Enrollments (Minnesota)

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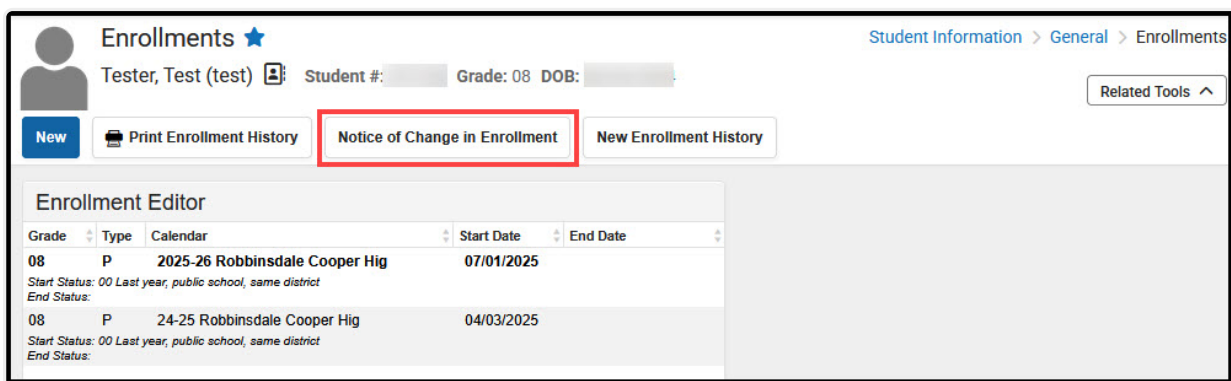
General Enrollment Information | Special Education Fields

Tool Search: Enrollments

The Enrollments tool displays all current and historical occurrences of a student's enrollment in a district.

By default, enrollment records are first listed by grade level, then by enrollment start date. The list of enrollments can be sorted by Grade, Calendar, Start Date, or End Date.

See the core Enrollments article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Enrollment records.

Enrollment Editor

Notice of Change in Enrollment
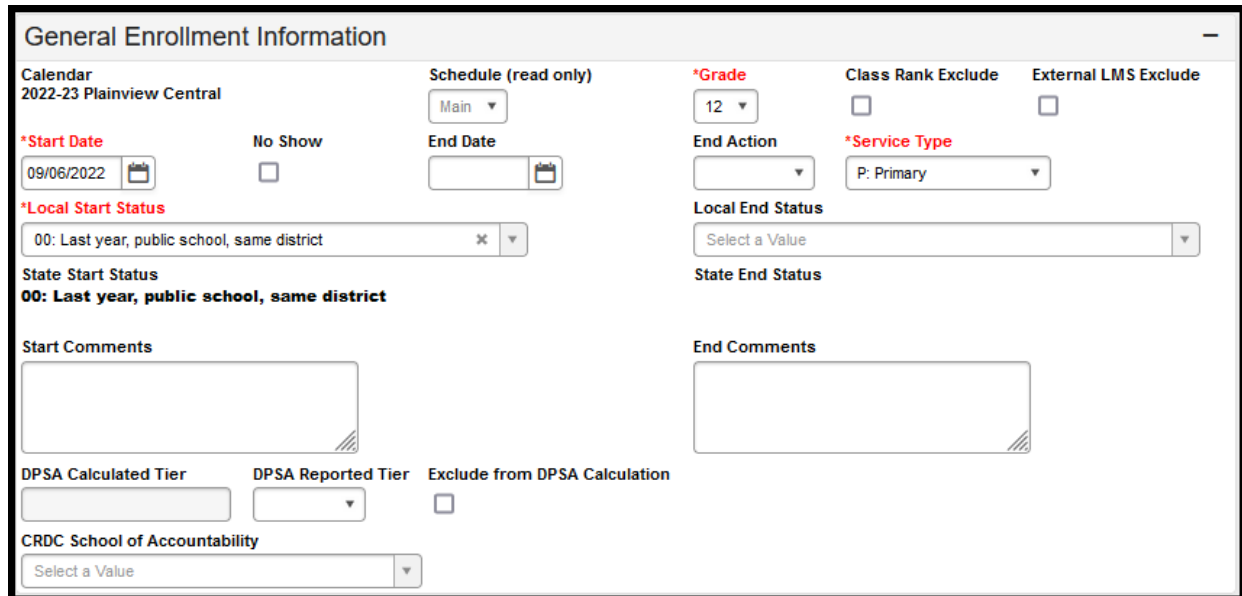
The **Notice of Change in Enrollment** allows you to generate a printable version of the notice requesting the previous district to confirm the student's State Reporting Number and that the new Local Start Status Date does not overlap with the last district's Local End Status Date.

- Contact information for the requesting district (your district) reports from District Information.
- Contact information for the receiving district, and the list of districts that can be selected in the form, reports from Other Districts.

Please see the Notice of Change in Enrollment article for more information.

General Enrollment Information

The General Enrollment Information editor details the calendar, schedule, grade, local start / end date and reason for the creation or end of the enrollment record.

General Enrollment Information Editor

Field	Description
Calendar	The calendar assigned to the enrollment record.
Schedule	The schedule assigned to the enrollment record.
Grade *Required*	Grade level of enrollment.
Class Rank Exclude	If selected, the student is not included in any class rank calculations.
External LMS Exclude	Marking this checkbox prevents the enrollment record from being retrieved by third-party systems.
Start Date *Required*	The start date of enrollment at the school. This must be the first day the student began receiving instruction. Dates are entered in MM/DD/YYYY format or by using the calendar icon.
No Show	This option is selected if the student previously enrolled, but never attended school. An example of this would be a student enrolled during spring registration, but the student's family later moved and enrolled the student in a different school.

End Date	The end date of enrollment at the school. This must be the last day the student stopped receiving instruction. Dates are entered in MM/DD/YYYY format or by using the calendar icon.
End Action	Used in processing enrollments for the next school year. Options are: • Promote • Demote • Retain
Service Type *Required*	The type of enrollment and the intended service the student receives. Service Types include: (P) Primary, (S) Partial, and (N) Special Ed Services.
Local Start Status *Required*	Lists the local enrollment start code for the student.
Local End Status	Lists the local end enrollment end code for the student.
State Start Status	Displays the state start status mapped to the assigned local start status. See the [Enrollment (System Administration)](#) article for more information.
Start Comments	Lists any comments associated with the start of enrollment.
End Comments	Lists any comments associated with the end of enrollment.
DPSA Calculated Tier	This field is populated by the Direct Post Secondary Admission tool. It only displays for students with an enrollment with a State Grade Level Code of 12. See the [Minnesota Office of Higher Education's website](#) for more information about the Direct Post Secondary Admission program.
DPSA Report Tier	This field is populated by the Direct Post Secondary Admission tool. It only displays for students with an enrollment with a State Grade Level Code of 12. See the [Minnesota Office of Higher Education's website](#) for more information about the Direct Post Secondary Admission program.
Exclude from DPSA Calculation	Marking this checkbox prevents the student from being considered in the Direct Post Secondary Admission program. It only displays for students with an enrollment with a State Grade Level Code of 12. See the [Minnesota Office of Higher Education's website](#) for more information about the Direct Post Secondary Admission program.
CRDC School of Accountability	Identifies which school the student should report under for the CRDC results, regardless of the school in which their enrollment is aligned.

State Reporting Fields

Tool Search: Enrollments

The State Reporting Fields editor contains data elements used in state reporting extracts and federal reporting.

Enrollments > State Reporting Fields

State Reporting Fields Options

The following are fields that appear in the State Reporting section for Minnesota users. The 'Reports Used In' column details which state reports draw from each field. Each report name is a link that leads to that report's page, which includes tables of options for each field if they appear as dropdown lists in Campus.

Field	Description	Database Location	Reports Used In
State Exclude	Excludes the enrollment record from reporting on all State Reporting Extracts that honor State Exclude functionality.	enrollment.stateExclude	

Field	Description	Database Location	Reports Used In
Title 1	Indicates if the student is receiving Title 1 services.	enrollment.title1	MARSS B
Gifted/Talented	Indicates if the student is considered to be Gifted/Talented.	enrollment.giftedTalented	MARSS B
Migrant Indicator	Indicates if the student is a migrant.	enrollment.migrant	MARSS B
Homeless	Indicates if the student is homeless.	enrollment.homeless	MARSS B
Ward of State	Indicates if the student is a ward of the state.	enrollmentMN.stateWard	MARSS B
Single Parent	Indicates if the student is a single teen parent.	enrollmentMN.singleParent	Carl Perkins
Displaced Homemaker	Indicates if the student is a displaced homemaker.	enrollment.displacedHomemaker	Carl Perkins
Percent Enrolled	The percent of the school day the student is enrolled in this school.	enrollment.percentEnrolled	MARSS B
Membership Override	This field is used to override Membership Days. The calculation is as follows: MBR_Day = (override) * (Split enrollment instructional days / Total Instructional days).	enrollment.admOverride	MARSS B

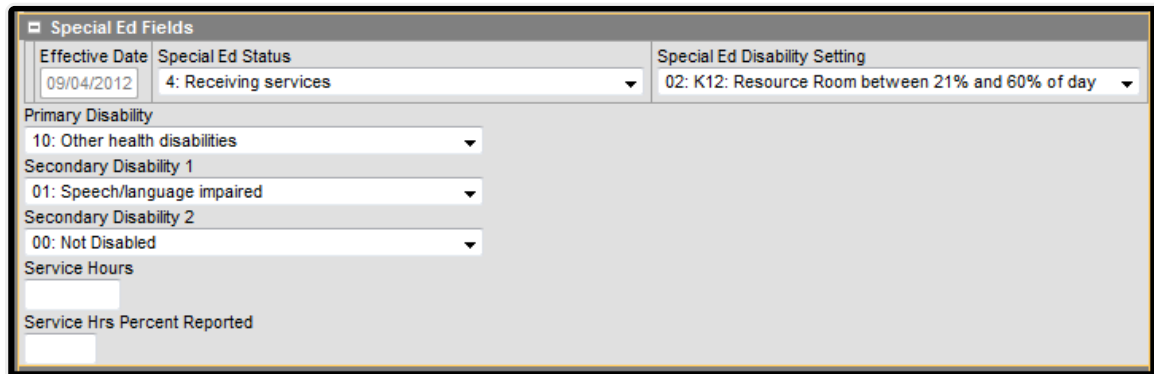| Field	Description	Database Location	Reports Used In
Attendance Override	This field is used to override Attendance Days. The calculation is as follows: ATN_Day = (override) * (Split enrollment instructional days / Total Instructional days).	enrollment.adaOverride	MARSS B
PSEO	Indicates that the student participates in Post Secondary Education Options.	enrollment.pseo	MARSS B
Post-Secondary HS Hours	The number of hours the high school student participates in PSEO.	enrollmentMN.pseoHours	MARSS B
Independent Study	Indicates if the student is participating in an Independent Study program.	enrollmentMN.independentStudy	MARSS B
Supplemental Services	Indicates if the student is receiving supplemental services.	enrollmentMN.supplementalServices	MARSS B
Enrolling School	The identification number of the school in which the student is enrolled.	school.number	Online Learning
Enrolling District	The identification number of the district in which the student is enrolled.	district.number	Online Learning
Placing District	The identification number of the district in which the student was placed from.	Enrollment.placingDistrict.	Ed-Fi
Enrolling Public School	Indicates if the student is enrolled in a public school.	enrollmentMN.publicSchool	Online Learning

Field	Description	Database Location	Reports Used In
CIS PSEO Concurrent Enr	Indicates if the student is concurrently enrolled in CIS and PSEO programs.	enrollmentMN.CISPSEOConcurrentEnr	MARSS B
Military-Connected Youth	Indicates if the student has an immediate family member who is currently in the armed forces as a reservist or on active duty, or who has recently retired.	enrollmentMN.militaryConnected	N/A
Special Pupils for Care/Treatment	Indicates if the student needs special care/treatment.	enrollment.specialCare	MARSS B
Effective Date	The effective date of the State Aid Program. When information is entered into the second of these fields and the record save, an additional option will appear.	enrollment.stateAidDate	N/A
State Aid Category	The state aid category of the aid service being provided to the student. When information is entered into the second of these fields and the record save, an additional option will appear.	enrollmentMN.stateAidCategory	MARSS B
Resident District	The district in which the student lives.	enrollment.residentDistrict	MARSS B
School	The school through which the student is receiving State Aid services.	enrollmentMN.stateAidSchool	
Homebound	Indicates if the student is homebound and receiving services.	enrollment.homebound	MARSS B

Special Education Fields

The Special Ed Fields editor contains all Special Education items that need to be indicated on a student's enrollment record for state and local reporting purposes.

Enrollments > Special Ed Fields

Special Ed Options

The following are fields that appear in Minnesota Special Ed Fields. The 'Reports Used In' column details which state reports draw from each field. Each report name is a link that leads to that report's page, which includes tables of options for each field if they appear as dropdown lists in Campus.

Field	Description	Database Location	Reports Used In
Effective Date	The effective date of the Special Ed program. When information is entered into the second of these fields and the record save, an additional option will appear.	*Custom Enrollment* enrollment.effectiveDate	
Special Ed Status	The student's Special Ed status. When information is entered into the second of these fields and the record save, an additional option will appear.	enrollment. specialEdStatus	MARSS B
Special Ed Disability Setting	The instructional setting of the student's Special Ed program.	enrollment. specialEdSetting	MARSS B
Primary Disability	The student's primary disability.	enrollment.disability1	MARSS B

Field	Description	Database Location	Reports Used In
Secondary Disability 1	The student's additional disability.	enrollment.disability2	
Secondary Disability 2	The student's second additional disability.	enrollment.disability3	
Service Hours	The number of hours the student received Special Ed services. This field is calculated based on grade level, state aid categories and special education status. See the Special Education Hours section for more information.	*Custom Enrollment* enrollment. spedServiceHours	MARSS B
Service Hrs Percent Reported	The percent of student Special Ed service hours that are reported.	*Custom Enrollment* enrollment.servPercent	

Special Education Hours

A student must have a Special Education Status of 4 or 6, along with one of the following state-defined triggers in order for the Special Education normal and/or related service hours to calculate. Direct and indirect minutes are also included in this calculated.

Field	Options	Notes	Campus Interface Location
Grade Level	HK:Handicap Kindergarten EC: Early Childhood		Student Information > General > Enrollments > General Enrollment Information > Grade Level

Field	Options	Notes	Campus Interface Location
State Aid Category	16: Shared Time Paid to Resident District 17: Shared Time Paid to Service District 18: Shared Time Paid by Parent/Guardian 27: Temporary Care/Treatment 46: Extended Year SPED Student	When a student's SAC is **46: Extended Year SPED Student**, services marked as ESY are included in the calculation.	Student Information > Special Education > Documents > Plans > IEP > Normal/Related Services
Homebound	Homebound Indicator = Y		Student Information > General > Enrollments > State Reporting Fields > Homebound Indicator
Service Hours Override Field		When this field is populated with any value, a calculation to determine the hours to report is not made. Instead, the entered value reports, regardless of the other settings.	Student Information > General > Enrollments > Special Ed Fields > Service Hours
Instructional Model	02: All-inclusive Instructional Setting 03: Multidisciplinary Teacher 04: Cooperative Teacher 05: Project Based		System Administration > Calendar > Calendar > Calendar Info > Instructional Model

Field	Options	Notes	Campus Interface Location
Site Classification	41: ALC 42: ALP 43: Private Alternative Program 46: Distance Learning Program (state approved)		System Administration > Resources > School > Site Classification

Calculation of Hours

The state's midpoint calculation determines the hours reports. Hours are broken into a daily value, multiplied by the student's membership days and divided by 60 minutes.

$$\text{Minutes a day} \times \text{MBR DAYS} / 60$$

Assumed Values

These values are considered regardless of non-instructional days since daily minutes are multiplied by the student's membership days.

1 week = 5 days

1 month = 4 weeks

1 year = 36 weeks

1 quarter = 9 weeks

1 trimester = 12 weeks

Other reporting rules

If the Service Hours field does not contain a value and the Enrollment Service Type is S: Partial, hours are not reported.

SpEd Service Hours will NOT report from an enrollment in a calendar with zero instructional days.

Hours are still calculated if the student does not have a Primary Disability and/or Special Education Setting and has a trigger.