



# GOODHUE COUNTY EDUCATION DISTRICT #6051

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## Member Districts:

Cannon Falls #252 • Goodhue #253 • Kenyon Wanamingo #2172 •  
Lake City #813 • Red Wing #256 • Zumbrota Mazeppa #2805

## Targeted Services Logistics Requirements

Updated as of  
September 2019

Logistical Requirement	Action Needed	Deadline	Form(s)
Attendance	Needs to be taken daily during program operation and sent to the GCED Coordinator of Alternative Programs and GCED MARSS Coordinator	By the first Friday after each month	Sites are able to develop their own attendance tracking documentation, as long as it contains the necessary information (student name, attendance dates, membership dates)
Student Roster/MARSS Information	The GCED MARSS Coordinator needs the MARSS information on each enrolled student in your program.	At, or near, the start of the Targeted Services class.	See "MARSS Form" on website
Continual Learning Plans (CLPs)	Needs to be completed prior to a student starting a class. One copy is kept at the program site and one copy is given to the GCED Coordinator of Alternative Programs	At the conclusion of each program	Sites are able to develop their own CLP, as long as it complies with state requirements (see "Continual Learning Plan Template" on website)
Class Request Form	Needs to be submitted at least one month prior to the class starting.	Sent to GCED Coordinator of Alternative Programs at least one month prior to the class starting.	All sites will use the same GCED-developed form (see "Application" on website)