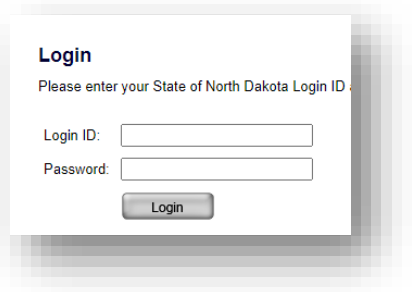
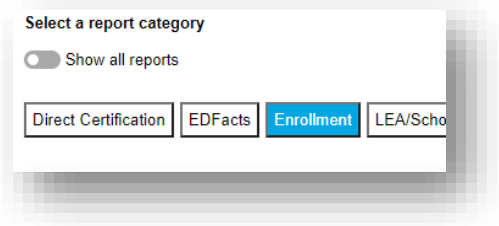
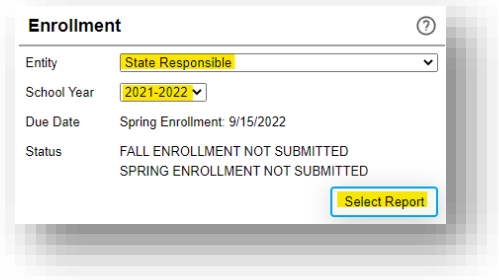
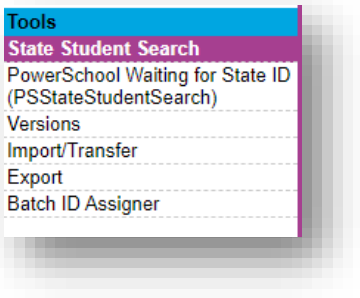
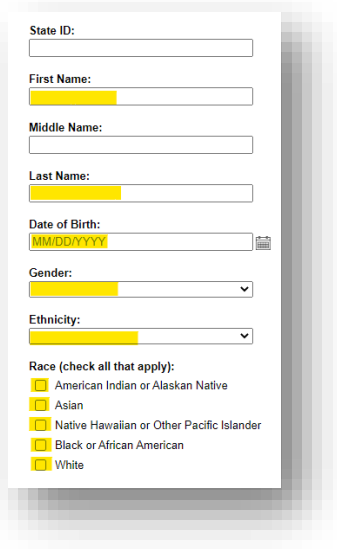
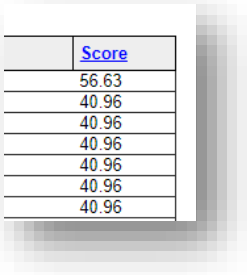
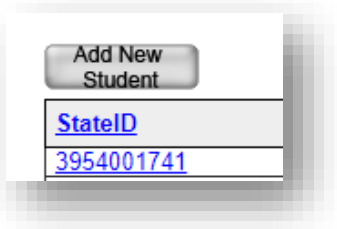
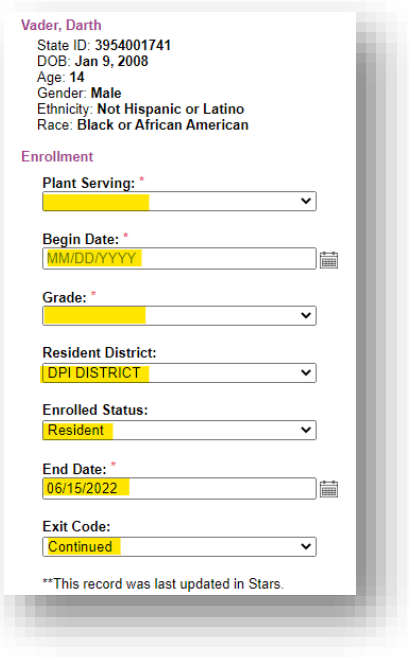
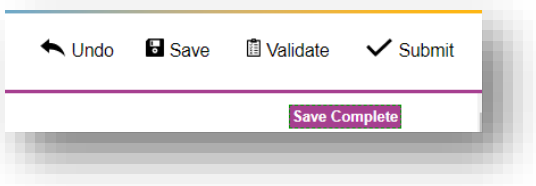
In most instances, we recommend adding students to PowerSchool and letting the data flow to STARS. There are instances where you may want to add a student directly to STARS (i.e. to send a PreK student to TieNet for evaluation)

This guide covers the manually adding a student directly to STARS

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

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	
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 not mark them as SpecEd until they qualify for services	
Hit 'Save' in the upper right corner Once done, you should see 'save complete'