



## Northern Lights Special Education Cooperative

[www.nlsec.org](http://www.nlsec.org)

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### Data Reporting

There are three data collection systems that we use in our Cooperative to collect information for Minnesota Department of Education and the federal government. Besides generating revenue for the districts, these data systems generate information for federal and state civil rights reporting, child count reports and reports published by the National Center for Education Statistics.

The three data systems are:

- **MARSS or Minnesota Automated Reporting Student System**
- **SpEd Forms**
- **Coop Data Forms or Cooperative Student Data Forms**

**MARSS** (Minnesota Automated Reporting Student System) collects student data required by more than one area of the Minnesota Department of Education. It is very important that district MARSS data be accurate and be reported in a timely way. MARSS is designed such that the district which provides the primary service to the student, reports the student. Each district has a MARSS Coordinator and that person is charged with capturing and maintaining accurate student data and submitting the data to MDE.

**SpEd Forms** is an easy to use, reliable, powerful, education software. Know that SpEd Forms is constantly improving and changing in order to make forms better with changes made necessary by law, suggestions from school districts, and improvements made possible by new technologies.

**Coop Data Forms** are located at our web site. These forms are categorized by district, and all include the New Student Form and Change Form. These forms must be submitted for any new students added to your caseload and for any changes to a student record who is on your caseload. The forms can be found at <http://www.nlsec.org>. Look under Quick Links on the left side of the home page - [Coop Data Forms](#).

### GETTING YOUR STUDENT DATA TO NLSEC

New student

- You complete the Coop Data Form for new students.
- This form can be completed online and sent directly to our cooperative office.
- This form contains student demographics, due process, primary disability, case manager, etc.
- This form can be found at our cooperative's website: [www.nlsec.org](http://www.nlsec.org). Click on the appropriate link for your school district, or if your district is not listed, select "All other districts".
- A copy of this form goes to the cooperative office electronically.
- We recommend that you enter your email in the form so a copy of the data submitted can be emailed to you.

- Please check with your MARSS Coordinator and your Due Process Secretary for their preferred process.

Changes to a student record

- There is a student change form on our website, too, it is titled Change Form.

### **IMPORTANT SPECIAL EDUCATION DATA**

NLSEC assists your school district to capture money for all the students receiving specialized instruction in your district. The following six data elements are important; they must be accurate and complete.

1. Setting
2. IEP Start Date
3. IEP End Date
4. Resident District (Do you know how to determine the student's resident district? Go to <http://pollfinder.sos.state.mn.us/>)
5. Primary Disability
6. Transportation

Your district and the cooperative get data from your SpEd Forms so it is important to validate and finalize your IFSPs and IEPs. For transportation, it is important that you document in the student's IEP their transportation needs.

The MARSS Reference Guide is included for your reference. Your MARSS Coordinator and your school's Due Process Secretary will need your help to determine which codes best describe your special education student and his/her services. If you code incorrectly, your School district's MARSS Coordinator will be asked by MDE to work with you to fix the errors.

### **COMMUNICATION WITH MARSS STAFF**

Like past years, the Cooperative's Special Education Coordinators work with your MARSS Coordinator and your local Due Process Secretary to ensure that all special education staff are reporting accurate data and in a timely way.

### **YOUR DATA QUESTIONS?**

When you have any data questions, talk with your Due Process Secretary and your local MARSS Coordinator first. If the three of you cannot come up with a satisfactory answer, then call the Special Education Coordinator assigned to your school district.

October 2017