

## **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
<b>Step 1.</b> Go into the <b>PS Waiting for State</b> <b>ID search area</b> of your STARS enrollment record, and see if the students that are in PS, but not showing up in STARS, are there.	Tools State Student Search PowerSchool Waiting for State ID (PSStateStudentSearch) Versions Import/Transfer Export Batch ID Assigner
<b>Step 2.</b> If they appear, Click on the last name ( <i>blue hyperlink</i> ).	StateIDLastNameFirst NameDuckDonaldStudentTest
<b>Step 3.</b> 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, <i>make sure and verify both full</i> <i>names and DOB's</i> )	Add New Student Last Name First Name   Search Name: Student, Test Isissify and the search name Isissify and the search name   1535273877 Student Test   1535273877 Student Test   2705308702 Student Test   1579969835 Student Lisa   4294578702 Student PaySchool   1257615061 Berg Michael   Add New Student First Name   School Name StateID LastName First Name   DPI PLANT Duck Donald   DPI PLANT Student Test
<b>Step 4.</b> If you <b>don't see</b> an appropriate match, then click the "Add New Student" button. This will then generate a new	Add New Student



Narrative	Screenshot
state ID for that student that will get 'written-back' to PowerSchool	
<b>Step 5.</b> If you <b>do see</b> 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.	Search Name: Student, TestStateIDLast NameFirst Name1535273877StudentTest2705308702StudentTest
<b>Step 6.</b> 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.	PS • • • • • • • • • •
<b>Step 7</b> . 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'	Remove Student from List