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 include the New Student Form. These forms must be submitted for any new students added to your caseload. The forms can be found at https://www.nlsec.org. Look under Quick Links on the left side of the home page - Coop Data Forms.

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.
Setting
1. IEP Start Date
2. IEP End Date
3. Resident District (Do you know how to determine the student's resident district? Go to https://pollfinder.sos.state.mn.us/
4. Primary Disability
5. 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, manual and supporting documents are located on the MN Department of Education Website at https://education.mn.gov/MDE/dse/schfin/MARSS/inst/

COMMUNICATION WITH MARSS STAFF
NLSEC works with MARSS Coordinators and your local Due Process Secretary (if available) to ensure that all special education staff are reporting accurate data and in a timely way.   February 2024