

# JMC<sub>INC.</sub>

## PROCEDURE FOR REPORTING SUMMER DROPS IN MINNESOTA

Students who were attending your school on the last day of school last year and who over the summer met one of the situations below now need to be reported for MARSS.

- Students who earned a diploma during either summer school (SAC 98) or the summer term of a learning year program (STATUS END code 08).
- Students who moved outside Minnesota during the summer (SAC 98 and STATUS END code 05).
- Students who are committed during the summer to a correctional facility that provides instruction (SAC 98 and STATUS END code 13).
- Students who transferred to a Minnesota nonpublic school during the summer (SAC 98 and STATUS END code 03).
- Students who died during the summer (SAC 98 and STATUS END code 11).

If you have students from last year that meet any of the above criteria the following steps must be completed.

Please Note: If you had deleted the Student from last year you will need to create them by selecting Edit: Enter Student Data and clicking the “New Student Button.”

2) In the Office Program select Edit: Edit Student Data. Make sure only the “State Report” box is checked for these students.

General	Spec Ed	Entry
<input type="checkbox"/> Active		
<input type="checkbox"/> Attend		
<input checked="" type="checkbox"/> State Report		
<input type="checkbox"/> Rank		
<input type="checkbox"/> Honor Roll		
<input type="checkbox"/> Special Considerations		
<input type="checkbox"/> Gifted/Talented		

3) Please select MARSS--Data--Edit Student Data. Make the Start and End date day 1. Make sure to enter the SAC (State Aid Category) as 98. Enter the correct STATUS END code.

4) Manually set their Attend Days and Member Days to 1.

Start Date	End Date	Grade Level	Res District	District Type	% Enrolled	State Aid Categ	Sp Ed Eval Status	Last Locat	Status End	Attend Days	Member Days	PSEO Part.	PSEO HS Hours	Home bound	Sp Ed Instr Setting	Sp Ed Service Hours	Trans District	Trans Dist Type	Trans Cat	Primary Disabil
1	1	9	1234	1	100	98	1	0	03	1	1	N	0	N	0	0.0	1234	1	1	0