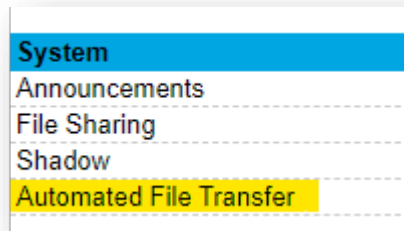
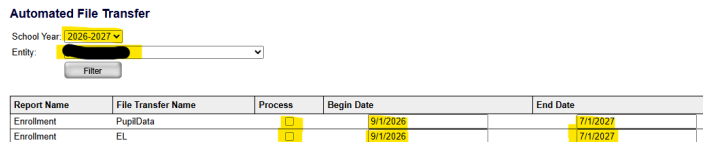
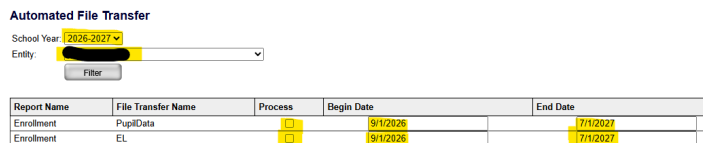
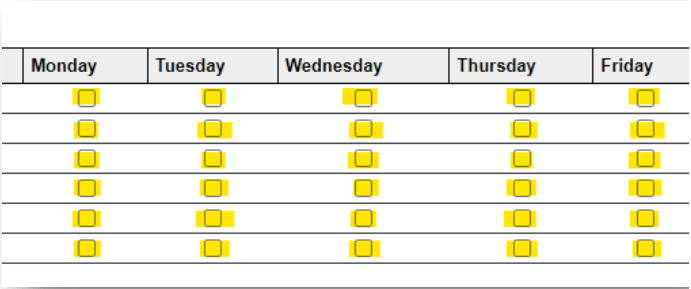


Automated File Transfer (AFT)

It's advised that you take a couple weeks at the beginning of the school year, to make any necessary changes in PS (i.e. *new students, no-shows, address changes*). Once you're satisfied that the data in PS is complete and accurate you then 'turn-on' your AFT and let the data flow into STARS Fall Report.

Narrative	Screenshot
Step 1. From the Fill Out Reports page, click on Automated File Transfer	
Step 2. The School year should be the current year by default Select the Entity and hit Filter If you select your district, you will be able to turn on district level reports (Pupil Data)	
Step 3. Place a check in the 'Process' box for each file Select a begin and end date for the data to flow (you can modify the default dates that are pre-loaded) The begin/end dates are when you want the data to flow; they don't need to correspond to school begin and end dates	

Narrative	Screenshot
Step 4. Select the days of the week you want the data to flow It is recommended at the beginning of a school year to let the data flow on all days	
Step 5. Click 'Save' (in the upper right corner). Confirm that the previous page reflects changes.	