

 **Procedure 30**

Reporting for North American Indian Students

Data Element: North American Indian Race Identifier. Formerly called Legacy Code = 1 in school years 2017-18 and prior.

North American Indian Race is used in state statistical reports. It is also used in the accountability calculations and to determine eligibility for American Indian Education Aid. The identifier is also used to determine the need for a parent committee per [state law](#). Minnesota Rules, chapter 3535.0120, subpart 2 directs the reporting of the racial composition of each school.

Identification of American Indian Students and Record Retention

There are several ways in which students may make a school district or charter school aware of their identity as an Indigenous person. The self-reported identity data (typically reported by a student or a parent) **does not** need to be verified by school personnel. Districts should make it clear that these data are for the purposes of compliance with federal and state civil rights laws. Students, parents and/or guardians may be asked to self-identify. As with all racial, linguistic, and ethnic data the reported data can be amended by the student, parent and/or guardian based upon new information.

There are three ways in which parents, guardians, or students typically report their Indigenous identity:

1. [Ethnic and Racial Demographic Designation Form](#)
2. A Title VI ED 506 Indian Student Eligibility Certification Form
3. Johnson O'Malley Program Certification Form

Using the Ethnic and Racial Demographic Designation Form

If the family responded to the district's request for federal race/ethnic data, that's what the district should report in the federal Race/Ethnic fields. The district should **not** change what the family provided—unless the Parent Committee has, under Minnesota Rules, part 3535.0120, provided a policy that states otherwise.

Using A Title VI ED 506 Indian Student Eligibility Certification Forms and/or Johnson O'Malley Program Certification Forms:

- The existence of the 506 form indicates that the student should be identified as **North American Indian** in the North American Indian Race Identifier, whether or not the family provided any other indications.
- If the student does not have a 506 form, they can still be reported as North American Indian in the North American Indian Race Identifier if the family has indicated that on a data collection form. A 506 form is mainly used for federal reporting. It is required for Johnson O'Malley (JOM) and Title VI programs. Many students are American Indian and do not have a 506 form.

- If the family did not respond to the federal race/ethnic request, the 506 form can be used to identify the student as American Indian in the federal fields.
- The district should write and institute a policy about the identification of American Indian students ([see Minnesota Rules, part 3535.0120](#)). If the district and the American Indian Parent Advisory Committee wishes are that the 506 form overrides the parents' information regarding race and/or ethnicity, then that is up to the district to decide.
- There also should be processes in place within the district that flag any student who marks American Indian on any form. The process should automatically inform the Indian Education staff and generate a process for getting a 506 form to and from the family.

Records that support data reported in Minnesota Automated Reporting Student System (MARSS) should be kept three years after the close of the school year, e.g., enrollment data, or three years after the student was last enrolled, e.g., demographic data, open enrollment applications. 506 forms should be kept in the student's permanent folder.

MARSS Reporting

MARSS collects North American Indian Race in one independent manner. Below describes the single category definition.

North American Indian Students. *In districts where the American Indian population is ten or more students, the parent education committee under Minnesota Statutes, section 124D.78, subdivision 1, in consultation with the American Indian parents the committee represents, may select as their identification procedure one of the following:*

- A. parent or guardian self-identification;*
- B. the process for identification specified in United States Code, title 20, section 7491; or*
- C. the racial identification procedure used by the district for other students.*

Districts should make it clear that these data are for the purposes of compliance with federal and state civil rights laws. Students, parents and/or guardians may be asked to self-identify. If they refuse, the parent education committee determines how students will be identified.

There are two possible Data Element Values for the North American Indian Race Identifier. It is reported on the Student B File. It is edited in both the Fall and End of Year MARSS reporting cycles.

0 – Not North American Indian

1 – North American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America and maintain cultural identification through tribal affiliation or community recognition.

Reporting Eligibility and Timelines for Fall MARSS. Students must be identified as North American Indian to be identified in MARSS with code "1". All other students must be coded "0." The identification must be for the current school year, i.e., no earlier than July 1. State guidelines allow a prior year's identification to be used the following school year for purposes of American Indian State Aid. The district/school has until the final fall MARSS deadline to include the information indicating that the student is identified as North American Indian.

Reporting Eligibility and Timelines for EOY MARSS. Districts need to report North American Indian data on the EOY files. If any time during the school year the student is identified as North American Indian the student should be reported as “1” in the EOY MARSS file. Keep in mind that every student marked as eligible must have a proof of identification. This data is used for assessment purposes and other demographic data analysis.

Available Turnaround Reports

Local MARSS Web Edit System (WES) Reports

An informational note will appear on the *MARSS 08 Error and Warning Report* under District Information Data Issues displaying *Info* North American Indian #436 Cumulative Counts Last Year CC - This Year CC.

This gives a year to year comparison of the cumulative unique student counts for North American Indian students. This message occurs when districts reported counts in either this year or the prior year for the matching submission cycle. Please confirm students who should be identified as North American Indian are coded correctly in your system for the current submission year and cycle.

The federal definition of American Indian includes the state definition of North American Indian. An error will be generated when state North American Indian = 1 and federal American Indian = N.

MARSS 01 Fall Enrollment Report shows the October 1 enrollment by school, grade, gender and race/ethnicity. Districts and charter schools should review this report for accuracy. This report currently displays the federal race/ethnic categories only.

MARSS 24 List of All Students can be exported to Excel. A district or charter school may sort the data based on North American Indian Race Identifier designation, Federal categories and details.

American Indian Student Achievement Report Secure Report

This American Indian Student Achievement Report was designed for district, school, and Tribal use. It serves many purposes, specifically it is intended to aid American Indian students in reaching their full potential within their school communities through meaningful, equitable, and targeted educational experiences that affirms and values their unique cultural identities. This report contains the achievement, attendance, and graduation data for all state-identified American Indian students in your district or school. This report augments the Indian Education Act of 1988, and follows [Minnesota Statutes, 124D.71-124D.82](#). It should be used for district or school data-driven decisions regarding American Indian students. This report will help drive a variety of educational initiatives including tribal consultation, Indian Education Program Plans (IEPPs), and work with your American Indian Parent Advisory Committees (AIPACs).

The American Indian Student Achievement Report is posted to Minnesota Department of Education (MDE) Secure Reports. It is based on the North American Indians enrolled on October 1. Use the report to verify that students have been reported accurately. Correct the local data base and resubmit MARSS if errors are identified.

Indian Education Aid

The October 1 enrollment count is the official enrollment count generated by the Fall MARSS files. These counts are used to compute next year's Indian Education Aid. By definition, the October 1 enrollment is an unduplicated count of students enrolled in a school on October 1. If October 1 falls on a weekend or holiday, the next business day is used as the official count date.

For example, a student enrolled at a district or school on October 1, 2020, school year 2020-21 who was reported as American Indian in the Fall MARSS cycle will be included in the state Indian Education Aid for FY 2022. This is based on eligibility of the district or school to generate the state aid.

Counting All Students

[Legislation](#) passed in 2016, and updated in 2017, requires MDE to collect more-detailed ancestry information about students, specifically for disaggregating accountability data. Districts and charter schools can choose when to start, but all will need to have started no later than the 2021-22 school year. To assist with schools' collection of the more-detailed data, a new data collection form has been developed for use beginning with the 2019-20 school year. Refer to the [Counting All Students webpage](#). The form includes many more selections of ancestry as required by statute; however, it has been designed so that as districts and charter schools transition to the new system, a single race/ethnic form can be requested of parents that will meet all of MDE's required reporting.

Contact Information

If you have questions on identifying North American Indians, contact mde.indian-education@state.mn.us.

If you have questions on MARSS reporting, contact MARSS@state.mn.us.

If you have questions on Indian Education Aid, contact [Kristen Aeikens](#).