

## MARSS Last Location of Attendance (Start) Codes Complete List and Definitions

### First SPPS Enrollment Record of Current Year

00	Last year, public school, same district	Student was enrolled in SPPS schools any time last year
01	Last year MN nonpublic school	Student was enrolled in a Non-Public school last year (no SPPS enrollments last year)
02	Last year, another state	Student was enrolled in another state last year (no SPPS enrollments last year)
03	Last year, another country	Student was enrolled in another country last year (no SPPS enrollments last year)
04	Last year, MN public school, other district	Student was enrolled in another MN school district last year (no SPPS enrollments last year)
05	Age 5 or younger as of 9/1, never before in school	EC or KG students never enrolled in school before (no previous SPPS enrollments)
06	Age 6 or younger as of 9/1, never before in school	EC or KG students never enrolled in school before (no previous SPPS enrollments)
07	Last enrolled before last year	Last school enrollment was 2 years ago or longer

Used only for first enrollment of the year (for summer school or regular school opening week if no summer school record exists)

### Transferring to SPPS during Current School Year

11	Midyear transfer from MN nonpublic school	Student attended a non-public school this year and is transferring to a SPPS school
12	Midyear transfer from another state	Student attended in another state this year and is transferring to a SPPS school
13	Midyear transfer from another country	Student attended in another country this year and is transferring to a SPPS school
14	Midyear transfer from other MN school district	Student attended school in another district or charter school this year and is transferring to a SPPS school

Used only for first enrollment of the year (no other SPPS enrollment exists yet this year)

### Changes to School, Grade, Resident District or Re-Enrollment in SPPS

21	Midyear transfer from school in this district	Student has a SPPS enrollment record this year and is changing schools (not yet in your school this year)
22	Midyear grade level change	Student has a SPPS enrollment this year and is changing grade level (with proper documentation)
23	Midyear change in district of residence	Student has moved to a house in a different school district but continues to attend your school
24	Midyear re-enrollment after drop	Student has previous enrollment anytime this year at your school (even if he left the district in between)

Used only for returning SPPS students (student has previous SPPS enrollment any point in this year)

# When to Use These MARSS Last Location of Attendance (Start) Codes

The following are not MARSS reportable records and should not be considered as previous SPPS enrollments:

- \* Do not count any MARSS excluded (red) records for this school year
- \* Do not count enrollments between June-Aug for JSC 678 and Boy's Totem Town 825
- \* Do not count enrollment records for Non-public schools
- \* Do not count enrollment records for Placement 014, LrnRdKG 017, SpecEd 790, ResTuit 954, Elmore 960, Harumbee 967, ResOpenEnr 964, MiscSch 950, HomeSch 970, OutOfDistrict 999, Daycare Sites (976-980)

## The First SPPS enrollment of this year

### **Codes 00, 01, 02, 03, 04, 05, 06, 07**

- \* Used for summer school or the first regular school enrollment during September (if no ss record exists).
- \* NOTE: If any SPPS records exist for this school year, you must use codes 21, 22, 23, or 24. See below.

## Mid-year transfer from another place; no previous SPPS enrollment this year

### **Codes 11, 12, 13, 14**

- \* Used when student transfers to SPPS from another school district, charter school, different state, or a different country and no previous SPPS enrollments exist for this year.
- \* NOTE: If any SPPS records exist for this school year, you must use codes 21, 22, 23, or 24. See below.

## Mid-year enrollments for students with a previous SPPS enrollment record this year

### **Code 21**

- \* The student is transferring to your school and has not been enrolled at your school anytime this school year.
- \* There is a previous enrollment for any regular SPPS school, ALC site, or Summer School site.
- \* There is a previous enrollment for GAP 841, PrivAgenc 953, OutState 955, or CalvinAcademy 962.
- \* Use this code if the student left the district for a period of time, but was enrolled in SPPS earlier this year.

### **Code 22**

- \* Used for opening-week enrollment by year-round schools (460, 465, 466) if summer enrollment exists.
- \* Used by alternative sites (ALC sites or GAP841) when promoting grade levels mid-year.
- \* Regular schools may use this code for promotion/demotion mid-year if the proper documentation exists in students' permanent folder.

### **Code 23**

- \* The family moves and the new house is located in a different school district than before.
- \* The family is moving in or out of St Paul School District 0625 and continuing to attend your school.
- \* This will require proper paperwork; send forms to Student Placement. Bonnie Firnstahl 651-632-3728
- \* Be sure to end the previous enrollment with Status End Code 04 on the move date.

### **Code 24**

- \* The student has a previous SPPS enrollment anytime this year at your school.
- \* This last location (start) code is used for any additional enrollments at your school.
- \* The student was enrolled at your school, went to a different SPPS school, but is now returning.
- \* The student was enrolled at your school, had a 15-day drop, but is now returning.
- \* The student was enrolled at your school, went to a different district or charter school, but is now returning.
- \* The student was enrolled at your school, went to a different state or country, but is now returning.

If you are unsure which codes to use, please call the MARSS staff. Patti Michaud 651-603-4978