

## STARS – Year End Checklist

There are several safeguards and validations put in place to help with the accuracy of enrollment data. But, these safeguards and validations can only go so far, it is up to the districts to verify the completeness and accuracy of the data **prior to submitting in Jun.**

- ☐ Are all students listed in STARS?
  - You can pull a file from PowerSchool that shows students with their State ID. You can do a quick compare in Excel to make sure both lists match. EduTech can assist with pulling the file from PowerSchool. We can assist in the comparison between the two files.
  - Some students may be loaded directly in STARS and not appear in the PowerSchool feed (i.e. PreK SpecEd students loaded in STARS to be sent to TieNet for evaluation).
  - Some students may appear on the PowerSchool list that are not showing in STARS (i.e. student who have preregistered and not included in data flow yet).
- ☐ Are all students calculating the correct ADM?
  - This guide will walk you through accessing your ADM report in STARS - [Accessing ADM Report](#)
  - For students in these enrollment codes, ADM is calculated based on **start/exit enrollment** dates and calendar start/end dates:
    - Resident
    - Open Enrolled
    - Tuition -Waived, -Parent, -District, -State
    - Foreign Exchange
  - For students in these enrollment codes, ADM is calculated based on **course enrollment**:
    - Homebased
    - Non-Public
  - ADM is calculated based on course enrollment for **PreK** and **AltEd** students
  - For students placed at residential facilities not supported by a North Dakota district (i.e. Dakota Boys and Girls Ranch, Anne Carlsen, or Badlands); you will need to enter the days of service from the student contract as 'days present in STARS
  - If you have no students showing a 1.0 ADM, instead showing a large fraction (i.e. 0.99, 0.98, etc.) there is likely something wrong with your calendar
- ☐ Are all students in this year's cohort exited correctly?
  - This guide will walk you through accessing your Graduation and Dropout rates in STARS - [STARS - Enrollment - Graduation Rate.pdf](#)

- Cohorts are based on students **should** be graduating this year. It is based on the year they started 9<sup>th</sup> grade plus 3 year. (i.e. student entered 9<sup>th</sup> grade in the 2020-2021 school year, plus 3 years – 21/22, 22/23, 23/24 – so they are in the 2023-2024 cohort year)
- Students are removed from a cohort if they are exited as **deceased** or **transferred out of district**.
- Students in Homeschool (homebased) status or attending a nonpublic school are not counted in a school's graduation cohort (even if they did receive some course work from the public school district).
- Students who have reached maximum age would have impacted your cohort when they were marked as 'continued' during their cohort year.
- Students marked as 'graduate' will be in the numerator of the graduate rate calculation. Students marked as 'continued' or 'dropout' will be part of the denominator.
- Students who graduate early can be marked as 'graduate' but will impact their assigned cohort year.
- Be aware of students in a cohort who were marked as 'continued' in previous years, but never attended your district the following year. They will still have a negative impact on your cohort graduation calculation