



Minnesota Automated Reporting Student System (MARSS) and Students Enrolling in Postsecondary Education Options

MARSS Training
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Ten Minnesota Commitments to Equity

1. **Prioritize equity.**
2. Start from within.
3. Measure what matters.
4. Go local.
5. **Follow the money.**
6. **Start early.**
7. Monitor implementation of standards.
8. Value people.
9. Improve conditions for learning.
10. **Give students options.**



Postsecondary Enrollment Options Act

Minnesota Statute 124D.09

Postsecondary Enrollment Options (PSEO) is an opportunity for Minnesota resident high school students in grades 9, 10, 11 or 12, to earn dual credit for both high school and college.

Most commonly, PSEO courses are delivered by the postsecondary institution (PSI) online or in person on campus. Payment of PSEO course tuition and required items, in most cases, comes directly from the Minnesota Department of Education (MDE) to the PSI. MDE does not pay for any materials/equipment a student owns once the course has ended.

Eligible PSIs choose which courses are PSEO eligible as well as setting college enrollment requirements. Students, PSIs and courses must fulfill the eligibility requirements as referenced in the PSEO Statute, [Minnesota Statutes 2021, section 124D.09](#), See the [PSEO Reference Guide](#) for a comprehensive overview of PSEO.

Minnesota resident students attending public and nonpublic schools (including private and home schools) are eligible:

- Exception is Minnesota students attending a South Dakota district under the Reciprocity Agreement.
 - These students are not eligible
 - South Dakota students attending a Minnesota district under this agreement are eligible.

Student Grade Levels and Property

- Allows 10th, 11th and 12th grade students to earn both high school and postsecondary credit for the same course (dual enrollment and dual credit).

- 9th and 10th grade students may participate in concurrent enrollment/courses according to agreements if certain requirements are met.

- 10th grade students that meet eligibility requirements may enroll in a career and technical class and if earning a grade “C” or better may enroll in additional courses.

- Financial Property

- All textbooks and equipment provided to the student and paid for through the PSEO program is the property of the participating postsecondary institution.

- Each student is required to return all textbooks/equipment after the course has ended.

- A student may be charged a late fee or damage fee when returning textbooks/equipment.

PSEO – Umbrella With 3 Type Options

- **PSEO-Traditional Payment Method (Most Common) – Type 1 of 3**

- MDE makes payment to the postsecondary institution
- Student takes the class at the postsecondary campus or online.
- General education revenue is reduced for participating students because students must give up one period in the high school day.
 - A student attending PSEO full time for the entire year will generate 0.12 ADM for the district
- MARSS PSEO Flag on student record is PSEO = Yes
- PSEO Hours are reported
 - PSEO Hours defined as “credit bearing classes taken in high school offered by high school”.

- **PSEO-Courses According to Agreements (District Paid) – Type 2 of 3**

- School district makes payment to the postsecondary institution
- Students take the class at the postsecondary campus or online.
- MDE does not deduct general education revenue for the time the students are taking the postsecondary course.
- Agreement is renewed each year at the rate negotiated between the district and the institution.
- MARSS PSEO flag on student record is PSEO = No
- Students **are not** eligible for concurrent enrollment aid.

PSEO Concurrent Enrollment

- **PSEO-Concurrent Enrollment (District Paid) – Type 3 of 3**
 - School district makes payment to the postsecondary institution
 - Students receive instruction in the high school as a classroom of students taking the same Concurrent Enrollment course.
 - Course instructor is a high school teacher/faculty member.
 - Fiscal arrangements vary by college campus.
 - District pays an amount to the postsecondary institution.
 - Students are eligible for Concurrent Enrollment aid.
 - MARSS student record is Concurrent Enrollment = yes.
 - General education revenue is not reduced.
 - Agreement is renewed each year.

Shared Time Students:

- District may allow a shared time student to sit in on the course but,
 - Shared time students do not generate Concurrent Enrollment aid.
- Nonpublic and home school students
 - are not eligible for concurrent enrollment aid.
- BIA school students
 - are not eligible for concurrent enrollment aid.

Funding, Tuition and Fees

PSEO Reimbursement Rates as posted on the PSEO Finance Website:

- For school year 2025-26, the payment amounts are \$164.80per quarter credit and \$247.21per semester credit.
 - Required course items are paid for on behalf of the student.
 - Tuition, fees and required textbooks are provided to the student at no cost.
 - Consumable supplies specifically required for a class are also covered.
 - PSEO does not cover general school expenses such as notebooks, pens, pencils, test-out fees, or non- consumable supplies.
 - On-campus housing is not covered by the PSEO program.
 - All textbooks and equipment provided to the student and paid for through the PSEO program is the property of the postsecondary institution.
 - Each student is required to return all textbooks and equipment after the course has ended.
 - The postsecondary institution may charge a late for late or unreturned textbooks and equipment.

Concurrent Enrollment Aid Eligibility

Minnesota Statute 124D.091 Continued

Districts and Charter Schools are eligible for **Concurrent Enrollment aid** if they have an agreement with a higher education institution that is:

- Accredited with National Alliance of Concurrent Enrollment Partnerships (NACEP), or
- In the process of being NACEP accredited, or
- The district submits a concurrent enrollment aid application which shows the course offered is of comparable standard to accredited courses

Definition PSEO High School Hours

PSEO High School Hours (MARSS Data Elements Definitions)

These are the credit-bearing membership hours PSEO students are required to be in the high school while participating in PSEO.

For purposes of this data item, PSEO refers to state-paid PSEO. It does not include postsecondary courses for which the enrolling district contracts directly with the postsecondary institution.

PSEO High School Hours are used in calculating Average Daily Membership (ADM) for participants of the PSEO program.

PSEO High School Hours are part of the students' enrollment status record and are subject to changes in the resident district and Special Education Evaluation Status.

Coding Grid

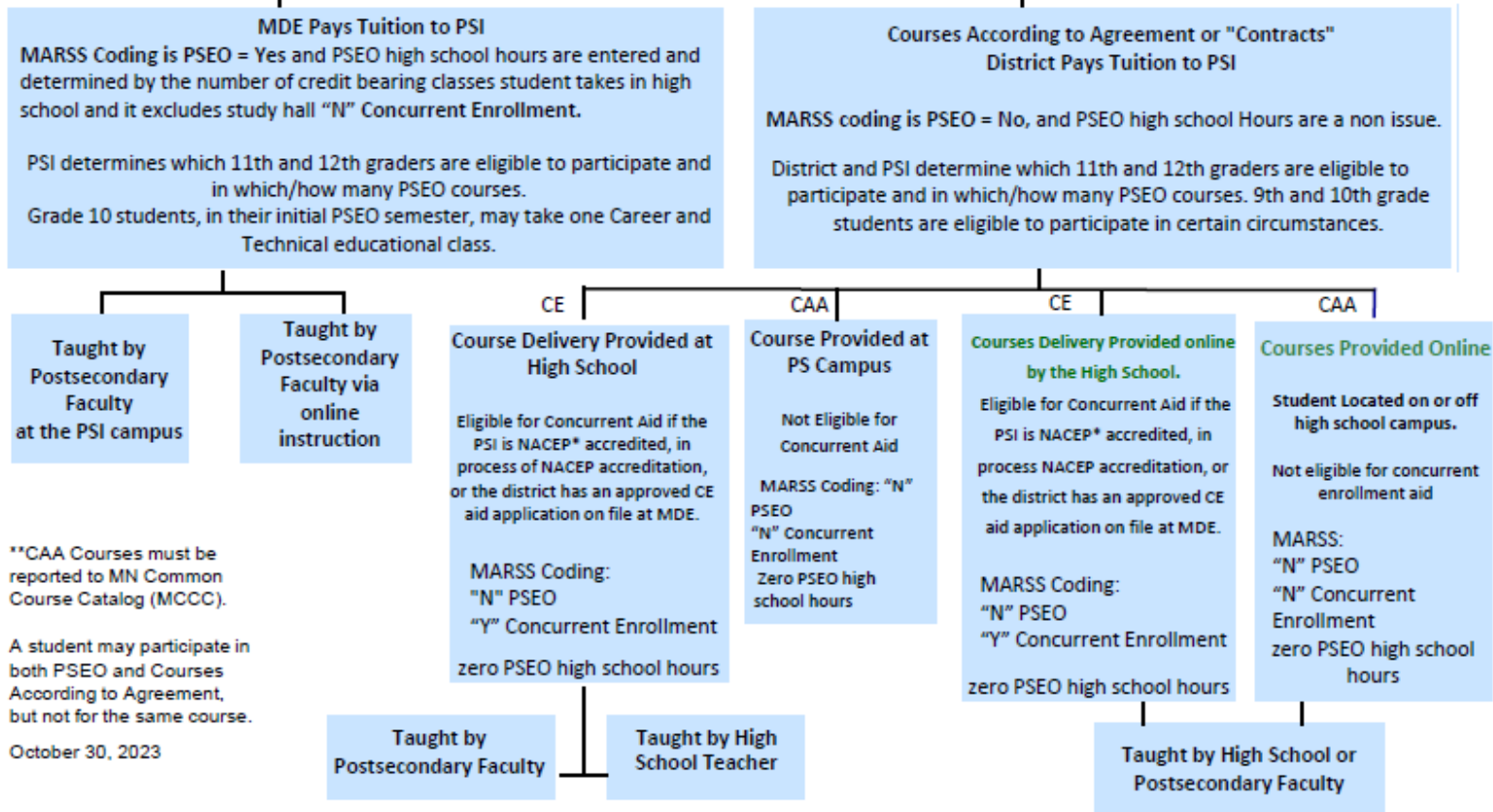


MARSS Code Sheet for:

- PSEO
- Courses According to Agreements (CAA)
- Concurrent Enrollment (CE)

Postsecondary Enrollment Options (PSEO)
Minnesota Statute 124D.09 (2023)
Both 11th and 12th graders earn high school and postsecondary credit at a state-approved postsecondary institution (PSI).
In some circumstances, 9th and 10th grade students may earn high school and postsecondary credit at a state-approved PSI.

- PSEO "Traditional" Where MDE pays the Postsecondary Institution (PSI).
- **Courses According to Agreement (CAA) Sometimes called "Contracts" where the district pays the PSI.
- Concurrent Enrollment (CE) Aid
The course is offered as a high school class commonly online or in the high school classroom.



*NACEP stands for National Alliance of Concurrent Enrollment Partnerships

Dual-Enrollment and PSEO

- Dual-enrolled student are enrolled full-time at the high school with no more than one 60-minute student hall and are part-time at the ALC/alternative School.
- Who reports the dual-enrolled student as a PSEO student?
 - The high school should report the student as a PSEO participant.
- When the student is dual-enrolled in different districts, only the district that signed the PSEO application reports the students PSEO high school

Full Time PSEO

- Report 0000 for students who did not participate in PSEO, or who participated but were not enrolled in classes at the high school.

These timelines are subject to change.

Date Due	School Year	Source	Program	Data	Used for
April 7, 2025	2024-25	MARSS Reporting FY 2024-25	PSEO and Concurrent Enrollment	Postsecondary Institution student enrollments for PSEO and/or Concurrent Enrollment	<ul style="list-style-type: none"> a. MARSS coordinator determination student data errors b. MARSS coordinator determination student data errors c. Counselors tracking of student courses d. School District staff may contact PSIs to cross reference PSEO or Concurrent Enrollment student data.
April 8, 2025	2024-25	Email Rejections to PSIs-Withhold PSEO Funds	PSEO	PSEO rejections of payment request, semester one 2022-23	<ul style="list-style-type: none"> a. Memo to PSEO financial contacts b. PSEO secure reports website updated
April 29, 2025	2024-25	MARSS District Data and Postsecondary Institution submitted student enrollment	PSEO and Concurrent Enrollment	MARSS PSEO Reports 56 & 58 MARSS Concurrent Enrollment Reports 59 & 60	<ul style="list-style-type: none"> a. PSI reported PSEO course enrollment information. b. MARSS coordinator determination student data errors c. Counselors tracking of student courses d. School District staff may contact PSIs to cross reference PSEO or Concurrent Enrollment student data.
May 1, 2024	2024-25	Postsecondary Institution Semester 2 Concurrent Enrollment course enrollment	Concurrent Enrollment	Deadline for receiving semester #2, 2024-25 SharePoint	<ul style="list-style-type: none"> a. Create District Concurrent Enrollment S2 aid payment data b. Error reports loaded and sent to PSIs via email if any errors exist
May 16, 2025	2024-25	MARSS Reporting FY 2024-25	PSEO and Concurrent Enrollment	MARSS PSEO Reports 56 & 58 MARSS Concurrent Enrollment Reports 59 & 60	<ul style="list-style-type: none"> a. Postsecondary Institution reported course enrollment information. b. MARSS coordinator determination student data errors c. Counselors tracking of student courses d. School District staff may contact PSIs to cross reference PSEO or Concurrent Enrollment student data.
May 19, 2025	2024-25	MARSS District Data and Postsecondary Institution submitted student enrollment	PSEO and Concurrent Enrollment	MARSS PSEO Reports 56 & 58 MARSS Concurrent Enrollment Reports 59 & 60	<ul style="list-style-type: none"> a. Postsecondary Institution reported course enrollment information. b. MARSS coordinator determination student data errors c. Counselors tracking of student courses d. School District staff may contact PSIs to cross reference PSEO or Concurrent Enrollment student data.
May 30, 2024	2024-25	PSIs Submit Concurrent Enrollment Semester 2 files to MDE Sharepoint site	Concurrent Enrollment	Concurrent Enrollment File-Semester 1	<ul style="list-style-type: none"> a. Create District Concurrent Enrollment S1 aid payment data b. Error reports loaded and sent to PSIs via email if any errors exist

These timelines are subject to change.

Date Due	School Year	Source	Program	Data	Used for
June 1, 2025	2024-25	Postsecondary Institutions	PSEO	Change Items/Corrections	Corrections, changes, updates to Semester 1 Aid Request File
June 16, 2025	2024-25	PSEO Aid Calculation MDE PSEO Database	PSEO	MDE Calculation of PSEO Aid Payment PSEO courses/students Data in error will not be included in Aid Payment	a. Calculation of PSI PSEO Aid Payment b. Memo to PSEO financial contacts c. PSEO secure reports website updated
June 30, 2025	2024-25	PSEO Aid Deposit MDE PSEO Database	PSEO	MDE Calculation of PSEO Aid Payment PSEO courses/students Data in error will not be included in Aid Payment	Deposit of PSI PSEO Aid Payment
June 30, 2025	2024-25	MARSS District Data and Postsecondary Institution submitted student enrollment	PSEO and Concurrent Enrollment	MARSS PSEO Reports 56 & 58 MARSS Concurrent Enrollment Reports 59 & 60	a. Postsecondary Institution reported course enrollment information. b. MARSS coordinator determination student data errors c. Counselors tracking of student courses d. School District staff may contact PSIs to cross reference PSEO or Concurrent Enrollment student data.
July 28, 2025	2024-25	MARSS District Data and Postsecondary Institution submitted student enrollment	PSEO and Concurrent Enrollment	MARSS PSEO Reports 56 & 58 MARSS Concurrent Enrollment Reports 59 & 60	a. Postsecondary Institution reported course enrollment information. b. MARSS coordinator determination student data errors c. Counselors tracking of student courses d. School District staff may contact PSIs to cross reference PSEO or Concurrent Enrollment student data.
June 1 – June 30, 2025	2024-25	PSI Request for Changes to 24-25 PSEO or 24-25 Concurrent Enrollment.	PSEO and Concurrent Enrollment	Email Communication to MDE with background documents attached.	PSEO and/or Concurrent Enrollment Aid Payments.
July 1 – July 30, 2025	2024-25	Appeal Window Open July 1-July 30, 2025 PSEO and/or Concurrent Enrollment	PSEO and Concurrent Enrollment	Hard Close 2024-25 Deadline PSEO and Concurrent Enrollment Requests Must be Received at MDE On or Before July 30, 2025, 5 p.m.	a. PSEO Secure Reports-Aid Payments b. Error reports c. Appeal requests
July 30, 2025	2024-25	PSEO and Concurrent Enrollment Hard Close Deadline	PSEO and Concurrent Enrollment	Hard Close Deadline PSEO and Concurrent Enrollment July 30, 2025, 5 p.m.	a. PSEO Secure Reports-Aid Payments b. Error reports c. Appeal requests

The timing of the PSI submitting PSEO or Concurrent Enrollment data to MDE is on the [MDE PSEO Timelines](#)

PSEO reporting by MN State, University of Minnesota and all private PSIs

Semester #1 – November 10th current school year

Semester #2 – April 1st current school year

Concurrent Enrollment Reporting by MN State, University of Minnesota and private PSIs

Semester #1 – March 1st current school year

Semester #2 – June 15 current school year

MARSS Reports – Tracking Students

Ideally every student submitted by the PSI will appear on your MARSS reports as participating in either PSEO, Concurrent Enrollment or both.

PSEO Reports are:

- MARSS 13 PSEO/Concurrent Enrollment Students
- MARSS 56 PSEO-MARSS Comparison
- MARSS 58 List of PSEO Students & Courses

Concurrent Enrollment Reports are:

- MARSS 56 List of Concurrent Enrollment Students & Courses
- MARSS 58 Concurrent Enrollment-MARSS Comparison

MARSS 13 STUDENTS PARTICIPATING

- List of PSEO/Concurrent Enrollment participants
- Name, birthdate and gender
- MARSS number
- School number and grade level
- SAC
- Begin and end dates
- Membership information
- PSEO and Concurrent
 - Hours and ADM information

MARSS 56 PSEO-MARSS Comparison

Side by side comparison of Post-Secondary Institution PSEO student data vs. MARSS student data. Look for a mismatch of student data (last page).

- **“Student not in PSEO”** indicates either:
 - The PSI did not report the student and should have.
 - The PSI reported the student in the wrong district.
 - The district incorrectly reported the student as enrolled and the student dropped course(s).
- **“Student not in MARSS”** indicates:
 - The PSI reported the student and should not have (wrong district or student dropped course(s)).
 - The district did not report the student and the student was both enrolled and attending course(s).
 - The district did not flag the student as PSEO.
 - The student name is not an exact match between the district and the PSI.

MARSS 58 PSEO Verify Courses

MARSS 58 details the course information for each student enrolled.

- Sorted by student last name
- Grade level
- PSI school number and PSI name
- Term – Semester 1 or semester 2
- Course name and corresponding credits

MARSS 59 Concurrent Enrollment Verify Courses

List of Concurrent Enrollment participants who are eligible for concurrent enrollment aid.

MARSS 58 details the course information for each student enrolled.

- Sorted by student last name
- Grade level
- PSI school number and PSI name
- Term – Semester 1 or semester 2
- Course name and corresponding credits

MARSS 60 Concurrent Enrollment-MARSS Comparison

Side by side comparison of Post-Secondary Institution Concurrent Enrollment student data vs. MARSS student data. Look for a mismatch of student data (last page)

- **“Student not in PSEO”** indicates either:
 - The PSI did not report the student and should have.
 - The PSI reported the student in the wrong district.
 - The district incorrectly reported the student as enrolled and the student dropped course(s).
- **“Student not in MARSS”** indicates:
 - The PSI reported the student and should not have (wrong district or student dropped course(s)).
 - The district did not report the student and the student was both enrolled and attending course(s).
 - The district did not flag the student as PSEO.
 - The student name is not an exact match between the district and the PSI.

Concurrent Enrollment Aid

- Source of data used in the aid calculation is submitted by the Postsecondary Institution.
- MDE uses the data reported on MARSS to verify the student was reported in the correct district by the postsecondary institution.
 - All students should be flagged as participating in Concurrent Enrollment including Courses to Agreements even though they may not be eligible for concurrent enrollment aid.

PSEO Transportation Information

- **Transportation.** Public school, home school and nonpublic school students from families whose income levels are below the federal poverty guidelines may qualify for [PSEO Transportation Mileage Reimbursement](#). District-provided transportation services are not available for students participating in PSEO. A family must complete the [Application for Student Transportation Reimbursement](#) at the beginning of the application request (or during the school year if there is a change in their financial status).

Home school and nonpublic students, for PSEO purposes, are considered alternative students. An alternative student who qualifies for mileage reimbursement must apply for reimbursement through the enrolling PSI. The mileage reimbursement is from the student's home or secondary school to the postsecondary institution.

School district students who qualify for mileage reimbursement must apply for reimbursement through the enrolling school district. If the family's income qualifies them for this program, they submit the Student Transportation Reimbursement Report to the district on a monthly basis. The district pays the family based on this claim. For questions regarding the PSEO Mileage Reimbursement Program, contact [Kelly Garvey](mailto:pupiltransportation.mde@state.mn.us) (pupiltransportation.mde@state.mn.us). Eligible public school students apply for the mileage reimbursement program through their school district; eligible nonpublic and home school students apply for the mileage reimbursement program through their PSI.

- Additional information about the mileage reimbursement program can be obtained from the [MDE PSEO Transportation](#) webpage found at: MDE > Districts, Schools and Educators > School Finance > Transportation > Reporting.
- For transportation questions, please contact [Kelly Garvey](mailto:Kelly.Garvey@state.mn.us) at Kelly.Garvey@state.mn.us, or 651-582-8524.

PSEO Timing for MARSS Student Data Closeout

PSEO School Year 2024-25 Closure – June 30, 2025 – to help facilitate the MARSS EOY reporting.

- The deadline for student data requests for PSEO school year 2024-25 is June 30, 2025.
- After June 30, 2025, all student data requests are considered PSEO Appeals.
- No appeals will be accepted after July 30, 2025.

PSEO School Year 2025-26 Closure – July 30, 2026

- The deadline for student data requests for PSEO school year 2025-26 is June 30, 2026.
- After June 30, 2026, all student data requests are considered PSEO Appeals.
- No appeals will be accepted after July 30, 2026.

Thank you!

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