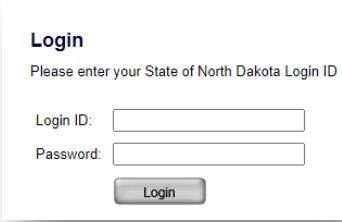
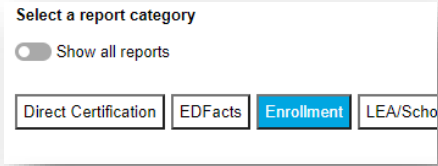
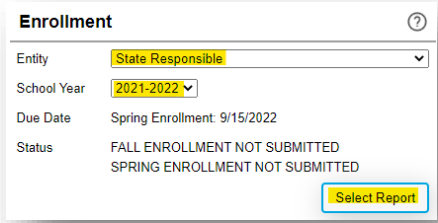
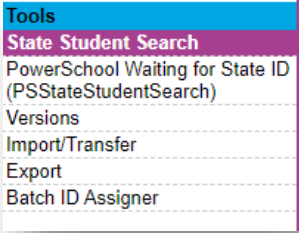


In most instances, we recommend adding students to PowerSchool and letting the data flow to STARS. There are instances where you may want to add a student directly to STARS (i.e. to send a PreK student to TieNet for evaluation)

This guide covers the manually adding a student directly to STARS

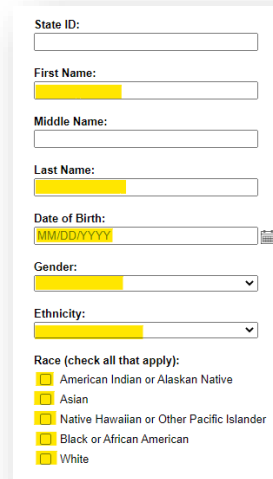
Narrative	Screenshot
<p>Log into STARS</p> <p>Enter login ID and Password</p> <p>Hit Login</p>	
<p>Select the Enrollment report group</p>	
<p>On the Enrollment report, select your school from the 'Entity' dropdown</p> <p>Select the current school year from the 'School Year' dropdown</p> <p>Hit 'Select Report'</p>	
<p>Select 'State Student Search' from the Tools menu on the right side</p>	

Narrative

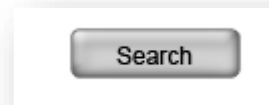
Screenshot

Enter the State ID (if you have it)

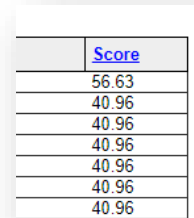
 Otherwise, Enter legal first and last name
 (middle name is optional)
 Enter Date of Birth
 Enter Gender
 Enter Ethnicity
 Select one or more of the races



Select Search at the bottom

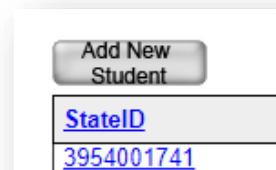


STARS searches for possible matches
 The results have a score indicating the
 probability of a match
 It also provides date of birth and last school
 attended, grade and age



Score
56.63
40.96
40.96
40.96
40.96
40.96
40.96
40.96

If one of the students has a high 'score' and you
 decide this is the student you searched for,
 select the state ID
 Otherwise, select 'Add New Student'





Narrative

Screenshot

Enter the Plant Serving
 Enter the Begin Date
 Enter the Grade
 Enter the Resident District
 Enter the Enroll Status
 Enter the End Date
 Enter the Exit code

Select any special programs they are receiving

Note: you can enroll student under age 3 and mark as 'send to TieNet', but can mark them as SpecEd until they qualify for services

Vader, Darth
 State ID: 3954001741
 DOB: Jan 9, 2008
 Age: 14
 Gender: Male
 Ethnicity: Not Hispanic or Latino
 Race: Black or African American

Enrollment

Plant Serving: *

Begin Date: *

Grade: *

Resident District:

Enrolled Status:

End Date: *

Exit Code:

**This record was last updated in Stars.

Hit 'Save' in the upper right corner

Once done, you should see 'save complete'

Undo Save Validate Submit

Save Complete