To: Superintendents, Charter Directors, Business Managers
From: Tom Melcher, School Finance Director
Date: April 9, 2019
Subject: Canceled School Days for the 2018-19 School Year

The Legislature has passed and Governor Walz has signed a snow day relief bill (Laws of Minnesota 2019, Chapter 5 – SF 1743), regarding school days canceled during the 2018-19 school year due to health and safety concerns. The full law is included on the last two pages of this letter. The law impacts student reporting, UFARS reporting, employees’ compensation, contract employees’ compensation and probationary teachers. The law applies to early childhood special education students with an IEP/IFSP, voluntary prekindergarten students, school readiness plus students, kindergarten students with or without an IEP, and grades one through 12. It does not apply to children receiving an evaluation for special education or in early childhood screening. In these cases, the service needs to be provided to the child for the child/time to be reported on MARSS. The law applies to independent school districts, charter schools, intermediate districts and joint powers districts.

Refer below for a detailed explanation of each provision of the law.

**Minimum Annual Instructional Time**

*Minnesota Statutes, section 120A.41* requires school districts’ calendars to provide at least 165 instructional days for grades one through 11 unless the school is approved for a four-day week.

That same statute requires the following annual instructional hours for both school districts and charter schools:

- 425 hours for kindergarten
- 850 hours for full-day kindergarten
- 935 hours for grades one through six
- 1,020 hours for grades seven through 12

Charter schools are required to send a copy of their school calendar to MDE. These calendars should note the actual dates of instruction. Updated calendars should be sent to MDE that show canceled school days as non-school days. These updated calendars can be emailed to School Finance.

MDE Contacts: Kelly Wosika for questions on minimum annual instructional hours and School Finance for questions on charter school calendars.

**MARSS Reporting**

Normally, canceled school days would not be reported as instructional days for the school and grades, or as student membership days for students enrolled. However, the law allows school districts and charter schools to
report days canceled for health and safety concerns during the 2018-19 school year as instructional days for the schools that are impacted and as student membership days for students enrolled both before and after the school closure date(s). The law does not require schools to report these canceled school days as instructional and membership days. If the school chooses, it can report these canceled days on the MARSS A school file as instructional days. Students who are enrolled on both the school day immediately prior to each closure and the school day immediately following the closure can be reported in membership. Take care in updating your student information system so that if closed days are reported as instructional days, students enrolled also generate membership on those same dates. Average daily membership (ADM) will be negatively impacted if the instructional days are increased but not student membership days.

For students whose membership is reported in terms of hours, e.g., early childhood special education, state-approved alternative programs (SAAPs), postsecondary enrollment options, etc., report the number of membership hours that the student was scheduled for on the closed day(s). If an ECSE student was not scheduled for instruction on a given closed day, the student would not generate any membership hours on the closed school day. If the SAAP’s targeted services program was not scheduled to meet on a canceled day, the targeted services students would not generate student membership hours.

SAAP students in a state-approved independent study program need to complete coursework to generate student membership. The instructional days reported on the SAAP’s MARSS A school file can include the canceled school days. However, the student needs to complete the independent study coursework to generate student membership hours. Be sure that the Independent Study Membership Hours Calculation for State Approved Alternative Programs posted to the MARSS website uses the same number of instructional days and length of day that is reported on the MARSS A school file for the SAAP so that ADM is computed accurately.

Students who are enrolled on both the school day just prior to the closure and the school day immediately following the school closure can be reported in attendance for the school day closed. However, these days marked in attendance do not break a string of 15 consecutive days absence that requires a student to be dropped from the roles. A student who reaches the 15 consecutive days absence on one of these closed days must be withdrawn on the 15th day.

Keep track of the actual dates reported as instructional days but that were actually closed due to health and safety concerns. These records will be requested in case of an audit. If a district or charter school would not have met the minimum annual instructional days or hours without counting canceled days as instructional days, the number of days and hours will be used to file a report with MDE at the end of the school year. The details of that reporting have not yet been determined. MARSS Coordinators will be notified of how to report those dates later this spring.

MDE Contact: Kelly Wosika

E-Learning

Days on which a school followed its e-learning day schedule under Minnesota Statutes, section 120A.414 are not considered canceled school days. They are already reported as instructional days for the school and grade and as membership days for students enrolled.
The law does not increase the number of e-learning days allowed as instructional days under statute. The maximum to count is five. If a district offered additional e-learning opportunities on closed school days, those days would be considered canceled school days.

The law encourages districts that would have fallen below the minimum annual instructional days and hours without counting canceled school days as instructional days to adopt an e-learning plan as described in statute.

MDE Contact: Jeff Plaman

Food Service

Districts that choose to report canceled school days as instructional days are obligated to compensate food service employees for lost work time at the employee's normal rate of pay. Or, schools can allow the employee the opportunity to work on another day the school district designates and compensate the employee working on the designated day. Districts would also be obligated to reimburse the contractor of contracted employees for canceled work hours. The conditions of the catering or food service contract would apply.

Meals cannot be claimed for days there were no meals served. Foodservice staff regularly scheduled to work on days claimed as instructional days can be paid using food service (fund 02) or general (fund 01) funding sources. No additional state funding was provided through this legislation to cover food service labor costs.

MDE Contact: Deb Lukkonen

Title Programs

Districts that choose to report canceled school days as instructional days are obligated to compensate hourly employees for lost work time at the employee's normal rate of pay. Or, schools can allow the employee the opportunity to work on another day the school district designates and compensate the employee working on the designated day. Districts would also be obligated to reimburse the contractor of contracted employees for canceled work hours. Expenditures should be coded to the same UFARS coding string as if they had been open and served students. This means the cost would be eligible for reimbursement with federal Title funds. If the LEA decides not to pay staff and contractors, then there may be funds remaining to carry over into the next school year. The LEA should check budgeting to ensure carryover limitations, if applicable, are within requirements.

MDE Contact: Leigh Schleicher

Special Education

Districts that choose to report canceled school days as instructional days are obligated to compensate hourly employees for lost work time at the employee's normal rate of pay. Or, schools can allow the employee the opportunity to work on another day the school district designates and compensate the employee working on the designated day. Districts would also be obligated to reimburse the contractor of contracted employees for canceled work hours. Expenditures should be coded to the same UFARS coding string as if they had been open and served students. This means the cost would be eligible for reimbursement with special education funds. The
canceled school days costs would be treated similarly to as if the LEA scheduled staff to serve a student and then if the student was absent that day. Since the staff would be ready to serve the cost would still be considered eligible for reimbursement.

Special education service contracts where the providers charge the LEA a set fee or based on child count and not by actual hours of service performed should not be billing the LEA any additional costs and/or fees for canceled school days.

MDE Contact: Paul Ferrin

Transportation

Districts that choose to report canceled school days as instructional days are obligated to compensate hourly transportation employees for lost work time at the employee's normal rate of pay. Or, schools can allow the employee the opportunity to work on another day the school district designates and compensate the employee working on the designated day.

When a district contracts with a transportation provider and the district chooses to count canceled days as instructional days it must notify the contractor of those days. If the contracted employee did not get paid for work scheduled on the canceled school days and the contractor agrees to pay the employee for lost time at the employee’s normal rate of pay, the district must compensate the contract employer for those days. The cost would be reported under the appropriate UFARS Finance Dimension depending on the type of transportation service the contracted employee was scheduled to provide on the canceled days. The mileage log would not include canceled school days whether or not they were reported as instructional days.

If the district chooses not to count the cancelled days as instructional days, no transportation costs can be reported as an expense by the district in UFARS when the contractor did not receive compensation for the cancelled instructional days.

This law does not negate existing contract language. If the signed contract for transportation services includes language where the district pays for the contracted work even when an instructional day was cancelled, the district would pay the transportation provider for canceled school days whether or not the district/charter school chooses to count canceled school days as instructional days. The district would report the cost in UFARS under the appropriate UFARS Finance Dimension as if it were a scheduled instructional day.

MDE Contact: Kelly Garvey

UFARS

UFARS reporting does not change due to this law. LEAs should code salaries and benefits to the same accounting codes as a normal instructional day, unless otherwise noted in the sections above for Food Service, Title Programs and Special Education.

MDE Contact: Mary Weigel
**Probationary Teachers**

For the 2018-2019 school year only, the minimum number of days of teacher service that a probationary teacher must complete equals the difference between 120 days and the number of scheduled instructional days that were canceled due to health and safety concerns and that the school board resolved to count as days of instruction.

**State Funding**

In weighing the decision of whether to report canceled school days as instructional days, districts and charter schools should consider the following.

Districts and charter schools that report no canceled school days as instructional days or membership days are:

- Not obligated under the law to compensate employees for lost work time. The district’s or charter school’s employment contract would apply.
- Not obligated to reimburse the contractor of contracted employees for canceled work hours.
- Exempt from reporting canceled school days to MDE at the end of the school year.

Students in grades kindergarten through grade 12 who are enrolled all year in other than state approved alternative programs (SAAPs) will still generate 1.0 ADM even if the annual number of instructional days falls below 165. The formula for ADM is student membership days divided by the number of instructional days in that school and grade.

- If the full-year calendar provides 170 instructional days, the ADM formula for a student enrolled all year will be 170 membership days divided by 170 instructional days.
- If the full-year calendar provides 164 instructional days, the ADM for a student enrolled all year will be 164 membership days divided by 164 instructional days.

With one exception, students whose membership is reported in terms of hours and whose ADM is based on a statute-defined divisor will generate less ADM if their membership hours excludes canceled school days.

- Early childhood special education students’ ADM is based on membership hours divided by 825 with a minimum of 0.28 ADM. If the student’s membership hours, excluding the canceled school days, generates less than 0.28 ADM, the student will still generate 0.28 ADM. However, if the student’s ADM would have been greater than 0.28 if the student’s membership hours included those that would have been generated on a canceled school day, the ADM will be negatively impacted if the membership hours from the canceled school days are not reported.
- The ADM for kindergarten students with an IEP is membership hours divided by 875. The fewer membership hours they generate the lower their ADM.
- SAAP students’ membership is reported in terms of hours. The ADM divisor is the greater of the minimum annual instructional hours or the instructional hours computed from the instructional days and length of day reported on the MARSS A school file. Their ADM is negatively impacted when their annual instructional hours falls below the minimums required in statute. For example, if the instructional hours falls to 1,000 for secondary grades, the ADM for a student enrolled in the SAAP’s seat-based program all year will be 1,000 membership hours divided by 1,020 instructional hours.
If the annual number of instructional days and hours meet the minimum requirements excluding the canceled school days, the extend time ADM will not be negatively impacted at the SAAP. When the annual instructional hours fall below the statute-required minimums, the extended time ADM at a SAAP is negatively impacted to the extent the student’s ADM capped at 1.0 was based on fewer instructional hours.

Full-day, daily kindergarten students must be offered at least 850 annual instructional hours to generate 1.0 pupil unit weighting. Kindergarten programs with fewer than 850 instructional hours will generate only 0.55 pupil units. If the annual instructional hours excluding the canceled school days causes their annual instructional hours to fall below 850, the kindergarten students’ pupil unit weighting will fall from 1.0 to 0.55.

If the district or charter school chooses to report canceled school days as instructional days it must report the number of these days at the end of the school year. Further instructions will be provided at a later date.

**Frequently Asked Questions**

**Q. Does the law apply to other than independent school districts?**

A. Yes. The law applies to any independent district, charter school, intermediate district, and joint powers district that either enrolls students and/or that employ staff that serve students.

**Q. Can a district choose to count canceled school days at only selected schools and grades?**

A. No, if the district canceled a school day and chooses to count those days as instructional days, it must do so for all schools and grades that were closed. To count the days for only selected grades or schools creates an inequity for staff compensation and/or would require the district to prorate employees’ and/or contracted employees’ scheduled work hours for different grades and schools.

**Q. Does the law allow districts and charter schools to count more than five e-learning days?**

A. No, the law does not extend the number of e-learning days beyond five that a district or charter school can count as instructional days.

**Q. Can the employees be offered additional work hours in FY 2020 to meet the law or do they need to be paid in FY 2019?**

A. No, the employee’s compensation must be in the current fiscal year.

**Q. If a district counts canceled days as instructional days, does it need to count all closed days or can it identify only the days that allow all schools and grades to meet the minimum annual instructional hours?**

A. A district or charter school can select which canceled days to count; it does not need to count all of the canceled days.
Section 1. SCHOOL CALENDAR ADJUSTMENT; 2018-2019 SCHOOL YEAR.
Subdivision 1. Required school days and hours.

(a) Notwithstanding Minnesota Statutes, sections 120A.32, 120A.41, and 126C.05, the board of a school district or charter school that canceled school on one or more days during the 2018-2019 school year due to health and safety concerns may count those days as instructional days for purposes of calculating the number of hours and days in the school year under Minnesota Statutes, section 120A.41, and the calculation of average daily membership under Minnesota Statutes, section 126C.05, for students enrolled both before and after those school closure dates.

(b) If a school district or charter school would not have met the required minimum number of days and hours of instruction for students without the authority in paragraph (a), the district or charter school must report to the commissioner of education in the form and manner determined by the commissioner on the number of days and hours that the district counted under paragraph (a) to meet the required days and hours of instruction. A school district that counts a day that school was canceled as an instructional day in accordance with paragraph (a) is encouraged to adopt an e-learning day plan under Minnesota Statutes, section 120A.414.

(c) If a school board resolves to count a day that school was canceled as an instructional day in accordance with paragraph (a), the school district must compensate employees and contract employers in accordance with subdivisions 2 and 3.

Subd. 2. Instructional day; employees.

(a) This subdivision applies to the employee of a school district that resolves to count a day that school was canceled as an instructional day in accordance with subdivision 1 who:

(1) was scheduled to work on a day that school was canceled and counted as an instructional day;

(2) did not work on any or all of those days; and

(3) did not receive compensation for those days.

(b) Notwithstanding any law to the contrary, for each day identified in paragraph (a), a school district must either:

(1) allow any school district employee under paragraph (a) the opportunity to work on another day that the school district designates and must compensate the employee working on the designated day at the employee's normal rate of pay; or

(2) compensate any school district employee under paragraph (a) for each of the days not worked at the employee's normal rate of pay.

Subd. 3. Contract employer to pay eligible employees.
(a) For purposes of this subdivision, "contract employer" means an employer who provides student-related services throughout the school year to a school district, and "eligible employee" means a person:

(1) whose primary task is to provide services to students attending a school district;

(2) who was scheduled to work for the contract employer on any of the days that school was canceled and the school board counts as an instructional day in accordance with subdivision 1;

(3) who did not work on any or all of those days; and

(4) who did not receive compensation for any or all of the employee's regularly scheduled shifts on those school days.

(b) A school district must notify a contract employer which days it counted as instructional days under subdivision 1, if any.

(c) A contract employer who agrees to compensate its eligible employees at their normal rate of pay for the hours of pay lost due to a school cancellation, later counted as an instructional day under subdivision 1, must notify the district of its intended action and, once notified, the school district must fully compensate the contract employer for the days identified under paragraph (b).

(d) Notwithstanding paragraph (b), a school district and contract employer may adjust the full, regularly scheduled daily contract rate if special circumstances within the district warrant an adjustment.

Subd. 4. Probationary teachers.

For the 2018-2019 school year only, for purposes of Minnesota Statutes, sections 122A.40, subdivision 5, paragraph (e), and 122A.41, subdivision 2, paragraph (d), the minimum number of days of teacher service that a probationary teacher must complete equals the difference between 120 days and the number of scheduled instructional days that were canceled due to health and safety concerns and that the school board resolved to count as days of instruction under Minnesota Statutes, section 120A.41.

Subd. 5. Accounting.

Notwithstanding any law to the contrary, services paid under subdivision 2 or 3, including expenses recorded in the food service fund, may be charged to the same Uniform Financial Accounting and Reporting Standards object code to which the service is charged for an instructional day.

EFFECTIVE DATE.

This section is effective the day following final enactment.

April 25, 2019

To Whom Does the Law Apply?

Q. Does the law apply to entities other than independent school districts?
A. Yes. The law applies to any independent district, charter school, intermediate district, and joint powers district that either enrolls students and/or that employ staff that serve students.

Selection of Canceled Days to Report

Q. Can a district choose to count canceled school days at only selected schools and grades?
A. No. If the district canceled a school day and chooses to count that day an instructional day, it must do so for all schools and grades that were closed. To count the days for only selected grades or schools creates an inequity for staff compensation and/or would require the district to prorate employees’ and/or contracted employees’ scheduled work hours for different grades and schools.

Q. If a district counts canceled days as instructional days, does it need to count all closed days or can it identify only the days that allow all schools and grades to meet the minimum annual instructional hours?
A. A district or charter school can select which canceled days to count; it does not need to count all of the canceled days.

Q. Where can I find a school board resolution template for our board?
A. The Minnesota Department of Education (MDE) has not provided a template. However, the Minnesota School Boards Association (MSBA) has a template posted on its website.

E-Learning

Q. Does the law allow districts and charter schools to count more than five e-learning days?
A. No. The law does not extend the number of e-learning days that a district or charter school can count as instructional days, beyond five.
Employee/Contract Compensation

Q. Can the employees be offered additional work hours in FY 2020 to meet the law or do they need to be paid in FY 2019?

A. No. The employee’s compensation must be in the current fiscal year (FY).

Q. If a district implemented an e-learning day for one or more, but not all, schools in the district in lieu of canceling school on a given day, does the law apply only to the schools that were canceled?

A. The law applies to the schools that were canceled on a given day and at which the canceled day(s) is reported as an instructional day. If the district chooses to report a canceled day as an instructional day for the school and as a membership day for students enrolled in the school, the reimbursement requirements for staff, as described in the April 9, 2019, letter, apply to employees scheduled to work at that school on the canceled day.

Q. Which district is responsible for reimbursing unpaid staff who were scheduled to transport students to a joint powers district on a canceled school day?

In most cases, the joint powers school/program would share a calendar with the member districts. The member districts would be responsible for transporting students to joint powers programs in which the student was placed. When the member district cancels a school day, it would not be transporting students to programs in other districts.

- In the case where both the joint powers and the transporting district canceled school on the same day, if the member district reports the canceled day as an instructional and membership day, the member district would be responsible for compensating the unpaid transportation staff.
- If the member district does not report the canceled day as an instructional and membership day, the member district is not obligated to compensate the unpaid transportation staff unless the current employee contract requires compensation.
- The joint powers would not be responsible for compensating transportation staff on a canceled school day that it reports as an instructional and membership day. However, it would be responsible for other staff who were not paid on those days.

Consideration: When a member district transports an open-enrolled student with a disability to a joint powers program and reports the canceled day as an instructional and membership day but the joint powers district does not, the member district would most likely charge the cost to Finance Code (FIN) 723. If their State Fiscal Year (SFY) 2019 FIN 723 costs are greater than SFY 2018, they would not be able to bill that day’s cost to the resident district because the joint powers district did not report the day.

Q. How are transportation staff compensated on days when school is canceled and the day is counted as an instructional and membership day when some of the staff are contracted and some are district employees?

A. The district is responsible for compensating the district employees who were unpaid due to a canceled school day that is reported as an instructional and membership day.

The district is responsible for notifying the contractor of the canceled school days that are reported as instructional days. The district and contractor will need to agree on whose employees would have covered
the routes on the canceled day. For the routes provided by contracted employees, if the contractor agrees to compensate the contracted employee, the district must compensate the contractor.

Q. Is a district obligated to pay substitute teachers on a canceled school day that is reported as an instructional and membership day?

A. Yes. If the substitute teacher had committed to teach on the canceled school day and the district reports the canceled day as an instructional and membership day, the district is obligated to compensate the teacher for the scheduled hours at the normal rate of pay or allow the teacher to work a different day at the normal rate of pay.

Q. Is a district obligated to pay community education staff on a canceled school day that is reported as an instructional and membership day?

A. Yes. If the community education staff were scheduled to work on the canceled school day and the district reports the canceled day as an instructional and membership day, the district is obligated to compensate the staff for the scheduled hours at the normal rate of pay or allow the staff to work a different day at the normal rate of pay.

Calendars

Q. How should the charter school calendar show the canceled school days that are reported as instructional and membership days?

A. Charter schools are required to send a copy of their school calendar to MDE. An updated calendar should be sent if the calendar changes during the school year. The calendar should show the canceled school days as non-school days whether or not they are reported as instructional and membership days under this year’s law. The canceled school days that are reported as instructional and membership days will be reported independently to MDE this summer. More instructions will be provided to Minnesota Automated Reporting Student System (MARSS) coordinators about this data collection.

MARSS Reporting

Q. Can a school report special education service hours on canceled school days that are reported as instructional and membership days?

A. Yes. When a district chooses to report a canceled school day as an instructional and membership day, early childhood special education (ECSE) students and other students for whom service hours are required, can generate special education service hours on the canceled school day. The students must be enrolled on both the school day immediately prior to the canceled day and the one immediately following the canceled school day and be scheduled to attend on the canceled day. These students’ membership, Special Education Service Hours and attendance would include the number of hours that were scheduled for the canceled school day.
Q. Are students reported as in attendance or absent on the canceled days that are reported as instructional and membership days?

A. Students who are enrolled on the school day immediately prior to and the school day immediately following the canceled school day that is reported as an instructional and membership day can be reported in attendance.

However, if the student reaches 15 consecutive days absent prior to or during the canceled school days that are reported as instructional and membership days, the student must be withdrawn on the 15th consecutive day absent. For example, school was canceled January 28 through January 31 for four school days and the district reports those four canceled days as instructional and membership days. A student who is absent for the 10 school days prior to the first canceled school day (January 28) and five days following the canceled school day, must be withdrawn no later than 15 days following the first of the 10 days absent, i.e., withdrawn on February 1.
### Timelines for ADM Estimates and Selected Aid Entitlements for Calendar Year 2019

These timelines are subject to change.

January 1, 2019, Minnesota Department of Education (MDE) School Finance – Contact Jeanne Krile at 651-582-8637 or jeanne.krile@state.mn.us.

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| December 17, 2018 | 2018-19     | Average Daily Membership Web Estimates (ADMWE) | Charter schools four years and older and Districtwide Resident, Adjusted, Extended Time and EL ADM estimates | a. Update estimated general education aid entitlements for metered payments beginning February 15, 2019  
|               | 2019-20     | ADMWE           | Charter schools four years and older and Districtwide Resident, Adjusted, Extended Time and EL ADM estimates | a. February forecast  
|               | 2020-21     | ADMWE           | Charter schools four years and older and Districtwide Resident, Adjusted, Extended Time and EL ADM estimates | a. February forecast  
| December 17, 2018 | 2018-19     | ED-02158        | Charter schools 1-3 years old third update to Enrollment Projections Report Fiscal Year (FY) 2019 Form ED-02158 | Charter schools aid entitlement January 30 thru end-of-year (EOY)  
| April 5, 2019   | 2018-19     | ED-02158        | Charter schools 1-3 years old fourth update to Enrollment Projections Report FY 2018 Form ED-02158 | a. Charter schools 1-3 years old Aid Entitlements April 30 FY 2019  
|               | 2020-21     | ADMWE           | Charter schools four years and older and School Districts Resident, Adjusted and EL ADM estimates | a. Update What If with new estimates for district use in budgeting and cash planning.  
| June 10, 2019   | 2019-20     | ED-02158        | Charter schools 1-3 years old first update to Enrollment Projections Report 2019-20 Form ED-02158 | Charter schools 1-3 years old aid entitlement effective July 15 FY 2019  
| June 10, 2019   | 2018-19     | ADMWE           | Districtwide Resident, Adjusted, Extended Time and EL ADM estimates | Districts can use this data in refining their year-end receivables.  
| July 31, 2019   | 2018-19     | MARSS           | Minnesota Automated Reporting Student System (MARSS) year-end files | a. August 30 FY 2019 entitlements  
| August 16, 2019 | 2019-20     | ADMWE           | Districtwide Resident, Adjusted, Extended Time and EL ADM estimates | a. Levy limitations for 2019 Pay 2020. These estimates generally are not changed after August 28 for levy reports  
|               | 2020-21     | ADMWE           | Districtwide Resident, Adjusted, Extended Time and EL ADM estimates | Levy limitations for 2019 Pay 2020. These estimates can be changed through September 30 for levy reports.  
| September 4, 2019 | 2018-19     | MARSS           | MARSS year-end files | September 30 and October 30 FY 2019 entitlements; special education tuition billing  
| September 30, 2019 | 2019-20     | ED02158         | Charter schools 1-3 years old second update to Enrollment Projections Report 2019-20 Form ED-02158 | Charter schools 1-3 years old aid entitlement effective October 30 FY 2020  
| September 30, 2019 | 2019-20     | ADMWE           | Districtwide Resident, Adjusted, Extended Time and EL ADM estimates | a. Estimated districts and charter schools general education aid entitlements for metered payments beginning October 30, 2019  
|               | 2020-21     | ADMWE           | Districtwide Resident, Adjusted, Extended Time and EL ADM estimates | a. November forecast  
|               | 2021-22     | ADMWE           | Districtwide Resident, Adjusted, Extended Time and EL ADM estimates | a. November forecast  
| October 16, 2019 | 2018-19     | MARSS           | MARSS year-end files | Only electronic appeal web files will be accepted after this date.  
<p>|               |            |                 | ESTIMATED general education aid entitlement for November 30 final payment |</p>
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<td>ADM/WE</td>
<td>Districtwide Resident, Adjusted, Extended Time and EL ADM estimates</td>
<td>a. February forecast</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>b. Legislative requests</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>c. End-of-session analysis reports</td>
</tr>
<tr>
<td>January 3, 2020</td>
<td>2019-20</td>
<td>MARSS</td>
<td>Final fall files</td>
<td>FY 2021 Compensatory revenue</td>
</tr>
</tbody>
</table>
MARSS Timelines
Submission/Turnaround Reports
End-of-Year Fiscal Year (FY) 2019

The following table specifies when Minnesota Automated Reporting Student System (MARSS) files will be edited, used to produce turnaround/statewide reports, and what other uses will be made of the data. The first date in each block is the date that districts who report through a Regional Management Information Center (RMIC) must have their files to the RMIC, so the RMIC can meet the Minnesota Department of Education’s (MDE’s) deadline. The second date in each block is the date by which districtwide files are due at MDE. However, there is no need to wait for a deadline to submit files; they will be accepted any time (prior to the final deadline). The data will automatically be used for the next submission cycle’s turnaround edits and reports. Data files can be submitted any time beginning January 14, 2019, for assessment precode files. Statewide Testing sends precode files nightly to assessment vendors throughout the school year; these precode files are also used on specified dates communicated in the Assessment Update for specific tasks, test materials shipments etc.

A district/charter school need not resubmit data every reporting deadline if it has no errors or omissions to correct. Each submission must be districtwide (all schools’ data). One submission completely replaces the prior submission. Records containing errors will not generate a student count, or revenue, for the district/charter school. Refer to Appendix P: Policy on Making State Aid Adjustments to read MDE’s policy for accepting/rejecting data submitted after the reporting timelines have expired.

* Files due at RMIC are suggested deadlines. Contact your RMIC for exact dates.
<table>
<thead>
<tr>
<th>Reporting Deadline</th>
<th>What’s Due</th>
<th>Comments/Data Used For</th>
<th>Statewide Reports¹</th>
</tr>
</thead>
</table>
| **MARSS Web Edit System (WES) Opens**  
Monday, January 14, 2019 | n/a | Through summer 2019, a district’s most recent submission will be provided to the assessment vendors to update student information for test administration and test results. | None |
| Thursday, March 21, 2019*  
Wednesday, March 27, 2019 | Files Due at RMIC  
Files Due at MDE | **Mandatory for Charter Schools, Optional for Districts**  
Used to verify Average Daily Membership (ADM) Projections | Refer to [MARSS WES](#)  
MARSS 30 Statewide Error Report  
(date overlap errors only) |
| Monday, April 1, 2019 | n/a | **All End of Year (EOY) Errors Activated on the Local Edit** | n/a |
| **Thursday, April 11, 2019** **²** | | **Statewide edit**  
New statewide reports will be posted date overlap errors only | |
| Thursday, April 25, 2019*  
Wednesday, May 1, 2019 | Files Due at RMIC  
Files Due at MDE | **Mandatory for All Districts and Charter Schools**  
May contain a few errors.  
**Used to identify date overlap errors.** | Refer to [MARSS WES](#)  
MARSS 30 Statewide Error Report  
(date overlap errors only) |

¹ All pertinent statewide MARSS WES reports are posted about one week after every deadline beginning June 6, 2019. MFR reports are typically posted one to two weeks after the MARSS reporting deadline.

* Files due at RMIC are suggested deadlines. Contact your RMIC for exact dates.

March 9, 2018
<table>
<thead>
<tr>
<th>Reporting Deadline</th>
<th>What’s Due</th>
<th>Comments/Data Used For</th>
<th>Statewide Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday May 30, 2019*</td>
<td>Files Due at RMIC</td>
<td>Local auditors use the Statewide reports.</td>
<td>Refer to MARSS WES</td>
</tr>
<tr>
<td>Thursday, June 6, 2019</td>
<td>Files Due at MDE</td>
<td>Used for: Special Education tuition billing; Elementary Secondary Education Act (ESEA)</td>
<td>District/School ADM Report (Minnesota Funding Reports (MFR))</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accountability Enrollment; Direct Certification for FY 2019</td>
<td>Preliminary Early Childhood Screening Aid Entitlement (MFR)</td>
</tr>
<tr>
<td>Thursday, June 20, 2019*</td>
<td>Files Due at RMIC</td>
<td>n/a</td>
<td>Refer to MARSS WES</td>
</tr>
<tr>
<td>Wednesday, June 26, 2019</td>
<td>Files Due at MDE</td>
<td></td>
<td>District/School ADM Report (MFR)</td>
</tr>
<tr>
<td>Thursday, July 18, 2019**</td>
<td></td>
<td>Statewide edit</td>
<td>Statewide edit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New statewide reports will be posted</td>
<td>New statewide reports will be posted</td>
</tr>
<tr>
<td>Thursday, July 25, 2019*</td>
<td>Files Due at RMIC</td>
<td>Used for: August 30 FY 2019 entitlements; Special Education tuition billing; September</td>
<td>Refer to MARSS WES</td>
</tr>
<tr>
<td>Wednesday, July 31, 2019</td>
<td>Files Due at MDE</td>
<td>30 FY 2019 Early Childhood Screening Aid.</td>
<td>District/School ADM Report (MFR)</td>
</tr>
<tr>
<td>Thursday, August 15, 2019**</td>
<td></td>
<td>Statewide edit</td>
<td>Statewide edit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New statewide reports will be posted</td>
<td>New statewide reports will be posted</td>
</tr>
<tr>
<td>Thursday, August 29, 2019*</td>
<td>Files Due at RMIC</td>
<td>Used for: September 30 FY 2019 entitlements; Special Education tuition billing.</td>
<td>Refer to MARSS WES</td>
</tr>
<tr>
<td>Wednesday, September 4, 2019</td>
<td>Files Due at MDE</td>
<td></td>
<td>District/School ADM Report (MFR)</td>
</tr>
<tr>
<td>Thursday, September 19, 2019*</td>
<td></td>
<td>Statewide edit</td>
<td>Statewide edit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New statewide reports will be posted</td>
<td>New statewide reports will be posted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Used for: October 30 FY 2019 entitlements.</td>
<td>Used for October 30 FY 2019 entitlements.</td>
</tr>
</tbody>
</table>

* Files due at RMIC are suggested deadlines. Contact your RMIC for exact dates.

March 9, 2018
<table>
<thead>
<tr>
<th>Reporting Deadline</th>
<th>What’s Due</th>
<th>Comments/Data Used For</th>
<th>Statewide Reports(^1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Thursday, October 10, 2019</strong>&lt;br&gt;Wednesday, October 16, 2019</td>
<td>Files Due at RMIC&lt;br&gt;Files Due at MDE</td>
<td>Final data due. ONLY electronic appeal web files will be accepted after this date.</td>
<td>Refer to <a href="#">MARSS WES</a>&lt;br&gt;District/School ADM Report (MFR)</td>
</tr>
<tr>
<td><strong>Thursday, October 31, 2019</strong>&lt;br&gt;<strong>Tuesday, November 19, 2019</strong>&lt;br&gt;<strong>Monday, December 2, 2019</strong></td>
<td>Appeal files, if needed&lt;br&gt;Appeals of EOY FY 2019 MARSS data</td>
<td>Electronic appeal file process. Records that cause cross-district errors will prevent the entire file from submission.&lt;br&gt;Refer to <a href="#">Appeal of MARSS Data Reported by Another District/Charter</a></td>
<td>Refer to <a href="#">MARSS WES</a>&lt;br&gt;District/School ADM Report (MFR)&lt;br&gt;None</td>
</tr>
<tr>
<td><strong>Monday, December 16, 2019</strong></td>
<td>n/a</td>
<td>Refer to <a href="#">Appendix P: Policy for Making State Aid Adjustments</a>&lt;br&gt;Final FY 2019 Aid Entitlements (MARSS Manual, Appendix P)</td>
<td>Refer to <a href="#">MARSS WES</a>&lt;br&gt;Final District/School ADM Report (MFR)&lt;br&gt;Final Aid Entitlement Reports</td>
</tr>
</tbody>
</table>

Contact Information: Division of School Finance<br>Phone: 651-582-8456<br>Fax: 651-582-8878<br>[MARSS Student Accounting](mailto:marss@state.mn.us) (marss@state.mn.us)

\(^1\) All pertinent statewide MARSS WES and student MFR reports are posted within one week after every deadline beginning June 6, 2019.

**We will run the statewide edit between the required MARSS submissions. Data that is on file at that time will be included in the updated statewide reports.**

* Files due at RMIC are suggested deadlines. Contact your RMIC for exact dates.
March 9, 2018
### Special Education Tuition Billing Timelines and Sources of Data for Adjustments

**State Fiscal Year 2019**

The Minnesota Department of Education (MDE) will notify districts of changes to these timelines.

<table>
<thead>
<tr>
<th>School Finance Run Date</th>
<th>Integrated Department of Education Aids System (IDEAS) Payment Period</th>
<th>Comments/Data Used For</th>
<th>Data Source: General Education Revenue</th>
<th>Data Source: Special Education Data Reporting Application (SEDRA)</th>
<th>Data Source: Uniform Financial Accounting and Reporting Standards (UFARS)</th>
<th>Data Source: Minnesota Automated Reporting Student System (MARRS)</th>
<th>Data Source: Transportation</th>
<th>Data Source: Special Ed Aid - Prior Year</th>
<th>Data Source: Summer/Extended School Year (ESY) Adjustment</th>
<th>Reports Posted To the Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2, 2019</td>
<td>October 30, 2019</td>
<td>Update for SFY 2019 for all districts, charter schools cooperatives, education and host districts. Serves as receivable for auditors.</td>
<td>Preliminary final based on actual student counts SFY 2019 (September 30 data)</td>
<td>10/02/2019</td>
<td>Final SFY 2018 (Disability Rates)</td>
<td>September 4, 2019</td>
<td>SFY 2019 EOY</td>
<td>SFY 2019 Estimates</td>
<td>Final SFY 2018</td>
<td>All Districts</td>
</tr>
<tr>
<td>January 8, 2020</td>
<td>January 30, 2020</td>
<td>Update for SFY 2019 for all districts, charter schools cooperatives, education and host districts.</td>
<td>Preliminary final based on actual student counts SFY 2019 (November 30 data)</td>
<td>1/08/2020</td>
<td>Final SFY 2019 (All)</td>
<td>Final SFY 2019 EOY</td>
<td>Final SFY 2019 Transportation rates will be calculated</td>
<td>Final SFY 2019</td>
<td>All Districts</td>
<td>Final SFY 2019</td>
</tr>
</tbody>
</table>

*Minnesota Statutes, section 127A.45, subdivision 2(c): If a payment date falls on a Saturday, a Sunday, or a weekday which is a legal holiday, the payment shall be made on the immediately preceding business day.
*Updated for schools on disability rates only.
### Special Education Tuition Billing Timelines and Sources of Data for Adjustments

**State Fiscal Year 2020**

#### Tuition Billing Timelines State Fiscal Year (SFY) 2020

The Minnesota Department of Education (MDE) will notify districts of changes to these timelines.

<table>
<thead>
<tr>
<th>School Finance Run Date</th>
<th>Integrated Department of Education Aids System (IDEAS) Payment Period*</th>
<th>Data Source: General Education Revenue</th>
<th>Data Source: Special Education Data Reporting Application (SEDRA)</th>
<th>Data Source: Uniform Financial Accounting and Reporting Standards (UFARS) Tuition Billing Disability Rates</th>
<th>Data Source: Minnesota Automated Reporting Student System (MARSS)</th>
<th>Data Source: Transportation</th>
<th>Data Source: Special Education Aid - Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 6, 2021</td>
<td>January 30, 2021</td>
<td>Preliminary final based on actual student counts SFY 2020 (using November 30 data)</td>
<td>Final SFY 2020</td>
<td>Final SFY 2020</td>
<td>Final SFY 2020</td>
<td>Final SFY 2020 Transportation rates will be calculated</td>
<td>Final SFY 2019</td>
</tr>
<tr>
<td>February 17, 2021</td>
<td>March 15, 2021</td>
<td>Final SFY 2020</td>
<td>Final SFY 2020</td>
<td>Final SFY 2020</td>
<td>Final SFY 2020</td>
<td>Final SFY 2020 Transportation rates will be calculated</td>
<td>Final SFY 2019</td>
</tr>
</tbody>
</table>

*Minnesota Statutes, section 127A.45, subdivision 2(c): If a payment date falls on a Saturday, a Sunday, or a weekday which is a legal holiday, the payment shall be made on the immediately preceding business day.*
Business Managers Email – New Business Managers Security Role Created

The new security role called ‘Business Manager’ is intended to allow staff in the business office access to select secure reports that impact the finances of the district. There are two separate processes which must be done to access the ‘Business Manager’ user role with the steps listed below. Task A must be completed prior to Task B.

A. Superintendent - Preauthorization of Business Manager Role.
   - The district superintendent or charter school director preauthorizes, or gives permission, to a user for the new Business Manager Role and
   - User Requests - The user requests access/permissions to the Business Manager Role.
   - Note – The Business Manager Role gains access to nine available reports (see the report listing below).

Steps to accomplish Task A:
1. The superintendent or charter school director should go to the MDE website External User Access Recertification, and login.
2. At user Access Recertification, add the Preauthorization’s for your school district or charter school. See the district example below using the same drop downs. Make sure the Application drop down = Organization Authorities and the Role = Business Manager
3. 

Steps to accomplish Task B
1. Once Task A is complete, the user needs to request access to the Business Manager Role.
   a. The user accesses the MDE website location, Secure Reports, and selects MARSS 64 or MARSS 65 for access request
      i. NOTE: The business manager role gains a user access to the role.
   b. The request will generate an email to me at MDE. Please give up to 7 days for authorization response.
   c. Once approved in that role, the user has access to all nine reports.
We will approve requests as quickly as possible but please allow up to a week for access. Requests that are not pre-authorized will be denied so please verify with your IOwA when you have been pre-authorized before requesting access.

Questions can be addressed to Jeanne.Krile@state.mn.us or mde.funding@state.mn.us.