



NORTH DAKOTA DEPARTMENT OF  
**PUBLIC INSTRUCTION**

## **Instructions for Completing Parental Directive Report in STARS**

- Login to STARS Enrollment at the District Level
- Select the current School Year
- Choose the school
- Enter a grade and/or last name
- Click on the filter button
- Click on student's start date
- Check Out page
- At the bottom, check the box in front of any assessment in which a Parental Directive form was received
- Save changes
- Check In
- Repeat steps for each student with a Parental Directive form on file
- Place paper form in student's file

Note: Parental Directives may be reported at any point during the school year. All Parental Directives must be reported by the Spring Enrollment Report deadline of June 30.

For questions on Parental Directive Reporting, please contact [the Assessment Office](#), at (701) 328-2224.