Minnesota Enrollment
Dropping, Inactivating, or Deleting Students

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Overview

Students can be "removed" from your database in a variety of ways

Attendance – Student – Drop Student

Edit – Student Data "inactivating"

Edit – Delete a Student

Ed-Fi – Delete a Student

Each option has a similar purpose but a slightly different net effect

Drop/Inactivate/Delete

Attendance – Student – Drop Student

When to use: if a student attended for at least one day of the current school year but has since left the school

Drop/Inactivate/Delete

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Summer Transfers

For Minnesota, these must be done as an exit at the end of the old year.

▸ Needs to be in the old (prior) year as Drop Student for that date. Then inactivate the student in the new school year before you submit data for WISEdata for the new year.

▸ *There is no Drop Day 0 for Minnesota*, only for Iowa & Nebraska

Drop/Inactivate/Delete

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Edit – Student Data "inactivating"

Inactivate – student attended the previous year but has not attended at all during the current school year. To inactivate, use Edit – Student Data and uncheck the student's Active, Attendance, and State Reporting flags.

Note: The need to inactivate a student is rare now. Updates to jmc in recent years have allowed the Active, Attendance, and State Reporting flags to get updated correctly across years automatically.

Drop/Inactivate/Delete

Edit – Delete a Student

Delete - this is the most severe and is not generally advised unless the student will never attend the school again and there has been no data submitted to the state department for this student for the current year. Deleting the student gives you no further opportunities to view or otherwise work with the student's data.

Note: There is a way to re-input the student into JMC that is relatively easy (New Student Wizard – Returning Student).

Drop/Inactivate/Delete

Edit – Delete a Student

An example of where this is an issue is in state reporting if the student was inadvertently submitted as attending for the current school year – if the student was deleted from the current year then there is no way to correct the student's records at the state level for some states (Ed-Fi, SIF). To delete a student, use Edit – Delete A Student (only available at the district level).

Drop/Inactivate/Delete

Minnesota – Counting All Students (Ed-Fi) – Delete Student

Used to remove a student from the portal for a specific year.

Most comment reason:

Student was sent in error for the current year

▶ Student was "claimed" by district when they should not have been, e.g. summer leavers

○ Student was claimed for new year when submitting Start Year data to MN Ed-Fi for new year, but student was later discovered to have been a summer leaver

○ Would result in enrollment overlap in MARSS or EDVP portal

Drop/Inactivate/Delete

Extreme Support Issues with botched attendance
- Dropped for wrong dates

May need to:
- Delete enrollment history record for this student
  - Then create new default record for student by making some change on student data page and clicking Save button
- Attendance – Student – Edit Attendance
  - If no period attendance module or not using it
    - May need to print/record attendance data
  - Clear button (wipes out all attendance data on page, makes all days active)
- Period Attendance – Data – Edit Reasons and Cutoffs
  - Retroactive button (recalculates attendance from period attendance) (requires password from JMC tech support)
- Redo Add, Drop, Re-enter

Drop/Inactivate/Delete

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Updates to MARSS and Ed-Fi for
   Drop/Inactivate/Delete Student

Update normally via Ed-Fi
- Near Real Time
- CAS – Update Student
- CAS – Update Grade

Update to MARSS as usual

JMC Resources

- http://resources.jmcinc.com/state_reporting
- Documentation Updates
  - Attendance (MN) (PDF)
  - Instructional Videos
  - Sign up for free web-based training
  - All will be updated on ongoing basis

State Reporting

All State Reporting resources are available for you on this page. Please click on the tab that contains the state reporting information you need.

JMC prides itself on keeping up-to-date on all Minnesota state reporting requirements. All Minnesota state reporting options are contained in the JMC Minnesota module and include options for MARSS, MCCC, Early Education Student, Perkins, STAR, and Graduation Standards reporting. Before you upload your files to the Minnesota Department of Education, most file generation options in the JMC Minnesota module will generate an error report for you. This means you can correct nearly all issues with your data before uploading your files to MDE.

Early Education MARSS MCCC Perkins STAR

New State Reporting Videos

MARSS 2019-2020 Updates	PDF 7/2/2019	Video 7/8/2019
Enrollment: Adding, Re-entering, or Activating Students	PDF 7/2/2019	Video 7/8/2019
Enrollment: Dropping, Inactivating, or Deleting Students	PDF 7/2/2019	Video 7/8/2019

Counting All Students (Ed-Fi) Video Series

MDE/JMC Webinar 1: MARSS to Ed-Fi	PDF 9/19/2019	
MDE/JMC Webinar 2: MARSS to Ed-Fi	PDF 10/21/2019	
Counting All Students - 2019-2020 and Beyond	PDF 5/13/2019	Video 5/20/2019
Counting All Students - Ancestry Data Collection	PDF 9/19/2019	Video 2/19/2019
Counting All Students - Miscellaneous	PDF 3/21/2019	Video 3/21/2019
Counting All Students - Start Year	PDF 3/07/2019	Video 3/11/2019
Counting All Students - Ed-Fi / MARSS Staging Comparison	PDF 5/30/2019	Video 5/30/2019
Counting All Students - Near Real Time vs. Batch Processing	PDF 3/07/2019	Video 3/11/2019
Counting All Students - Near Real Time	PDF 5/20/2019	Video 5/20/2019
Counting All Students - Error Correction	PDF 5/30/2019	Video 5/30/2019

RECENT PRESENTATIONS

MDE Ed-Fi Overview from JMC 2018 Summer Conference in Chaska	PDF 8/2/2018

DOCUMENTATION

Minnesota State Reporting	Updated 5/02/2019
Attendance MN	Updated 4/26/2018

Sidebar navigation:

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Office
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State Reporting
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Health

2020
Move-up Packet

Questions?

- Feel free to contact us:
- JMC Technical Support
  - Talk with Us: 800-524-8182 extension 1
  - Resources: http://resources.jmcinc.com
  - Support Tickets: http://tickets.jmcinc.com/
  - Email: Support@jmcinc.com