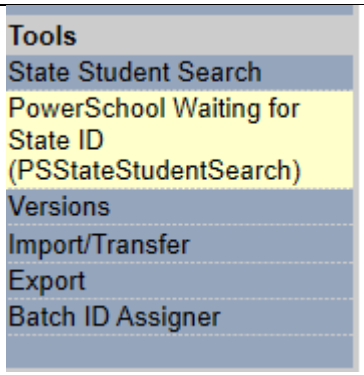
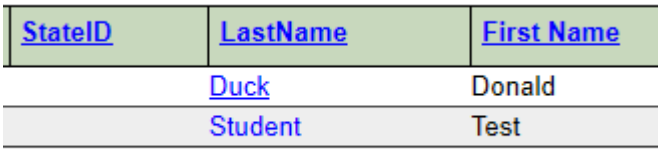
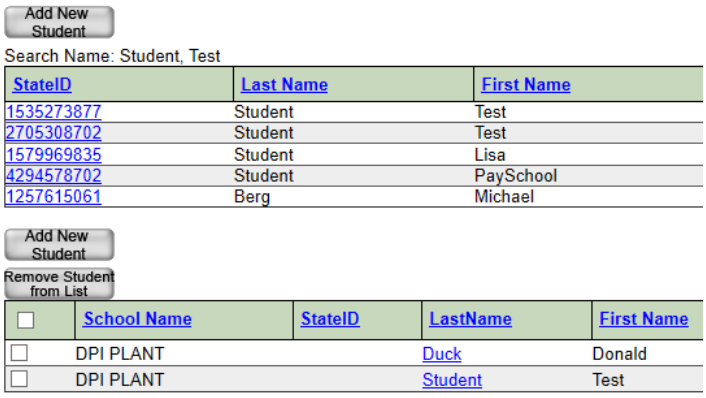
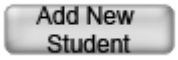
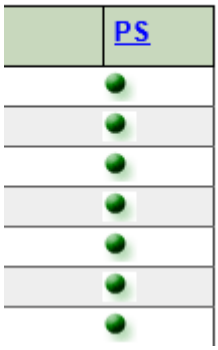
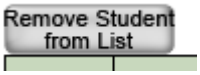
PS Waiting for State ID

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
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.	
Step 2. If they appear, Click on the last name (*blue hyperlink*).	
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***)	
Step 4. If you **don't see** an appropriate match, then click the "Add New Student" button. This will then generate a new	

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.	Search Name: 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'