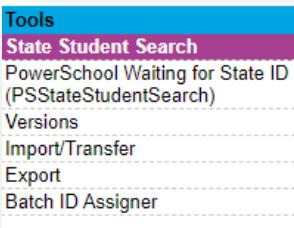
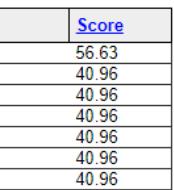
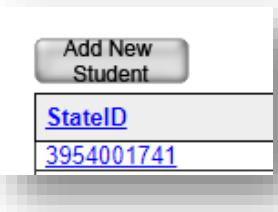
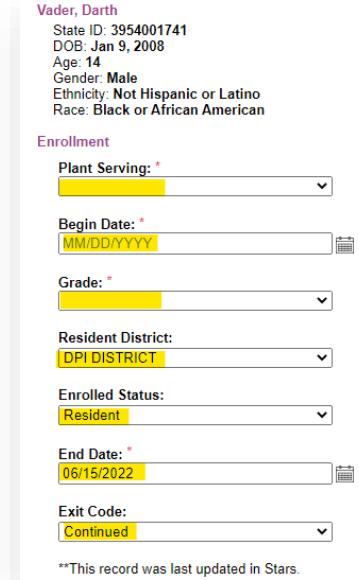
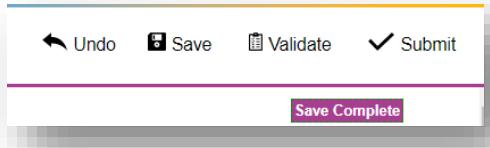


In most instances, we recommend adding students to PowerSchool and letting the data flow to STARS. There are instances where you may want to add a student directly to STARS (i.e. to send a PreK student to TieNet for evaluation)

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><b>Login</b> Please enter your State of North Dakota Login ID and Password. Login ID: _____ Password: _____ Login</p>
<p>Select the Enrollment report group</p>	 <p>Select a report category Show all reports Direct Certification   EDFACTS   <b>Enrollment</b>   LEA/School</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><b>Enrollment</b> Entity: State Responsible School Year: 2021-2022 Due Date: Spring Enrollment: 9/15/2022 Status: FALL ENROLLMENT NOT SUBMITTED SPRING ENROLLMENT NOT SUBMITTED Select Report</p>
<p>Select 'State Student Search' from the Tools menu on the right side</p>	 <p><b>Tools</b> <b>State Student Search</b> PowerSchool Waiting for State ID (PSStateStudentSearch) Versions Import/Transfer Export Batch ID Assigner</p>

Narrative	Screenshot								
<p>Enter the State ID (if you have it)</p> <p>Otherwise, Enter legal first and last name (middle name is optional)</p> <p>Enter Date of Birth</p> <p>Enter Gender</p> <p>Enter Ethnicity</p> <p>Select one or more of the races</p>	 <p>State ID: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Date of Birth: <input type="text"/> MM/DD/YYYY </p> <p>Gender: <input type="text"/></p> <p>Ethnicity: <input type="text"/></p> <p>Race (check all that apply):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> American Indian or Alaskan Native</li> <li><input type="checkbox"/> Asian</li> <li><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</li> <li><input type="checkbox"/> Black or African American</li> <li><input type="checkbox"/> White</li> </ul>								
<p>Select Search at the bottom</p>	 <p>Search</p>								
<p>STARS searches for possible matches</p> <p>The results have a score indicating the probability of a match</p> <p>It also provides date of birth and last school attended, grade and age</p>	 <table border="1"> <thead> <tr> <th data-bbox="997 1079 1139 1110">Score</th> </tr> </thead> <tbody> <tr> <td data-bbox="997 1110 1139 1136">56.63</td> </tr> <tr> <td data-bbox="997 1136 1139 1161">40.96</td> </tr> <tr> <td data-bbox="997 1161 1139 1186">40.96</td> </tr> <tr> <td data-bbox="997 1186 1139 1212">40.96</td> </tr> <tr> <td data-bbox="997 1212 1139 1237">40.96</td> </tr> <tr> <td data-bbox="997 1237 1139 1262">40.96</td> </tr> <tr> <td data-bbox="997 1262 1139 1288">40.96</td> </tr> </tbody> </table>	Score	56.63	40.96	40.96	40.96	40.96	40.96	40.96
Score									
56.63									
40.96									
40.96									
40.96									
40.96									
40.96									
40.96									
<p>If one of the students has a high 'score' and you decide this is the student you searched for, select the state ID</p> <p>Otherwise, select 'Add New Student'</p>	 <p>Add New Student</p> <p>StateID</p> <p>3954001741</p>								

Narrative	Screenshot
<p>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</p> <p>Select any special programs they are receiving</p> <p>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</p>	 <p>Vader, Darth      State ID: 3954001741      DOB: Jan 9, 2008      Age: 14      Gender: Male      Ethnicity: Not Hispanic or Latino      Race: Black or African American</p> <p>Enrollment</p> <p>Plant Serving: <input type="text" value="DPI DISTRICT"/></p> <p>Begin Date: <input type="text" value="06/15/2022"/> </p> <p>Grade: <input type="text" value="Continued"/></p> <p>Resident District: <input type="text" value="DPI DISTRICT"/></p> <p>Enrolled Status: <input type="text" value="Resident"/></p> <p>End Date: <input type="text" value="06/15/2022"/> </p> <p>Exit Code: <input type="text" value="Continued"/></p> <p>**This record was last updated in Stars.</p>
<p>Hit 'Save' in the upper right corner</p> <p>Once done, you should see 'save complete'</p>	 <p>Undo  Save  Validate  Submit</p> <p>Save Complete</p>