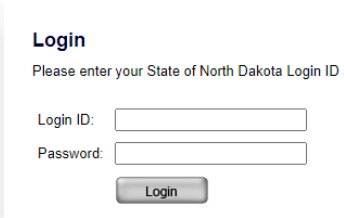
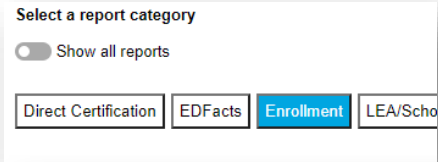
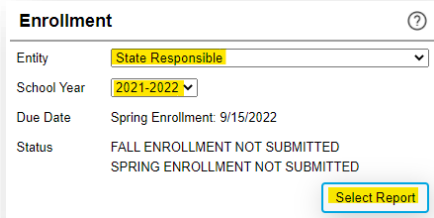
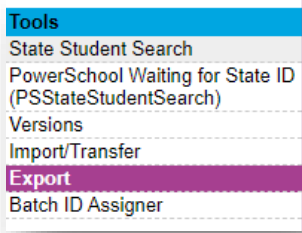


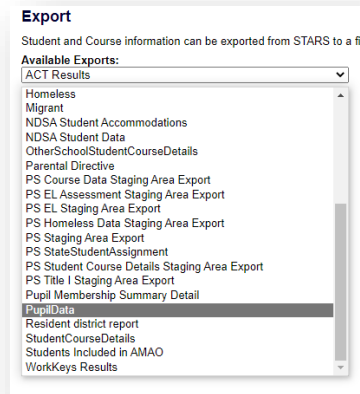
Some schools that don't use PowerSchool (so can't do an automated file transfer) or are not able to export the required data in an acceptable format. These schools can export previous years enrollments, make necessary changes (delete students, update school year, update start/stop dates, update grades, and add new students) and reimport.

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 previous school year from the 'School Year' dropdown</p> <p>Hit 'Select Report'</p>	
<p>Select 'Export' from the 'Tools' menu</p>	

**Narrative**

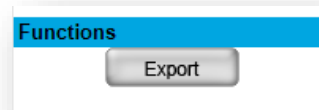
**Screenshot**

Select 'Pupil Data' from the 'Available Reports' dropdown



Select 'Export' from the 'Functions' menu

This will export a CSV file of last year's pupil data loaded in STARS



Delete any students that are not attending this school year

Change the school year, grade, begin and end data as needed

Add any students that are new this year (you will need their State ID and other fields in the spreadsheet)

You should look at the STARS import layout format for the pupil data at the DPI website (<https://www.nd.gov/dpi/data/stars> for proper field values

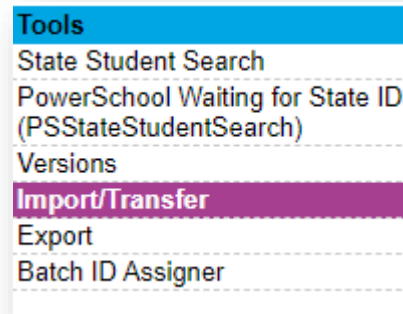
Save the file (the format needs to be CSV)

N	O	P	Q
SchoolYear	GradeEnr	PlantBegin	PlantEnd
2021	4	20200826	20210527

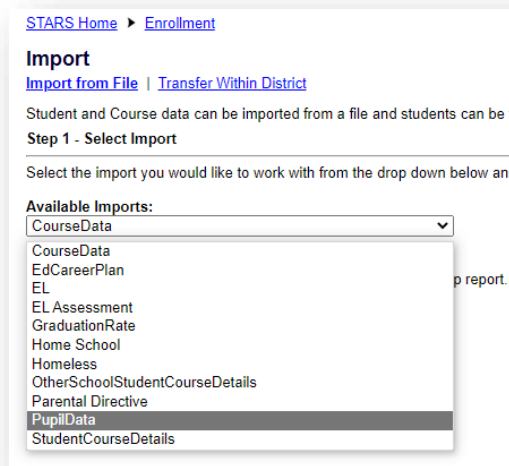
**Narrative**

**Screenshot**

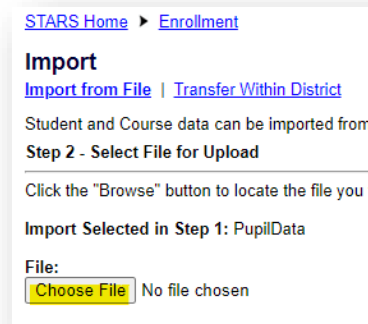
Make sure you are in the correct school year  
Select 'Import/Transfer' from the 'Tools' menu



Select 'Pupil Data' from the 'Available Imports' dropdown  
Hit 'Next' (on the right of the screen)



Select 'Choose File' and find the pupil data file you saved earlier  
Hit 'Next' (on the right of the screen)



Narrative	Screenshot
<p>Once the file has uploaded, you will get an 'uploaded successfully' message</p> <p>Hit 'Next' (on the right of the screen)</p>	
<p>If the file has the correct format, you will get a 'uploaded successfully' message</p> <p>Hit 'Import' (on the right of the screen)</p>	
<p>If the import has errors, you will get a report indicating the record number (CSV file row), the column name and error description</p> <p>Correct the CSV file as needed and reimport</p>	
<p>If there are no errors, you will an indication of Records Inserted (any new records) or Records Updated (for any updates to existing records)</p>	