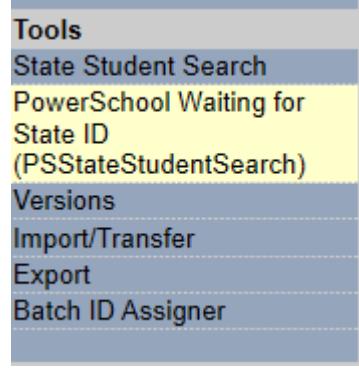
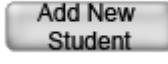
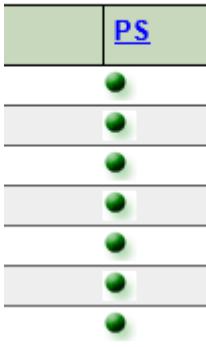


PS Waiting for State ID

It's best to think of PS Waiting for State ID as a STARS 'holding cell'. If you've turned on your AFT and still don't see some student records coming over from PS, or is still missing a State ID, then there's a good chance they're in the PS Waiting for State ID area in STARS.

All new students should be first input into PS and allowed to transfer into STARS. Many times, these new students will need verification to ensure that they don't match with close 'possible matches' already in the system. Follow the steps below to verify the students and get them out of PS Waiting for State ID area.

Narrative	Screenshot																																							
<p>Step 1. Go into the PS Waiting for State ID search area of your STARS enrollment record, and see if the students that are in PS, but not showing up in STARS, are there.</p>																																								
<p>Step 2. If they appear, Click on the last name (<i>blue hyperlink</i>).</p>	<table border="1" data-bbox="752 1036 1405 1178"> <thead> <tr> <th data-bbox="752 1036 915 1079">StateID</th><th data-bbox="915 1036 1111 1079">LastName</th><th data-bbox="1111 1036 1405 1079">First Name</th></tr> </thead> <tbody> <tr> <td data-bbox="752 1079 915 1121">Duck</td><td data-bbox="915 1079 1111 1121">Duck</td><td data-bbox="1111 1079 1405 1121">Donald</td></tr> <tr> <td data-bbox="752 1121 915 1178">Student</td><td data-bbox="915 1121 1111 1178">Student</td><td data-bbox="1111 1121 1405 1178">Test</td></tr> </tbody> </table>	StateID	LastName	First Name	Duck	Duck	Donald	Student	Student	Test																														
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<p>Step 3. This will bring up another table, on top of the existing table, with possible matches (sometimes they are name matches, sometimes they are DOB matches, make sure and verify both full names and DOB's)</p>	<table border="1" data-bbox="719 1296 1421 1480"> <thead> <tr> <th colspan="3" data-bbox="719 1296 1421 1339">Add New Student</th></tr> <tr> <th colspan="3" data-bbox="719 1339 1421 1360">Search Name: Student, Test</th></tr> <tr> <th data-bbox="719 1360 915 1402">StateID</th><th data-bbox="915 1360 1111 1402">Last Name</th><th data-bbox="1111 1360 1421 1402">First Name</th></tr> </thead> <tbody> <tr> <td data-bbox="719 1402 915 1423">1535273877</td><td data-bbox="915 1402 1111 1423">Student</td><td data-bbox="1111 1402 1421 1423">Test</td></tr> <tr> <td data-bbox="719 1423 915 1444">2705308702</td><td data-bbox="915 1423 1111 1444">Student</td><td data-bbox="1111 1423 1421 1444">Test</td></tr> <tr> <td data-bbox="719 1444 915 1465">1579969835</td><td data-bbox="915 1444 1111 1465">Student</td><td data-bbox="1111 1444 1421 1465">Lisa</td></tr> <tr> <td data-bbox="719 1465 915 1486">4294578702</td><td data-bbox="915 1465 1111 1486">Student</td><td data-bbox="1111 1465 1421 1486">PaySchool</td></tr> <tr> <td data-bbox="719 1486 915 1507">1257615061</td><td data-bbox="915 1486 1111 1507">Berg</td><td data-bbox="1111 1486 1421 1507">Michael</td></tr> </tbody> </table> <table border="1" data-bbox="719 1495 1421 1679"> <thead> <tr> <th colspan="3" data-bbox="719 1495 1421 1537">Add New Student</th></tr> <tr> <th colspan="3" data-bbox="719 1537 1421 1558">Remove Student from List</th></tr> <tr> <th data-bbox="719 1558 915 1600"><input type="checkbox"/></th><th data-bbox="915 1558 1111 1600">School Name</th><th data-bbox="1111 1558 1421 1600">StateID</th></tr> </thead> <tbody> <tr> <td data-bbox="719 1600 915 1622"><input type="checkbox"/></td><td data-bbox="915 1600 1111 1622">DPI PLANT</td><td data-bbox="1111 1600 1421 1622">Duck</td></tr> <tr> <td data-bbox="719 1622 915 1643"><input type="checkbox"/></td><td data-bbox="915 1622 1111 1643">DPI PLANT</td><td data-bbox="1111 1622 1421 1643">Student</td></tr> </tbody> </table>	Add New Student			Search Name: Student, Test			StateID	Last Name	First Name	1535273877	Student	Test	2705308702	Student	Test	1579969835	Student	Lisa	4294578702	Student	PaySchool	1257615061	Berg	Michael	Add New Student			Remove Student from List			<input type="checkbox"/>	School Name	StateID	<input type="checkbox"/>	DPI PLANT	Duck	<input type="checkbox"/>	DPI PLANT	Student
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<p>Step 4. If you don't see an appropriate match, then click the "Add New Student" button. This will then generate a new</p>																																								

Narrative	Screenshot									
state ID for that student that will get 'written-back' to PowerSchool										
Step 5. If you do see an appropriate match, click on the state ID in front of the matching students' last name in the top table - This state ID will then get written back to PS.	<p>Search Name: Student, Test</p> <table border="1" data-bbox="726 403 1432 487"> <thead> <tr> <th data-bbox="726 403 873 435">StateID</th> <th data-bbox="873 403 1150 435">Last Name</th> <th data-bbox="1150 403 1432 435">First Name</th> </tr> </thead> <tbody> <tr> <td data-bbox="726 435 873 466">1535273877</td> <td data-bbox="873 435 1150 466">Student</td> <td data-bbox="1150 435 1432 466">Test</td> </tr> <tr> <td data-bbox="726 466 873 487">2705308702</td> <td data-bbox="873 466 1150 487">Student</td> <td data-bbox="1150 466 1432 487">Test</td> </tr> </tbody> </table>	StateID	Last Name	First Name	1535273877	Student	Test	2705308702	Student	Test
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2705308702	Student	Test								
Step 6. The student enrollment should transfer to STARS the following day (or next data transfer). If there's a State ID in PS, the process worked. Then verify the student has a 'Green Dot' in STARS, indicating the communication with PS is working properly.										
Step 7. Once a student is assigned a State ID, they should get removed from this list. If they do not, put a 'checkmark' in the box in front of their name, and click the button 'Remove Student from List'										