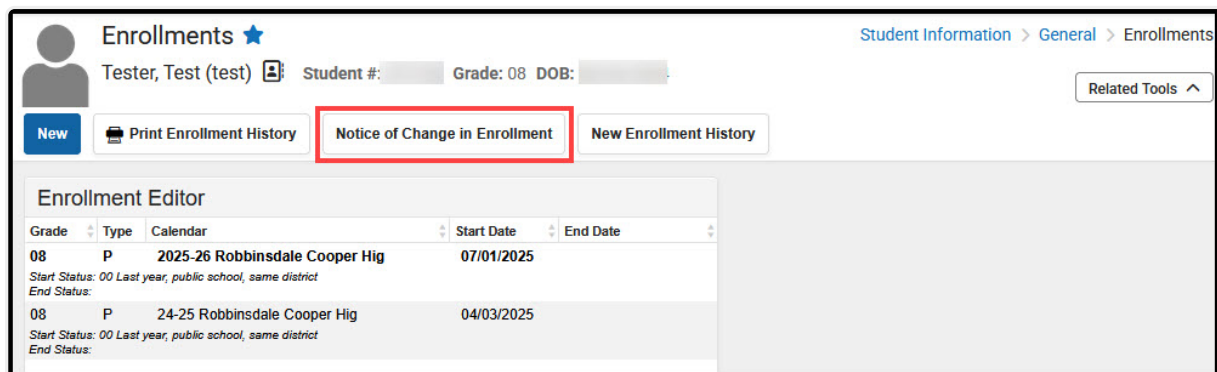# Notice of Change in Enrollment (Minnesota)

Last Modified on 12/14/2025 8:45 pm CST

[Generate a Notice of Change in Student Enrollment Report](#) | [Notice of Change in Enrollment Information](#)

Tool Search: Enrollment

The Notice of Change in Enrollment allows users to generate a printable version of the notice requesting the previous district 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](#).

Enrollments Editor

Generate a Notice of Change in Student Enrollment Report

1. Select the **Notice of Change in Enrollment** on the Enrollment.
2. A new window will display that requires the user to fill in some additional information. For more information on these fields, see below.
3. Click **Create Report.** A PDF of the information is generated for the user.

Notice of Change in Enrollment Information

The following fields appear in the Notice of Change in Enrollment:

Field	Description
What is the requested method of transmittal?	Allows the user to select how the information will be transmitted. This updates the 'Method of Transmittal' shown in the upper left of the generated PDF. Options are: • Fax • Mail • Other
What is the date of transmittal?	This field is auto-populated with today's date, but can be changed if desired. This updates the 'Date of Transmittal' shown in the upper right of the generated PDF.
MARRS Correspondent Override	Overrides the name on the 'From' side of the generated PDF.
What district are you requesting information from?	Specifies the district you are sending the Notice of Change in Enrollment to. Pulls information based on the Other Districts tool.
MARSS Recipient Override	Overrides the name on the 'To' side of the generated PDF.
Hide requested district's phone(s)	When marked, hides the phone number of the district on the 'To' side of the PDF.
Would you like to add additional comments?	Adds additional comments to the PDF in the 'Additional Transmittal Information' section.
Report Orientation?	Determines if the PDF is generated in Landscape or Portrait.
Create Report	Generates the PDF.