

## Homeschool Students

A parent should file an ‘Intent to Home Educate’ when they decide to homeschool their child. This indicates the parent intends to take over responsibility for the child’s education.

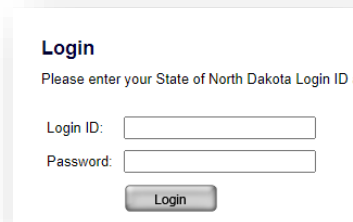
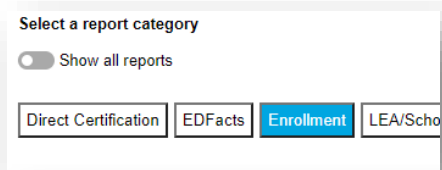
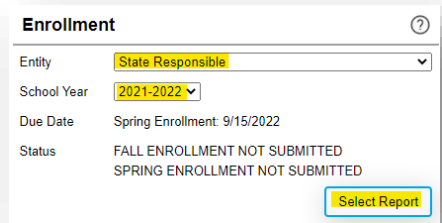
More information about the homeschool program can be found on the DPI site at <https://www.nd.gov/dpi/familiescommunity/families/home-education>

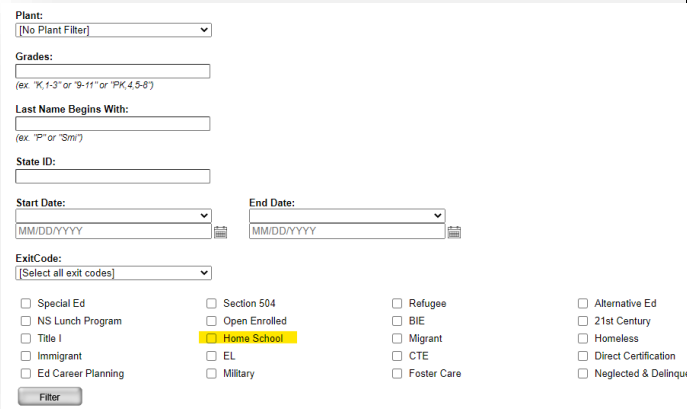
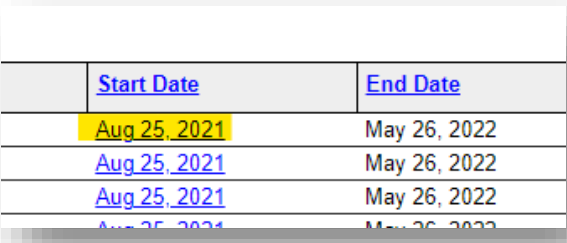
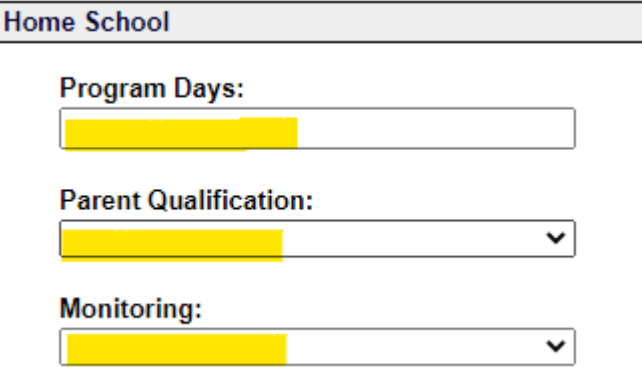
A homeschool student can still take a course at their local public school. In that case, the school can enroll in PowerSchool. The school should make sure the student is course enrolled in STARS to received prorated foundation aid.

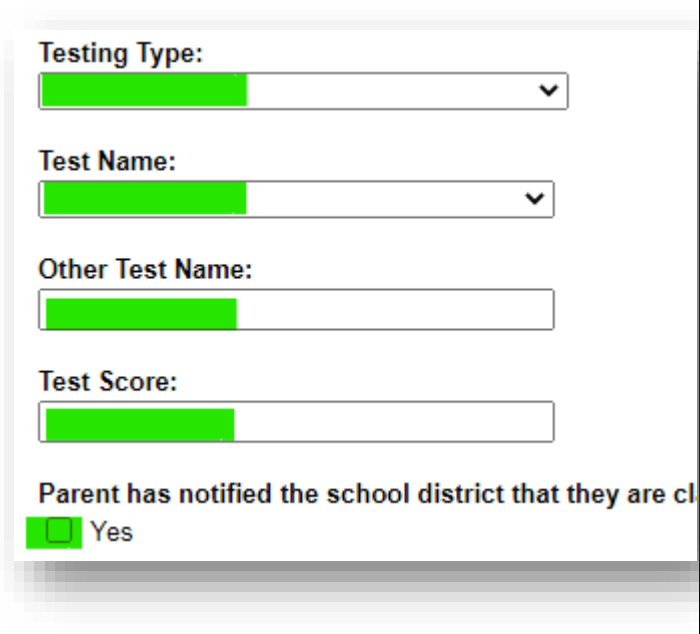

If the parent decides to homeschool mid-year, the school should end the current enrollment with a ‘Transferred Within District’ exit code and begin a new enrollment with an enroll status of ‘NonEnr – Home Based.’

This guide covers the homeschool special program data that needs to be loaded in STARS. Method One covers manually entering the data in STARS and Method Two covers importing the data. You can select the method that suites your situation.

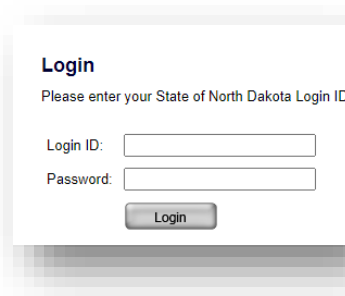
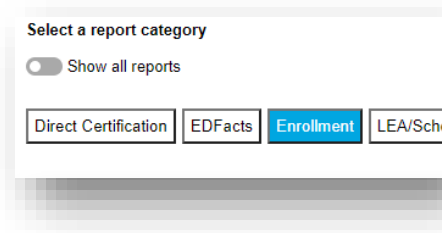
### Method One – Manually Entering the Data in STARS

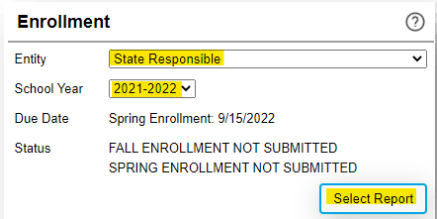
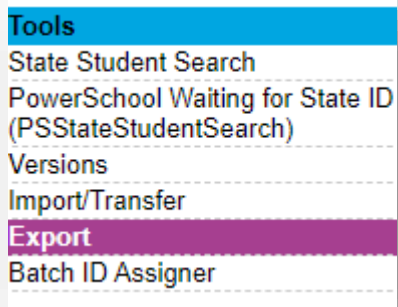
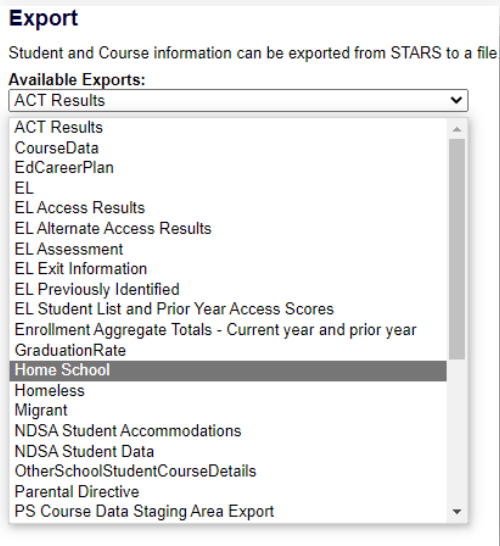

Narrative	Screenshot
<p>Log into STARS</p> <p>Enter login ID and Password</p> <p>Hit Login</p>	
<p>Select the Enrollment report group</p>	
<p>On the Enrollment report, select your district from the ‘Entity’ dropdown</p> <p>Select the current school year from the ‘School Year’ dropdown</p> <p>Hit ‘Select Report’</p>	

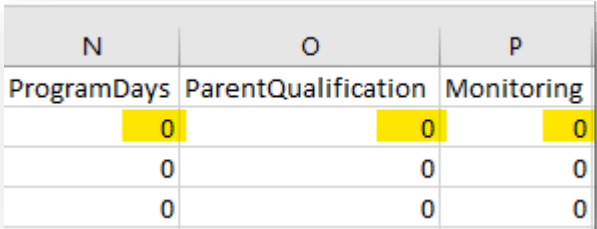
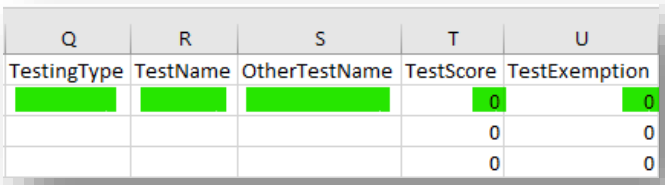
Narrative	Screenshot
<p>To see only your homeschool students, check the box to the left of 'Home School' and hit Filter</p>	
<p>Select the 'Start Date' for the student you want to update</p>	
<p>Scroll down to the 'Home School' special program</p> <p>Enter the following required fields for all Homeschool Students</p> <p><b>Program Days</b> – school days the student was in homeschool status</p> <p><b>Parent Qualifications</b> – select from the dropdown menu</p> <p><b>Monitoring</b> – select from the dropdown menu</p>	

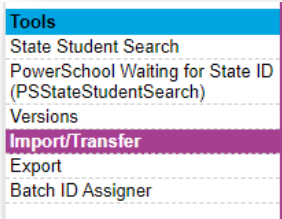
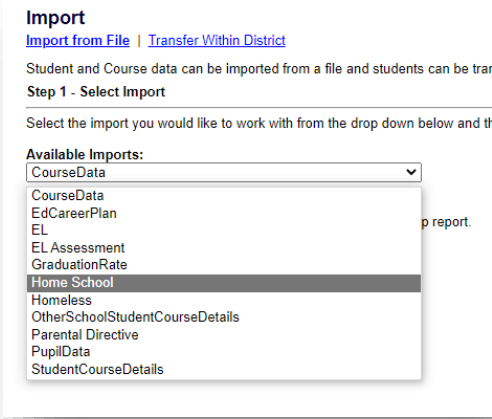
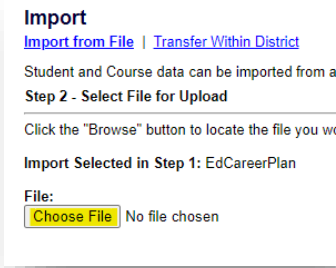
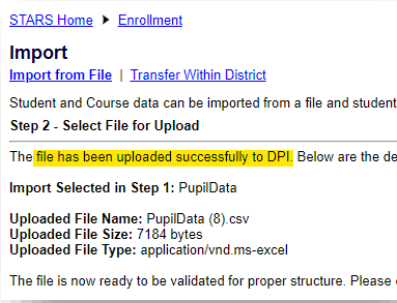
Narrative	Screenshot
<p>The other fields are optional unless the student is monitored, then they are required</p> <p><b>Testing Type</b> – select from the dropdown menu</p> <p><b>Test Name</b> – select from the dropdown menu</p> <p><b>Other Test Name</b> – Enter the name of the test</p> <p><b>Test Score</b> – enter the test score</p> <p>Indicate if the parent ask to be exempted from the state assessment</p>	
<p>Hit Save in the upper right corner</p> <p>Repeat for all students that need Homeschool data updated</p>	

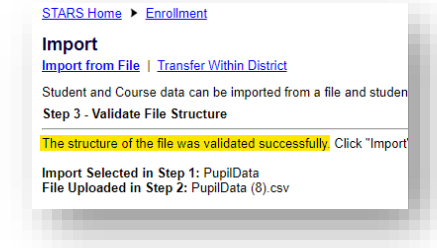
## Method Two –Entering the Data in STARS

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>	

Narrative	Screenshot
<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>	
<p>Select Export from the Tools section on the left menu</p>	
<p>Select 'Home School' from the Available Exports dropdown menu</p>	
<p>Hit the 'Export' button under the Functions section on the left menu</p> <p>This will export a CSV file of all the students marked as homeschool</p>	

Narrative	Screenshot																									
<p>Open the CSV file</p> <p>Update the following required cells for all Homeschool Students</p> <p><b>Program Days</b> – enter the number of school days the student was in homeschool status</p> <p><b>Parent Qualifications</b> – enter one of the following numbers:</p> <ul style="list-style-type: none"><li>1 to indicate High School Education</li><li>2- to indicate GED</li><li>3- to indicate Certified</li><li>4- to indicate National Teachers Exam</li><li>5- to indicate BS/BA</li></ul> <p><b>Monitoring</b> – enter one of the following numbers:</p> <ul style="list-style-type: none"><li>1 to indicate District Monitor Provided</li><li>2 to indicate Non-District Monitor Provided</li><li>3 to indicate No Monitor</li></ul>	 <table><tr><th>N</th><th>O</th><th>P</th></tr><tr><td>ProgramDays</td><td>ParentQualification</td><td>Monitoring</td></tr><tr><td>0</td><td>0</td><td>0</td></tr><tr><td>0</td><td>0</td><td>0</td></tr><tr><td>0</td><td>0</td><td>0</td></tr></table>	N	O	P	ProgramDays	ParentQualification	Monitoring	0	0	0	0	0	0	0	0	0										
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<p>The other fields are optional unless the student is monitored, then they are required</p> <p><b>Testing Type</b> – enter one of the following numbers:</p> <ul style="list-style-type: none"><li>1 to indicate Provided by District</li><li>2 to indicate Provided by Non-Public or Out-of-District</li></ul> <p><b>Test Name</b> – enter one of the following numbers:</p> <ul style="list-style-type: none"><li>1 to indicate CTBS</li><li>2 to indicate Iowa – ITBS</li><li>3 to indicate SRA</li><li>4 to indicate CAT5-Stanford</li><li>6 to indicate Other</li><li>7 to indicate NDSA</li></ul> <p><b>Other Test Name</b> – Enter the name of the test</p> <p><b>Test Score</b> – enter the test score</p> <p><b>Test Exemption</b> – Enter a '1' if the parent ask to be exempted from the state assessment, otherwise enter a '0'</p>	 <table><tr><th>Q</th><th>R</th><th>S</th><th>T</th><th>U</th></tr><tr><td>TestingType</td><td>TestName</td><td>OtherTestName</td><td>TestScore</td><td>TestExemption</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td></td><td></td><td></td><td>0</td><td>0</td></tr><tr><td></td><td></td><td></td><td>0</td><td>0</td></tr></table>	Q	R	S	T	U	TestingType	TestName	OtherTestName	TestScore	TestExemption	0	0	0	0	0				0	0				0	0
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Narrative	Screenshot
In STARS, select Import/Transfer	
<p>Make sure 'Import from File' is selected</p> <p>Select Home School from the drop down and hit 'Next' (on the far right)</p>	
Select 'Choose File' and navigate to the saved Home School file and hit 'Next' (on the far right)	
<p>The file will be moved into the STARS staging area</p> <p>Hit 'Next' (on the far right)</p>	

Narrative	Screenshot
<p>The file will be validated</p> <p>Hit 'Next' (on the far right)</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>	