and the number needed to graduate.” (Minn. Stat. § 124D.128, subd. 2(a) (2) [2007])

On MARSS, report mid-year grade promotions by withdrawing the student on the date of the grade promotion, and re-enrolling the student in the new grade on the next school day. Use STATUS END code 01 on the first record, LAST LOCATION OF ATTENDANCE 22 on the second record.

Mandatory Withdrawal

For funding purposes, students who have been absent for 15 consecutive days during the traditional school year, without receiving homebound instruction, must be withdrawn (Minn. Stat. § 126C.05, subd. 8 [2007]). The reason for the absence is irrelevant, for example, illness, accident, family vacation, etc. Note that students must be withdrawn as soon as it is known they have left the school whether by transfer, moving or dropping out. There should be no overlap between a student's enrollment records among schools and/or districts (with the exception of dual or concurrently enrolled students, as defined below). Also, truancy laws become applicable with as few as three unexcused absences.

The “grace” period is much shorter during the summer sessions or intersession portions of the school year for learning year programs and alternative programs. Students absent “for five consecutive school days during summer school or intersession classes of flexible school year programs” must also be withdrawn. (Minn. Stat. § 126C.05, subd. 8 [2007])

Targeted Services ADM

Students enrolled in Targeted Services programs are, by design, all dual-enrolled. A dual-enrolled student is enrolled full-time at a traditional program, meets the statute criteria of at-risk, has a CLP, and is enrolled outside the traditional school day at a state-approved alternative program, including a Targeted Services program. The alternative program enrollment could be during the just prior summer and/or after school during the traditional school year. The divisor used in the ADM calculation for Targeted Services is the statutory minimum, which is dependent on the student's grade level. (Minn. Stat. § 126C.05, subd. 15A, [2007])

Continued

Nonpublic school students are ineligible to generate membership for Targeted Services programs because, by design, Targeted Services is not core curriculum. Statute requires that shared-time instruction (part-time public school instruction for nonpublic/home school students) be core curriculum and be provided at the public school site.

Concurrent enrollment is used to describe a student who is enrolled less than full-time at a traditional school and is also enrolled in a state-approved alternative program. In this case each school/program reports the membership it provides.

Kindergarten

- 425 hours is the ADM divisor for kindergarten students without a disability (IEP/IFSP/IIP) enrolled in a Targeted Services program.
- Kindergarten and pre-kindergarten students with a disability (grades HK and EC) are ineligible to generate more than 1.0 ADM for a school year.

Grades one through six

- 935 is the ADM divisor for elementary students in a Targeted Services program.

Grades seven and eight

- 1,020 is the ADM divisor for seventh and eighth grade students in a Targeted Services program.
- 1,020 is the ADM divisor for ninth grade students in a Targeted Services Program. Ninth-grade students are eligible for Targeted Services *only* in districts where students do not start earning credits for high school graduation until 10th grade.

Contacts: [Marceline Dubose](#) at 651-582-8586 for questions on CLPs
[Sharon Peck](#) at 651-582-8811 for questions on withdrawal dates or ADM calculations

Flexible Scheduling

The Flexible Scheduling worksheet needs to be completed only by districts/schools in which the scheduled length of day for students varied on one or more days during the school year. The worksheet assists in calculating the average length of day to report on the school (A) file for the school and grades affected.

For example, if the school calendar included one or more days on which students were scheduled to be released early for any reason (staff development, tournaments, funeral, etc.), then the average length of day must be reported on MARSS rather than the standard length. The average length of day will be less than the standard length of day for that school and grade.

Contact: [Marilynn Loehr](#) at 651-582-8592

Reminders:

- ➔ Refer to the December 6, 2007, MARSS Memo, page 4, for information on reporting the number of instructional days and/or length of school day for schools whose calendar changed during the year, e.g., snow day, emergency late start, and/or early dismissal, non-emergency shortened school day.
- ➔ MARSS contact people, please remind your admission people in the high schools to use the latest Post-Secondary Enrollment Registration Form ED-01763-11. This form states pupils are required to return all textbooks and equipment to the post-secondary institution after the course has ended. The form is on MDE's Website to use for photocopying – http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/Miscellaneous_Revenue/index.html, scroll down to Post-Secondary Enrollment Options.

Contact: [Donna Ollila](#) at 651-582-8646

Reporting for OLL

- When a student takes OLL classes from the enrolling district, the student is reported on MARSS by the enrolling district in membership for the percent of the day the student is taking classes, up to 100 PERCENT ENROLLED. Membership includes both the onsite instructional activities and the OLL courses. Attendance equals the actual student-teacher contact time and the time the student spends at the school site in instructional activities such as testing and special education. The enrolling district may or may not be the resident district.
- Students who supplement their school enrollment by participating in OLL from a state-certified provider are reported by the enrolling district on MARSS in membership for the percent of the day the student is taking classes at the enrolling school site, up to 100 PERCENT ENROLLED. Report only the instructional time provided by the enrolling district, exclude OLL time. A new enrollment record will be needed when the PERCENT ENROLLED changes and/or when the student starts or stops OLL courses. The OLL course completions will be reported on a separate file by the OLL provider.
- Students who take OLL courses at their own expense are reported on neither MARSS nor the OLL course completion file.

OLL participants cannot generate more than 1.0 ADM unless they are enrolled in an alternative program or other learning year program and are eligible to generate extended time ADM. If the enrolling district has not reduced a student's instructional time commensurate with the number of OLL courses the student completes, the ADM at the enrolling district will be negatively adjusted at the state. If the student has generated less than 1.0 ADM between the seat time and the OLL course completions, the enrolling district will generate up to 12 percent of the OLL ADM that is generated by the OLL course completions. Both of these adjustments will be calculated at the department in a statewide edit program; districts will be notified of these adjustments on the ADM Adjustments Report later this summer.

Additional information on OLL is currently posted to the department's Website at:

http://education.state.mn.us/MDE/Academic_Excellence/School_Choice/Public_School_Choice/Online_Learning/index.html

Contacts: [Sharon Peck](#) at 651-582-8811 for MARSS and OLL Course Completion reporting questions
[Karen Johnson](#) at 651-582-8733 for OLL program approval questions

MARSS Enrollment Data Used for Adequate Yearly Progress (AYP) Calculations

The number of students enrolled during the window of testing (April 16 through April 27) as reported on MARSS will serve as the denominator.

Therefore, it is critical that the MARSS Coordinators make sure their district's MARSS data reflect accurate start and end dates. You can start this review process by correcting your date overlaps from your MARSS April submission as indicated in the Error Report included in this MARSS mailing. MDE will use your June 18 MARSS submission to determine your district's AYP Participation enrollment. So, you only have two more opportunities to correct your STATUS and START END DATES. We realize that it takes considerable time to resolve date overlaps and fix enrollment records. Therefore, in order to use your time most effectively focus your efforts on making sure STATUS and START END DATES for students enrolled in your district before April 27 are accurate. More information on critical dates related to the review and editing of district assessment data and the role of the MARSS Coordinator in this process will be released in the near future and sent to you via the MARSS email.

This information should be shared with your testing coordinator.

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

Open Enrollment

The open enrollment deadlines are found in Minnesota Statutes 124D.03, subd. 7 [1 Sp 2003]. Use SAC 01 to report the following students:

Students must apply to the nonresident district by January 15 for the following school year unless any of the following exceptions apply.

- Upon agreement of the resident and nonresident districts **and prior to the start of the school year**, a student may submit an application to a nonresident district after January 15 for enrollment beginning the **following** school year. Agreements made after the start of the school year are considered Agreements Between Boards (SAC 11).
- Students who are assigned after December 1 to a different school as a result of a district entering into, modifying or terminating an agreement with another district can apply before July 1.
- Students who become residents of a district after December 1 can apply for enrollment any time before the following December 1.
- If the MDE Commissioner and the Commissioner of the Minnesota Department of Human Rights determine that the policies, procedures, and practices of a district are in violation of Title VI of the Civil Rights Act of 1964 or chapter 363 of Minnesota Statute, any student in the district may submit an application to a nonresident district at any time for enrollment beginning at any time.
- Students transferring into or out of a district that has a desegregation plan approved by the MDE Commissioner may apply at any time for enrollment beginning at any time.

To ensure fair and equitable treatment of all open enrollment applicants, all application forms that are received by January 15 should be processed beginning after January 15 using a lottery system. The receipt of applications prior to January 15 does not give applicants preference in the selection process.

The district receiving the request for open enrollment must notify the parent or guardian in writing by February 15 whether the application has

been accepted or rejected and for what reason if rejected. The parent or guardian must notify the nonresident district by March 1 whether the pupil intends to enroll in the nonresident district. If a parent or guardian does not notify the nonresident district, the pupil may not enroll in that nonresident district during the following school year, unless the boards of the resident and nonresident district agree otherwise. The nonresident district must notify the resident district by March 15 of the pupil's intent to enroll in the nonresident district. M.S. 124D.03, subd. 5 [1 Sp 2003].

Birth to kindergarten entrance pupils *with disabilities* (those that have special education status 4 or 6 by being on an IEP, IFSP, or an IIP) are also eligible for open enrollment. All rules and deadlines of open enrollment apply to all children regardless of special education status. A school district can limit open enrollment of nonresident pupils based on the capacity of a class, program, or school building if the school board passes a resolution defining that capacity. M.S. 124D.03, subd. 2 (a) [1 Sp 2003].

Non-resident Student Attendance Agreements

Students who miss the January 15 deadline or do not meet one of the exceptions may qualify to enroll in a non-resident district if **both** the resident and non-resident districts agree to the student transfer. Students may use a non-resident student attendance agreement form developed by districts for this purpose. MDE does not provide this form. Districts accepting non-resident students through district agreements need the approval of the resident district in order to generate state general education revenue for those non-resident students. Both the resident and non-resident districts should have on file a letter or form, signed by both districts, agreeing to the student transfer. Report these students with SAC 11.

The same deadlines apply to nonpublic and home school students who wish to become full-time public school students in other than their resident district.

Contact: [Cindy Jackson](#) at 651-582-8572, Enrollment Options Specialist

Migrant Student Flag

Identification of students as migrants on MARSS has been problematic. Students have been misidentified -- it's unclear to the MARSS Coordinators, especially in districts with few migrant students, how to accurately identify a migrant student or to determine who can assist in the identification. In an attempt to obtain more complete and accurate migrant data on MARSS, we have a new process this spring, effective with the FY08 EOY MARSS files.

The department has contracted with a number of school districts and Tri-Valley Opportunity Council, Inc (TVOC) to hire Migrant Regional Recruiters. It is the recruiters' job to determine which students in their assigned geographic area qualify as migrants under the federal criteria. The recruiters interview potential students/families and complete a "Certification of Eligibility" (COE) form which is provided to TVOC. This student data is shared with all states via the Migrant Student Information Exchange, a national data base which has been established by the U.S. Office of Migrant Education. However, this organization needs additional information that exists only at the school district. Therefore, data will flow between TVOC and the districts.

Judy Meyer at TVOC will send the MARSS Coordinator in each district with at least one migrant student a "Migrant Student Information Form" (MSIF) which is a list of students who should be marked as a migrant on the most current MARSS files. The MSIF will be in the form of a spreadsheet and should include only the migrant students who have indicated to the Recruiter that this is their enrolling school district. The list will include the student's:

- Name,
- MARSS State Reporting Number (if TVOC has it from a prior file),
- Birth Date, and
- Qualifying Arrival Date (QAD).

The MARSS Coordinator's role is to verify that each of these students is enrolled in one of the schools in the district and then complete the MSIF report with the migrant student's:

- MARSS State Reporting Number,
- Enrollment Date during the current school year,
- Grade,
- LEP status, and
- IEP status.

If the student has withdrawn prior to the end of the school year, the MARSS Coordinator will record the withdrawal date on the report. If a student on the MSIF list is either not enrolled in school or is under school-age and has not been assessed for special education, mark the student as 'Not Enrolled' in the Enrollment Date column. If a student participated in a summer program only at the district and that program was not part of a state-approved learning year program such as an Area Learning Center (ALC) or targeted services program, mark the student as 'Summer Only' in the Enrollment Date column.

The MARSS Coordinator then returns the form to Judy Meyer at TVOC. Ideally, the MARSS Coordinator responds within two weeks to TVOC. The exchange of files will be done electronically.

Each of the students on the MSIF list from TVOC who are enrolled in the district should be marked as migrants on the MARSS file and as eligible for the free meal program (Economic Status 2). The district does not need to solicit an "Application for Educational Benefits" for these students. The MSIF list of students should be provided to the district's Food Service staff so that they have a current list of students eligible for the free meal program.

Continued

Names of newly enrolled students who *may* meet the federal migrant criteria should be provided to their Migrant District Liaison for certification. If the district does not have a Migrant District Liaison, notify the Migrant Regional Recruiter. But until a student is included on the MSIF report, he/she should not be reported on MARSS as a migrant.

Depending on the timing of the initial MSIF for FY08 students, there may be only one list exchanged between the district and TVOC. For FY09, the MSIFs will be exchanged more frequently. It will be beneficial to the district and migrant families for the district to have a list of eligible migrant students early in the school year so that they can be identified on the Fall FY09 MARSS files as free meal eligible.

Questions on the list of students included on your MSIF list or to identify your district's migrant liaison, contact:

- Judy Meyer at TVOC, judy@tvoc.org – return the updated MSIF list to Judy as soon as possible
- your Migrant Regional Recruiter, refer to the posted map at <http://education.state.mn.us/> select Accountability Programs > No Child Left Behind > Migrant Education, select document Minnesota's Regional Migrant Identification and Recruitment Areas, or

Contact: [Marilynn Loehr](#) at 651-582-8592

Project-Based Learning

Project-based learning is an instructional delivery method whereby students earn credits at their own pace. Many also provide input into the design of the credit. It should be used by any school that does not require students to be concurrently enrolled in the number of credits it would take to grade progress and graduate on schedule and/or who earn part of their credits in off-site instructional activities that are not directly supervised by school staff.

Register with Glory Kibbel if your school is providing Project-Based learning (PBL) to students. Legislation passed during the 2005 session requires schools to notify MDE by May 30 for implementation for the following school year. In your letter of registration, please comment that you are aware of the reporting requirements.

A copy of MARSS Reporting Procedure 23 *Reporting for Projected-Based Learning* is posted at: http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/MARSS_Instruction_Manual/Procedures/index.html. It includes the mailing address and a description of the type of programs that need to be registered. This is not an approval process; the registration allows MDE to contact programs with specific information or training needs.

Schools that have notified MDE for prior year's implementation do not need to notify MDE if they are continuing their program. Please notify Glory if you have discontinued PBL.

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

MARSS Contact Changes

Keep sending in your changes to the MARSS contact list. Include changes to the MARSS contact name, mailing address, fax number, phone number and e-mail address. It is important for us to have the most current information. Also, if the e-mail address is incorrect, you will miss out on valuable information that is periodically e-mailed to the MARSS contact. Verify your information and send in any changes to: marss@state.mn.us.

Contact: [Marilynn Loehr](#) at 651-582-8592

Transportation Coding

Occasionally, we find districts assigning MARSS Transportation Code 05, Ineligible, to a student's record. In most cases, this is the incorrect code.

A student must be receiving transportation service from the district and not eligible for that service before districts can assign Transportation Code 05 to the record. If the student is not utilizing the district-provided transportation services (i.e., driving his/her own vehicle, riding with parents/friends), the student should be assigned MARSS Transportation Code 00, Walker or Transportation Field Does Not Apply To This Student.

When a school district has adopted a pay-to-ride policy for students living less than two miles from school, that district would assign MARSS Transportation Code 05, Ineligible, to those students paying for the transportation service.

Charter School Transportation Coding

A charter school that has elected to use district-provided transportation services must always enter the district number and type of the district in which the charter school is located in the Transporting District Number and Type field on the student record. This is true even when the student is not utilizing the service. When a charter school student does not use the district-provided service, assign MARSS Transportation Code 00, Walker or Transportation Field Does Not Apply To This Student.

Transporting District Number and Type

The Transporting District Number and Type field tells the department which district is providing or is responsible for a student's transportation services. Before the 2004-05 school year, the department had to guess between the student's resident district and serving district. However, there are times when neither district is transporting the student; rather, it's provided by a third district. A student could be in foster care in a district other than the resident district and transported by the foster care district to and from a program in the serving district.

Too often districts are guessing on which district is the Transporting District Number and Type. Most often they are entering the student's resident district. Because this information will be used to calculate special education tuition billing, it is imperative that districts determine the correct Transporting District and Type. This may involve talking to the parents or legal guardian of the family.

Contact: [Kelly Wosika](#) at 651-582-8855

EOY FY 2008 Timelines

Files due to the department:

May 7, 2008	Date Overlap Errors
June 18, 2008	Used for ADM reports by local auditors
July 16, 2008	Used for Direct Certification
August 13, 2008	Used for September 30 clean-up payment
September 17, 2008	Used for October 30 clean-up payment
November 5, 2008	Final submission

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Reports Posted to MARSS WES

- **Last Load Date:** This listing shows the latest date we loaded EOY FY 2008 MARSS files from each district.
- **MARSS Statewide Error Report:** This report shows EOY 2008 errors using MARSS files submitted by June 18. It is the district's responsibility to make whatever follow-up calls and/or corrections are necessary and resubmit the district's files in the normal manner.

NOTE: All EOY data will be considered final on December 30.

Date overlap errors and enrollment records after graduation must be corrected. In a date overlap error, the record with the earlier STATUS START DATE is ignored. The enrollment records that follow a record closed with a graduation STATUS END are also ignored.

- **Low ADM Report:** This reiterates a warning message you should already have reviewed on your local MARSS Error Report. It identifies grades and schools in which no student has generated 1.0 ADM. This is a serious problem with financial implications.
- **EOY Residents Served Elsewhere for FY 2008:** This report lists your resident students that have been reported by another district and can be used to verify that your students are being reported by the correct districts.
- **Different State Reporting Numbers Report:** This is a list of students who appear to have been assigned more than one STATE REPORTING NUMBER, based on the student's name, birth date and gender.
- **EOY Check-Off Comparison Report:** This report compares your district's EOY data for FY 2007 and FY 2008. The intent is to assist you in reviewing the accuracy of your data. The MARSS edit programs can only verify valid codes (for example, gender can be only M or F) and limited relationships (for example, an open enrolled student must be a nonresident). Only you can verify the reasonableness of your data. The EOY FY 2007 data are final. Any corrections to the EOY FY 2008 data must be made locally and MARSS files resubmitted for the entire district. These updated files must be received at MDE by November 5, 2008.

Contact: [Marilynn Loehr](mailto:Marilynn.Loehr@state.mn.us) at 651-582-8592

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Determining Students Resident District

Do you have problems trying to find a resident district number for students? If you have the students' street name, number and zip code you can find the resident district number. The following Website <http://pollfinder.sos.state.mn.us> will give you the resident district number where the address is located. You will need to enter the zip code, then click GO, enter the house number, tab down and enter the street name or navigate down to street name, then click "Go." Under the third column you will find school district number and this is the resident district number for the student.

District/School ADM Report

The District/School ADM Report that includes the MARSS data reported as of June 18 is posted to the Web. Use this report to begin verifying your district's and school's ADM data. MARSS records with either local errors or date overlap errors are always excluded from this report.

Documentation on how to read this report is posted at: <http://education.state.mn.us>, or from the department's home page – select Accountability Programs, Program Finance, MARSS/Student Accounting, District/School ADM Reports.

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

End of Year FY 2008 MARSS Reporting Timelines

Keep in mind the following are the remaining EOY reporting timelines for MARSS. Data on file as of these dates will be used to generate turn-around reports which the districts may use to verify the accuracy and completeness of their data.

- **July 16** – Data will be used for Direct Certification for Free Meal Eligibility
- **August 13** – Used for September 30 Clean-up Payment
- **September 17** – Used for October 30 Clean-up Payment
- **November 5** – Used for Title I Evaluation Report. File hard copy.
- **December 30** – Statute deadline

Contact: [Marilynn Loehr](#) at 651-582-8592

Summer/Late Graduates

Seniors who end their senior year with a status end code of 42, then pass the state level tests the following July or April would be considered a late graduate. These students need to be reported the same way a summer graduate is reported using the July or April test date as the Status Start and End Date. Procedure 7 will be updated to reflect this change.

Transportation Reports

School districts will be sent a report by mid-July showing the number of students transported. The report, sorted by transportation category, will include data from districts that have submitted their EOY FY 2008 MARSS files. Districts may receive a second report where their district is listed as the "Transporting District." This report will only include resident students attending schools in other districts and nonresident tuition students.

Districts should use these reports to verify whether their transportation data has been reported correctly. Any reporting errors or omissions need to be made by the district that enrolled the student and an updated district-wide EOY FY 2008 MARSS file resubmitted to MDE in the usual manner.

Contact: [Kelly Wosika](#) at 651-582-8480

Student ID Repository

We have had several questions and concerns brought up about the ID Repository. The ID Repository is to be used as the *last* resort in obtaining a student ID number. Districts still need to use the *Notification of Change* form to obtain the student's ID number, along with the student's status start date and birth date.

If only the ID Repository is used to obtain the student's ID number, the student may end up with multiple ID numbers which becomes a real problem when matching student records.

If you have questions about setting up authorization for the ID Repository, please send an e-mail to marss@state.mn.us. To ensure a prompt response, include your name, district name, number and e-mail address.

Contact: [Marilynn Loehr](#) at 651-582-8592

Aitkin vs. Minneapolis

REMEMBER Minneapolis is District Number 0001 and District Type **03** and Aitkin is District Number 0001 and District Type **01**. We are still having problems with Minneapolis resident students being coded as Aitkin residents.

Reporting Graduates

1. Status End 08 is to be used for all students who meet the district's or charter school's graduation requirements, whether or not the student has an IEP/IIIP.
2. Students with an IEP/IIIP who participate in the graduation ceremony with their peers but have not completed the requirements of their IEP/IIIP should be coded with a Status End code of 40. They are eligible to re-enroll the following school year (assuming they meet the age requirements) and complete their IEP/IIIP. When they meet the IEP/IIIP requirements they can be reported with a Status End code of 08. See item #1 above. *Students who are age 21 on or before June 30, 2007, are ineligible to generate general education revenue in FY 2008.*
3. Students who have been reported as graduates are ineligible to return to school the following school year and generate state aid. Seniors who participate in the graduation ceremony with their peers but return to complete missing credits during the district's summer school program or a state-approved alternative program's summer term should be coded with a Status End code of 40 at the end of the school year that they should have graduated. They should be reported as graduates on the following school year's MARSS files as a summer graduate.

Contact: [Marilynn Loehr](#) at 651-582-8592

Enrollment Projections

Districts and charter schools in their fourth or later years must update their ADM and LEP projections for FY 2009, FY 2010 and FY 2011 via EDRS. These ADM and LEP estimates are used to calculate aid entitlements and levies and are used extensively for analysis purposes. Documentation on this EDRS application is available at http://education.state.mn.us/mde/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/ADM_Estimates/index.html. A timeline for ADM and LEP projections is posted on the same Web page.

The EDRS database was seeded with the districts' most recent estimates from last year. The FY 2011 data were created by grade progressing the FY 2010 ADM to the next grade. All three years data are posted to the Web under Accountability Program, Program Finance, Minnesota Funding Reports (MFR) System, by district. Select Report Category, Student Data Reports, and the school year.

EDRS is a web reporting function that requires an application. The application can be found on the last page of the documentation. However, district staff who already has access to EDRS for other uses, for example, secondary vocational or special education reporting, need not reapply to access the projection system. Once the user is in the EDRS ADM and LEP projections system, a password is required.

Districts that are satisfied with the accuracy of the current ADM and LEP estimates need only perform the sum and submit function. This sets an internal date that tells MDE that the district has accepted the current data.

Charter schools in their first three years will continue to report their FY 2009 ADM and LEP projections on "Enrollment Projections Report/Charter Schools," ED-02158.

Contacts: [Jeanne Krile](#) at 651-582-8637 for charter school projections

REMINDER!!!

State ID numbers should not be reused. This has caused a problem in the past with two different students having the same state ID number assigned.

Transportation Reporting Deadlines

School districts year-end pupil transportation data are collected from different sources. The number of nonpublic students transported to and from school, school bus ownership and annual mileage are collected on the Pupil Transportation Annual Report. The number of public school students transported to and from school is collected on MARSS. Expenditure and revenue data are collected on the Uniform Financial Accounting and Reporting Standards (UFARS) data submissions. All three sources (Annual Report, MARSS and UFARS) have different reporting due dates.

Pupil Transportation Annual Report: The Report ED-01652 is sent to districts in early-June. The report is due to MDE the 15th of August.

MARSS: Final End-of-Year (EOY) student data is due the end of October. Only selected manual changes will be allowed until the end of December. Districts MARSS personnel who want to avoid making a lot of corrections to individual student's transportation records should have all of the transportation coded correctly by the EOY deadline.

UFARS: Minn. Stat. 123B.77 provides that districts must submit unaudited financial data by the 15th of September for the preceding fiscal year. By the 30th of November, districts must submit audited financial data for the preceding fiscal year.

It is very important that districts comply with these reporting deadlines. The Division of Program Finance needs final fiscal year data in order to make timely final payments and for preparing reports for legislators and state administrators. Further, Minn. Stat. 127A.49 subd. 1 provides, in part, that no adjustment to any aid payments resulting from omissions in district reports shall be made for any school year after the 20th of December of the next school year unless otherwise specifically provided by law. Failure to meet the 30th of December date may cause aid payment to be withheld or delayed.

If you have any questions on completing the pupil transportation annual report, reporting the transportation code for students on MARSS or reporting transportation expenditures, contact Kelly Wosika at 651-582-8855 or at kelly.wosika@state.mn.us.

Early Graduates/Early Out Seniors

- Students who may leave the school campus during the day, or after attending less than the full school day, and are not marked as absent, should be considered part-time and will generate prorated state aid based on the PERCENT ENROLLED reported. Refer to *Procedure 3* in the *MARSS Manual* for reporting part-time students.
- When the seniors' last day of school is earlier than the last day of school for younger students, then a full year for seniors is fewer days than younger students but they will still generate 1.0 ADM. ADM is based on the number of scheduled instructional days for a given school and grade, and the number of days a student is enrolled in that school and grade during the school year. Refer to *Appendix M* of the *MARSS Manual* for the ADM calculation.

Seniors who graduate midyear before their peers are considered early graduates. Note that students who participated in any Learning Year Program or who were retained in a grade during a prior year are ineligible to be claimed as early graduates. Refer to *Procedure 7* in the *MARSS Manual* for reporting early graduates.

Contacts: [Marilynn Loehr](mailto:Marilynn.Loehr@state.mn.us) at 651-582-8592 for MARSS reporting questions
[Sharon Peck](mailto:Sharon.Peck@state.mn.us) at 651-582-8811 for ADM questions

Residency/Foreign Students

All students living with a parent or legal guardian who have not been granted a diploma from any school and who are under the age of 21 are considered residents of that district for purposes of a free, public education and irrespective of the student's U.S. citizenship status. These students must be enrolled and are eligible to generate state funding.

The enrollment eligibility of students living with someone other than a parent or legal guardian is determined based on the 1985 Attorney General's opinion. This Attorney General's opinion indicates:

- ⇒ If the student is living with that person solely to secure an education in the district where that person lives, the student remains a resident of the district, state or country in which the parent or legal guardian lives. When the parent or legal guardian resides in Minnesota, open enrollment, graduation incentives or another agreement between districts must be established in order for state funding to follow the student to the nonresident district. (Use the appropriate SAC – State Aid Category) Lacking that, families may be charged tuition or the district may enroll the student without generating any revenue. (Use SAC 15, 20, or 21)
- ⇒ If the student does not have an IEP and is living with that person for the purpose of receiving personal care, attention, supervision and nurture, such as is usually provided in a home, for purposes of a free, public education, the student is a resident of the district where that person lives and generates state funding for that district. (Use SAC 00)

Foreign students' eligibility for enrollment and/or to generate Minnesota state aid is determined the same as non-foreign students, with two exceptions.

1. A student on a J-1 or cultural exchange visa is a resident of the district that enrolls the student, regardless of where the host family lives. The student generates state funding for the enrolling district. (Use SAC 02)
2. A student on an F-1 or student visa may be enrolled only in a public secondary school (grades 9 through 12). The school must charge the student "the full, unsubsidized per capita cost of providing education..." The student does not generate state funding. (Use SAC 15)

NOTE: Federal immigration guidelines prohibit students on visitor visas (B visas) from attending school full-time. Students violating a visitor visa may be deported and face consequences such as being denied future visas, making them ineligible to attend post-secondary institutions in this country. However, school administrators are not responsible to police those abuses.

Contacts: Your local Immigration Office for questions on visas
[Cindy Jackson](#) at 651-582-8572 – Enrollment Options programs
[Marilynn Loehr](#) at 651-582-8592 for MARSS reporting

Welcome New Charter Schools

Several new charter schools have been approved by MDE this past year. Many of these schools will open in September. We welcome them to MARSS reporting.

These new schools need to obtain the STATE REPORTING NUMBERS from the prior districts for all of their students this fall. Please respond to their requests as soon as possible.

Contact: [Marilynn Loehr](#) at 651-582-8592

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Reports Posted to MARSS WES

■ **Last Load Date:** This listing shows the latest date we loaded EOY FY 2008 MARSS files from each district.

■ **MARSS Statewide Error Report:** This is the third run of the statewide edit for EOY FY 2008 using MARSS files submitted by July 16, 2008. It is the district's responsibility to make whatever follow-up calls and/or corrections necessary and resubmit the district's files in the normal manner.

NOTE: All EOY files will be considered final on December 30.

Date overlap errors and enrollment records after graduation must be corrected. In a date overlap error, the records with the earlier STATUS START DATE are ignored. The enrollment records that follow a record closed with a graduation STATUS END are also ignored.

■ **List of LEP Students Served with Computed Eligibility 2007-08 EOY** – This is a list of all students reported as 'Yes' LEP with an LEP START DATE on your most recent EOY FY 2008 MARSS files. The students are sorted by school and STATE REPORTING NUMBER. For each student we have indicated their eligibility to generate state LEP funding for FY 2008. Documentation for the "List of LEP Students Served with Computed Eligibility" reports is posted to the department's Website at: <http://education.state.mn.us/mdeprod/groups/Finance/documents/Publication/003221.pdf>. Feel free to share this report and the documentation with your district's ESL staff.

If students are missing from this list, make sure that the student's:

- enrollment record exists on the EOY FY 2008 MARSS file,
- LEP indicator is reported as 'Y,'
- LEP START DATE has been reported, and
- local errors are corrected.

■ **EOY Comparison Report:** This report compares your district's EOY data for FY 2007 and FY 2008. The intent is to assist you in reviewing the accuracy of your data. The MARSS edit programs can only verify valid codes (for example, gender can only be M or F) and limited relationships (for example, an open-enrolled student must be a non-resident). Only you can verify the reasonableness of your data. The EOY FY 2007 data are final. Any corrections to the EOY FY 2008 data must be made locally and MARSS files resubmitted for the entire district. These updated files must be received at MDE by November 5, 2008.

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■ **Different State Reporting Numbers Report:** This is a list of students who appear to have been assigned more than one STATE REPORTING NUMBER, based on the student's name, birth date and gender.

Continued from Page 1

- **EOY Resident Students Attending Elsewhere for FY 2008:** This report lists your resident students that have been reported by another district.
- **Low ADM Report:** This reiterates a warning message you should already have reviewed on your local MARSS Error Report. It identifies grades and schools in which no student has generated 1.0 ADM. This is a serious problem with financial implications.
- **ADM Adjustment Report:** This is a list of all students, reported by the district or charter school, whose ADM is probably different from that computed on locally generated reports. At the end of the report districts will find a list of residents reported by another district or charter school and whose ADM is probably different from that included on a MARSS Nonresident Report that the enrolling district or charter school sent to the resident district.

The Original ADM column is simply membership days or hours divided by instructional days or hours, without any adjustments, minimums, maximums, etc. This is a better indicator of the actual ADM adjustment. For example, under Original ADM, students in grade EC will have an ADM equal to membership hours / 825 hours. The ADM capped at 1.0 will include the additional adjustment, e.g., 0.28 minimum guarantee.

These lists are provided for your information to assist you in reconciling locally generated reports with the posted District/School ADM Report and/or MARSS Nonresident Reports. Documentation for the ADM Adjustment Report is posted to the Web at:
<http://education.state.mn.us/mdeprod/groups/Finance/documents/Report/002971.pdf>.

Contact: [Marilynn Loehr](#) at 651-582-8592

Student Data Reports Posted to the Web

District/School ADM Report – This report is updated after each of the year-end MARSS reporting timelines. Normally, it is posted within a week of the MARSS reporting deadline. Use this report to verify the accuracy of your most recent MARSS submission. These reports are posted to the department's Website at:
<http://education.state.mn.us/MFRSystem/index.do>. Find your district, select Student data category and click on 07-08.

Documentation for the report is posted on the MARSS Website under District-School ADM Reports:
<http://education.state.mn.us/mdeprod/groups/Finance/documents/Report/002971.pdf>. Select the version for 04-05 since the report layout has not changed since then.

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

MARSS Contacts

Please continue to forward any changes to the MARSS contact list so that we may update the posted list. We are especially concerned with the completeness of the e-mail addresses and fax numbers. We use this e-mail list to notify districts when a new micro edit is posted to the Web, also for vital information and changes. You also need to update the MARSS WES.

Contact: [Marilynn Loehr](#) at 651-582-8592

Status End for Expelled Students

Students who are expelled or suspended should be considered a dropout if they:

1. have not received instruction during this time period, and
2. did not return to school prior to the end of the school year.

Use STATUS END 16 for these students. As per the federal dropout definition, the STATUS END may be changed to a 41 for students who re-enroll in school somewhere prior to the 1st of October of the following school year. Students whose last STATUS END is 41 are not considered dropouts and will not be included in the dropout totals. Students who transfer to another district (for example, an ALC), after an expulsion or suspension would have a STATUS END of 20 indicating transfer but did not move.

Contact: [Marilynn Loehr](#) at 651-582-8592

ALC Targeted Services

Kindergarten-age children who are not currently enrolled in a kindergarten program are ineligible to claim for ALC Targeted Services membership during the summer prior to enrolling in kindergarten. However, students who were enrolled in kindergarten during the prior school year and retained for a second year of kindergarten are considered enrolled in kindergarten and are eligible to general ALC Targeted Services membership during the summer between the two years of kindergarten. For example, a student who was enrolled in kindergarten during the 2007-08 school year and was retained in kindergarten for 2008-09 is eligible to claim for ALC Targeted Services membership during the summer of 2008. The 2008 summer membership is the beginning of the 2008-09 school year.

Contact: [Sharon Peck](#) at 651-582-8811 or [Marceline Dubose](#) at 651-582-8586

EOY FY 2008 Reporting Timelines

Keep in mind the following are the remaining EOY reporting timelines for MARSS. Data on file as of these dates will be used to generate turn-around reports which the districts may use to verify the accuracy and completeness of their data.

- ◆ August 13 – Used for September 30 clean-up payment
- ◆ September 17 – Used for October 30 clean-up payment
- ◆ November 5 – Last Web submission allowed
- ◆ December 30 – Statute deadline

Contact: [Marilynn Loehr](#) at 651-582-8592

Social Security Number

The department has decided to no longer require social security numbers to be reported on the MARSS records. This decision is effective immediately. Therefore, starting with the August 13, 2008, MARSS submission, social security numbers should be reported as zeros on the students MARSS records. It is a district's choice to continue collecting and maintaining the data locally.

We have talked with all software vendors and they are changing the B file extract to extract the social security numbers as zeros. There are a couple of vendors that will not be able to make the change to the B file extract before the August 13 submission. They have notified us of a way to proceed with this change. Contact your software vendor to verify if there will be a new process to follow in order to make this change possible for the August 13, 2008, submission.

If you have questions please contact [Marilynn Loehr](#) at 651-582-8592.

MARSS Transportation Category

Each public school student's record on the Minnesota Automated Reporting Student System (MARSS) will have a field in which districts will enter the student's "To-and-From" school MARSS Transportation Code for the regular school term. "To-and-from" school transportation is defined as the student's trip to school at the beginning of the school day and the trip home at the end of the school day.

Districts are reminded that if a student has special education transportation requirements and/or accommodations identified in their IEP, the student must be coded 03-Disabled. Also, the primary disability code must be greater than zero, excluding 54, 504 Plan.

If a student is attending an approved desegregation/integration program or a Choice Is Yours Program, districts should identify these students by using 04-Desegregation. However if this student has an IEP that identifies special education transportation, the student should be coded 03-Disabled. As 03-Disabled supersedes 04-Desegregation.

Further, districts should identify students that are experiencing homelessness by using MARSS code 06-Special and Homeless Indicator = "Y". However, if this student has an IEP that requires special education transportation, the student must be coded 03-Disabled with the Homeless Indicator = "Y". In addition, if the student that is experiencing homelessness is enrolled in a desegregation/integration program or Choice Is Yours Program and does not have special education transportation identified in their IEP, the student should be coded 04-Desegregation.

For further information on MARSS Transportation Codes, please see:
<http://education.state.mn.us/mdeprod/groups/Finance/documents/Publication/000754.pdf>.

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

Direct Certification for Free Meal Eligibility

All EOY FY 2008 MARSS files that were received by the July 16, 2008, deadline will be used for the Direct Certification of students for the free meal program. Students who are "matched" between the MARSS files and a file from the Department of Human Services are automatically eligible for the free meal program. Districts do not need to solicit an *Application for Educational Benefits* from these families for Fall FY 2009 reporting.

The certification will be completed by the first part of August and a list of eligible students will be posted to CLiCS; check with your food service director. This service will not be provided to districts or charter schools that do not have files submitted by July 16, 2008, or who are not currently on the Food Service Program.

Contact: Food and Nutrition at 651-582-8526, 800-366-8922, or e-mail to fns@state.mn.us.

Changes to Data Practices Act

Data on Nonpublic School Students – Data collected by a public school on a child or a parent of a child whose identity must be reported pursuant to the compulsory instruction law is "private data," which shall not be designated directory information by a school district unless prior consent is given by a child's parent or guardian. Such private data may be disclosed only under certain circumstances specified in the statute (e.g., court order, health reasons, emergencies, and specific statute authorizing the release of data). This does not apply to students receiving shared time educational services from a public agency or institution.

Contact: [Cindy Jackson](mailto:cindy.jackson@state.mn.us) at 651-582-8572

Summer Dropouts

Summer dropouts are defined as students who were enrolled on the last day of school during the prior school year and were not enrolled by October 1 of the current school year. These students are not known to be enrolled in school elsewhere.

If the student returns to school (even when the student enrolls at another district) anytime during the current school year, the summer dropout records would be deleted. Summer dropouts need to be reported on the MARSS files for the year immediately following that summer. Use STATE AID CATEGORY 98 and a dropout STATUS END code.

These students are included in the district's count of dropouts and in the department's longitudinal study that follows students from ninth grade to graduation. By not reporting these students, a district suppresses its dropout count and increases the unknown category on the longitudinal study. Refer to MARSS Reporting Procedure 12 for more information on reporting summer dropouts.

Contacts: [Marilynn Loehr](#) at 651-582-8592 for MARSS Reporting

Student State Reporting Number

When a student is assigned a STATE REPORTING NUMBER, that number **must stay** with the student throughout the student's school career in Minnesota.

- If the student's name changes due to adoption, marriage, or for any other reason the STATE REPORTING NUMBER must stay the same.
- When you receive a STATE REPORTING NUMBER from another district **do not** change the first four digits to your district. These numbers have nothing to do with who will receive the General Education Revenue.
- When reporting a student's name you need to report the student's legal name. These are legal records.

Contact: [Marilynn Loehr](#) at 651-582-8592

Open Enrollment With South Dakota ADM Projections

Statute authorizes the Commissioner of Education to enter into an agreement with the designated authority from an adjoining state having comparable legislation to establish an enrollment options program between Minnesota and the adjoining state. At this time, the only adjoining state with comparable legislation is South Dakota, which enacted this legislation in 2008. A reciprocity agreement is currently being negotiated with South Dakota. It is expected that this agreement will take effect for the 2009-10 school year. Districts excluded from this agreement are Lake Benton and Elkton, South Dakota and Ortonville and Big Stone City, South Dakota. The 2008 Legislature modified how students open enrolled between states with an agreement are funded. This impacts how districts update their FY10 and FY11 average daily membership (ADM) estimates on EDRS. This change does not impact ADM estimates for FY09.

Specifically, the ADM of South Dakota residents who open enroll under Minnesota Statute to a Minnesota school district should be included in the Minnesota school district's *adjusted* ADM estimates for FY10 and FY11. These ADM should *not* be included in the district's resident ADM estimates.

The ADM of Minnesota residents who open enroll under Minnesota Statute to a South Dakota school district should be included in the Minnesota district's *resident* ADM estimates. These ADM should *not* be included in the district's adjusted ADM estimates.

Lake Benton and Ortonville residents who are covered under the contract agreement with a South Dakota district will continue to include their residents enrolling under their agreement with a South Dakota school district in their resident and adjusted ADM estimates. They will not include the South Dakota students enrolled under the agreement in either their resident or adjusted ADM estimates.

Next spring, more detailed instructions on MARSS reporting for inter-state open enrollment for FY10 will be provided to school districts.

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

ADM Discrepancies Among the ADM Reports

Between the local MARSS Edit Summary and District ADM Report:

- The *Edit Summary Report* includes ADM for PSEO participants as if they were full-time in the districts.
- The *District ADM Report* includes PSEO participants for their actual high school membership (using the PSEO HIGH SCHOOL MEMBERSHIP HOURS).

Between the local MARSS District ADM Report and the posted District/School ADM Report:

- The local *MARSS District ADM Report* includes the ADM for students who are found later during the statewide MARSS edit to have a date overlap or other “fatal” error.
- The posted *District/School ADM Report* excludes these student records.
- The local *MARSS District ADM Report* does not include residents reported by other districts.
- The *District/School ADM Report* includes these residents.
- ADM capped at 1.0 and extended time ADM cannot be accurately calculated on the local *MARSS District ADM Report* for students who were enrolled in more than one district during the school year.

For districts that act as a fiscal host for a cooperatively run alternative program:

- The local *MARSS District ADM Report* does not include the alternative program students at the cooperative.
- The posted *District/School ADM Report* includes these students.

Refer to the MARSS WES for the ADM Adjustment Report for individual student detail. This report lists all students whose ADM is probably different from that computed on a local ADM report.

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

PSEO Reminder

Steve Etheridge in Postsecondary Enrollment Option (PSEO) Program would like to remind you of the importance of notifying your high school guidance counselors of the PSEO law M.S. 124D.09, subd. 24. A pupil is enrolled full-time if the pupil attends credit-bearing classes in the high school or high school program for all of the available hours of instruction. If this is the case, the pupil is **not eligible** for the Postsecondary Enrollment Option Program which earns high school credit and college credit for the same course. The pupil needs at least one study hall to be eligible to enroll in the Postsecondary Enrollment Option Program. This program pays for the high school and college credit the qualified student earns. A student is allowed to register for a college credit course that he/she pays for if the student does not qualify for PSEO. PSEO law M.S. 124D.09, subd. 12, states the law requires that the high school accept this credit and put it on the high school transcript if the student requests this.

Contact: [Steve Etheridge](#) at 651-582-8771

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Reports Posted to MARSS WES

- **Last Load Date:** This listing shows the latest date we loaded EOY FY 2008 MARSS files from each district.
- **MARSS Statewide Error Report:** This report was run using data on file as of August 13. It is the district's responsibility to make whatever follow-up calls and/or corrections necessary and resubmit the district's files in the normal manner.

Date overlap errors and enrollment records after graduation must be corrected. In a date overlap error the record with the earlier STATUS START DATE is ignored. The enrollment records that follow a record closed with a graduation STATUS END are also ignored.

NOTE: All EOY files will be considered final on December 30.

- **EOY Check-Off Report:** This report compares your district's EOY data for FY 2007 and FY 2008. The intent is to assist you in reviewing the accuracy of your data. The MARSS edit programs can only verify valid codes (for example, gender can only be M or F) and limited relationships (for example, an open enrolled student must be a non-resident). Only you can verify the reasonableness of your data. The EOY FY 2007 data are final. Any corrections to the EOY FY 2008 data must be made locally and MARSS files resubmitted for the entire district. These updated files must be received at the department by November 5, 2008.
- **Low ADM Report:** This reiterates a warning message you should already have reviewed on your local MARSS Error Report. It identifies grades and schools in which no student has generated 1.0 ADM. This is a serious problem with financial implications.

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- **EOY Residents Served Elsewhere for FY 2008:** This report lists your resident students that have been reported by another district.
- **NCLB AYP Percent Attendance:** This report uses your latest EOY FY 2008 MARSS files and computes the percent attendance as it will be used in the AYP calculations this year. These data are provided with the intent that no corrections to attendance and ADA data that are used for this year's AYP percent attendance calculations will be accepted after the EOY FY 2008 MARSS file submission timelines expire on November 5.
- **Different State Reporting Numbers Report:** This is a list of students who appear to have been assigned more than one STATE REPORTING NUMBER, based on the student's name, birth date and gender.

Continued from Page 1

- **Online Learning (OLL) Participants by Enrolling District and OLL Provider:** This report will be mailed to all districts and charter schools from which online learning (OLL) participants have been reported by a certified OLL provider as completing one or more OLL courses during the 2007-08 school year. The enrolling schools should have a copy of each of these students' "Online Learning (OLL) Supplemental Notice of Student Registration" form. If not, contact the OLL program. A list of all of the programs with their contact person is posted to the Website at: <http://education.state.mn.us> Select Academic Excellence > School Choice > Online Learning. Also contact the OLL program with any questions on the students and/or courses they completed. These students' transcripts must include these courses.

- **ADM Adjustment Report:** This is a list of all students, reported by the district or charter school, whose ADM is probably different from that computed on locally generated reports. At the end of the report, districts will find a list of residents reported by another district or charter school and whose ADM is probably different from that included on a MARSS Nonresident Report that the enrolling district or charter school sent to the resident district.

The Original ADM column is simply membership days or hours divided by instructional days or hours, without any adjustments, minimums, maximums, etc. This is a better indicator of the actual ADM adjustment. For example, under Original ADM, students in grade EC will have an ADM equal to membership hours / 825 hours. The ADM capped at 1.0 will include the additional adjustment, e.g., 0.28 minimum guarantee.

These lists are provided for your information to assist you in reconciling locally generated reports with the posted District/School ADM Report and/or MARSS Nonresident Reports. Documentation for the ADM Adjustment Report is posted to the Web at: <http://education.state.mn.us/mdeprod/groups/Finance/documents/Publication/002617.pdf>.

- **List of LEP Students Served with Computed Eligibility 2007-08 EOY:** This is a list of all students reported as 'Yes' LEP with an LEP START DATE on your most recent EOY FY 2008 MARSS files. The students are sorted by school and STATE REPORTING NUMBER. For each student we have indicated their eligibility to generate state LEP funding for FY 2008. Documentation for the "List of LEP Students Served with Computed Eligibility" reports is posted to the department's Website at: <http://education.state.mn.us/mdeprod/groups/Finance/documents/Publication/003221.pdf>. Feel free to share this report and the documentation with your district's ESL staff.

If students are missing from this list, make sure that the student's:

- enrollment record exists on the EOY FY 2008 MARSS file,
- LEP indicator is reported as 'Y,'
- LEP START DATE has been reported, and
- local errors are corrected.

Contact: [Marilynn Loehr](mailto:marilynn.loehr@state.mn.us) at 651-582-8592 for MARSS reporting questions
[Sharon Peck](mailto:sharon.peck@state.mn.us) at 651-582-8811 for ADA, ADM formula questions and OLL

Fall FY 2009 Reporting Timelines

- **September 30** – Charter Schools ONLY
- **October 15** – All districts are required to report data
- **November 19** – All districts are required to report data
- **December 17** – Final fall data due for all districts

Fall and EOY Timelines for FY 2008-09

The timelines for both Fall and End-of-Year FY 2008-09 have been posted to the Website at the following address: <http://education.state.mn.us/mdeprod/groups/Finance/documents/Publication/003229.pdf>. It is the district's responsibility to make sure the MARSS data is reported by the due dates listed.

EDRS Timelines

Please notify staff in your district that the timelines for updating the ADM and LEP estimates for your district or charter school in its fourth or later year are posted to the department's Website. The timelines indicate when the district's updated estimates will be used for payments, forecasts and legislative analysis. It is critical that districts and charter schools provide estimates in a timely manner and that are as accurate as possible because the data are used for more than just metered payments. These estimates will be used in the levy reports in September, the November and February forecasts, legislative analysis and the posted end-of-session summaries.

The timelines can be found at:

http://education.state.mn.us/mde/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/ADM_Estimates/index.html. The timelines are the first item listed. The next deadline is August 29 – these data will be used in the district's initial 2008 Pay 2009 Levy Report.

When updating your estimates, be sure to follow every step #2 Enter/Modify Estimated ADM and LEP with step #3 Sum School Adjusted ADM and Authorize Submission – even if you do not actually change the data. Step #2 sets a flag that puts the district's estimates on hold. Step #3 synchronizes the school and district data, authorizes the department to use the data and date-stamps your update. Without step #3, your data will sit in limbo and cannot be used.

If you have reviewed your estimates and do not need to make changes, perform step #3 to set the date. This tells the department that you have confirmed the accuracy of the estimates.

Contact: [Jeanne Krile](mailto:Jeanne.Krile@state.mn.us) at 651-582-8637

Clarification Regarding Use of Application for Education Benefits For First 30 Operating School Days

This is to clarify the difference between the School Nutrition Programs policy for carry-over of school meal eligibility at the beginning of a school year and the MARSS policy for establishing the student's ECONOMIC INDICATOR based on eligibility for free/reduced price meals.

The school meals policy is that eligibility for free or reduced price school meals must be carried over from one school year through the first 30 operating days of the following school year.

MARSS does not allow any carryover of eligibility from one school year to the next for the ECONOMIC INDICATOR. A student may be counted as eligible for free or reduced price meals on the MARSS ECONOMIC INDICATOR only when an Application for Educational Benefits from the current school year has been approved.

For example, a school that has 30 operating days through October 3, 2008, could continue providing meal benefits through that date based on an approved 2007-08 Application for Education Benefits. However, the school could not mark these students as eligible for free or reduced price school meals on the 2008-09 MARSS records until either 2008-09 Application for Education Benefits were approved or the students were directly certified with 2008-09 direct certification data. Also note, current applications cannot be collected and approved until after July 1.

Contacts: If you have any questions about the school meal policy for the first 30 operating days, please contact FNS – Policy Team at 651-582-8526, 800-366-8922, or e-mail to fns@state.mn.us.

If you have any questions about MARSS procedures, please contact your MARSS coordinator or [Sharon Peck](mailto:Sharon.Peck@state.mn.us) at 651-582-8811.

Fall Reporting Tips

Summer Only Students at an ALC or Other Learning Year Program (LYP): Remember to record a STATUS END DATE and STATUS END CODE for all students who withdrew at the end of the summer term. This will avoid counting these students as enrolled on October 1, for the Fall FY 2009 MARSS submissions, which could adversely affect the compensatory revenue counts.

Provision 2 and 3 Schools: These schools still need to collect and maintain household income statements for compensatory revenue purposes. In case of an audit, every student reported on MARSS as eligible for the free or reduced price meal program must have a signed and dated income statement on file. The application must have been approved between July 1 and December 15. Therefore, there may be a difference between the counts of (a) free meal eligible students that are reported on MARSS as compared to (b) those reported to the department's Food and Nutrition office.

The Application for Educational Benefits for 2008-09 is posted at:

http://education.state.mn.us/MDE/Learning_Support/FNS/SNP/Applications_Materials_and_Forms/index.html. Be sure to use this version, prior year's versions have expired for purposes of MARSS reporting.

The only students who can be reported as having free meal eligibility without a signed household income statement are those included in the Direct Certification list. These lists are made available to the food service directors in early August.

Student Name: As new students are enrolled this fall, remember to report the student's legal name on the MARSS file. Some software contains an "also known as" field that may be used to store the name the student wishes to be called in school and/or to whom home correspondence may be addressed.

Last Location of Attendance (LLA) 24: There has been some confusion over the appropriate use of this code. LLA 24 should be assigned anytime a student re-enrolls into the same school and grade during the same school year even if the student went to another district in between. There may or may not be a lapse of membership between the two records.

Students who leave a school, but later return to another school in the district should be assigned an LLA code of 21 on the second school record. Again, there may or may not be a lapse of membership between the two records.

Assignment of Student Grade Level: Students should be reported in the grade level at which they are receiving instruction and/or have earned credits toward graduation. Take care in assigning students to a grade level:

- The school year during which a student first enters the ninth grade determines which graduation standards the student must meet to receive a Minnesota public school diploma.
- Post-Secondary Enrollment Options (PSEO) program eligibility is reduced for students who are promoted to the 12th grade before obtaining credits necessary to be a senior. Seniors have only one year of eligibility.
- Learning Year Programs (LYP) must take care to report mid-year grade promotions as they occur in order to avoid over-claiming of state aid.

Title I School Indicator: To meet federal reporting requests, make sure that each school record has a Title I Indicator on the Fall MARSS School Files.

Compensatory Revenue and Application for Educational Benefits

The eligibility of a student to generate compensatory revenue for a school is dependent on the family submitting a completed “Application for Educational Benefits” to the school and then the school/district properly coding the student’s ECONOMIC INDICATOR on the fall MARSS file. The “Application for Educational Benefits” form was sent to food service directors in June. It is also posted to the Web at:

http://education.state.mn.us/MDE/Learning_Support/FNS/SNP/Applications_Materials_and_Forms/index.html.

Districts and charter schools that do not have a food program or who cannot locate the form can contact Food and Nutrition Service at MDE to obtain a form by calling 651-582-8526 or 1-800-366-8922, or by e-mail at FNS@state.mn.us.

“Applications for Educational Benefits” expire September 30 each year so that they must be solicited annually from all families. However, students who are included on the Direct Certification list can be coded as eligible for the free meal program without an application on file. A Direct Certification list will be sent to the food service directors in August. Brand new charter schools will not receive a Direct Certification list because it requires prior year’s MARSS files.

Only students enrolled on October 1 are eligible to generate compensatory revenue. However, the ECONOMIC INDICATOR data can be updated locally until December 15 so that families have until early December to submit the application. The December fall MARSS file is used to calculate the student counts that are used for the following school year’s compensatory revenue.

Provision 2 and 3 schools who for the free meal program have been authorized to use a prior year’s free meal eligible count to claim revenue under the federal food program must have signed applications on file for students to claim state compensatory revenue. By coding a student as eligible for the free or reduced price meal program (ECONOMIC INDICATOR = 1 or 2) the school is certifying that it does indeed have an eligible application on file for the current year. Students do not have to be actually receiving a free meal to report as eligible for a free meal. This is treated as a “demographic” piece of information rather than program information.

In addition to compensatory revenue, the ECONOMIC INDICATOR data is also used to determine a school’s eligibility for the School Loan Forgiveness and First Grade Preparedness programs, targeting Title I services and in numerous grant and analysis activities.

For FY 2008, only three codes are valid for ECONOMIC INDICATOR; it is no longer necessary to distinguish between those who have access to a meal program and those who do not have access to a meal program.

0 = full price or no application, no direct certification

1 = reduced price eligible, application on file

2 = free eligible, application on file or direct certification

Contacts: [Food and Nutrition Service](#) at 651-582-8526 for “Application for Educational Benefits”
[Sharon Peck](#) at 651-582-8811 for compensatory revenue student counts
[Marilynn Loehr](#) at 651-582-8592 for MARSS reporting

Seniors and End of Year Codes

Status End Code of 42 – Seniors who met all of the local graduation requirements, but have not passed all of the state level tests cannot be considered graduates. These students should have a STATUS END CODE of 42. Seniors who have passed their state level tests, but do not have enough credits to graduate would have a STATUS END CODE of 40. Seniors who leave school prior to the last day of school and have not met graduation requirements would receive the appropriate drop-out STATUS END CODE. Refer to the list of Status End Codes for the best fit.

Online Learning (OLL)

Under Minnesota Statute, Minnesota public school students are eligible to access online learning (OLL) courses from a certified OLL provider. The statute was revised during the 2007 legislative session; refer to the June 26, 2007, MARSS memo. Students can participate in OLL in one of two 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.
2. Or, a student can 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 that accepts a student under this section must, within 10 days, notify the student and the enrolling district in writing if the enrolling district is not the online learning provider. The student and family must notify the online learning provider of their intent to enroll in online learning within 10 days of acceptance, at which time the student and parent must sign a statement of assurance that they have reviewed the online course or program and understand the expectations of online learning enrollment. The online learning provider must notify the enrolling district of the student's enrollment in online learning in writing on a form provided by MDE. The enrolling district can choose to waive these requirements or they can request that the student enroll in the district or charter school with the OLL program. The OLL provider must notify the enrolling district by completing an "Online Learning (OLL) Supplemental Notice of Student Registration" form (required form provided by MDE). This is available on MDE's OLL Website at: http://education.state.mn.us/MDE/Academic_Excellence/School_Choice/Public_School_Choice/Online_Learning/index.html. From the department's home page (<http://education.state.mn.us>) select Academic Excellence>School Choice>Public School Choice>Online Learning.

Additionally, a student may enroll in supplemental online learning courses up to the midpoint of the enrolling district's term after which schedule changes for the term cannot be made. The enrolling district may waive this requirement for special circumstances and upon acceptance by the online provider.

Note that the list of "Online Learning Rights and Responsibilities" document has been updated with the 2007 legislative changes, too. It can be found on the same Website referred to above.

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.

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 because the Percent Enrolled will have changed. 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.

*Contacts: [Karen M. Johnson](#) at 651-582-8733 for OLL certification and participation requirements
[Sharon Peck](#) at 651-582-8811 for, MARSS reporting and aid for OLL programs*

Full-Day, Every Day Kindergarten and Targeted Services

The following is intended to answer the two questions recently posed to MDE staff.

Q1: Can a district that offers a free three day per week kindergarten program and a parent-paid program for kindergarten students on the alternate two days per week use extended time revenue generated by eligible Targeted Services kindergarten students to fund the two parent-paid days? (The discussion below would also apply to a district that offers a free half-day, daily kindergarten program with parent-paid programming during the other half of the day.)

Background:

- MDE considers parent-funded programs for kindergarten students as a community education program, Fund 4.
- Targeted Services is a general education program, Fund 1.
- Parents cannot be charged tuition for general education instruction.
- Student membership cannot be claimed for time that parents are paying for the activity/instruction.

MDE Response:

Districts cannot use extended time revenue generated by eligible Targeted Services kindergarten students to fund parent-paid kindergarten days.

Rationale for Decision:

- Parents cannot be charged for the time students are claimed for Targeted Services programming. The fee parents are charged must be reduced for the amount of time the district claims Targeted Services student membership. For example, if Targeted Services student membership is claimed for two of the three hours during the parent paid program, it must be clear that the parent is paying for only one hour of the program.
- The Targeted Services program is a separate program, therefore, the students would need to be provided educational services in a separate location, e.g., classroom, from the parent-paid program and provided education that meets both the intent and laws for Targeted Services.
- The Targeted Services portion of the day must be taught by a licensed teacher. This teacher cannot be also “teaching” the parent-paid program simultaneously. For example, two staff, of which at least one is licensed, will be needed during the time that some students are in the parent-paid program and eligible students are in the Targeted Services program. The licensed teacher must be with the Targeted Services students.
- A Continual Learning Plan (CLP) would need to be written for each Targeted Services participant.
- At least 90 percent of the revenue generated by the Targeted Services program must remain in the Targeted Services program and spent on the students who generated it. It cannot be used to offset the cost of the parent-paid program for kindergarten children. This general education revenue cannot be transferred to Fund 4 or other than a state-approved alternative program.
- Students who qualify for Targeted Services (at-risk as defined in M.S. § 124D.68, Subd. 2) but whose parents choose not to participate in the parent-paid program must be given the option to participate in the Targeted Services program.
- Expenditures and revenue reported on UFARS must be done under two separate Org/School numbers. For example, the revenue and expenditures for the Targeted Services program must be reported under the Targeted Services site number. The parent paid Community Services tuition/fees and expenditures must be reported under the Community Services Org number.

Considerations:

- The maximum amount of extended time ADM for kindergarten students in a Targeted Services program is 0.20 ADM or 0.12 pupil units or \$552 extended time revenue.
- The district may need to provide transportation for students who qualify for Targeted Services (at-risk as defined in M.S. § 124D.68, Subd. 2) but whose parents choose not to participate in the parent-paid program.

- The ratio of students served in a Targeted Services program to the total number of students in the grade should be similar in each of the grades the Targeted Services program serves. For example, if ten percent of the first graders are identified as at-risk and eligible for Targeted Services, the kindergarten ratio should be similar.

Q2: Can a district that offers a free, full-day, every day kindergarten program generate extended time revenue by eligible Targeted Services kindergarten students during part of the day?

MDE Response:

At-risk students are eligible to generate extended time ADM and revenue for participation in a state-approved Targeted Services program for instruction provided outside the required school day. A school board that has determined its kindergarten program is full-day, every day (with no parent fees) requires kindergarten students to attend every day, all day. The Targeted Services program provided to eligible at-risk students after the kindergarten day is eligible to generate extended time ADM and revenue. However, students who are pulled out from the classroom during the kindergarten day to receive Targeted Services programming are ineligible to claim for Targeted Services membership because they are already being claimed as full-time kindergarten students.

Contacts: [Marceline DuBose](#) at 651-582-8586 for Targeted Services program questions
[Ken Moos](#) at 651-582-8370 for UFARS reporting
[Sharon Peck](#) at 651-582-8811 for student membership reporting

End of Year FY 2008 Reporting Timelines

Keep in mind the following are the remaining EOY reporting timelines for MARSS. Data on file as of these dates will be used to generate turn-around reports which districts may use to verify the accuracy and completeness of their data.

- **September 17** Used for October 30 clean-up payment
- **November 5** – Last Web submission allowed
- **December 30** – Statute deadline

Contact: [Marilynn Loehr](#) at 651-582-8592

This publication is produced by:

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 E-Mail Helpline: marss@state.mn.us

Start Before Labor Day

For FY 2009, schools cannot start school before September 2, 2008. Districts with construction/remodeling projects over \$400,000 are allowed to start earlier and are required to have a *Letter of Intent* on file with the department.

After the letter is received, a confirmation letter will be sent notifying you that you have been approved to start before the statute start day. If no letter of intent is received, students enrolled prior to the statute date (September 2) will generate an error and no aid will be paid for those students.

Send letter to:

Marilynn Loehr
 Minnesota Department of Education
 Division of Program Finance
 1500 Highway 36 West
 Roseville, MN 55113.

Note that charter schools are not subject to the Labor Day start date. Charter schools can start as early as July 1. All schools must end by June

Reports Posted to MARSS WES

- **Last Load Date** – This list shows the last date we loaded EOY FY 2008 MARSS files from each district.
- **MARSS Statewide Error Report** – Included in this report is EOY FY 2008 using MARSS files submitted by September 17. It is the district’s responsibility to make whatever follow-up calls and/or corrections necessary and resubmit the district’s files in the normal manner. This version is the last time warning messages will be included.

NOTE: All EOY files will be considered final on December 30.

Date overlap errors and enrollment records after graduation must be corrected. In a date overlap error, the records with the earlier STATUS START DATE are ignored. The enrollment records that follow a record closed with a graduation STATUS END are also ignored.
- **Different State Reporting Numbers Report** – This is a list of students who appear to have been assigned more than one STATE REPORTING NUMBER, based on the student’s name, birth date and gender. Refer to the cover memo for instructions on how to read and make corrections or changes.
- **Low ADM Report** – This reiterates a warning message you should already have reviewed on your local MARSS Error Report. It identifies grades and schools in which no student has generated 1.0 ADM. This is a serious problem with financial implications. Refer to the cover memo for directions on what to look for in your MARSS files.

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- **Consolidated Title I Student Demographics Report** – The data from these reports will be used to complete part of your annual ESEA/NCB Annual Evaluation Report – ED-00267.

**Don't forget the first
FALL FY 2009 MARSS
reporting deadline is
due at the department by
October 15, 2008.**

Continued from Page 1

- **EOY Resident Student Served Elsewhere Report for EOY 2008** – This report lists your resident students that have been reported by another district. This report is similar to the Nonresident Report and can be used to verify that your students are being reported by the correct districts.
- **EOY Comparison Report** – This report compares your district’s EOY data for FY 2007 and FY 2008. The intent is to assist you in reviewing the accuracy of your data. The MARSS edit programs can only verify valid codes (for example, gender can only be M or F) and limited relationships (for example, an open-enrolled student must be a nonresident). Only you can verify the reasonableness of your data. The EOY FY 2007 data are final. Any corrections to the EOY FY 2008 data must be made locally and MARSS files resubmitted for the entire district. These updated files must be received at MDE by November 5, 2008.
- **List of LEP Students Served with Computed Eligibility 2007-08 EOY** – This is a list of all students reported as ‘Yes’ LEP with an LEP START DATE on your most recent EOY FY 2008 MARSS files. The students are sorted by school and STATE REPORTING NUMBER. For each student we have indicated their eligibility to generate state LEP funding for FY 2008. Documentation for the “List of LEP Students Served with Computed Eligibility” reports is posted to the department’s Website at: <http://education.state.mn.us/mdeprod/groups/Finance/documents/Publication/003221.pdf>. Feel free to share this report and the documentation with your district’s ESL staff.

If students are missing from this list, make sure that the student’s:

- enrollment record exists on the EOY FY 2008 MARSS file,
- LEP indicator is reported as ‘Y,’
- LEP START DATE has been reported, and
- local errors are corrected.

- **ADM Adjustment Report** – This is a list of all students, reported by the district or charter school, whose ADM is probably different from that computed on locally generated reports. At the end of the report districts will find a list of residents reported by another district or charter school and whose ADM is probably different from that included on a MARSS Nonresident Report that the enrolling district or charter school sent to the resident district.

The Original ADM column is simply membership days or hours divided by instructional days or hours, without any adjustments, minimums, maximums, etc. This is a better indicator of the actual ADM adjustment. For example, under Original ADM, students in grade EC will have an ADM equal to membership hours / 825 hours. The ADM capped at 1.0 will include the additional adjustment, e.g., 0.28 minimum guarantee.

These lists are provided for your information to assist you in reconciling locally generated reports with the posted District/School ADM Report and/or MARSS Nonresident Reports. Documentation for the ADM Adjustment Report is posted to the Web at: <http://education.state.mn.us/mdeprod/groups/Finance/documents/Publication/002617.pdf>.

- **Online Learning (OLL)/MARSS Reporting Errors** – This report is sent to districts and charter schools that have an OLL program. Refer to the documentation posted to: http://education.state.mn.us/mde/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/index.html for assistance in reading the report. Students included on this list are not generating ADM on the posted District/School ADM Report and/or will not generate OLL ADM or Aid on the September 30 IDEAS payment. If corrections need to be made to the OLL/course completion report, send them to Sharon Peck. If corrections need to be made to the MARSS file, make the adjustments locally and submit a new file by November 5, 2008.

Contact: [Marilynn Loehr](#) at 651-582-8592 for MARSS reporting questions
[Sharon Peck](#) at 651-582-8811 for ADA, ADM formula questions and OLL

ADM and LEP Estimates Data

Independent school district MARSS contacts, please share the following notice with your business office. Charter schools should refer to the mailing they received last summer regarding their ADM estimates.

The ADM and LEP ADM estimates will be pulled from the EDRS ADM and LEP Projections system two more times for FY 2009.

These are the student counts that will be used for fiscal review of proposed legislation, end of session runs and other reports to the legislature and the public on behalf of both charter schools and independent school districts.

1. January 2, 2009. The FY 2009, FY 2010 and FY 2011 estimates that districts and charter schools have entered by the end of the day on Friday, January 2, will be used for the February forecast and legislative analysis. The FY 2009 data will be used as the estimated entitlement basis for metered payments between January 30 and June 20 for both independent school districts and charter schools. All charter schools, excluding ones in their first three years of operation, need to update their estimates via EDRS. Charter schools in their first three years of operation update estimates via a paper report.
2. June 26, 2009, midnight. The EDRS system will no longer allow changes to FY 2009 estimates. The estimates on file July 1 will be used to calculate the August 30 clean-up payment. They will also be used in your levy report as a component of FY 2010 marginal cost pupil units.

Contact: [Sharon Peck](#) at 651-582-8811 for questions on EDRS ADM and LEP Projections System
[Jeanne Krile](#) at 651-582-8637 for charter schools.

First Day of School No Shows

Students who do not attend on the first day of school, even though they registered with the school last spring or during the summer, 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 should be purged and not included on the Fall MARSS file.

Contact: [Marilynn Loehr](#) at 651-582-8592

Returning Dropouts

Students coded as a dropout during the 2007-08 school year but who enroll in a school by October 1 of the current school year are not considered FY 2008 dropouts, per the federal definition. These students' FY 2008 dropout STATUS END code should be changed to 41. Refer to the Status End Code 41 explanation in the definitions section of the MARSS Manual for more information. Updated MARSS files must be received at the department no later than November 5, 2008.

Contact: [Marilynn Loehr](#) at 651-582-8592

End of Year FY 2008 Reporting Timelines

- November 5 – Last Web Submission
- December 30 – Statute Deadline

Contact: [Marilynn Loehr](#) at 651-582-8592

Age 21 Clarification

The 2006 legislative session clarified the maximum age criteria for students without an IEP by adding a paragraph to M.S. 120A.20, subdivision 1. For students with an IEP, maximum age is described in [M.S. 125A.03](#). Refer below for a summary of each provision. However, once students have graduated or completed the requirements of their IEP, they are no longer eligible to generate state aid. Students who have participated in a learning year program must be graduated and withdrawn as soon as they have earned the credits necessary for their diploma or complete the requirements of their IEP.

No IEP -- Students without an IEP and who are age 20 at the time of enrollment in a public school or program during a given school year are eligible to enroll in school and generate state aid through graduation or the remainder of the school year, whichever occurs first. Students who are age 20 at the time of enrollment during a given school year, who then turn 21 and subsequently withdraw or transfer schools, must re-enroll in any public school or program within 21 calendar days to remain eligible to generate state aid through the remainder of the school year or graduation, whichever occurs first.

Students who are age 20 may enroll in a State Approved Alternative Program's (SAAP) or other state-approved learning year program's summer term and generate state aid. However, if they turn 21 prior to the start of the core school year, they are ineligible to generate state aid during the core school year.

Students enrolled in a charter school or district in which the students' school year starts prior to September 1 in a given year and who are age 20 at the time of enrollment, but turn 21 prior to September 1, are eligible to generate state aid for that school year only between their enrollment date and August 31.

With IEP – Students with an IEP and who are age 20 as of June 30 are eligible to enroll in school and generate state aid through the following fiscal year, graduation or until the requirements of the IEP are met, whichever occurs first. Students with an IEP who turn 21 on or after July 1 are eligible to enroll in school and generate state aid through the remainder of the fiscal year, graduation or until the requirements of the IEP are met, whichever occurs first.

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

Preschool Screening

We have found a problem when districts report preschool screening records and kindergarten or EC records in the same district, same school and same Status Start Date. The mainframe will load only one of these records and that record would be the PS record; the kindergarten or EC report is ignored.

If you are not using school 005 to report your PS records, students that are preschool screened and also attend early childhood program or kindergarten must have different Status Start Date on the records.

The Status Start Date on the PS record is the day the student was actually screened by your district or the day your district received health records indicating a comparable early childhood health and development screening by another provider (excluding another public school district).

Contact: [Marilynn Loehr](#) at 651-582-8592 for MARSS reporting
[DebbyKay Peterson](#) at 651-582-8426 for preschool screening policy
[Lisa DeReme](#) at 651-582-8467

Compensatory Revenue and October 1 Enrollment

The compensatory revenue formula is one of the funding programs that use the Economic Indicator data reported on the fall MARSS files. Districts and charter schools on the Food Service program were provided a Direct Certification list last August. This list was based on prior year's MARSS data so only charters in their second or later year would have been able to receive a list. Students who were listed on the district's Direct Certification list and who remain enrolled in the same district can be reported as eligible for a free meal. Click on this link for a detailed description of Direct Certification:

<http://mde-stellprod/mdeprod/groups/nutrition/documents/presentation/007229.mht>.

All other students must have an eligible and appropriate signed *Application for Educational Benefits* for the current year on file at the district to be reported as eligible for a free or reduced price meal, including Provision 2 and 3 schools. Training on how to certify applications is provided by the Food and Nutrition Service at MDE. For purposes of receiving a free or reduced priced meal, last year's applications expired after the first 30 operating days of the school year. That extension does not apply to MARSS reporting. All eligible *Applications of Educational Benefits* must be for 2008-09 and dated after July 1, 2008.

Students do not need to have access to a meal program to be reported as eligible for a free or reduced price meal program. It is merely an indication of economic status. They need not actually receive the free or reduced price meal; it is merely a demographic characteristic of the students.

The second piece of the compensatory revenue formula is the October 1 enrollment. Students are determined to be enrolled on October 1 based on their STATUS START and END DATES: The START DATE must be on or before October 1 and the END DATE must be on or after October 1. Make sure that students enrolled in the summer component of learning year programs, like area learning centers, and who do not remain enrolled during the traditional or core year are withdrawn at the end of the summer term. This avoids overstating the October 1 enrollments which would reduce the concentration of free and reduced price meal eligible students.

The October 1, 2008, enrollment and economic indicator status counts will be used to generate the 2009-10 compensatory revenue. Below are four sample compensatory revenue examples. Compensatory revenue is calculated on a site-specific basis. Revenue should be spent at the site where it was generated. Here is a link to a spreadsheet that can be used to estimate a school's 2009-10 compensatory revenue by entering estimated October 1, 2008, enrollments and free/reduced price meal eligible counts:

http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/General_Education/Compensatory_Revenue_by_Site_and_Cooperatives/index.html.

	A	B	C	D
1. October 1, 2008 enrollment	100	100	100	100
2. Count of students eligible for free lunch on October 1, 2008	15	40	80	100
3. Count of students eligible for reduced price lunch on October 1, 2008	10	20	0	0
4. Adjusted eligible student count = (2) + [(3) / (2)] =	20	50	80	100
5. Concentration ratio = (4) / (1) =	0.2000	0.5000	0.8000	1.0000
6. Adjusted ratio = lesser of 1 or (5) / .8 =	0.2500	0.6250	1.0000	1.0000
7. Compensatory pupil units = (4) X (6) X 60%	3	18.75	48	60
8. Basic formula allowance \$5,124 - \$415 (2009-10)	4,709	4,709	4,709	4,709
9. Compensatory revenue = (7) X (8) =	14,127	88,294	226,032	282,540
10. Revenue per adjusted eligible student count = (9) / (4)	706	1,766	2,825	2,825

- When meal counts are constant, a higher enrollment brings lower revenue per meal count.
- When enrollment is constant, a higher meal count brings higher revenue.
- When enrollment is constant, a higher meal count brings higher revenue per meal count.

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- This means that an additional free meal or reduced price meal student adds more revenue to a high poverty school than he or she would add to a low-poverty school.
- The cap on eligibility for free meal is 130% of the federal poverty level; the cap on eligibility for reduced price meal is 185% of the federal poverty level.

Contact: [Sharon Peck](#) at 651-582-8811 for Compensatory Revenue Student Counts
[Colleen Leemon](#) at 651-582-8566 for Compensatory Revenue Calculations
[Joe Lee](#) at 651-582-8542 for Application for Educational Benefits

Contract Alternative Schools

If you are considering contracting with a nonsectarian, nonpublic school for instruction for at-risk students under the graduation incentives statute, please contact Marceline Dubose in the Office of Choice and Innovation prior to signing the contract. Past practice has shown that a meeting with the district, school and MDE staff can help resolve issues before they become problems.

Contact: [Marceline Dubose](#) at 651-582-8520

Nonpublic School PSEO Participants

Nonpublic school and home school students may participate in the PSEO (Post-Secondary Enrollment Options) program. Any PSEO applications and/or reporting for these students are handled directly between the nonpublic school or home school and the state. However, shared-time students who happen to be participating in PSEO should not be marked as PSEO participants on MARSS.

NOTE: Shared-time students are nonpublic or home school students who are taking classes part-time at the public school or receiving special education services through the public school.

Contact: [Steve Etheridge](#) at 651-582-8771

Student ID Repository

The new contact for the access to the Student ID Repository is Marilyn Loehr. If you have copies of the ID forms either change the name to Marilyn Loehr or throw them out. New forms will be posted to the MARSS Web page when they are available.

Contact: [Marilynn Loehr](#) at 651-582-8592

Transporting District Report

A couple of times a year, usually in July and October, the MDE Transportation Section sends out a report entitled “Transporting” District, Resident Students Reported by Other School Districts and Selected Non-Resident Student Attending the District. It does not include resident students attending the resident district and enrollment options students (State Aid Categories 01, 04, 11, 12 or 13). This report is intended to act as a tool to determine the accuracy of reporting the transporting district.

Please review the report, and determine if the student(s) should be included or excluded on the report. The “Transporting” District should pay particular attention to the MARSS Codes 01– Regular, 03– Disabled, 06– Special Transportation and 04– Desegregation.

Contact the appropriate MARSS Coordinators to make any changes in the record. Contact information on MARSS Coordinators can be found at: <http://education.state.mn.us/mdeprod/groups/Finance/documents/Publication/003226.pdf>
 It is important that the serving district work with the student’s resident district to determine the proper MARSS Transportation Code to assign to the student.

If the transporting district is not transporting the student(s), continue to code as 00- Walker or Transportation Field Does Not Apply. The transporting district, resident district and enrolling district do not have to be the same.

Contact: [Kelly Wosika](#) at 651-582-8855

SAAP--Instructional Days and Length of Day

If your district has a State Approved Alternative Program (SAAP), e.g., ALC or ALP, *please review the number of INSTRUCTIONAL DAYS and LENGTH OF DAY reported on your FY 2008 MARSS School file*. When a seat-based SAAP calendar includes fewer than five instructional days per week and/or has fewer instructional hours per day or on specific dates, and students would be unable to earn a full year's worth of credit during the scheduled calendar, the number of INSTRUCTIONAL DAYS and/or LENGTH OF SCHOOL DAY needs to include additional time that would have been needed for students to earn a full year's worth of credit. For example:

1. If a SAAP has a four-day week and during that time students in a seat-based setting can earn five of the required six credits to grade progress, the reported number of INSTRUCTIONAL DAYS must include a fifth day each week.
2. If a SAAP has four full-days and one half-day of instruction per week, and students must participate in Work-Based Learning (WBL) on the half-days to generate a full year's worth of credit, then the LENGTH OF DAY reported must show the LENGTH OF DAY for all days.
3. If a SAAP has an after-school only, seat-based program, the INSTRUCTIONAL HOURS and LENGTH OF DAY can be equal to that reported at the local high school. The length of day must show the full day, not just the one or two hours that the program has scheduled classes.

However, students in a seat-based setting will not generate membership for time they are not scheduled to attend at the SAAP.

- In example #1 above, the student will not generate membership on the fifth day of the week on which no classes are scheduled.
- In example #2 above, the students will not generate membership on the unscheduled portion of the half-day unless they are earning credit via WBL. In that case, the WBL membership would be generated using the Independent Study model.
- In example #3 above, the students will not generate membership for hours that they are not scheduled to attend the seat-based after school classes.

Conversely, SAAPs that offer classes year-round should include only the number of INSTRUCTIONAL DAYS in the core school year on the MARSS School file. For example, programs that offer 200 student-teacher contact days mid-June through the end of May should not include the instructional days in July-August on the MARSS School file. Including them will have a negative impact on your school's ADM. Check your MARSS School files for FY 2008!

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

Students Attending Elsewhere Report

There was a new category added to this report titled *Invalid Nonresident Records*. This category was added to include ESY (Extended School Year) records and PS (Preschool Screening) records so you would be able to keep track of your resident students attending an ESY program or preschool screened by another district.

Contact: [Marilyn Loehr](#) at 651-582-8592

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Reports Posted to MARSS WES

- **Last Load Date** – This list shows the last date we loaded Fall FY 2009 MARSS files from each district. A zero in the date column indicates that we did not receive MARSS files by the October 15, 2008, deadline.
- **No Fall Data Reminder Letter** - Districts that did not report fall data by October 15, 2008, will be sent a reminder letter. These districts may not find any additional reports posted to MARSS WES, statewide reports.
- **Returning Graduates** – Districts that reported a student as a graduate in FY 2008 but the student has been reported as enrolled somewhere in Minnesota in FY 2009 will find a report posted to MARSS WES, statewide reports. Graduates are ineligible to generate further state aid. Either the graduate STATUS END code on FY 2008 is in error, or the student must be removed from the FY 2009 MARSS files. If the error exists on the FY 2008 MARSS file, please correct the STATUS END code and resubmit in the normal manner by the final EOY submission due November 5. If the error exists on the FY 2009 MARSS file, please remove the student from your MARSS file (if you are the reporting district) or notify the enrolling district that this student has been awarded a diploma and must be removed from their file for the next fall FY 2009 MARSS submission.
- **Economic Indicator Comparisons** – This report compares your October 1 enrollment and free and reduced price meal counts for fall of FY 2008 and fall of FY 2009. This is provided in an attempt to help you identify reporting errors, whether students are over- or under-identified. Your business and/or food service office may be able to assist the MARSS coordinator in reviewing the reasonableness of this data. Any reporting errors need to be corrected locally and new MARSS files resubmitted in the normal manner for the November 19, 2008, deadline.

- **Child Count Reports** – There is one report posted: *Load Report #1*.

Your special education director has already been sent this same report. Refer to the accompanying article entitled “Child Count Report” for more information.

Note that a district might have a Child Count Report posted even though it did not submit Fall MARSS files in time. Because the child count is credited to the resident district with three exceptions (charter schools, Perpich Center and the Academies for the Deaf and Blind), a district may find a short list of eligible residents who were enrolled in and reported by another district.

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- **Fall Resident Student Served Elsewhere Report for FY 2009** – This report lists your resident students that have been reported by another district. This report is similar to the Non-Resident Report and can be used to verify that your students are being reported by the correct district.
- **Fall Enrollment Check-off Comparison Report** – This report compares your district's fall data for FY 2008 with FY 2009. The intent is to assist you in reviewing the accuracy of your data. Updated fall files should be received by the department by November 19, 2008, in order for changes to be reflected on the next set of turnaround reports.
- **Different State Reporting Numbers Report** – This is a list of students who appear to have been assigned more than one STATE REPORTING NUMBER, based on the student's name, birth date and gender.
- **MARSS Statewide Error Report** – This report was run using data on file as of October 15, 2008. It is the first statewide edit run on Fall FY 2009 MARSS files. The statewide edit compares records of students who were enrolled in more than one district so far this year. Not all districts have reported, therefore, the November 19, 2008, submission may contain new error/warnings. Local errors are not included in the statewide edit. For a list of any local errors refer to the local MARSS Error Report posted to MARSS WES.
- **LEP Eligibility Report** – FY 2009 LEP report (MARSS32_LEP_Eligibility report) will not be included in the statewide reports posted to MARSS WES for the first Fall MARSS submissions. We have not yet loaded the TEAE file that is necessary to create this report. If we posted the report without the TEAE file, all students in grade four or older would be listed as ineligible.

Preliminary Compensatory Revenue for FY 2010

A preliminary Compensatory Revenue Entitlement Report is posted after each fall MARSS submission under Accountability Programs, Program Finance, Minnesota Funding Reports (MFR) System, Aid Entitlement. Districts and charter schools can use this preliminary entitlement as another data source in verifying the accuracy of the MARSS data.

Let your business office know that we have posted a preliminary FY 2010 Compensatory Revenue Entitlement Report using the first Fall FY 2009 MARSS submissions. This preliminary report is intended to provide one more means by which districts and charter schools can verify the accuracy of their Fall MARSS data. This entitlement report will be updated again after the November 19 submission with a final entitlement report posted after the final Fall MARSS submission in December.

A spreadsheet in which you can enter your school's October 1, 2008, enrollment and meal eligible counts and the FY 2010 compensatory revenue will be computed can be found on this Web page: http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/General_Education/Compensatory_Revenue_by_Site_and_Cooperatives/index.html.

For charter schools currently in their first year of operation, the October 1, 2008, enrollment and eligible meal counts will be used for both FY 2009 and FY 2010 compensatory revenue. The spreadsheet will work for both years.

Contacts: [Sharon Peck](#) at 651-582-8811 for questions on the student counts
[Colleen Leemon](#) at 651-582-8566 with questions on the compensatory revenue formula

Child Count Report

Districts that submitted MARSS Fall FY 2009 files by October 18, 2008, and/or on whose behalf another district reported eligible students, will find one report posted to the Website.

- ◆ *Load Report #1* is a list of eligible students sorted on district of residency and student name.

The students included on this report will differ from those included on the *Local MARSS Child Count Detail Report*. Your local report includes students who are enrolled in your district; they may or may not be your residents. This enclosed report includes eligible resident students.

Eligible students are defined as:

- Enrolled on December 1 (STATUS START DATE is on or before December 1 and STATUS END DATE is on or after December 1);
- SPECIAL EDUCATION EVALUATION STATUS is 4 or 6; and
- PRIMARY DISABILITY and INSTRUCTIONAL SETTING are greater than 00.

Eligible students generate federal special education money for the resident district except for students enrolled in:

- Charter schools who generate child count for the charter school, and
- Academies for the Deaf and Blind who generate child count for the academies.

Do not forget to report the following:

- Infants and toddlers with IFSP/IIIP who receive their special education services at home;
- Shared-time students who have an IEP and are enrolled for only a small portion of the school week; and
- Students with IEP/IFSP/IIIP who receive their special education services on a part-time basis at a cooperative. (Students enrolled full-time at a cooperative should be reported by the cooperative only.)

Contacts: [Marilynn Loehr](#) at 651-582-8592 for MARSS reporting questions
[Michelle Jones](#) at 651-582-8577 for Child Count Report questions

Minnesota Statutes on the Web

The Minnesota Statutes are accessible on the web. You can search by section or topic. Once the session starts you can also track the status of bills. The Website address is: <http://www.leg.state.mn.us/>.

Student Numbers

One of the biggest complaints we receive is that districts are not sharing student information. With several new charter schools opening this fall and students transferring, it is important to share this information with the requesting district. Please respond to these requests in a timely manner.

If you are swayed at all by statute, here is a pertinent one: M.S. 120A.22, Subdivision 7.

“(a) A district from which a student is transferring must transmit the student’s educational records, within ten business days of a request, to the district in which the student is enrolling. Districts must make reasonable efforts to determine the district in which a transferring student is next enrolling in order to comply with this subdivision.”

For Schools on the Food Service Program

Students identified on this year’s Direct Certification list, which will be produced by December 15, 2008, can automatically be reported on your Fall MARSS as free-meal eligible. Request a copy of your Direct Certification list from your food service staff.

Last EOY FY 2008 Reporting Deadline

Reminder: The last EOY FY 2008 reporting deadline is November 5, 2008. After that date any changes will need to be done manually. Refer to the enclosed article titled “EOY FY 2008 Submission Deadline Reminder” for more details.

EOY FY 2008 November 5, 2008, Submission Deadline Reminder

This is just a reminder that we will consider the November 5, 2008, EOY FY 2008 MARSS submission as the final submission. After that date any changes that need to be made will have to be done manually. The turn-around reports in November will include the last EOY statewide Error Report that will be provided to districts for FY 2008. Any requests to change that data must be made not later than December 5, 2008, and must be made on an individual student basis. Only data items that impact ADM and/or the record's statewide error status will be available for correction. For example, STATUS END DATE can be corrected but not RACE/ ETHNICITY. Local errors must be corrected prior to the November 5 submission.

The procedure will be:

1. District MARSS coordinator notifies MDE by e-mail at marss@state.mn.us of the student whose record(s) is in error; this will require the student's **STATE REPORTING NUMBER, DISTRICT NUMBER and TYPE, MARSS coordinator name and valid e-mail address**. If a new record needs to be added you must request an Add form.
2. MDE will provide the district with the student's current data via e-mailed form.
3. District corrects the field(s) that is in error. If the STATUS START and/or END DATES are changed, then ATTENDANCE and MEMBERSHIP DAYS must also be corrected. These corrections must be at MDE no later than Friday, December 12, 2008.
4. Districts must e-mail the corrected form back to MDE. Any e-mail changes received after this date will not be accepted.

The appeal process that has been in place since FY 1994, has allowed districts to appeal errors that did not appear until the final statewide error report was provided in January. This no longer occurs because no new errors can appear after the November 5 edit is run. Errors that appear for the first time on the November 5 turn around report must be corrected by December 12 using the procedure outlined above. There should be very few appeals approved after December 12. If you will be out of the office during the winter break, then your change request must be submitted prior to the start of winter break.

This procedure should result in:

- ◆ No ADM surprises on January's District/School ADM Report;
- ◆ Fewer appeals after December 30;
- ◆ District's ability to finalize last year's data earlier so as to concentrate on the current year's fall data; and
- ◆ MDE's ability to make timelier clean-up payments.

Contacts: [Marilynn Loehr](mailto:Marilynn.Loehr@state.mn.us) at 651-582-8592 for MARSS reporting and error corrections
[Sharon Peck](mailto:Sharon.Peck@state.mn.us) at 651-582-8811 for ADM

Student's Grade Level

Take care in assigning and reporting a student's grade level. At the elementary and middle school, students should be reported at the grade level at which they are receiving instruction. At the high school level, report students at the grade level at which they have earned credits toward graduation. Grade level is used in many different ways, including:

- Pupil unit weighting factors are applied to a student's average daily membership (ADM) based on the student's grade level. These are defined in statute and impact school funding levels.
- Students are required to take various state tests at different grade levels. Taking the test for the wrong grade level could invalidate the results, make the student ineligible for funding (TEAE), impact a school's AYP status and/or provide an inaccurate assessment of the student's progress.
- Juniors and seniors are eligible for two programs for which students in earlier grades are ineligible:
 - Postsecondary Enrollment Options (PSEO) is available to juniors and seniors. Automatically grade progressing a student who has not completed the credits to move into 11th or 12th grade shortens the student's eligibility to participate in PSEO before the student could take best academic advantage of the program.
 - Continued Enrollment of Juniors and Seniors allows students at these grade levels to continue enrollment in the original district of residence when their parents move to another Minnesota school district.
- Grade progression for students who are enrolled in a state-approved Learning Year Program, including state-approved alternative programs (SAAP), must be reported as they occur. It is expected that these students will grade progress during the school year, not just at the end of the school year. This is reported on MARSS by withdrawing the student on the last day of enrollment in one grade and re-enrolling the student on the next day in the new grade.
- Students dual or concurrently enrolled at a high school or middle school in one grade level and at a SAAP in a different district and grade level will need to take the state tests required at each grade level. The high school or middle school should agree with the SAAP as to what grade level the student is actually working on credits or grade level promotion.

Grade level is edited in MARSS programming in two ways:

1. A warning message is included on the local error report when a student's grade level is outside the normal five-year window. For example, a first grade student who is age 8 or older will have a warning message. If the data are accurate, do not change the student's grade or birth date (Error #200).
2. An error is included on the local error report when grade levels of multiple, over-lapping records for a student do not match. These errors must be corrected (Error #235).

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

Reporting Timelines for Fall FY 2009

The two remaining Fall FY 2009 submission deadlines are:

- ◆ Wednesday, November 19, 2008
- ◆ Wednesday, December 17, 2008

Error #206 for EC Students

Procedure for EC students who transition from age two to age three:

A new enrollment record is required when the EC student turns three. Withdraw the student the day before turning age three with a status end code of 27. Create a new enrollment record on the day the student turns three with the correct corresponding instructional setting. *If the student turns three over the weekend or school holiday, the withdrawal should be done on the last instructional day prior to the weekend or school holiday and the re-enrollment on the instructional day following the weekend or school holiday.*

The following edits will be in effect:

- An error will occur for fall reporting:
If the student's start age (age as of the start date on the enrollment record) **does not** correspond with the instructional setting OR if the record crosses December 1 and the December 1 age **does not** correspond with instructional setting.
- An error will occur for End-of-Year reporting:
If student's start age OR withdrawal age (age of the end date on the enrollment record) **does not** correspond with the instructional setting.
- A warning will occur for Fall reporting:
If the record does not cross December 1 and the start age **does** correspond with the correct instructional setting and the withdrawal age **does not** correspond with the correct instructional setting. *If no withdrawal date entered (zero or blanks) on student's record, a default date of 6/30/FY will be used in calculating the withdrawal age.*

MARSS Error #106 Primary Disability Not Appropriate for Age

As a result of the change in age calculation of students for December 1 child count purposes many errors are being generated for students with PRIMARY DISABILITY 12 (developmental delay). Specifically, students who are still age 6 but who will turn 7 prior to December 1 and who are still eligible for special education under PRIMARY DISABILITY 12 are impacted. Please understand that it is consistent with state law for these children to remain eligible until they turn age 7. The IEP/IIIP teams for these children should be conducting reevaluations to determine whether these children will remain eligible under another PRIMARY DISABILITY or be discontinued from special education service. It is acceptable for these children to retain their eligibility under developmental delay up to their 7th birthday.

If you have students' records that are generating error messages for this reason, contact the IEP/IIIP manager for these students to make sure they are aware that a reevaluation should be in progress. If the result of the reevaluation is that the student has been assigned a new PRIMARY DISABILITY, simply change that field in the existing enrollment record. If, however, the team determines that the child is no longer a child with a disability, a new enrollment record should be created with a special education evaluation status of 7.

Contact: [Lisa Backer](#) at 651-582-8473 for disability questions.
[Marilynn Loehr](#) at 651-582-8592 for MARSS reporting and error questions

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Reports Posted to MARSS WES

- **Last Load Date** – This list shows the last date we loaded EOY FY 2008 MARSS files from each district.
- **MARSS Statewide Error Report** – This report shows EOY 2008 errors using MARSS files submitted by November 5, 2008. These data are considered final with only limited update capabilities via manual corrections. Refer to article titled *EOY Manual Correction Policy*.
- **Residents Served Elsewhere for EOY FY 2008** – This report lists your resident students that have been reported by another district. This report can be used to verify the other district is reporting your resident students correctly. Any changes will need to be done through the appeal process.

- **EOY Comparison Report** – This report compares your district’s EOY data for FY 2007 and FY 2008. The intent is to assist you in reviewing the accuracy of your data. The MARSS edit program can only verify valid codes (for example, an open-enrolled student must be a non-resident). Only you can verify the reasonableness of your data. The EOY FY 2007 data is final. Any corrections to the EOY FY 2008 data must now be done manually as described in the article titled *EOY Manual Correction Policy*.

- **Different State Reporting Numbers Report** – This is a list of students who appear to have been assigned more than one STATE REPORTING NUMBER, based on the student’s name, birth date and gender. Refer to the cover memo for instructions on how to read and make corrections or changes. Any corrections will now have to be done through the manual change process.

- **Low ADM Report** – This reiterates a warning message you should already have reviewed on your local MARSS Error Report. It identifies grades and schools in which no student has generated 1.0 ADM. This is a serious problem with financial implications. Refer to the cover memo for directions on what to look for in your MARSS files. Refer to the article titled *EOY Manual Correction Policy*.

- **Consolidated Title I Student Demographics Report** – Districts with at least one Title I school will find a district and school level report posted to MARSS WES. The data from these reports will be used to complete part of your annual ESEA/NCB Annual Evaluation Report – ED-00267.

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- **ADM Adjustments Report** – Most districts and charter schools will find this report posted to MARSS WES. This is a detailed list of all students who were either reported by this district/school or are residents of this district and whose ADM has been adjusted from that which was calculated on a locally produced ADM Report. All of the adjustments have been made to the ADM capped at 1.0 that is shown in the report and in the posted District/School ADM Report.

The information is intended to help districts and schools determine why there are differences between the ADM summaries produced using MARSS WES and the District/School ADM Report that is posted to the web.

Assistance in reading the report can be found in the documentation for the District/School ADM Report that is posted to the web at:

http://education.state.mn.us/mde/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/District_School_ADM_Reports/index.html

- **List of LEP Students with Computed Eligibility and District Summary of LEP Students with Eligibility Status** – This is an updated list of the students identified as both eligible for and receiving ESL (English as a Second Language) services. Their MARSS LEP code is ‘Y’ and their LEP Start Date is greater than zero. Also included is the district summary report.

Two current ADM columns are included on the list of students. The ADM under ADM 1.0 can be used to estimate the LEP ADM for those students identified as eligible for LEP funding. The sum of ADM 1.0, Extended Time ADM and Total ADM can be used to estimate which students will reach their 5.0 cumulative ADM cap at the end of FY 2007, which will make the student ineligible for FY 2008 LEP funding.

Documentation for this report is posted to:
http://education.state.mn.us/mde/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/index.html.

Student ID Repository

We have had several questions and concerns brought up about the ID Repository. The ID Repository is to be used as the *last* resort in obtaining a student ID number. Districts still need to use the *Notification of Change* form to obtain the student’s ID number, along with the student’s status start date and birth date.

If only the ID Repository is used to obtain the student’s ID number, the student may end up with multiple ID numbers which become a real problem when matching student records.

If you have questions about setting up authorization for the ID Repository, please send an e-mail to marss@state.mn.us. To ensure a prompt response, include your name, district name and e-mail address.

Update on Software

Below is a list of MARSS certified software vendors for FY 2009. Each of these products has demonstrated to MDE that it has all the necessary data items and can extract a correctly formatted MARSS file. However, later updates to the product may have impacted its ability to remain in compliance. If you have been unable to resolve a MARSS reporting issue with your certified software vendor, please send an e-mail to marilynn.loehr@state.mn.us. If you have correspondence from a certified vendor that indicates their unwillingness to comply with MARSS reporting requirements or timelines, forward that to the same address. Staff at MDE are willing to contact the vendor to help resolve the issue.

FY 2009 Certified MARSS Software Products

- CIMS
- Genesis
- Infinite Campus
- JMC
- Power School
- SAI
- SASI
- Skyward
- TIES

ADM and LEP Estimates Data

Please share the following article with your business office:

Each year MDE’s Program Finance office requests three years of ADM and LEP estimates from school districts and charter schools. It is imperative that the estimates be as accurate as possible. Estimates for the current year are used for computing estimated state aid entitlements. These aid entitlements are distributed to districts and charter schools via IDEAS. The aid entitlement and IDEAS reports are posted to MDE’s Website under Accountability Programs/Program Finance/Minnesota Funding Reports (MFR) System, i.e., the same Website where we post the District/School ADM Report.

Estimates for FY 2009 through FY 2011 are also used for fiscal review of proposed legislation, end-of-session reports and other reports to the legislature and the public on behalf of both charter schools and independent school districts. Reports showing each district’s and charter school’s current ADM estimates, historical ADM and marginal cost pupil units were recently posted to the Web. The date in the upper right corner of each ADM and LEP Estimates Report indicates the date the estimates were last updated. Refer below for a sample.

RUN DATE 10/11/06		MINNESOTA DEPARTMENT OF EDUCATION										PAGE		SKIPYP07490107			
DISTRICT 0748-01		PROGRAM FINANCE DIVISION										DATE LAST MODIFIED 09/26/06					
SARTELL-ST. STEPHEN SCHOOL DISTRICT		ADM AND LEP ESTIMATES FOR 06-07										DATE LOADED TO MDE 09/27/06					
	LEP	PREK	HCPK	KGN	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	11TH	12TH	TOTAL
DISTRICT WIDE																	
RESIDENT ADM CAP AT 1.0		10	5	253	243	255	222	247	229	253	243	246	267	218	222	223	3,136
ADJUSTED ADM CAP AT 1.0	8	10	5	253	243	255	222	247	229	253	243	246	267	218	222	223	3,136
EXTENDED TIME ADM																	0
SITE ADJUSTED ADM CAP AT 1.0																	
000 RESIDENTS TUITIONED OUT						1							1		1		4
010 SARTELL EL.																	0
020 SARTELL SENIOR HIGH													266	218	221	222	927
040 PINE MEADOW ELEMENTARY	5		5	136	134	150	115	129									669
050 SARTELL MIDDLE	2								229	253	243	246					971
060 OAK RIDGE ELEMENTARY	1	10		117	109	105	106	118									565

Guide to the ADM estimates:
 A. Resident ADM - Public school students who live within the district. Maximum of 1.0 ADM per student.
 B. Adjusted ADM - Resident students minus (1) residents who leave the district under an enrollment options program plus (2) nonresidents who transfer into the district under an enrollment options program. Maximum of 1.0 ADM per student.
 C. Extended Time ADM - Up to 0.20 ADM per student enrolled in a learning year program and who have already generated 1.0 ADM.
 D. LEP ADM - The ADM of eligible students served in an English Language Learners (ELL) program in this district.
 E. These estimates can be updated at the district's discretion via EDRS.
 F. For questions on school numbers, call Lois Pirsig at (651)582-8631.
 For questions on the data, call Sharon Peck at (651)582-9811.

A complete timeline is posted at

http://education.state.mn.us/mde/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/ADM_Estimates/index.html.

January 2, 2009

The FY 2009, FY 2010 and FY 2011 estimates that districts and charter schools have entered by the end of the day on Friday, January 2, 2009, will be used for the February forecast, legislative analysis and end-of-session reports. The FY 2008 data will be used as the estimated entitlement basis for metered payments between January 30 and June 20 for both independent school districts and charter schools. All charter schools, excluding ones in their first three years of operation, need to update their estimates for all three years via EDRS. Charter schools in their first three years of operation update their estimates for the three years via a paper report.

If any of the estimates are inaccurate, i.e., resident, adjusted, extended time and/or LEP ADMs, please update them before January 2. If the estimates are accurate, please enter EDRS and perform step #3 Sum and Authorize. This sets an internal date flag that indicates to MDE that your estimates are current. Documentation on the ADM and LEP Projections System is posted to MDE’s Website at:

<http://education.state.mn.us/mdeprod/groups/Finance/documents/Publication/003010.pdf>.

Continued on page 4.

June 26, 2009

The EDRS ADM and LEP Projections System will be shut down at the close of business June 26 to extract final FY 2009 estimates. If your district's or charter school's actual FY 2009 ADM after the June 17 MARSS submission are relatively accurate, you may wish to update your ADM estimates with these figures. The District/School ADM Report will be posted to Accountability Programs/Program Finance/Minnesota Funding Reports (MFS) System in the Student data category by June 24, 2009.
<http://app.education.state.mn.us/MFRSystem/index.do>

The FY 2009 estimates entered as of June 26 will be used:

- To calculate estimated final FY 2009 state aid entitlements for the IDEAS system on August 30. (We are hesitant to use the July 15 MARSS data to compute actual entitlements on a statewide basis because many districts and charter schools have not had the opportunity to completely enter membership hours for learning year and early childhood/kindergarten disabled students.)
- For district's use in estimating year-end receivable.
- In school districts' levy reports as a component of FY 2010 marginal cost pupil units.

To calculate estimated final and final FY 2009 state aid entitlements for the IDEAS system on September 30 and October 30, we use actual MARSS data as of August 12 and September 16 respectively.

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

Reporting Timelines for Fall FY 2009

There are only two submissions remaining for Fall FY 2009 data. This data is used for Compensatory Revenue counts and unduplicated Child Count.

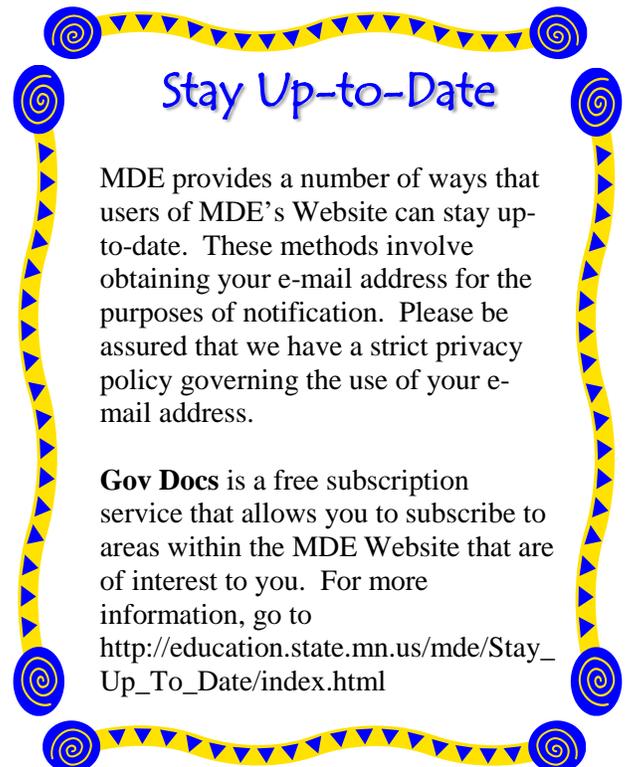
- Wednesday, November 19, 2008
- Wednesday, December 17, 2008

PSEO Reminder

MARSS contact people please remind your admission people in the high schools to use the latest Post-Secondary Enrollment Registration form ED-01763-12. This form states pupils are required to return all textbooks and equipment to the post-secondary institution after the course has ended.

The form is on our Website at:
http://education.state.mn.us/mde/Accountability_Programs/Program_Finance/Miscellaneous_Revenue/index.html.

Contact: [Steve Etheridge](#) at 651-582-8771



Stay Up-to-Date

MDE provides a number of ways that users of MDE's Website can stay up-to-date. These methods involve obtaining your e-mail address for the purposes of notification. Please be assured that we have a strict privacy policy governing the use of your e-mail address.

Gov Docs is a free subscription service that allows you to subscribe to areas within the MDE Website that are of interest to you. For more information, go to http://education.state.mn.us/mde/Stay_Up_To_Date/index.html

EOY MARSS Manual Correction Policy

The appeal process that has been in place since FY 1994, has allowed districts to appeal errors that did not appear until the final statewide error report was provided in January. This no longer occurs because no new errors can appear after the statewide edit following the final MARSS file submission in late October or early November. Errors that appear for the first time on the statewide Error Report following the final file submission must be corrected through the manual correction process no later than the third Friday in December. For FY08, this is December 19, 2008. The process is outlined below.

After the final EOY MARSS file submissions have been provided to MDE and a statewide Error Report posted to MARSS WES, selected data items can be changed via a manual process. The final FY08 MARSS file submission was due November 5, 2008. Only data items that impact ADM (average daily membership) and/or records with errors identified on the statewide Error Report are available for correction after the final file submission. Errors identified in the local edit should have been corrected prior to the final file submission to MDE, so they are not available for correction. For example, LAST LOCATION OF ATTENDANCE and RACE/ETHNICITY must be corrected prior to the final MARSS submission and are not eligible for manual correction. However, STATUS END DATE and MEMBERSHIP DAYS can be corrected through the manual correction process. Records can also be added or deleted.

Fields That Can Be Manually Corrected

STUDENT STATE ID NUMBER	STATUS START DATE
STATUS END DATE	STATE AID CATEGORY
STATUS END CODE	STUDENT NAME
GRADE	PERCENT ENROLLED
LEP FLAG	LEP STATE DATE
PSEO FLAG	PSEO HIGH SCHOOL HOURS
HOMELESS FLAG	RESIDENT DISTRICT NUMBER AND TYPE
MEMBERSHIP DAYS/HOURS	INSTRUCTIONAL SETTING
PRIMARY DISABILITY	SPECIAL EDUCATION SERVICE HOURS
ATTENDANCE DAYS/HOURS	SPECIAL EDUCATION EVALUATION STATUS
TRANSPORTATION CATEGORY	TRANSPORTING DISTRICT NUMBER AND TYPE

NOTE: LAST LOCATION OF ATTENDANCE is not a manual correction field.

Procedures

Please carefully read the steps below. Deviations from these procedures may invalidate the district's request causing a potential loss of state aid to the district. Incomplete and/or inaccurate requests will be returned to the sender.

1. Requests to correct, add or delete data must be made by the district's MARSS Coordinator at the enrolling district. Any requests made by someone other than the MARSS Coordinator cannot be processed because there is no assurance that the source data base has been updated, too, in case of an audit.
2. Requests must be emailed to MARSS@state.mn.us. Requests sent to any other email address will not be processed as the MARSS office may never be aware of the request.
3. A single email should be used to request changes for multiple records. There is no need to send an email per student.
4. Requests to change, add or delete data must be received at MDE by the second Friday in December. A Correction/Delete and/or Add form will be emailed to the MARSS Coordinator. Refer below for information on what to include in the email request. The email from MDE will be sent through a secure email. Each

MARSS Coordinator who requests a Correction, Delete and/or Add form will need to set up an account with a password when these forms are returned to you. Keep a copy of the password for any future email sent in this manner. This assures that the correct person receives the forms. If you reply to this email you must change the email address to **MARSS@state.mn.us**.

5. The completed Correction, Add and/or Delete form must be **emailed back to MDE at MARSS@state.mn.us** and received at MDE by the third Friday in December. No changes will be accepted after this date. Complete the forms carefully -- incomplete or erroneous data will cause an error and the entire record will be ignored. **Every form must be signed and dated by the MARSS Coordinator.** Forms can be sent back as a word document or PDF, either way you must have a signature on all forms. It is suggested that the MARSS Coordinator update the local data base, extract a new file and run the file through the MARSS WES to assure that the corrections/additions will pass the edit program.
6. The MARSS Coordinator will be sent a reply email indicating that the changes have been made.

Timelines for Manual Correction

- Final MARSS EOY file submission -- Refer to the EOY MARSS Reporting Timelines posted to the MARSS Website. For FY08, Wednesday, November 5, 2008.
- Requests for corrections/additions/deletions due at MDE by the second Friday in December. For FY08, Friday, December 12, 2008.
- Correction/Add/Delete forms due at MDE by the third Friday in December. For FY08, Friday, December 19, 2008.

Processes

A. To Correct a record:

- a. The MARSS Coordinator's email request must contain the following information:
 - i. MARSS Coordinator Name
 - ii. Phone Number
 - iii. Email Address
 - iv. SERVING DISTRICT NUMBER/TYPE
 - v. STUDENT FULL NAME
 - vi. STATE REPORTING ID NUMBER (As reported on the MARSS file)
- b. MDE provides the district with the student's current data via a Correction form that will be emailed to the MARSS Coordinator.
- c. The MARSS Coordinator provides the correct values in the right column for the field(s) that is in error. **Make sure that the record is internally consistent. It is the MARSS Coordinator's responsibility to assure that the data provided would pass the local MARSS edit.** Do not make any corrections to the shaded cells. If changes are made in these cells, the record won't be found and no corrections can be made to the record. If the STATUS START DATE and/or STATUS END DATE are changed, then the MEMBERSHIP and ATTENDANCE DAYS must be corrected. If the STATE AID CATEGORY is changed from a nonresident to a resident, be sure to also correct the student's RESIDENT DISTRICT NUMBER and TYPE. Failure to completely correct a record may cause a local error and the student's entire record will be excluded from reports at the state. Return **all** forms that are sent.
- d. A form for each enrollment record the student has in your district will be sent. If no changes are needed for a record, check the box "No Changes Needed" at the bottom of the form. All forms must be signed and dated by the MARSS Coordinator.
- e. The signed and dated Correction forms must be received at MDE via email no later than the third Friday in December. No Correction forms will be accepted after this date.

B. To Add a record:

- a. The MARSS Coordinator's email request must state the need to add a new student record.
- b. MDE will provide the district with one Add form; multiple copies can be made as needed. The Add form will be emailed to the MARSS Coordinator.
- c. The MARSS Coordinator completes the entire form. Forms with missing data and/or invalid codes will not be added. **Make sure that the record is internally consistent. It is the MARSS Coordinator's responsibility to assure that the data provided would pass the local MARSS edit.**
- d. Completed, signed and dated Add forms must be received at MDE via email no later than the third Friday in December. No Add forms will be accepted after this date.

C. To Delete a record:

- a. The MARSS Coordinator's email request must contain the following information:
 - i. MARSS Coordinator Name
 - ii. Phone Number
 - iii. Email Address
 - iv. SERVING DISTRICT NUMBER/TYPE
 - v. STUDENT FULL NAME
 - vi. STATE REPORTING ID NUMBER (As reported on the MARSS file)
- b. The request must state the need to delete a student record.
- c. MDE provides the district with the student's current data via a Correction form that will be emailed to the MARSS Coordinator.
- d. The MARSS Coordinator will check the box "Delete Record" at the bottom of the form.
- e. The completed, signed and dated Delete forms must be received at MDE via email no later than the third Friday in December. No Delete forms will be accepted after this date.

All forms and requests must be filled out completely or they will be returned via email. Due to the volume of corrections, phone call follow-up can no longer be provided.

Contacts: Marilyn Loehr at marilyn.loehr@state.mn.us or 651-582-8592 for questions regarding MARSS reporting and error corrections.

Sharon Peck at sharon.peck@state.mn.us or 651-582-8811 for ADM questions

Note that requests for changes must be emailed to MARSS@state.mn.us

State ID Numbers

When requesting State ID numbers from another district, that district has ten business days in which to respond.

The department highly recommends that the district requesting the State ID number use the *Notification of Change* form to obtain the reporting number.

Requesting numbers over the phone could cause invalid numbers due to transposing or copying a number down incorrectly. The district from which the number is being requested has the option of how they want to handle providing the ID numbers to the requesting district.

Contact: Marilyn Loehr at 651-582-8592

Differences Between Special Education Transportation and Special Transportation

There are differences between Special Education Transportation and Special Transportation. Special Education Transportation is required when adaptations or accommodations are identified by the student's IEP/IFSP/IIIP. The expenditure is eligible for inclusion in Finance Dimension 723. The student must be coded 03-Disabled in MARSS. Special Transportation is required transportation as an accommodation or adaptation of a 504 plan, or transportation to a care and treatment facility or for students who are experiencing homelessness. This expenditure is eligible for inclusion in UFARS Finance Dimension 728. The student that is provided Special Transportation must be coded 06-Special in MARSS.

If Special Education Transportation is identified in the student's IEP/IFSP/IIIP and the student becomes homeless, attends a care and treatment facility, or has a 504 Accommodation Plan, use MARSS code 03-Disabled. Special Education Transportation supersedes Special Transportation.

Expenditures reported in both Finance Dimension 723 and 728 flow the same way through the Special Education Aid Entitlement. However, only the cost of providing Special Education Transportation to nonresident special education students is included in the Tuition Billing process while the cost of Special Transportation is not.

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

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Last Location and Status End Codes

LAST LOCATION OF ATTENDANCE (LLA) and STATUS END codes are assigned based on the student's schedule, not necessarily the school's. For example, a student who is (a) enrolled in the summer term of a learning year program, such as an ALC, and (b) then transfers to the high school in a different district in the fall, is assigned an LLA of 14 at the high school. The high school is the student's *second* enrollment of his or her school year, even though it's the beginning of the year for the high school. If the high school and ALC were in the same district, the high school would report LLA 21.

Likewise, a student who:

- (a) completes the school year in one school; and
- (b) then transfers to another school with a later ending date

is assigned a STATUS END of 20 (or other appropriate code) rather than 40 at the first school. This situation exists when dual-enrolled students remain enrolled at the ALC after the high school's last day, or when early childhood or kindergarten disabled students continue to receive special education services through June but are withdrawn at the elementary school in May or early June.

Aitkin vs. Minneapolis

We are still having problems with Minneapolis resident students being coded as Aitkin residents. **REMEMBER:**

- ⇒ Minneapolis is District Number 0001 and District Type **03**
- ⇒ Aitkin is District Number 0001 and District Type **01**.

REMINDER!!!

State ID numbers should not be reused. This has caused a problem in the past with two different students having the same state ID number assigned.

Reports Posted to MARSS WES

- **Last Load Date** – This list shows the last date we loaded Fall FY 2009 MARSS files from each district. A zero in the date column indicates that we did not receive MARSS files by the November 19, 2008, deadline.
- **No Fall Data Reminder Letter** – Districts that did not report fall data by November 19, 2008, will be sent a reminder letter. These districts may not find any additional reports posted to MARSS WES, statewide reports.
- **Returning Graduates** – Districts that reported a student as a graduate in FY 2008 but the student has been reported as enrolled somewhere in Minnesota in FY 2009 will find a report posted to MARSS WES, statewide reports. Graduates are ineligible to generate further state aid. Either the graduate STATUS END code on FY 2008 is in error, or the student must be removed from the FY 2009 MARSS files. If the error exists on the FY 2008 MARSS file, submit a request for a manual correction. Refer to the November 17, 2008, MARSS Memo. If the error exists on the FY 2009 MARSS file, please remove the student from your MARSS file (if you are the reporting district) or notify the enrolling district that this student has been awarded a diploma and must be removed from their file for the next fall FY 2009 MARSS submission.
- **Economic Indicator Comparisons** – This report compares your October 1 enrollment and free and reduced price meal counts for fall of FY 2008 and fall of FY 2009. This is provided in an attempt to help you identify reporting errors, whether students are over- or under-identified. Your business and/or food service office may be able to assist the MARSS contact in reviewing the reasonableness of this data. Any reporting errors need to be corrected locally and new MARSS files resubmitted in the normal manner for the December 17, 2008, deadline.

- **Child Count Reports** – There is one report posted: *Load Report #1*.

Your special education director has already been sent this same report. Refer to the accompanying article entitled “Child Count Report” for more information.

- **Fall Resident Student Served Elsewhere Report for FY 2009** – This report lists your resident students that have been reported by another district. This report is similar to the Non-Resident Report and can be used to verify that your students are being reported by the correct district.
- **MARSS Statewide Error Report** – This report was run using data on file as of November 19, 2008. The statewide edit compares records of students who were enrolled in more than one district so far this year. Local errors are not included in the statewide edit. For a list of any local errors refer to the local MARSS Error Report posted to MARSS WES.

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- **List of LEP Students Served with Computed Eligibility 2008-09 Fall** – This is a list of all students reported as ‘Yes’ LEP with an LEP START DATE on your most current Fall FY 2009 MARSS files. The students are sorted by school and STATE REPORTING NUMBER. For each student we have indicated their eligibility to generate state LEP funding for FY 2009. Documentation for the “List of LEP Students Served with Computed Eligibility” reports is posted to the department’s Website at: http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/index.html

The same column headings are used in both the year-end and fall reports with one exception -- the year-end reports include current year ADM, which is not available for the fall reports. Feel free to share this report and the documentation with your district’s ESL staff.

These reports are provided as an FYI. The end-of-the-year data generates LEP ADM and state funding. Therefore, prior to submitting EOY files, if students are missing from this list, make sure that the student’s:

- enrollment record exists on the EOY FY 2009 MARSS file,
- LEP indicator is reported as ‘Y,’
- LEP START DATE has been reported, and local errors are corrected.

- **Fall Enrollment Check-off Comparison Report** – This report compares your district’s fall data for FY 2008 with FY 2009. The intent is to assist you in reviewing the accuracy of your data. Updated fall files should be received by the department by December 17, 2008, in order for changes to be reflected on the final fall turnaround reports.
- **Different State Reporting Numbers Report** – This is a list of students who appear to have been assigned more than one STATE REPORTING NUMBER, based on the student’s name, birth date and gender.

Students Enrolled in Summer Programs

Make sure that students enrolled in the summer term of learning year programs, such as alternative programs, and who are not enrolled during the traditional school year, are withdrawn at the end of their summer term. Students reported by both a public alternative program and a traditional school at the same time do not cause an error under the MARSS edits. Rather, it is assumed that the students are dual-enrolled. However, students who do not remain enrolled at the alternative program should be withdrawn, or they may be considered enrolled at the alternative program for purposes of the October 1 enrollment counts.

ADM and LEP Estimates

Please make final updates to your FY 2009, FY 2010 and FY 2011 ADM and LEP estimates no later than Friday, January 2, 2009.

New timelines have been posted to the Website and an email sent to business managers.

Contact: [Jeanne Krile](mailto:Jeanne.Krile@state.mn.us) at 651-582-8637

Minnesota Statutes on the Web

The Minnesota Statutes are accessible on the Web. You can search by section or topic. Once the session starts you can also track the status of bills. The Website address is: <http://www.leg.state.mn.us/>.

Preliminary Compensatory Revenue for FY 2010

A preliminary Compensatory Revenue Entitlement Report is posted after each fall MARSS submission under Accountability Programs, Program Finance, Minnesota Funding Reports (MFR) System, Aid Entitlement. Districts and charter schools can use this preliminary entitlement as another data source in verifying the accuracy of the MARSS data.

Let your business office know that we have posted a preliminary FY 2009 Compensatory Revenue Entitlement Report using the most recent Fall FY 2008 MARSS submissions. This preliminary report is intended to provide an additional means by which districts and charter schools can verify the accuracy of their Fall MARSS data. This entitlement report will be updated again after December 19.

A spreadsheet in which you can enter your school's October 1, 2008, enrollment and meal eligible counts and the FY 2010 compensatory revenue will be computed can be found on this Web page: http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/General_Education/Compensatory_Revenue_by_Site_and_Cooperatives/index.html.

For charter schools currently in their first year of operation, the October 1, 2008, enrollment and eligible meal counts will be used for both FY 2009 and FY 2010 compensatory revenue. The spreadsheet will work for both years.

Reminder: For MARSS reporting and compensatory revenue, you must have a signed and dated "Application for Educational Benefits" for the current year on file by December 15 to claim a student as eligible for the free or reduced price meal; this includes Provision 2 and 3 schools.

Contacts: [Sharon Peck](#) at 651-582-8811 for questions on the student counts
[Colleen Leemon](#) at 651-582-8566 with questions on the compensatory revenue formula

Last EOY FY 2008 Reporting Deadline

Reminder: The last EOY FY 2008 reporting deadline was November 5, 2008. Refer to the November 17, 2008, MARSS Memo article titled "EOY FY 2008 Submission Deadline Reminder" for more details.

MARSS Error #106 Primary Disability not Appropriate for Age

As a result of the change in age calculation of students for December 1 child count purposes, many errors are being generated for students with PRIMARY DISABILITY 12 (developmental delay). Specifically, students who are still age 6 but who will turn 7 prior to December 1 and who are still eligible for special education under PRIMARY DISABILITY 12 are impacted. Please understand that it is consistent with state law for these children to remain eligible until they turn age 7. The IEP/IIP teams for these children should be conducting reevaluations to determine whether these children will remain eligible under another PRIMARY DISABILITY or be discontinued from special education service. It is acceptable for these children to retain their eligibility under developmental delay up to their 7th birthday.

If you have students' records that are generating error messages for this reason, contact the IEP/IIP manager for these students to make sure they are aware that a reevaluation should be in progress. If the result of the reevaluation is that the student has been assigned a new PRIMARY DISABILITY, simply change that field in the existing enrollment record. If, however, the team determines that the child is no longer a child with a disability, a new enrollment record should be created with a special education evaluation status of 7.

Contact: [Lisa Backer](#) at 651-582-8473 for disability questions.
[Marilynn Loehr](#) at 651-582-8592 for MARSS reporting and error questions

School Calendars and Inclement Weather

As during most past Minnesota winters, snow and ice will grace many school districts, causing superintendents and transportation directors to consider the wisdom of canceling or delaying school for the day. The following are typical questions raised by these situations.

How do I mark a day when school was canceled?

Mark the day as “no school,” as for a Saturday or school break. For state purposes, this day is not an instructional day for the school/grade and not an attendance/membership day for students. It does not matter if school is closed for weather, fire, boiler breakdown, staff development, funeral, school break, etc. No school is no school. This does not affect Average Daily Membership (ADM) for most full-year students, which is the comparison of a student’s membership days to instructional days. For example, 175 membership days divided by 175 instructional days is 1.0 ADM, as is 174 membership days divided by 174 instructional days.

Do I need to reschedule the school day later in the year?

That is up to your local school board. They set the original calendar and they have the authority to change it. If the day is not made up, we recommend that the local board formally amend the calendar for local accountability purposes. Charter schools should send a copy of the new calendar to Program Finance, attention to Jeanne Krile.

Will we lose state aid if we do not make it up?

No. There is no longer a financial penalty for having too few days. The statute requires independent school districts to schedule at least as many instructional days as were originally scheduled for FY 1997; it did not provide a penalty for not meeting this schedule. But again, your local board must be accountable to the students and families; they need to formally modify the calendar if it is different than the original. However, students whose ADM is based on a statute-defined number of hours will generate fewer membership hours if the canceled instruction is not rescheduled. Specifically, kindergarten-disabled and early childhood students with more than 231 membership hours are affected. Also, the summer or extended day membership of dual-enrolled students at an alternative program would generate less ADM if the core year membership provided fewer than the statute-defined minimums for learning year programs.

How do I code a late start/early dismissal?

Emergency late starts or early dismissals can be reported as a regular full school day. However, *scheduled* late starts and early dismissals for any reason (staff development, state tournaments, parent-teacher conferences, etc.) affect the length of day that is reported on the MARSS school file. Use the Flexible Scheduling worksheet (posted to the Web) to calculate an average length of day to report on MARSS when the scheduled length of day varies during the school year.

How do I code an emergency late start/early dismissal when one section of kindergarten is canceled?

For half-day, daily kindergarten:

- ☂ When morning kindergarten is canceled but either afternoon kindergarten is held or there is no afternoon class, mark morning kindergarten as a non-school day.
- ☂ When afternoon kindergarten is canceled but either morning kindergarten is held or there is no morning class, mark afternoon kindergarten as a non-school day.

For full-day, alternative day kindergarten:

- ☂ The kindergarten section that was scheduled to meet on a canceled day should be marked as “no school.”

Error #206 for EC Students

Procedure for EC students who transition from age two to age three:

A new enrollment record is required when the EC student turns three. Withdraw the student the day before turning age three with a status end code of 27. Create a new enrollment record on the day the student turns three with the correct corresponding instructional setting. *If the student turns three over the weekend or school holiday, the withdrawal should be done on the last instructional day prior to the weekend or school holiday and the re-enrollment on the instructional day following the weekend or school holiday.*

The following edits will be in effect:

- An error will occur for fall reporting: If the student's start age (age as of the start date on the enrollment record) **does not** correspond with the instructional setting OR if the record crosses December 1 and the December 1 age **does not** correspond with instructional setting.
- An error will occur for End-of-Year reporting: If student's start age OR withdrawal age (age of the end date on the enrollment record) **does not** correspond with the instructional setting.
- A warning will occur for Fall reporting: If the record does not cross December 1 and the start age **does** correspond with the correct instructional setting and the withdrawal age **does not** correspond with the correct instructional setting. *If no withdrawal date entered (zero or blanks) on student's record, a default date of 6/30/FY will be used in calculating the withdrawal age.*

Child Count Report

Districts that submitted MARSS Fall FY 2009 files by November 19, 2008, and/or on whose behalf another district reported eligible students, will find one report posted to the Website.

- ◆ *Load Report #1* is a list of eligible students sorted on district of residency and student name.

The students included on this report will differ from those included on the *Local MARSS Child Count Detail Report*. Your local report includes students who are enrolled in your district; they may or may not be your residents. This enclosed report includes eligible resident students.

Eligible students are defined as:

- Enrolled on December 1 (STATUS START DATE is on or before December 1 and STATUS END DATE is on or after December 1);
- SPECIAL EDUCATION EVALUATION STATUS is 4 or 6; and
- PRIMARY DISABILITY and INSTRUCTIONAL SETTING are greater than 00.

Eligible students generate federal special education money for the resident district except for students enrolled in:

- Charter schools that generate child count for the charter school,
- Academies for the Deaf and Blind that generate child count for the academies, and
- Perpich Center that generates its own child count.

Do not forget to report the following:

- Infants and toddlers with IFSP/IIIP who receive their special education services at home;
- Shared-time students who have an IEP and are enrolled for only a small portion of the school week; and
- Students with IEP/IFSP/IIIP who receive their special education services on a part-time basis at a cooperative. (Students enrolled full-time at a cooperative should be reported by the cooperative only.)

Contacts: [Marilynn Loehr](#) at 651-582-8592 for MARSS reporting questions
[Michelle Jones](#) at 651-582-8577 for Child Count Report questions

MARSS Reporting for FY 2009 and Opportunities to Submit Interim Files

In addition to the FY 2009 End of Year MARSS reporting submission timelines, MDE is encouraging districts to refresh their MARSS data **between these timelines** in order to have more current student data available for other MDE purposes.

It is MDE policy to use the MARSS data as the official source system for student counts and demographics when other MDE applications require student information. For example:

- ◆ State-wide assessments given to all students under the No Child Left Behind (NCLB) legislation for Title I and Title III federal funding.
- ◆ Measurement of Adequate Yearly Progress (AYP) under NCLB. Under most circumstances, students enrolled during the testing window (as reported on MARSS) are included in the AYP measurement.
- ◆ Disciplinary Incident Reporting System (DIRS) which uses the most current enrollment data to validate MARSS numbers for students included in the report.

Refreshing MARSS Data for Preprinting Answer Documents:

To facilitate administration of the tests (and ensure that testing information matches enrollment information), most assessment documents are preprinted with the student name, birth date, gender and MARSS number. This preprinted information has normally been derived from the MARSS Fall submission. For FY 2009, this would be the data submitted on the December 17 final Fall submission. However, as in 2008, districts will have opportunities to refresh their MARSS data after the December 17 Fall MARSS Submission Cycle closes.

- ◆ Interim files submitted between December 22 and March 16 will be used to preprint answer documents.
- ◆ The submission of interim files ensures that the answer documents are printed with the most current student information possible. This is especially helpful for districts with many newly enrolled students who were not in the December 17 MARSS submission.
- ◆ Interim files will *not* be used to update the district's final Fall MARSS data for purposes of the October 1 enrollments and/or compensatory revenue counts.

Refreshing MARSS Data Using MARSS WES:

Districts can refresh their MARSS data via a normal MARSS Web Edit System (MARSS WES) submission. These interim file submissions of **End of Year** (EOY) data must be run through the local edits as any other submission. However, this year the MARSS WES system will be sensitive to these early submissions and suppress various edits that would normally be errors up to June 1. For example, SPECIAL EDUCATION SERVICE HOURS are normally required for some students. This edit would be relaxed until the June MARSS submission when this information would then be required. Once the validations were completed, the MARSS Coordinator would simply upload the refreshed student and school files as they normally do for any other submission. Please note that districts **must resubmit** their files after June 1 to activate the validations that had been suppressed prior to this date.

Once the data is submitted, it will be used by the department for creating pre-code files and other MDE purposes. It will not, however, be used to update data for funding purposes. MARSS Coordinators should follow the MARSS Timelines Submissions/Turnaround Reports EOY FY 2009 deadlines for student data updates for funding purposes.

It is important to note that the full set of MARSS data should always be submitted; partial data sets may be mistaken as full sets of data when used by other program areas. No statewide edit will be performed on the interim files. Reports will not be posted to MARSS WES statewide reports until after the April 11 submissions.

Preprinting Deadlines for Refreshing MARSS Data:

Since there are many state-wide assessments, there are several opportunities to update the MARSS data through the 2009 assessment windows. If a district chooses not to refresh any of its MARSS data, the documents will be preprinted with the information from the FALL December 17 MARSS submission. If a district does refresh its MARSS data by submitting an updated EOY school and student file, this data will be used until it is resubmitted. Resubmitted EOY data will overwrite any existing data from earlier submissions. Refreshed MARSS data that is submitted to the department by the following dates will be used to preprint answer documents for the following assessments:

TEAE/ MN SOLOM – Wednesday, January 14, 2009
MTAS – Friday, February 13, 2009
MCA-II Reading and Math & GRAD Writing Grade 9 – Friday, February 13, 2009
MTELL – Monday, March 16, 2009
MCA-II Science – Monday, March 16, 2009

Additional opportunities to refresh MARSS data to aid in correcting assessment data:

Between April 1 and June 19, 2009

- ◆ Test WES, MDE's assessment validation system (called Test WES) will rely on the MARSS data to provide a variety of demographic and enrollment characteristics on students. These MARSS characteristics are needed to validate the assessment as well as aid in reporting students in various categories. Test WES will open for post-test editing of assessments on June 2, 2009. The timelines have been coordinated to allow districts to accurately report MARSS enrollment information over the April testing windows while comparing it to actual assessments given in April.
- ◆ Districts have the opportunity to refresh their data between **the established MARSS submission timelines up through June 17**. The purpose of the refreshed data is to aid in correcting assessment data. In rare instances, districts may discover inaccuracies in the first MARSS submission when comparing it to their assessment data. If this occurs, districts may once again resubmit their data through the MARSS WES system to correct the inaccuracies.
- ◆ On Friday, June 19, 2009, the Test WES system will extract test data and distribute to other publication processes. These include such things as the district's Individual Student Reports, summary data sets posted to the Web and provided to newspapers, and eventually the AYP measurements for each school and district. Any changes made in the Test WES system (and by association, the refreshed MARSS data) are then reflected in all of these publications. These steps ensure that the most accurate MARSS enrollment data is linked with the most accurate Assessment data.

Role of the MARSS Coordinator

- ◆ Be aware of the additional opportunities to refresh your MARSS data by submitting interim files.
- ◆ Work with your District Assessment Coordinator, LEP Coordinator and Special Education Director to determine:
 - If the special education and LEP status is reported correctly for students enrolled in your district.
 - If your most recently submitted file reflects all students currently enrolled in your district.
 - If your district should refresh your MARSS data.

Questions on Refreshing MARSS Data and Uses of Data:

Please contact the MDE Help Desk at mde.it-helpdesk@state.mn.us with questions.

Official submission dates to update MARSS data for Program Finance purposes:

Regardless of how many times a district refreshes its MARSS data, the MARSS EOY submission dates are still in effect and districts are required to follow the published timelines as they normally would. Just as in any upload, data in these official submissions will also overwrite any previously refreshed data uploaded to the department.

The most current timelines for reporting MARSS data are located at:

http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/index.html

Student Numbers

One of the biggest complaints we receive is that districts are not sharing student information. With several new charter schools opening this fall and students transferring, it is important to share this information with the requesting district. Please respond to these requests in a timely manner.

If you are swayed at all by statute, here is a pertinent one: M.S. 120A.22, Subdivision 7.

“(a) A district from which a student is transferring must transmit the student’s educational records, within ten business days of a request, to the district in which the student is enrolling. Districts must make reasonable efforts to determine the district in which a transferring student is next enrolling in order to comply with this subdivision.”

Reporting Timelines for Fall FY 2009

The remaining Fall FY 2009 submission deadline is Wednesday, December 17, 2008.

For Schools on the Food Service Program

Students identified on this year’s Direct Certification list, produced by December 15, 2008, can automatically be reported on your Fall MARSS as free-meal eligible. Request a copy of your Direct Certification list from your food service staff.

This publication is produced by:

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Division of Program Finance
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Roseville, MN 55113-4266

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Fax: 651-582-8878
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E-mail Helpline: marss@state.mn.us

Reports Posted to MARSS WES

- **Last Load Date** – This list shows the last date we loaded Fall FY 2009 MARSS files from each district. A zero in the date column indicates that we did not receive MARSS files by the December 17, 2008, deadline.
- **MARSS Statewide Error Report** – This report was run using data on file as of December 17, 2008. It is the last statewide edit run on Fall FY 2009 MARSS files. The statewide edit compares records of students who were enrolled in more than one district so far this year. Local errors are not included in the statewide edit. For a list of any local errors, refer to the local MARSS Error Report that was produced for you by your region or within your district using the MARSS WES.

- **Fall Enrollment Comparison Report** – This report compares your district’s fall data for FY 2008 with FY 2009. The intent is to assist you in reviewing the accuracy of your data.
- **Fall Resident Student Served Elsewhere Report for Fall FY 2009** – This report lists your resident students that have been reported by another district. This report is similar to the Non-Resident Report and can be used to verify that your students are being reported by the correct district.
- **Different State Reporting Numbers Report** – This is a list of students who appear to have been assigned more than one STATE REPORTING NUMBER, based on the student’s name, birth date and gender.
- **Child Count Report** – There is one report: Load Report #1.

Your special education director has already been sent this same report.

Note that a district might have Child Count Reports even though it did not submit Fall MARSS files in time. Because the child count is credited to the resident district, with two exceptions (charter schools and the Academies for the Deaf and Blind), a district may find a short list of eligible residents who were enrolled in and reported by another district.

Contacts: [Marilynn Loehr](#) at 651-582-8592 for MARSS reporting questions
[Michelle Jones](#) at 651-582-8577 for federal child count revenue questions

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MARSS Contacts

Continue to forward any changes to the MARSS contact list. Send changes to the following e-mail address: marss@state.mn.us

Continued from Page 1

■ **List of LEP Students Served with Computed Eligibility 2008-09 Fall** – This is a list of all students reported as ‘Yes’ LEP with an LEP START DATE on your most current Fall FY 2009 MARSS files. The students are sorted by school and STATE REPORTING NUMBER. For each student we have indicated their eligibility to generate state LEP funding for FY 2009. Documentation for the “List of LEP Students Served with Computed Eligibility” reports is posted to the department’s Website at: http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/index.html

The same column headings are used in both the year-end and fall reports with one exception -- the year-end reports include current year ADM, which is not available for the fall reports. Feel free to share this report and the documentation with your district’s ESL staff.

These reports are provided as an FYI. The end-of-the-year data generates LEP ADM and state funding. Therefore, prior to submitting EOY files, if students are missing from this list, make sure that the student’s:

- enrollment record exists on the EOY FY 2009 MARSS file,
- LEP indicator is reported as ‘Y,’
- LEP START DATE has been reported, and local errors are corrected.

Child Count Reports

Districts that submitted MARSS Fall FY 2009 files by December 17 and/or on whose behalf another district reported eligible students will have one report generated.

- *Load Report #1* is a list of eligible students sorted by student name.

The students included on this report will differ from those included on the *Local MARSS Child Count Detail Report*. Your local report includes students who are enrolled in your district; they may or may not be your residents. The enclosed report includes eligible resident students.

Eligible students are defined as:

- Enrolled on December 1 (STATUS START DATE is on or before December 1 and STATUS END DATE is on or after December 1);
- SPECIAL EDUCATION EVALUATION STATUS is 4 or 6; and
- PRIMARY DISABILITY and INSTRUCTIONAL SETTING are greater than 00.

Eligible students generate federal special education money for the resident district except for students enrolled in:

- charter schools who generate child count for the charter school, and
- Academies for the Deaf and Blind who generate child count for the academies.

Contacts: [Marilynn Loehr](#) at 651-582-8592 for MARSS reporting questions
[Michelle Jones](#) at 651-582-8577 for federal child count revenue questions

Transportation Director Listserv

The Pupil Transportation Unit has implemented a Transportation Director email listserv. The listserv will provide information to Minnesota school districts regarding pupil transportation. The email messages will include topics such as state pupil transportation reporting, legislative and MDE policies regarding pupil transportation and the “Vehicle Newsletter.”

A contact person’s email from each district was selected because at one time that person was indicated as the pupil transportation contact. If you would like to be included in the Transportation Director listserv, or if you think someone at your district should be included, please send an email to kelly.wosika@state.mn.us indicating you would like to receive email news regarding pupil transportation.

Online Learning (OLL)

We continue to get many calls on reporting students who are participating in OLL. Following is a brief description of the reporting procedures.

Only the school in which the student is enrolled reports the student on MARSS. A student cannot be enrolled in a high school in one district and an OLL program in another district at the same time. The student can be working toward a diploma in only one school at a given time. If both the OLL program and the high school report the student concurrently, even if the PERCENT ENROLLED does not exceed 100, a date overlap error will occur.

Comprehensive OLL Enrollment

The OLL program that enrolls a student from another district through open enrollment must provide the resident district with a copy of the student's "School District Enrollment Options Program" form. Statute application timelines apply. When a district or charter school enrolls a student into any of their programs, including OLL, it must provide the prior enrolling district/charter school with the student's "Notification of Change in Student Enrollment" form. This serves two purposes: (1) it is the means by which the new enrolling school obtains the student's correct Student Number and (2) informs the prior district the date by which the student must be withdrawn so as to avoid a date overlap error.

Should the student wish to take a class or two at the prior school or resident district, no state aid can be generated by that school. The OLL program/district could contract with the local district to provide a seat-based class(es) and/or special education, but this time is not reported on the local district's MARSS file.

Supplemental OLL Enrollment

A student who remains enrolled in one school and accesses OLL courses from a state-certified OLL program is reported in one of two ways:

1. If the student's OLL course is paid for by MDE via the OLL statute (M.S. § 124D.095 (2007) and 124D.096 (2006)), the OLL program should have provided a copy of the student's "Online Learning (OLL) Supplemental Notice of Student Registration" to the enrolling district/charter school for signature. This is part of the audit trail for the OLL program. Enrolling districts need to establish a procedure by which this form is routed to all staff that needs notification. The enrolling school reports the student for the portion of the school day that the student is required to attend at the school site. Statute gives the enrolling district the right to reduce the student's course load while participating in OLL because the average daily membership (ADM) generated by the OLL course completion will be deducted from the enrolling district's ADM if the student's total ADM exceeds 1.0. The OLL program will report the student's completed OLL courses to MDE on the OLL/course completion file, independent of MARSS. **Or,**
2. If the student's OLL course is contracted from a state-certified OLL provider by the enrolling district/charter school, then the enrolling school reports the student on MARSS and includes the contracted OLL course in the student's membership. Each contracted OLL course would replace one seat-based class whether the course is completed from the school site or the student's home. (OLL courses contracted by the enrolling district from *other* than a state-certified OLL provider must be completed during the school day from the school site to generate student membership.)

More program information can be found on the MDE OLL Website:

http://education.state.mn.us/MDE/Academic_Excellence/School_Choice/Public_School_Choice/Online_Learning/index.html.

Contacts: [Sharon Peck](#) at 651-582-8811 for reporting question
[Karen M. Johnson](#) at 651-582-8733 for program information.

Reminder for Reporting Minneapolis Residents

When a student is a resident of Minneapolis, remember to change your student resident district number to 0001 and the *Resident District Type* to 03.

Residents of Minneapolis are being reported as residents of Aitkin and are causing extra errors and corrections for the Aitkin district.

Please make sure you are reporting Minneapolis residents correctly.

Contact: [Marilynn Loehr](mailto:Marilynn.Loehr@mn.gov) at 651-582-8592

HIPAA vs. FERPA

Can the records for students placed for care and treatment in private programs be shared with the local school district?

HIPAA (Health Insurance Portability and Accountability Act) regulates protection of and access to an individual's health records. FERPA (Federal Educational Rights and Privacy Act) regulates access to and privacy of educational records. Students placed for care and treatment have health records that are governed by HIPAA and educational records that are governed by FERPA and potentially by HIPAA.

The *educational records* (enrollment and withdrawal dates, attendance and membership, IEP, home primary language, etc.) created by any care and treatment program (public or private) must be shared with the local district for state MARSS reporting and tuition billing. This is allowed under FERPA. The *health records*, which are governed under HIPAA, cannot be shared with the local school district unless the parent has signed a release. However, those portions of health records that directly relate to the Individual Education Plan (IEP) or Individual Learning Plan (ILP) of the students are also considered educational records and therefore, can be shared with appropriate educational staff without an additional release. This does NOT constitute a violation of HIPAA.

Contacts: [Cathy Griffin](mailto:Cathy.Griffin@mn.gov) at 651-582-8263

For Your Information...

Fees for Kindergarten Programs

A memo was sent to superintendents via the January 14, 2004, superintendents mailing that clarifies the department's opinion on charging parents for full-day, every-day kindergarten. In short, "It is MDE's opinion that the statutes... do not allow school districts to charge a fee for all day, every-day kindergarten instruction." However, "it is MDE's opinion that... statute allows school districts to charge a sliding fee for a half-day school age care programs for kindergarten-aged students operated in conjunction with a free half-day kindergarten program, if the school age program is optional and operated as part of a community education program, accounted for within the district's community service fund."

Four-Year-Old Kindergarten Students

The same memo clarified the eligibility of four-year-old children to enroll in kindergarten. Kindergarten is defined in M.S. 120A.05 – "Kindergarten means a program designed for pupils five years of age on September 1 of the calendar year in which the school year commences that prepares pupils to enter first grade the following school year." Statutes require children to be at least five years old to enroll in kindergarten, but also allow districts to establish policies by which selected younger students can enroll in kindergarten. However, "a program for four (or five) year old children that prepares them for kindergarten enrollment the following school year is a pre-kindergarten program. Pre-kindergarten programs do not meet the definition of kindergarten and participants are not eligible to be claimed for general education revenue." They should not be reported on MARSS.

For more information, refer to the January 14, 2004, Memo posted at <http://education.state.mn.us/mdeprod/groups/Finance/documents/Memo/004055.pdf>.

New Home Primary Language Code

Code 094 Wolof/Tajik is being split into two separate codes:

094 Wolof

104 Tajik

The new code 104 is valid for FY 2009 reporting.

Contact: [Marilynn Loehr](mailto:Marilynn.Loehr@mn.gov) at 651-582-8592

MARSS Interim File Submissions

The pre-code extracts begin on January 14, 2009, the LEP kids for TEAE and SOLOM are first. The major extracts are below. The data is scheduled to be extracted at 10 p.m. on the dates listed.

If a district does not submit a 2009 EOY MARSS file, the programming will look to the final 2009 FALL data (which everyone has submitted). If districts want to include recent arrivals or changes that are not represented in the final FALL file, they need to upload a 2009 EOY file via MARSS WES.

01/14/2009

TEAE Reading and Writing

LEP Grades 3-12 with optional sort field added by districts and markers indicating which students should test

01/14/2009

MN SOLOM Listening and Speaking

LEP Grades KG-12 with optional sort field added by districts and markers indicating which students should test

02/13/2009

GRAD Writing

Grade 9 with optional sort field added by districts and markers indicating which students should test

02/13/2009

MCA-II Math and Reading

Grades 3-8, 10 and 11 with optional sort field added by districts and markers indicating which students should test

02/13/2009

MTAS Math, Reading and Science / AA Writing

Special Ed Grades 3-12 with optional sort field added by districts and markers indicating which students should test

03/16/2009

MTELL Math

LEP Grades 3-8, 10,11 with optional sort field added by districts and markers indicating which students should test

03/16/2009

MCA-II Science

Grades 5, 8, 9-12 with optional sort field added by districts and markers indicating which students should test

Contact: [Marilynn Loehr](#) at 651-582-8592

Special Education Evaluation Status

A number of email and telephone queries prompt the following clarification of when to report SPECIAL EDUCATION EVALUATION STATUS (SEES) of 1 as opposed to 4 or 6. SPECIAL EDUCATION EVALUATION STATUS has become more of a program indicator than a demographic characteristic due to its use in special education tuition billing.

SEES 1 – Report SEES 1 for students who do not have an IEP/IFSP/IIIP.

Also report SEES 1 for students who have an IEP/IFSP/IIIP but who are not currently receiving special education services. For example, when students are first placed in treatment programs, special education services may not start on the first day of the student's enrollment. In this case, report SEES 1 until special education services are started under a current IEP. A second enrollment record is created once the services are started. Tuition billing will occur only during the time special education services were actually provided.

For students enrolled in the SAAP's summer term and for whom the SAAP provides no special education instruction, report SEES 1. Be sure to close out the summer record at the end of the summer term; create a second enrollment record if the student returns to the SAAP during the core school year.

SEES 4 and 6 – Report SEES 4 or 6 for students with a current IEP/IFSP/IIIP and who are receiving special education services. To be considered current, the IEP/IFSP/IIIP must be less than one year old.

For dual enrolled or concurrently enrolled students (i.e., enrolled in both a traditional school and a state-approved alternative program – SAAP) the SAAP should report a SEES of 4 or 6 for the time period during which the student is receiving special education. The special education services may all be provided at the traditional school and none provided at the SAAP; however, the SAAP should indicate that services are being provided during the enrollment period.

Contact: [Marilynn Loehr](mailto:Marilynn.Loehr@mn.gov) at 651-582-8592

Charter School Transportation

Each charter school must notify both the Minnesota Department of Education **AND** the district in which it is located of their transportation choice by March 1st for existing charter schools and July 1st for charter schools in their first year. It is around March 1st that many districts are developing bid specifications for their routes for the upcoming school year. If the districts know they must provide transportation for charter schools, the additional routes can be included in their route bid specifications.

Whether the charter school chooses to have the district in which it is located provide transportation or the charter school provides its own transportation, the charter school is responsible for coding the student's Transporting District and Transportation Category in the MARSS enrollment record. The Transporting District would be the charter school's number for all students when the charter school elects to provide its own transportation. The Transporting District number would be the district in which the charter school is located for all students when the independent school district provides the transportation.

The Transportation Category varies depending on the type of transportation provided. Therefore, it is important for the charter school and district to work together in determining the correct Transportation Category for each student when the charter school chooses to have the district in which it is located provide the transportation.

For more information on MARSS Transportation Categories, please visit Minnesota Department of Education's Website at: <http://education.state.mn.us/mdeprod/groups/Finance/documents/Publication/000754.pdf>.

School Calendars and Inclement Weather

As during most past Minnesota winters, snow and ice will grace many school districts, causing superintendents and transportation directors to consider the wisdom of canceling or delaying school for the day. The following are typical questions raised by these situations.

How do I mark a day when school was canceled?

Mark the day as “no school,” as for a Saturday or school break. For state purposes, this day is not an instructional day for the school/grade and not an attendance/membership day for students. It does not matter if school is closed for weather, fire, boiler breakdown, staff development, funeral, school break, etc. No school is no school. This does not affect Average Daily Membership (ADM) for most full-year students, which is the comparison of a student’s membership days to instructional days. For example, 175 membership days divided by 175 instructional days is 1.0 ADM, as is 174 membership days divided by 174 instructional days.

Do I need to reschedule the school day later in the year?

That is up to your local school board. They set the original calendar and they have the authority to change it. If the day is not made up, we recommend that the local board formally amend the calendar for local accountability purposes. Charter schools should send a copy of the new calendar to Program Finance, attention to Jeanne Krile.

Will we lose state aid if we do not make it up?

No. There is no longer a financial penalty for having too few days. The statute requires independent school districts to schedule at least as many instructional days as were originally scheduled for FY 1997; it did not provide a penalty for not meeting this schedule. But again, your local board must be accountable to the students and families; they need to formally modify the calendar if it is different than the original. However, students whose ADM is based on a statute-defined number of hours will generate fewer membership hours if the canceled instruction is not rescheduled. Specifically, kindergarten-disabled and early childhood students with more than 231 membership hours are affected. Also, the summer or extended day membership of dual-enrolled students at an alternative program would generate less ADM if the core year membership provided fewer than the statute-defined minimums for learning year programs.

How do I code a late start/early dismissal?

Emergency late starts or early dismissals can be reported as a regular full school day. However, *scheduled* late starts and early dismissals for any reason (staff development, state tournaments, parent-teacher conferences, etc.) affect the length of day that is reported on the MARSS school file. Use the Flexible Scheduling worksheet (posted to the Web) to calculate an average length of day to report on MARSS when the scheduled length of day varies during the school year.

How do I code an emergency late start/early dismissal when one section of kindergarten is canceled?

For half-day, daily kindergarten:

- ☂ When morning kindergarten is canceled but either afternoon kindergarten is held or there is no afternoon class, mark morning kindergarten as a non-school day.
- ☂ When afternoon kindergarten is canceled but either morning kindergarten is held or there is no morning class, mark afternoon kindergarten as a non-school day.

For full-day, alternative day kindergarten:

- ☂ The kindergarten section that was scheduled to meet on a canceled day should be marked as “no school.”

Procedure for Making Manual Changes to Fall FY 2009

If there are any changes that need to be made to the Fall FY 2009 submissions, they will need to be made through the MARSS contact person. The procedures below will need to be followed.

Overview

Errors that appear for the first time on the statewide Error Report following the final file submission must be corrected through the manual correction process no later than the third Friday in January. For FY 2009, this is January 16, 2009. The process is outlined below.

After the final Fall MARSS file submissions have been provided to the Minnesota Department of Education (MDE) and a statewide Error Report posted to MARSS WES, selected data items can be changed via a manual process. The final FY 2009 MARSS file submission was due December 17, 2008. Only data items that impact federal child count, compensatory revenue and/or records with errors identified on the statewide Error Report are available for correction after the final file submission. Errors identified in the local edit should have been corrected prior to the final file submission to MDE, so they are not available for correction. For example, LAST LOCATION OF ATTENDANCE and RACE/ETHNICITY must be corrected prior to the final MARSS submission and are not eligible for manual correction. However, STATUS END DATE and STATE AID CATEGORY can be corrected through the manual correction process. Records can also be added or deleted.

Fields That Can Be Manually Corrected

STUDENT STATE ID NUMBER	STATUS START DATE
STATUS END DATE	STATE AID CATEGORY
STATUS END CODE	STUDENT NAME
GRADE	PERCENT ENROLLED
PRIMARY DISABILITY	RESIDENT DISTRICT NUMBER AND TYPE
INSTRUCTIONAL SETTING	SPECIAL EDUCATION EVALUATION STATUS

NOTE: LAST LOCATION OF ATTENDANCE is not a manual correction field.

Procedures

Please carefully read the steps below. Deviations from these procedures may invalidate the district's request causing a potential loss of state aid to the district. Incomplete and/or inaccurate requests will be returned to the sender.

1. Requests to correct, add or delete data must be made by the district's MARSS coordinator at the enrolling district. Any requests made by someone other than the MARSS coordinator cannot be processed because there is no assurance that the source data base has been updated in case of an audit.
2. Requests must be emailed to MARSS@state.mn.us. Requests sent to any other email address will not be processed as the MARSS office may never be aware of the request.
3. A single email should be used to request changes for multiple records. There is no need to send an email per student.
4. Requests to change, add or delete data must be received at MDE by the second Friday in January. A Correction/Delete and/or Add form will be emailed to the MARSS coordinator. Refer below for information on what to include in the email request. The email from MDE will be sent through a secure email. Each MARSS coordinator who requests a Correction, Delete and/or Add form will need to set up an account with a password when these forms are returned to you. Keep a copy of the password for any future emails sent in this manner. This assures that the correct person receives the forms. If you reply to this email you must change the email address to MARSS@state.mn.us.

5. The completed Correction, Add and/or Delete form must be **emailed back to MDE at MARSS@state.mn.us** and received at MDE by the third Friday in January. No changes will be accepted after this date. Complete the forms carefully, incomplete or erroneous data will cause an error and the entire record will be ignored. **Every form must be signed and dated by the MARSS coordinator.** Forms can be sent back as a word document or PDF, and you must have a signature on all forms. It is suggested that the MARSS coordinator update the local data base, extract a new file and run the file through the MARSS WES to assure that the corrections/additions will pass the edit program.
6. The MARSS coordinator will be sent a reply email indicating that the changes have been made.

Timelines for Manual Correction

- Final MARSS Fall file submission -- Refer to the Fall MARSS Reporting Timelines posted to the MARSS Website. For FY 2009, Wednesday, December 17, 2008.
- Requests for corrections/additions/deletions due at MDE by the second Friday in January. For FY 2009, Friday, January 9, 2009.
- Correction/Add/Delete forms due at MDE by the third Friday in January. For FY 2009, Friday, January 16, 2009.

Processes

A. To Correct a record:

- a. The MARSS coordinator's email request must contain the following information:
 - i. MARSS Coordinator Name
 - ii. Phone Number
 - iii. Email Address
 - iv. SERVING DISTRICT NUMBER/TYPE
 - v. STUDENT FULL NAME
 - vi. STATE REPORTING ID NUMBER (As reported on the MARSS file)
- b. MDE provides the district with the student's current data via a Correction form that will be emailed to the MARSS coordinator.
- c. The MARSS coordinator provides the correct values in the right column for the field(s) that is in error. **Make sure that the record is internally consistent. It is the MARSS coordinator's responsibility to assure that the data provided will pass the local MARSS edit.** Do not make any corrections to the shaded cells. If changes are made in these cells the record will not be found and no corrections can be made to the record. If the STATUS START DATE and/or STATUS END DATE are changed, then the MEMBERSHIP and ATTENDANCE DAYS must be corrected. If the STATE AID CATEGORY is changed from a nonresident to a resident, be sure to also correct the student's RESIDENT DISTRICT NUMBER and TYPE. Failure to completely correct a record may cause a local error and the student's entire record will be excluded from reports at the state. Return **all** forms that are sent.
- d. A form for each enrollment record the student has in your district will be sent. If no changes are needed for a record, check the box "No Changes Needed" at the bottom of the form. All forms must be signed and dated by the MARSS coordinator.
- e. The signed and dated Correction forms must be received at MDE via email no later than the third Friday in December. No Correction forms will be accepted after this date.

B. To Add a record:

- a. The MARSS coordinator's email request must state the need to add a new student record.
- b. MDE will provide the district with one Add form; multiple copies can be made as needed. The Add form will be emailed to the MARSS coordinator.
- c. The MARSS coordinator completes the entire form. Forms with missing data and/or invalid codes will not be added. **Make sure that the record is internally consistent. It is the MARSS coordinator's responsibility to assure that the data provided will pass the local MARSS edit.**

- d. Completed, signed and dated Add forms must be received at MDE via email no later than the third Friday in December. No Add forms will be accepted after this date.

C. To Delete a record:

- a. The MARSS coordinator's email request must contain the following information:
 - i. MARSS Coordinator Name
 - ii. Phone Number
 - iii. Email Address
 - iv. SERVING DISTRICT NUMBER/TYPE
 - v. STUDENT FULL NAME
 - vi. STATE REPORTING ID NUMBER (As reported on the MARSS file)
- b. The request must state the need to delete a student record.
- c. MDE provides the district with the student's current data via a Correction form that will be emailed to the MARSS coordinator.
- d. The MARSS coordinator will check the box "Delete Record" at the bottom of the form.
- e. The completed, signed and dated Delete forms must be received at MDE via email no later than the third Friday in December. No Delete forms will be accepted after this date.

All forms and requests must be filled out completely or they will be returned via email. Due to the volume of corrections, phone call follow-up can no longer be provided.

MDE Contacts

Marilynn Loehr at marilynn.loehr@state.mn.us or 651-582-8592 for questions regarding MARSS reporting and error corrections.

Note that requests for changes must be emailed to MARSS@state.mn.us

Michelle Jones at michelle.jones@state.mn.us or 651-582-8577 for questions regarding child count.

ADM and LEP Estimates Timelines

A new ADM and LEP Estimates Timeline has been posted to the Web at:

http://education.state.mn.us/mde/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/ADM_Estimates/index.html.

The first critical deadline is Friday, January 2, 2009. All FY 2009, FY 2010 and FY 2011 ADM and LEP estimates must be updated by the end of business on that day. These estimates will be used for the IDEAS reports and aid entitlements through the remainder of the school year, for legislative analysis and requests, February forecast and end-of-session analysis reports.

Districts and charter schools in their fourth or later year must update their estimates via EDRS. Charters in their first three years must update their estimates via paper and rosters.

Although we can accept lowered ADM estimates through the remainder of the school year, we may not be able to re-compute entitlements due to increased estimates. Minnesota Management and Budget (MMB) locks MDE into the ADMs used in the February forecast. Districts and charter schools can continue to update their estimates through June 26, 2009. After that time, FY 2009 will be unavailable. FY 2009 estimates as of June 26 will be used to compute the August 30 IDEAS report. MARSS data will be used to compute the September 30 and October 30 IDEAS reports.

Contact: [Jeanne Krile](mailto:Jeanne.Krile@state.mn.us) at 651-582-8637

Residency Verification

The resident district is responsible for assuring that all children who reside in the district are in compliance with the compulsory instruction law. When students enroll in other than their resident district, there are also several potential financial implications for the resident district. Some examples include:

- When a student with an IEP enrolls elsewhere via open enrollment, agreements between boards, graduation incentives or to a charter school, the resident district is responsible for unreimbursed special education costs via the new tuition billing process.
- When a student is placed via care and treatment, the resident district is responsible for instructional tuition, and in some cases, transportation services.
- When a student enrolls in a charter school, the resident district receives for that student the levy portion of any referendum revenue the district may have. The resident district does not receive the state aid portion of the referendum revenue.

For these reasons, the resident district must be able to confirm residency for every student who is reported as enrolled in another district or charter school. MDE provides resident districts with a list of students reported as their residents by another district or charter school. However, that list does not provide enough information to confirm residency for students who are not on the district's census file. Therefore, the resident district is entitled to request the home address of each student reported as their resident by another district or charter school to verify that they are the resident district.

Contact: [Sharon Peck](#) at 651-582-881

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MARSS Reporting Procedure for Shared-Time Students

Federal special education reporting requirements have resulted in a clarification of the district that is responsible for reporting shared-time students. The district in which a nonpublic or private school is located is responsible for child find (i.e., the identification of students with disabilities), conducting evaluations and providing services for students with disabilities, per federal special education law. Federal special education law also requires Minnesota to report the following:

1. The number of parentally placed private school children evaluated.
2. The number of parentally placed private school children determined to be children with disabilities.
3. The number of parentally placed private school children with disabilities served.

These data can all be obtained from districts' MARSS files. However, it is imperative that the district in which the private or nonpublic school is located report the student on MARSS so that MDE can associate the nonpublic school students with the district in which the private school is located. Therefore, the MARSS reporting procedure change is:

The district in which the nonpublic school is located must report the nonpublic school students receiving special education evaluation, special education services under an IEP or core academics on MARSS, even though the district must do a purchase of service with the resident district to deliver the services. Thus, the serving district number/type on the MARSS file will be the district in which the nonpublic school is located.

Contact: [Marilynn Loehr](#) at 651-582-8592

New Staff

Barb Mattson will be responsible for the ID Repository and providing support for MARSS WES. You can contact Barb at 651-582-8767 or via email at barb.m.mattson@state.mn.us. We welcome Barb to the MARSS team!