

### Neglected and Delinquent (N&D) Program

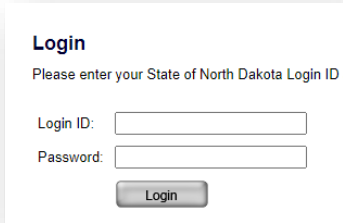
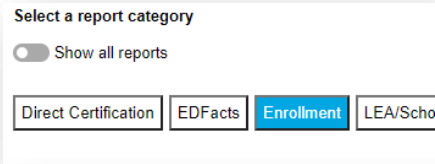
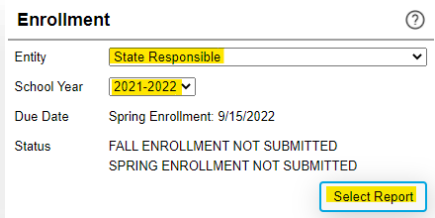
A student would qualify to be marked as N&D if they participate in one of the N&D programs across the state:

- Beach/Home on the Range
- Minot/Dakota Boys and Girls Ranch
- Bismarck/Dakota Boys and Girls Ranch or Manchester House
- Devils Lake/Lake Region's SPED Day Treatment
- Grand Forks/Ruth Meiers Adolescent Center
- Fargo/Dakota Boys and Girls Ranch or Luther Hall

Students marked are exited/unmarked when their treatment needs are met, and they exit the program.

Currently, students are staying in facilities for roughly 6 months. However, that time can be shorter or longer based on program plans and needs.

### Step 1 – Log into STARS and Access the Student's Record

Narrative	Screenshot
<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 district from the 'Entity' dropdown</p> <p>Select the current school year from the 'School Year' dropdown</p> <p>Hit 'Select Report'</p>	

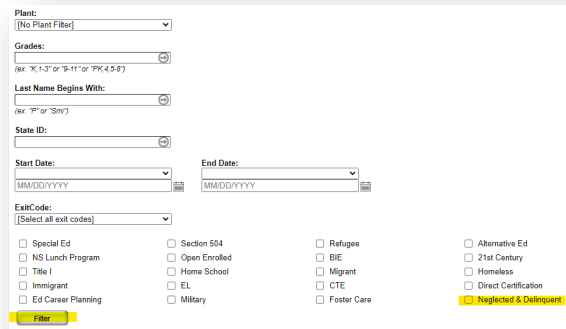
**Narrative**

**Screenshot**

Enter filter criteria and hit Filter

**Note:** If the fields are left blank or at the default setting to see all students

**Note:** You can also see students **currently marked** as N&D by checking the box next to 'Neglected & Delinquent' and hitting Filter

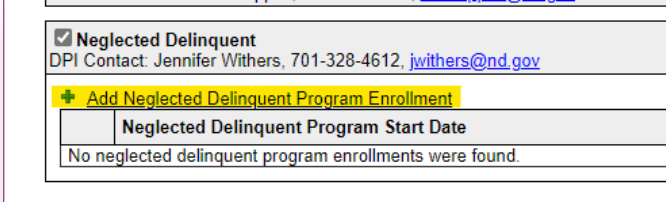
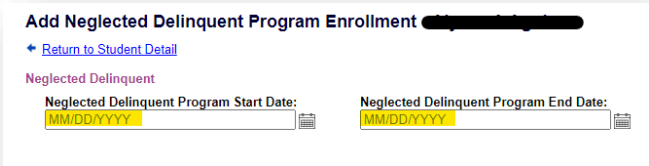
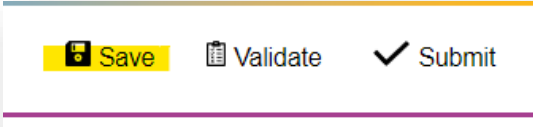


Select the 'Start Date' for the student you want to update

	<a href="#">Start Date</a>	<a href="#">End Date</a>
	<a href="#">Aug 25, 2021</a>	May 26, 2022
	<a href="#">Aug 25, 2021</a>	May 26, 2022
	<a href="#">Aug 25, 2021</a>	May 26, 2022
	<a href="#">Aug 25, 2021</a>	May 26, 2022

## Step 2 – Add periods of N&D program participation

**Note:** Only schools receiving N&D funding will see the N&D special program

Narrative	Screenshot
<p>Scroll to the bottom of the record</p> <p>Check the 'Neglected Delinquent' program</p> <p>Select 'Add Neglected Delinquent Program Enrollment'</p>	
<p>Enter the Start and End date the student received services</p> <p><b>Note:</b> The end date can be the projected (future) end date</p>	
<p>Hit Save (in the upper right corner)</p>	
<p>Repeat these steps for each student that receives N&amp;D services</p>	

### Bonus Step – Modifying N&D Data

<p>If you need to delete a period of N&amp;D services, click on the trashcan</p>	
<p>Hit Save (in the upper right corner)</p>	
<p>If you need to make changes to the end date of service</p> <p>Click on the start date</p>	
<p>Modify the End Date of service</p>	
<p>Hit Save (in the upper right corner)</p>	