



## Transportation Reports Available on the MARSS Web Edit System (WES)

There are four reports (for most districts) that are available on MARSS WES Statewide Reports that show the number of public school students transported to and from school. These numbers will be obtained from districts' end of year, Minnesota Automated Reporting Student System (MARSS) submission.

These reports will not longer be mailed out to districts. The MARSS Coordinator should distribute the reports to appropriate district staff in order to determine whether public school student's transportation data is being reported correctly in MARSS.

The Minnesota Department of Education (MDE) sorts students on the "Transporting District Number and Type" fields on MARSS. If a district's student counts are either understated or overstated, some other Minnesota school district may have listed the wrong district number and type as the "Transporting District." (See the "Totals by School" report to determine the districts that listed your district as the Transporting District.) You will have to contact the MARSS Coordinator at the district and ask him/her to correct the data. A list of the MARSS Coordinators can be found on MDE's Website at:

[http://education.state.mn.us/MDE/Accountability\\_Programs/Program\\_Finance/MARSS\\_Student\\_Accounting/index.html](http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/MARSS_Student_Accounting/index.html)

The four reports include:

- **MARSS #47 Total Public Students Transported By Category:** This report shows the number of students reported by category for the past four years. Districts can use this report to determine whether the numbers of students reported in 2009-10 are comparable to data reported in previous school years.
- **MARSS #48 Pupil Transportation – Totals By School:** This report shows the breakdown of students transported by category for each school. The District Total line on this report should agree with the numbers reported for 2009-10 on the Total Public Students Transported by Category Report.
- **MARSS #45 Transporting District:** This report is a detailed list of some of the students who are included in your counts. Only students with State Aid Categories 05, 06, 08, 10, 14, 19, 26, 27, and 28 are included in this report. Remember MDE only counts a student once in transportation. If a student attended both your district and another district, only one of the records will be counted. Not all districts will receive this report.
- **MARSS #49 Nonresident Student with MARSS Transportation Code 03-Disabled:** To help districts with the tuition billing process which includes unreimbursed transportation expenses.

**Note:** Students included on these reports had your district listed as the Transporting District Number and Type.

Please review the reports for completeness and accuracy. If errors are found, your district must:

1. Review the MARSS Transportation Category assigned to each student, make corrections as needed, and resubmit your MARSS data.
2. Review the Transporting District Number and Type assigned to each student, make corrections as needed and resubmit your MARSS data.
3. Contact other districts where your students attend to make sure those districts have assigned the proper transportation code to your students and have listed your district as the Transporting District Number and Type.

If you have any questions about these data or need any help in determining the proper MARSS Transportation Codes for your students contact Kelly Wosika at 651-582-8855 or e-mail [kelly.wosika@state.mn.us](mailto:kelly.wosika@state.mn.us).