MINNESOTA

Early Learning Program Reporting Calendar

This guide gives you a quick look at the reporting expectations for Early Childhood Family Education, MARSS, Voluntary Prekindergarten, STAR, Early Childhood Screening, and related early learning programs. Use it to stay on track with deadlines and understand what actions need to happen at each phase.

How to use this calendar

Each reporting task follows four phases. These phases are color-coded throughout the document to make it easy to scan and stay organized.

Color codes

- **Prepare** – *Teal*
  Staff gather instructions, confirm logins and roles, and make sure everyone knows who to contact for questions.

- **Maintain** – *Yellow*
  Districts follow their regular processes for collecting and entering data, completing periodic error checks, and accessing support resources such as webinars and office hours.

- **Double-check** – *Purple*
  Staff review entries for accuracy, completeness, and alignment with state expectations before submission.

- **Report due** – *Red*
  Final submission deadlines for each program. Follow the posted links and instructions for where and how to submit.

- **Staff who can help** – *Gray*
  Local or state-level contacts who can assist.

Key things to keep in mind

Before each reporting cycle, remember to:

☐ Review MARSS memos for due dates
☐ Look for VPK newsletter links
☐ Complete ECFE Needs Assessment (spring) via survey link
☐ Align reporting with board meetings/parent advisory councils

Reporting system	Prepare	Maintain	Double check	Report due	Staff who can help
0 to 4 Census	January	Feb-Sep	October	Nov 28	Early Education Administrator Community Education Director
ECFE Community Needs Assessment	August	Dec-April	May	July 15	Early Education Administrator Community Education Director
ECFE and School Readiness in Ed-Fi	October	Nov-April	May	July 15	MARSS Coordinators Early Education Administrator
MARSS PS (upload A/B files or via Ed-Fi*)	July	Monthly	Sept	Follow link	MARSS Coordinators
Early Childhood Screening Outcomes	April	Oct-March	April-May	Sept 30	Early Childhood Screening Coordinator
Minnesota Common Course Catalogue	Previous June	July-May	June	Oct 1	District Curriculum Leader MARSS Coordinators
MDE-ORG	April	Year-round	Dec	On-going	Site Verification Coordinator Early Education Administrator
STAR	Previous October	Oct-May	October	Nov 14	STAR Coordinator
VPK Giveback & Re-allocation	Aug-Sept	Oct-Nov	Dec-Jan	Dec	VPK Program Coordinator MARSS Coordinators

Reporting system	Prepare	Maintain	Double check	Report due	Staff who can help
VPK Verification (VPK Application every 4 years)	Nov	Dec-Jan	End of Jan	February	Identified Official with Authority VPK Program Coordinator
VPK Beginning of the Year Survey	Aug-Sept	September	Sept	Sept 30	VPK Program Coordinator
VPK End of Year Survey	May-June	June	June	June 30	VPK Program Coordinator
VPK Child Entrance & Exit Outcomes (Assessments)	Aug-Sep	Locally Set	April-May	June 30	VPK Program Coordinator

(*) Until a district has certified itself to submit MARSS data by Ed-Fi only, all MARSS data should continue to be uploaded by A/B file upload to receive state aid.

Contact

For questions or support, email **dcyf.els@state.mn.us**