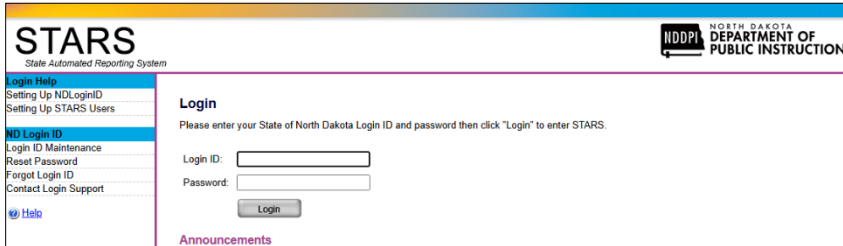


Federal Program Monitoring Upload Instructions

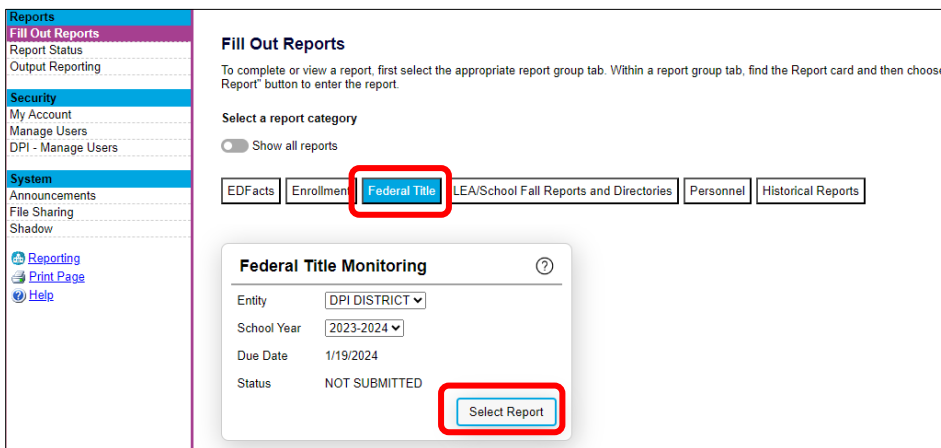
STARS Login Page: <https://apps.nd.gov/dpi/stars/login.aspx>

The authorized representative assures that any information submitted during the monitoring process is accurate and complete to the best of their knowledge.

Log into STARS and navigate to the Federal Title Monitoring Report.



Select the Federal Title tab and click “Select Report.”



Upload all supporting documentation to the appropriate program folder in the STARS Federal Title Monitoring report. Please clearly label each submission (e.g., D01, TA02, SW03, etc.).

The following reports must be submitted for each district:

- District Administration
- English Learners
- Foster Care
- Homeless

Additional reports must be submitted based on the district’s program participation:

- Fiscal
- Title I Admin
- Title I Schoolwide
- Title I Targeted Assistance
- Title I Private School
- Title II, Part A
- Title IV, Part A

Click the "Choose File" button to view and select the local files you intend to upload. Allowable file types include *docx*, *xlsx*, *PDF*, *jpeg*. Please label files according to the submission number listed in the Federal Programs Monitoring Guide. Files may be combined into one large file or uploaded individually.

The name of the selected file will appear next to the “Choose File” button.

When you have selected the correct file, click the “Upload” button.

Federal Title Monitoring

Select a school year and upload type and click "Retrieve" to view the shared files. To view a file, click on the file name. To delete a file, click on the delete icon next to the file you would like to delete. To upload a new document, first click on "Browse" and select the file to upload. Then click on "Upload" to upload the file.

School Year: 2023-2024

File Type: District Administration Report

Retrieve

Choose File | D01 Auth Rep.docx

Upload

File Name	File Name	File Location	File Size	Date Created
No shared files were found.				

The file uploaded will now appear in the “File Name” section.

To delete a file, click on the delete icon (trash bin icon) next to the file you would like to delete.

Federal Title Monitoring

Select a school year and upload type and click "Retrieve" to view the shared files. To view a file, click on the file name. To delete a file, click on the delete icon next to the file you would like to delete. To upload a new document, first click on "Browse" and select the file to upload. Then click on "Upload" to upload the file.

School Year: 2023-2024

File Type: District Administration Report

Retrieve

Choose File | No file chosen

Upload

File Name	File Location	File Size	Date Created
D01 Auth Rep.docx		33.22 KB	10/23/2023 4:22:26 PM

A confirmation box will appear on the screen to make sure you want to delete the file.

Choose “OK” or “Cancel”.

secure.appstest.nd.gov says

Are you sure you want to delete D01 Auth Rep.docx?

OK **Cancel**

You may log out and log back in later to add or view files that were previously uploaded.

Click the "Retrieve" button to view uploaded files.

Federal Title Monitoring

Select a school year and upload type and click "Retrieve" to view the shared files. To view a file, click on the file name. To delete a file, click on the delete icon next to the file you would like to delete. To upload a new document, first click on "Browse" and select the file to upload. Then click on "Upload" to upload the file.

School Year: 2023-2024

File Type: District Administration Report

Retrieve

Choose File | No file chosen

Upload

File Name	File Location	File Size	Date Created
D01 Auth Rep.docx		33.22 KB	10/23/2023 4:22:26 PM