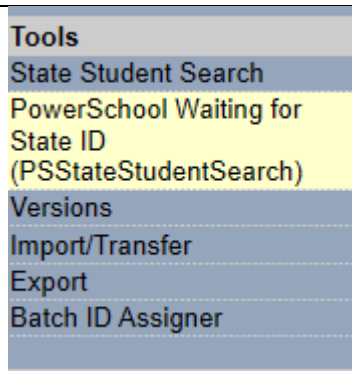
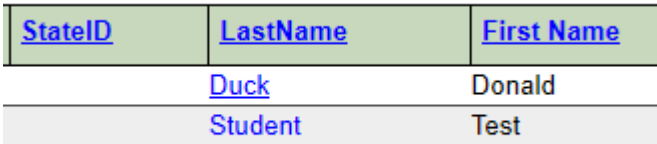
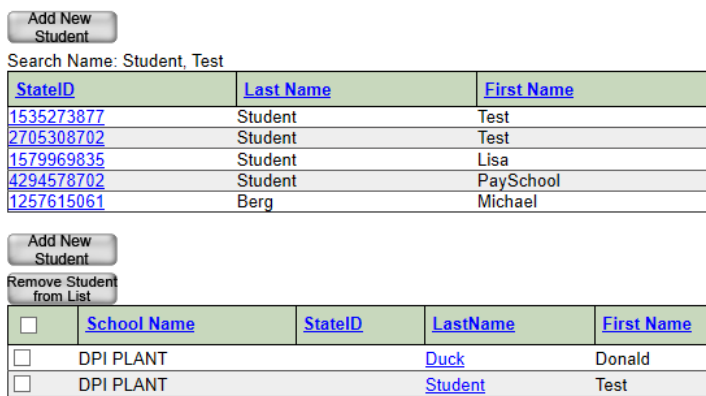
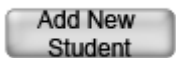
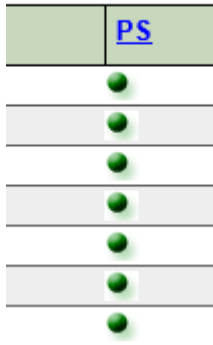


PS Waiting for State ID

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>The screenshot shows a menu with the following items: Tools, State Student Search, PowerSchool Waiting for State ID (PSStateStudentSearch), Versions, Import/Transfer, Export, and Batch ID Assigner.</p>
<p>Step 2. If they appear, Click on the last name (<i>blue hyperlink</i>).</p>	 <p>The screenshot shows a table with three columns: StateID, LastName, and First Name. The data rows are: Duck, Donald; Student, Test.</p>
<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>	 <p>The screenshot shows a table with three columns: StateID, Last Name, and First Name. The data rows are: 1535273877, Student, Test; 2705308702, Student, Test; 1579969835, Student, Lisa; 4294578702, Student, PaySchool; 1257615061, Berg, Michael. Below the table is a section with buttons for 'Add New Student' and 'Remove Student from List', followed by a table with four columns: School Name, StateID, LastName, and First Name. The data rows are: DPI PLANT, Duck, Donald; DPI PLANT, Student, Test.</p>
<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>	 <p>The screenshot shows a button labeled 'Add New Student'.</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><tr><th>StateID</th><th>Last Name</th><th>First Name</th></tr><tr><td>1535273877</td><td>Student</td><td>Test</td></tr><tr><td>2705308702</td><td>Student</td><td>Test</td></tr></table>	StateID	Last Name	First Name	1535273877	Student	Test	2705308702	Student	Test
StateID	Last Name	First Name								
1535273877	Student	Test								
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'	