

## 21<sup>st</sup> Century Community Learning Center (CCLC) Students

Students participating in the 2st CCLC program need to be identified in STARS enrollments

More information about the 21<sup>st</sup> CCLC program can be found on the DPI site at <u>https://www.nd.gov/dpi/education-programs/federal-title-programs/21st-cclc-title-iv-part-b-nita-m-lowey-21st-century</u>

This guide covers the 21<sup>st</sup> CCLC special program data that needs to be loaded in STARS. Data can be updated in PowerSchool (preferred) or updated directly in STARS. Method One covers loading in PowerSchool and allowing the nightly data feed to update STARS. Method Two covers loading directly in STARS

## Method One – Loading in PowerSchool

Narrative	Screenshot
Log into PowerSchool	
	General FatiSpring Submission EL/Imm/Ref EP/Special Ed Title I Migrant Homeless Mititary Info Records Release CRDC
Select the Students	FalliSpring Submission Information Current Resident Educational Entity Lakota (32066)
From the left-hand column select	HS Units 21st Century
State/Province – ND	CTB Label Group Program Section Code
Select the Fall/Spring Submission tab	
Select the Fall/Spring Submission tab	
check 21 Century and Submit.	
The nightly process will update STARS; if	
you don't see the mark in STARS after the	
nightly process, contact STARS Support	
<b>NOTE</b> : The mark in PowerSchool should	
roll over from school year to school year	
To see the students currently marked as	
'21 <sup>st</sup> Century'; place a check next to that	Plant: [No Plant Filer]
special program and nit Filter	(er. K, 1·3' or '9·1' or 'PK, 4:5-87) (er. K, 1·3' or '9·1' or 'PK, 4:5-87) Last Name Renins With:
To see a list of all students, leave all	(er. "Pror Sm")
programs unchecked and all other fields	Start Date: End Date:
blank and hit Filter	
	[Select all exit codes]     v       Special Ed     Section 504     Refugee     Atternative Ed
	NS Lunch Program         Open Enrolled         BIE         21st Century           Title I         Home School         Migrant         Homeless           Interview         FL         OTF         Direct cellstation
	Ed Career Planning Military Foster Care Neglected & Delinquent



## Method Two – Loading Directly in STARS

Narrative	Screenshot
Log into STARS	Login
Enter login ID and Password	Please enter your State of North Dakota Login ID
Hit Login	Login ID: Password:
Select the Enrollment report group	Select a report category
	Show all reports
	Direct Certification EDFacts Enrollment LEA/Scho
On the Enrollment report select your	
district from the 'Entity' dropdown	Enrollment (2)
Select the current school year from the 'School Year' dropdown	Entity DPI DISTRICT  School Year  2022-2023  Due Date Spring Enrollment: 6/30/2023 Status FALL ENROLLMENT NOT SUBMITTED SPRING ENROLLMENT NOT SUBMITTED
Hit 'Select Report'	Select Report
Select the 'Start Date' for the student you want to update	
	Start Date End Date
	Aug 25, 2021 May 26, 2022
	Aug 25, 2021 May 26, 2022
	Aug 25, 2021 May 26, 2022



Narrative	Screenshot
Scroll down to the special program list. The 21 <sup>st</sup> Century Program in in the first set of special programs Check the box next to '21 <sup>st</sup> Century' <b>NOTE</b> : If the PowerSchool to STARS data flow is <b>turned on</b> and the 21 <sup>st</sup> Century program <b>is not checked</b> in PowerSchool; then the blank checkmark in PowerSchool will overwrite the checkmark in STARS	Special Programs         Alternative Education         Section 504         NS Lunch Program         21st Century         Gifted and Talented         Coordinated Early Intervening Services (CEIS)         Military         SLIFE
Hit Save in the upper right corner Repeat for all students that need Homeschool data updated	Save 5