

The Pupil Membership Summary indicates the ADM used to calculate a schools foundation aid payment

Narrative	Screenshot
Log into STARS Enter login ID and Password Hit Login	Login Please enter your State of North Dakota Login ID . 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 ⑦ Entity State Responsible School Year 2021-2022 Due Data Series Excellment 9/15/2022
Select the current school year from the 'School Year' dropdown	Status FALL ENROLLMENT NOT SUBMITTED SPRING ENROLLMENT NOT SUBMITTED SPRING ENROLLMENT NOT SUBMITTED
Hit 'Select Report'	
Select 'Export to PDF' from the left side menu (at the bottom)	<ul> <li><u>Export to PDF</u></li> <li>∂ Print Page</li> <li>Ø Help</li> </ul>



From the dropdown, select either 'Pupil Membership Summary' or 'Pupil Membership Summary Detail' and hit 'PDF

Pupil Membership Summary – aggregated information (no student data visible) – great report to share with school boards!

Pupil Membership Summary Detail – shows student level information

The 'Detail' 'report is divided into 'District' and 'Plant(s)' You will see a separate Plant group for each Plant in your district

The Total ADM column shows the ADM calculated for each student

You should see a 1.00 for students who you were educating for the full year

You should see less than a 1.00 for students who you were **educating** for a portion of the year

PreK students will show a 0.00 unless they came in for Special Education services

Homeschool and Non-Public enrolled students will show a 0.00 unless they came in for classes



	ADM PK	ADM K	<u>ADM</u> <u>1-6</u>	<u>ADM</u> <u>7-8</u>	ADM 9-12	<u>Alt</u> <u>ADM</u> 9-12	Total ADM
DP		ст					
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
otal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0	0	0	0	
DP	I PLANT						
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1.00	0.00	0.00	0.00	0.00	0.00	1.00