



NORTH DAKOTA DEPARTMENT OF  
**PUBLIC INSTRUCTION**

**STARS Enrollment Reports**  
**Reference Guide**

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# 1 Introduction

The intent of this booklet is to help State Automated Reporting System (STARS) users at the district level, manage their enrollment reports. STARS Enrollment Reports are our primary tool for collecting enrollment data from the school districts. The accuracy, completeness and timeliness of these reports, directly affects funding and many other decision-making factors. Below are the types of reports to be submitted, along with their submission deadlines.

Fall Report	September 15
Spring Calendar	June 15
Spring Report	June 30
Summer School Report	September 1

For complete list of STARS Reports, visit our website at:

<https://www.nd.gov/dpi/data/STARS/reports/>

While this booklet will greatly assist you with the most common STARS issues, it does not cover all issues that can arise. For those situations in which this booklet does not provide you a solution, it is best practice to submit an ***Edutech iSupport helpdesk ticket***.

<http://www.edutech.nodak.edu/services/>

If Edutech identifies the issue as truly a STARS issue, it will be forwarded to the appropriate STARS administrator at NDDPI. If you call or directly email NDDPI for STARS support, you may be asked to submit a helpdesk ticket, as the problem often times originates in PowerSchool. The history of all iSupport tickets is kept and will provide you with a database of all previous issues you have submitted tickets for.

## 1.1 PowerSchool (PS), SLDS and STARS Relationship

Understanding the relationship between Power School (PS) and STARS (**Figure 1**) is a very important aspect to managing your STARS reports. PS is the system that is used by all ND public schools, to collect and maintain student data at the district level. In order to make that data available and usable at a State level, STARS can receive this data, through the State Longitudinal Data System (SLDS), from PS. STARS uses the data for statewide enrollment numbers and foundation aid calculations, as well as other state and federal reporting. Foundation aid and school funding relies heavily on this data from enrollment reporting, and is directly related to the level of state funding a district receives. It is for these reasons that the two programs exist, and why it is important for the users of these systems to work together to ensure the student data is complete, accurate and reported in a timely manner.

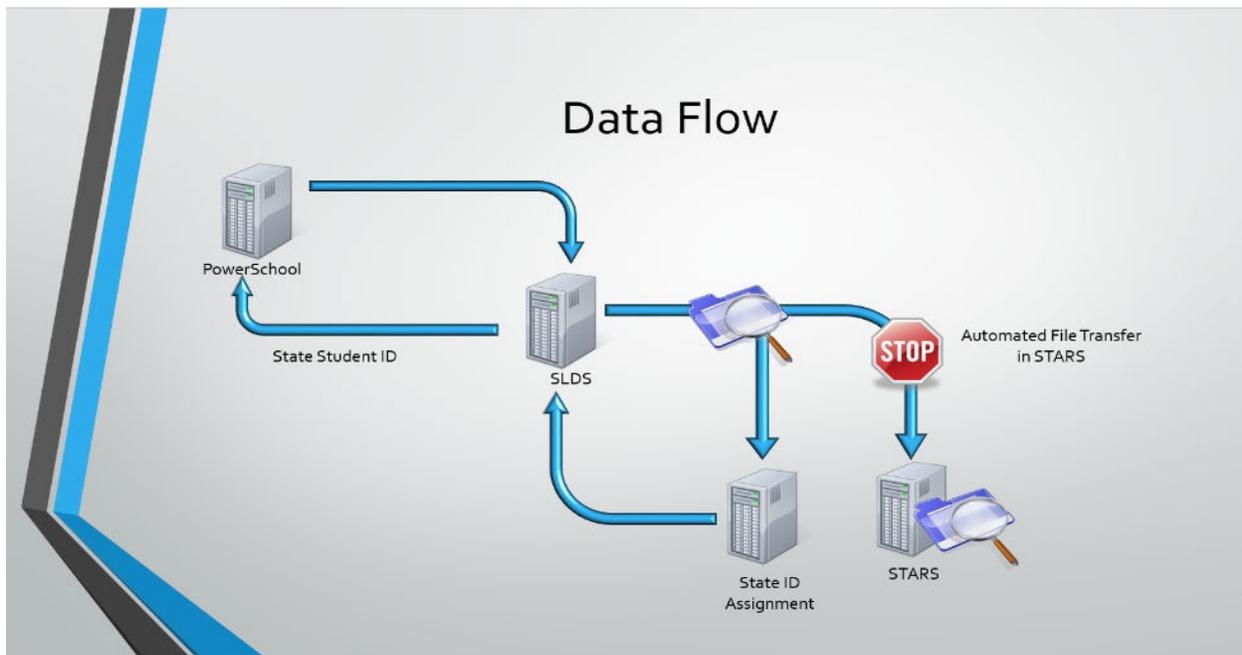


Figure 1 - Data Flow

It is important to note that data only flows from PS to STARS, not both ways. The only exception to this, is when a State ID is assigned by STARS and written back to PS. The data that is input into PS needs to be accurate. There are many checks and validations to ensure that the data stays consistent and accurate through the transfer process. ***It is best practice to always make changes and updates first in PS and let the data flow into STARS.*** However, there are 7 fields that won't update automatically and must be changed in both programs within the same day. They are: ***First and last name, DOB, Gender, Entry Date, Entry Code, District of Residence***

If SLDS or STARS detects any errors with the data, or does not recognize a particular field, the data could be rejected and not allowed to transfer out of PS or into STARS. Refer to the **Figure 2** to see the Demographic data that must be input accurately.

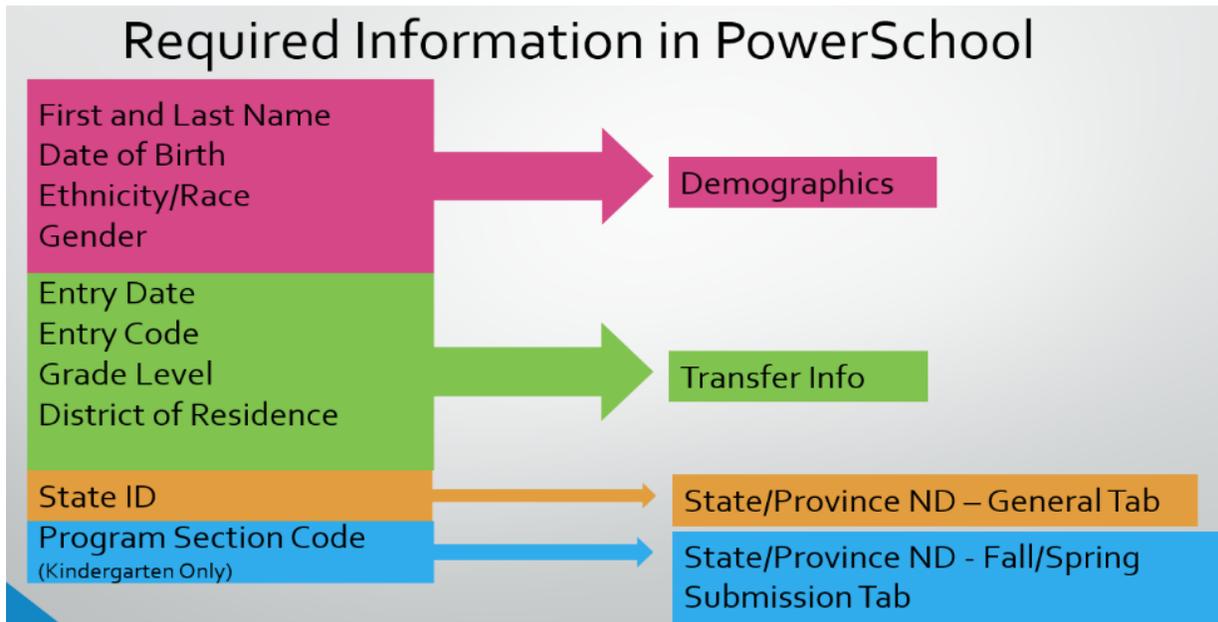


Figure 2 - Required Information

The fields in **Figure 2** need to be accurate (and match) to be allowed to transfer from PS to STARS. If you have input a student’s record into PS and you still do not see it in STARS after a known data transfer, it’s most likely that one or more of the above fields is mismatched. If you review these fields and can’t find a discrepancy, the next place to look is the **PS Waiting for State ID** area in STARS. (covered on Page 8)

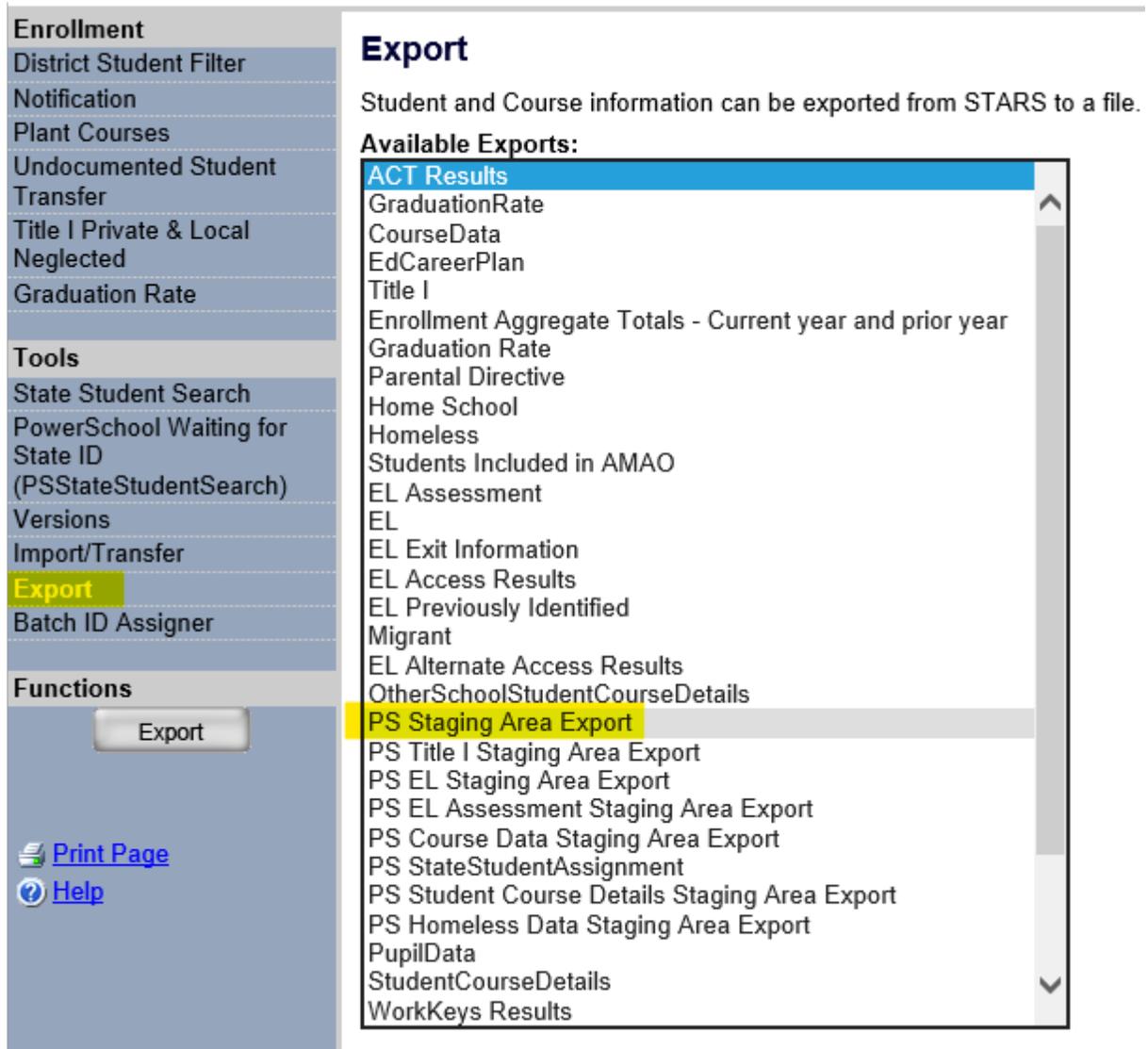
### **Top 8 Reasons records don’t transfer from PS to STARS**

- Do not have your Automated File Transfer (AFT), turned on
- Demographic information does not match, missing or otherwise incorrect (ie. Name, State ID, DOB, etc.)
- Race and/or Ethnicity are blank (must have both in PS)
- Enrollment dates are not within school calendar date range
- A mismatch/possible-match error was detected so the record is in the PS Waiting for State ID area in STARS.
- No lunch status was chosen in PS
- The data transfer process did not run properly
- You have “Exclude from State Reporting” checked in PS

## 1.2 Mismatch Errors

Mismatch errors are alerts sent via email to whomever is identified in the 'Notification' section in STARS. It tells you that a field in STARS does not match with the corresponding field in PS, and that file will not transfer from PS to STARS until the system with the incorrect field is changed to match.

If you do not receive these email alerts, you can also Export your PS Staging Area



The screenshot shows the STARS system interface. On the left is a navigation menu with categories: Enrollment, Tools, and Functions. The 'Export' option is highlighted in yellow. Below the menu is a 'Print Page' and 'Help' link. On the right, the 'Export' section is active, displaying a list of available exports. The 'PS Staging Area Export' option is highlighted in yellow. The list includes: ACT Results, GraduationRate, CourseData, EdCareerPlan, Title I, Enrollment Aggregate Totals - Current year and prior year, Graduation Rate, Parental Directive, Home School, Homeless, Students Included in AMAO, EL Assessment, EL, EL Exit Information, EL Access Results, EL Previously Identified, Migrant, EL Alternate Access Results, OtherSchoolStudentCourseDetails, PS Staging Area Export, PS Title I Staging Area Export, PS EL Staging Area Export, PS EL Assessment Staging Area Export, PS Course Data Staging Area Export, PS StateStudentAssignment, PS Student Course Details Staging Area Export, PS Homeless Data Staging Area Export, PupilData, StudentCourseDetails, and WorkKeys Results.

Figure 3 - PS Staging Area Export

Scroll to the far right (AZ column) of the Exported Excel spreadsheet and look for rows identified as 'Mismatch'.

You will need to determine which system has the correct information (either PS or STARS) and make corrections to the system with the incorrect information. It will take at least one data transfer (overnight process) for the error to go away.

## 2 Fall Enrollment

The STARS Fall Report is a critical data collection for the following reasons:

- Establishes enrollment numbers that drive State and Federal funding projections
- Contributes data used in publishing NDDPI Finance Facts
- Transfers enrollment records from Power School to STARS and allows for the correction of errors and duplications
- Allows district administrators to ensure 'Headcount' accuracy and requires them to certify the report

There is a chance that non-traditional students (i.e. Homeschoolers, part-time, or preschooler's) data did not transfer.

**That's why it's imperative to 'scrub' your report to ensure that absolutely all your district-resident students are in PS as well as STARS and that their data is accurate.**

***Cleaning up your validation errors alone, does not mean your report is complete and accurate!*** STARS validation errors are a great tool, but they only alert you to errors with data that is *in* STARS. It does nothing to alert you to data that may be missing or incomplete. Refer to Section 5 for tips on correcting validation errors.

**Ensuring your Fall Report is complete and accurate, really gets your school year off to a good start!**

## 2.1 Rollover

Edutech facilitates an “End of Year” process in which they prepare your data to be ‘rolled-over’ to the next school year. Accurate data will make school year transition so much smoother when you show-up the following Fall and turn your PS to STARS process (Automated File Transfer - AFT) back on. It’s advised that you take a couple weeks at the beginning of the school year, to make any necessary changes in PS (i.e. *new students, no-shows, address changes*). Once you’re satisfied that the data in PS is complete and accurate you then ‘turn-on’ your AFT and let the data flow into STARS Fall Report.

**Step 1.** From the Fill Out Reports page, click on Automated File Transfer

**Fill Out Reports**

To fill out or view a report, first select the report from the page that displays the contact information for the school.

\* Disclaimer for report submissions and electronic sign  
I hereby certify that the school identified meets all state allows 'signature by submission' and any submission o

- Reports
  - LEA/School Fall Reports and Directories
  - Enrollment
  - School Calendar
  - Transportation
  - Personnel
  - Direct Certification

**Step 2.** Select your district in **Entity**, verify the **school year**, and hit the **Filter** button

**Automated File Transfer**

Collection:

Import:

School Year:

Entity:

Report Name	File Transfer Name
Enrollment	<a href="#">PupilData</a>
Enrollment	<a href="#">Homeless</a>
Enrollment	<a href="#">EL</a>
Enrollment	<a href="#">Title I</a>
Enrollment	<a href="#">EL Assessment</a>
Enrollment	<a href="#">CTE Student Course Details</a>
Enrollment	<a href="#">CTE Course Data</a>

**Step 3.** Look at the far-right column ‘Process’ and see if it says **ON** (transfer active) or **OFF** (transfer inactive)

Begin Date	End Date	Process
Aug 1, 2019	Jul 1, 2020	On
Aug 1, 2019	Jul 1, 2020	On
Aug 1, 2019	Jul 1, 2020	On
Aug 1, 2019	Jul 1, 2020	On
Aug 1, 2019	Jul 1, 2020	On
Dec 5, 2019	Jul 1, 2020	On
Dec 5, 2019	Jul 1, 2020	On

**Step 4.** If you want to turn the process **ON / OFF**, click on the specific **File Transfer Name**.

To turn **ON**, put a check in the “Process”.

If you’re turning the Process **ON**, choose the date range and put a check in front of the days you want the transfers to take place.

If you’re turning the Process **OFF**, change the dates and remove the check marks.

**Automated File Transfer**  
[Return to File Transfers](#)

**Automated File Transfer Information**

File Transfer Name: PupilData  
School Year: 2015-2016  
Report Name: Enrollment  
LEA: DPI DISTRICT

Process:

Full Validate:

Training:

Begin Date:

End Date:

Frequency:  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday  
 Sunday

**Step 5.** Click ‘Save’ for your changes.

Confirm that the previous page reflects changes.

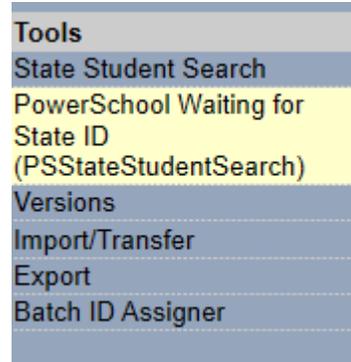
**Step 6.** Repeat for all **File Transfer Names**

## 2.2 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.

**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*).

<a href="#">StateID</a>	<a href="#">LastName</a>	<a href="#">First Name</a>
	<a href="#">Duck</a>	Donald
	<a href="#">Student</a>	Test

**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**)

Add New Student

Search Name: Student, Test

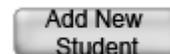
<a href="#">StateID</a>	<a href="#">Last Name</a>	<a href="#">First Name</a>
<a href="#">1535273877</a>	Student	Test
<a href="#">2705308702</a>	Student	Test
<a href="#">1579969835</a>	Student	Lisa
<a href="#">4294578702</a>	Student	PaySchool
<a href="#">1257615061</a>	Berg	Michael

Add New Student

Remove Student from List

<input type="checkbox"/>	<a href="#">School Name</a>	<a href="#">StateID</a>	<a href="#">LastName</a>	<a href="#">First Name</a>
<input type="checkbox"/>	DPI PLANT		<a href="#">Duck</a>	Donald
<input type="checkbox"/>	DPI PLANT		<a href="#">Student</a>	Test

**Step 4.** If you **don't see** an appropriate match, then click the "Add New Student" button. This will then generate a new 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

<a href="#">StateID</a>	<a href="#">Last Name</a>	<a href="#">First Name</a>
<a href="#">1535273877</a>	Student	Test
<a href="#">2705308702</a>	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.

	<a href="#">PS</a>
	<input checked="" type="checkbox"/>

**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'

Remove Student from List

### 2.3 Deleting a Students' Record out of STARS

Sometimes it's necessary to completely remove a students' record from the current year's enrollment. Be advised that PS wants you to just transfer them out with the proper exit code. For example, a 'No Show' in PS would be given an exit date the same as the entry date and then a "Transferred Out of District" or "No Show" code. While on the STARS side, **if the student never came to your school, their enrollment record should be completely removed from STARS.**

Another reason for deleting a student record may be that the student was mistakenly duplicated with an erroneous data transfer from PS to STARS. The most common occurrence of this is when a 'Start Date' is changed in PS. STARS recognizes this as a completely new record and will bring it in, while keeping the original record. Always contact Edutech when you need to change a Begin Date in PS.

**Step 1.** Review the Enrollments at the bottom of the 'Student' page.

If there are duplicate (overlapping enrollments dates) records, determine which record you want to keep, and which one needs to be deleted.

Begin Date	End Date
Aug 21, 2019	May 22, 2020
Aug 22, 2019	May 22, 2020

**Step 2.** Review that the Student's School Year Record to determine if they participate in a Special Programs. If they do, the Special Program mark will have to be removed before you can delete the record.

- Send To Tienet: To access INITIAL EVALUATION
- Special Education**  
DPI Contact: Michelle Souther, 701-328-2652, [msouther@nd.gov](#)
- English Learner**  
DPI Contact: Lodee Arnold, 701-328-1876, [laarnold@nd.gov](#)
- Immigrant**  
DPI Contact: Lodee Arnold, 701-328-1876, [laarnold@nd.gov](#)
- Migrant**  
DPI Contact: Judy Gries, 701-328-2170, [jgries@nd.gov](#)
- Homeless**  
DPI Contact: Beth Larson-Steckler, 701-328-3544, [el Larson-Steckler@nd.gov](#)
- Refugee**  
DPI Contact: Lodee Arnold, 701-328-1876, [laarnold@nd.gov](#)
- Title I**  
DPI Contact: Stefanie Two Crow, 701-328-2287, [stwcrow@nd.gov](#)

**Step 2.** 'Check Out' the record and remove any special programs.

If you are unable to remove, or 'un-check' a special program, you will need to contact NDDPI, and ask them to delete the record for you.



**Step 3.** Once you have removed all the Special Programs, you'll need to 'Save' the record.



**Step 4.** Back out of the 'Student School Year Record' by clicking on "Return to Student"

STARS will bring you to the 'Student' record.

The record should still be 'Checked Out' if not you will need to "Check Out"

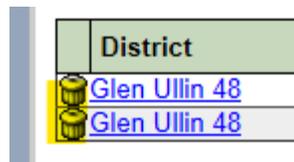
### Student School Year Record

[Student School Year Record](#) | [Course](#)

The student's school year detail record in program name and fill out the information

[Return to Student](#)

**Step 5.** Click on the Garbage Can Icon in front of the School Year Detail Record and that Enrollment will be removed.



## 2.4 Changing a Student's Grade Level within the school year

You cannot simply go into Power School (PS) and STARS and change grade of a student. If a student is promoted or demoted a grade level within the school year, they should have two separate enrollments.

<b>Step 1.</b> Go into PS and update the exit date to the last day the student was at their current grade level.	
<b>Step 2.</b> Update their Exit Code from 'Continued' to 'Transferred Within District'.	
<b>Step 3.</b> Create a new enrollment in PS with a Begin Date of the day after the previous enrollment's End Date, and the new Grade Level. End date should be the last day of school.	

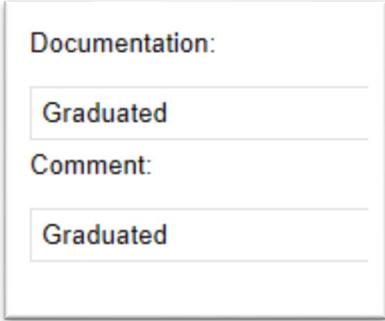
## 2.5 Undocumented Student Transfer

A very common error in the Fall Report is Undocumented Student Transfer. It's caused by a student's "Exit Code" from the previous school year, not matching with what STARS is seeing for an enrollment code within the current year.

**Example 1:** Student is listed as 'Graduate' in last year's report but is also enrolled in current school year.

**Example 2:** Student is listed as 'Continued' in last year's report but has no enrollment record in STARS for the current year. (may have transferred out of state)

Basically, STARS is saying, "This doesn't match with what you told me last year. Please give me an explanation why?"

<p><b>Step 1.</b> When you see this error, click on the Error itself to open the previous school year's Undocumented Student Transfers</p>	
<p><b>Step 2.</b> Select the previous year's report and click Search.</p>	<p><b>Undocumented Student Transfers</b></p> <p>Enter the school year and click Search to retrieve the</p> <p>After the students have been displayed, click on the</p> <p>School Year: <input type="text" value="2018 - 2019"/></p> <p><input type="button" value="Search"/></p>
<p><b>Step 3.</b> Once report is generated last name of the first student (<i>blue hyperlink</i>).</p>	
<p><b>Step 4.</b> Once in the students' record, you simply need to fill out the Documentation and Comment boxes. Just put what you know. If all you know if they Transferred Out of State or Out of the District, then you will put that in <b>both</b> blocks.</p>	
<p><b>Step 5.</b> You will need to do that for all the students in the Undocumented Student Transfer area.</p>	

## 2.6 ESSA reporting additions - Military

ESSA requires the reporting of all students with parents serving on Active Duty Military.

- Only report Title 10 Active Duty:
  - Parents stationed at Minot or Grand Forks AFB
  - Parents in National Guard who have been federally activated (Iraq, Afghanistan)
- PowerSchool- Check the box to the right of (Father/Guardian 1 Active Duty Military?) and/or (Mother/Guardian 2 Active Duty Military?) fill in all information you have available

The screenshot shows a web form titled "North Dakota Military Information". At the top, there is a navigation bar with tabs for "General", "Fall/Spring Submission", "EL/Imm/Ref", "IEP/Special Ed", "Title I", "Migrant", "Homeless", and "Military Info". Below this is a "Records Release" section with a "CRDC" checkbox. The main form is divided into two sections: "Military Information - Father/Guardian 1" and "Military Information - Mother/Guardian 2". Each section contains a checkbox for "Active Duty Military?", a dropdown menu for "Military Branch", a dropdown menu for "Lives On Base", and a dropdown menu for "Military Pay Grade". A "Submit" button is located in the bottom right corner of the form.

- STARS Only Schools- Check the box in front of (Military) for the student

The screenshot shows a section titled "BIE" with a checkbox for "Served BIE (BIE Plants Only)". Below this is a section titled "Special Programs" with several checkboxes: "Alternative Education", "NS Lunch Program", "Coordinated Early Intervening Services (CEIS)", "SLIFE", "Section 504", and "Gifted and Talented". The "Military" checkbox is highlighted in yellow.

## 2.7 Foster Care/Residentially Placed Students

Foster Care reporting is only in STARS. You may need specific permission to see Foster Care information in STARS. Note: Residentially Placed (i.e. DBGR, Prairie Learning Center, Anne Carlson) students are considered 'Foster' as well. If you have a student in Foster, you will need to cross reference the **Notification of Placement** in the **Student Contract** system in ND Teach for the info that needs to be recorded in STARS. If the info doesn't match, you will get Validation Errors in STARS. To input the info into STARS:

<p><b>Step 1.</b> "Check Out" the Student School Year Record for that foster care student</p>	
<p><b>Step 2.</b> Place a checkmark in the little box in front of "Foster Care" (example below).</p>	
<p><b>Step 3.</b> Populate the text boxes with the info from the student's Notification of Placement.</p>	<p>Notification of Placement ID: <input type="text"/></p> <p>Is this student placed by an out of state placing agency: <input type="checkbox"/></p> <p>Name of Out of State Placing Agency: <input type="text"/></p> <p>Residential Facility: <input type="text"/></p> <p>Foster Care Exit Date: <input type="text"/></p>
<p><b>Step 4.</b> Save and Check In the record</p>	

## **2.8 Submit the Report:**

Once your Superintendent/Administrator is confident that the report is **true, accurate, complete** and all validation errors have been corrected (system will not allow submission until validation errors are all corrected), the report can then be submitted.

The report will be 'stamped' with your name and a date. You should only need to hit the "**Submit**" button, three times a year: when you want to submit your Fall, Spring and Summer reports. Since data will be ever-changing throughout the school year, the Fall report differs from Spring and Summer, in that it remains an 'Active' report and changes will obviously still transfer from PS.

After all schools in the State have submitted their report, DPI will take a "Snapshot" to record the un-duplicated student count on September 10<sup>th</sup>. This is the data that will be reported in NDDPI Finance Facts.

### 3 Spring Enrollment

The Spring Enrollment Report documents:

1. Membership
2. Course Enrollment
3. Attendance Data

After the Fall Report has been finalized, all districts have submitted, and the 'snapshot' has been taken, the Fall Report converts over to the Spring Report. This report includes all the previous data from Fall Enrollment Report- demographics, district, plant, enrollment status, etc. This data is transferred from PS throughout the entire school year, and the following data needs to be verified and/or added in the Spring Report.

#### **3.1 Membership data (days absent/present)**

This is reflected on the Student Detail Record in STARS and should be the data directly transferred from PS. Days present, plus days absent should equal the number of educational days between the students begin and end date. For students enrolled for the full year, it should be **175** (or the number of instructional days offered for students the district is educating).

If a student's record experienced any periods in which data wasn't transferred from PS to STARS, those days won't transfer over either. Once the problem is corrected, and data resumes transferring, those days should automatically be updated.

<b>Membership</b>	
Days Present:	100.37
Days Absent:	6.63
Days Membership:	107
Hours Membership:	706.20

### 3.2 Course Enrollment

If a student is not a full-time ‘membership’ enrolled student, but only comes to your school for one or two courses, they need to have a STARS enrollment record and be ‘Course Enrolled’.

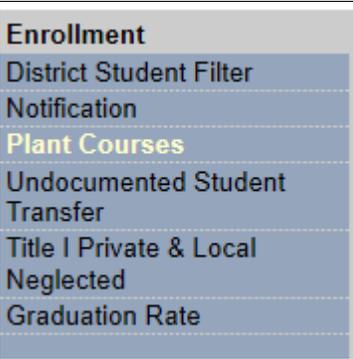
The most common examples are:

- PreK students receiving Special Education services

You should put all your PreK students in STARS and PS, but only your PreK students receiving Special Education services are factored for ADM and Foundation Aid. Refer to Appendix B, enrollment code 12, for the proper Enrollment Code for PreK students.

- Homeschool students coming for 4 or less courses
- Students placed in Alternative Education settings

The process is very similar for all course enrollments, the only things that change are whether it’s in the **regular school year** or **summer school report**, **‘Enrollment vs. MIS03’** or **if you need to enter a letter grade**.

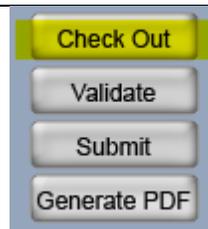
<p><b>Step 1.</b> Open your districts’ Enrollment record</p>	
<p><b>Step 2.</b> Select ‘Plant Courses’ from the menu, to get to the ‘Plant Courses’ page</p>	 <p>The screenshot shows a vertical dropdown menu with the following items: Enrollment, District Student Filter, Notification, Plant Courses (highlighted in yellow), Undocumented Student Transfer, Title I Private &amp; Local Neglected, and Graduation Rate.</p>
<p><b>Step 3.</b> Choose the appropriate Plant and keep the default ‘Reported On’ as Enrollment (<i>in the case of CTE or summer school, most of the courses will be in the MIS03 tab</i>)</p> <p>Your PreK student receiving Special Education services need to be loaded into</p>	 <p>The screenshot shows the 'Plant Courses' form. It includes a title 'Plant Courses', a subtitle 'Alternative education courses must be added s', and three dropdown menus: 'Plant' (set to 'DPI PLANT'), 'Course Type' (set to 'All'), and 'Reported On' (set to 'Enrollment'). The 'Enrollment' option in the 'Reported On' dropdown is highlighted in blue.</p>

course 19150 Erl Childhd  
Ed/Disabl

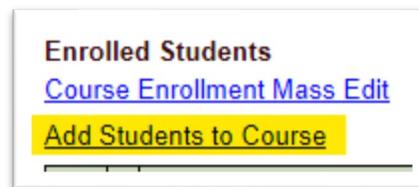
**Step 4.** Click on the blue  
hyperlink course number

Number
<a href="#">01011</a>
<a href="#">01011</a>
<a href="#">01011</a>
<a href="#">01023</a>
<a href="#">01023</a>
<a href="#">01067</a>
<a href="#">01068</a>
<a href="#">04081</a>
<a href="#">07033</a>

**Step 5.** Click on the 'Check  
Out' button in Functions  
and verify the Instruction  
Hours



**Step 6.** Then 'Add Students  
to Course'



**Step 7.** Make sure the  
Public School and proper  
grade level are selected,  
then hit Filter

This will help you filter to a  
specific grade level and  
allow you to select students  
to enroll in the class

Please note the course you  
selected in Step 4 is listed  
at the top of the screen

Course  
Accounting I (14010)Accounting I(14010)

Check to return only the most recent student detail record for a student.

Plant:

Grades:  (ex. "K,1-3" or "9-11" or "PK,4,5-8")

Last Name Begins With:

State ID:

Start Date:

ExitCode:

Special Ed:  Section 504:  Refugee:  Alternative Ed:

NS Lunch Program:  Open Enrolled:  BIE:  21st Century:

Title I:  Home School:  Migrant:  Homeless:

Immigrant:  EL:  CTE:  Direct Certification:

Ed Career Planning:  Military:  Foster Care:

**Step 8.** Put a check in front of all the names you want put in the course and click 'Save'

<input type="checkbox"/>	<a href="#">Last Name</a>	<a href="#">First Name</a>
<input type="checkbox"/>	<a href="#">Skywalker</a>	Luke

**Step 9.** Click on Return to Courses and you should see all the students you just added.

Select the students to add to the course

[Return to Intro to Ag](#)

**Course**  
Intro to Ag (01011)Intro to Ag(01011)

**Step 10.** Select Course Enrollment Mass Edit and make sure and click on "Check Out" again.

**Enrolled Students**

[Course Enrollment Mass Edit](#)

[Add Students to Course](#)

<input checked="" type="checkbox"/>	<a href="#">Last Name</a>
-------------------------------------	---------------------------

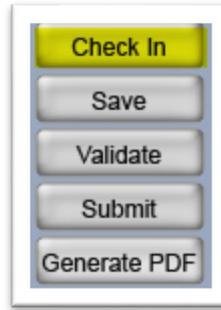
**Step 11.** You should see fillable boxes to plug-in "Attendance Hours" and "Membership Hours"

Depending on the course, you may also see **Letter Grade**

Letter Grade	Attendance Hours	Membership Hours
	75	75

**Note:** Attendance hours = Membership Hours – Hours Absent from course, therefore Attendance hours can never exceed Membership Hours.

**Step 12.** Fill the boxes in for all the students, click Save or Check-In



**Note:** PK Special Ed- If there is a break in the student’s enrollment records, such as the student transfers out of district for a short period of time, the appropriate number of hours of service will need to be reflected accurately across ALL enrollments. STARS will give you a validation error, if you just try to record all the hours in ONE enrollment.

District	Plant	Grade	Begin Date	End Date
<a href="#">Wahpeton 37</a>	Zimmerman Elem School	PK	Aug 28, 2017	Feb 27, 2018 <b>Example: 142 hours</b>
<a href="#">Wahpeton 37</a>	Zimmerman Elem School	PK	Mar 12, 2018	May 24, 2018 <b>Example: 140 hours</b>

### 3.3 PK/Kindergarten Program Section Code (PSC)

The North Dakota Fall/Spring Submission Information tab in PowerSchool (Figure 3.1 below) is also where you will find your PK/Kindergarten Program Section Code (PSC). This must match the PSC that was submitted with your STARS Fall Calendar. Follow the steps below to confirm your PK/Kindergarten PSC in your STARS Fall Calendar.

You are no longer required to have a PSC for your Kindergarten sections, but if one is used, it must match the PSC submitted with your fall calendar. Districts that are part of the **Early Childhood Education Grant**, *must* have a PSC associated with the respective pre-school program.

The screenshot shows the 'North Dakota Fall/Spring Submission Information' form. At the top, it displays '10 201801 DAHS'. Below this are several tabs: 'General', 'Fall/Spring Submission', 'ELL/Imm/Ref', 'IEP/Special Ed', 'Title I', 'Migrant', 'Homeless', 'Military Info', 'Opt-out Info', and 'CRDC'. The 'Fall/Spring Submission Information' tab is active. The form contains the following fields:

- Current Resident Educational Entity: Drake (25057) \*
- HS Units:
- 21st Century:
- CTB Label Group:
- Program Section Code:  (circled in red)
- Student With Child:
- Displaced Homemaker:
- Received GED:
- Direct Cert:
- Date Approved to Graduate with Optional Curriculum: MM/DD/YYYY
- Date Civics Test Passed: MM/DD/YYYY

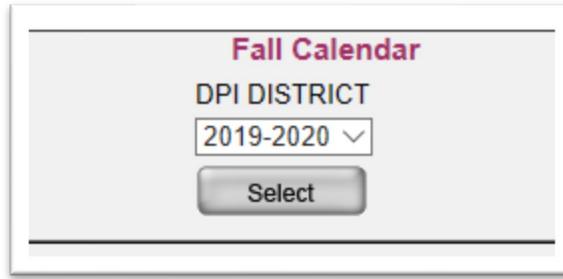
**Step 1.** Click on Fill Out Reports

**Step 2.** Click on the + in front of the School Calendar folder to expand the folder in order to see your Fall and Spring Calendar

**Step 3.** Click on the + in front of your Fall Calendar and choose your district

The screenshot shows the 'Fill Out Reports' interface. On the left is a navigation menu with sections: 'Reports', 'Security', and 'System'. The 'Reports' section is expanded, showing 'Fill Out Reports', 'Report Status', and 'Output Reporting'. The 'Security' section includes 'My Account', 'Manage Users', and 'DPI - Manage Users'. The 'System' section includes 'Announcements', 'File Sharing', 'Shadow', and 'Automated File Transfer'. On the right, the 'Fill Out Reports' page is displayed. It contains a disclaimer: '\* Disclaimer for report submissions and electronic signatures. I hereby certify that the school identified meets all statutory requirements for electronic signatures and any submission of electronic signatures.' Below the disclaimer is a tree view of reports. The 'School Calendar' folder is expanded, showing 'Fall Calendar' and 'Spring Calendar'. The 'Fall Calendar' is selected, and a sub-menu is visible showing 'DPI DISTRICT (Ourtown) 99-999' and 'Sorina Calendar'.

**Step 4.** Select the desired school year and hit “Select”



Fall Calendar  
DPI DISTRICT  
2019-2020 ▾  
Select

**Step 5.** Choose the PK/Kindergarten tab



Fall Calendar  
Calendar ↑  
PK/Kindergarten ↑

**Step 6.** Verify your PK/Kindergarten PSC. This is the code that needs to be input into the Power School box shown down in Fig. 3.1, for the students in the specific programs.

<u>Section Name</u>	<u>Section Code</u>
<u>Kindergarten</u>	K2019
<u>Pre-K</u>	PK201

### 3.4 Homeschool Data

All homeschoolers should have an application filed with your district office. Use that application to fill in whatever homeschool data you have. The program days should equal the number of educational days between the students begin and end date. For students enrolled for the full year, it should be **175** (or the number of instructional days offered for students the district is educating).

If the student was only homeschooled for a portion of the year, count the number of school days (from school calendar) that were conducted within that specific date range. If the program is NOT monitored by the district you most likely will not have any further data. If it is a 'Monitored' program, then you must fill-in all the blocks. Be sure to click 'Save' after any changes are made.

If the student did come in for some course, you will need to course enroll the student in those courses (**Section 3.2**)

Home School	
Program Days:	161
Parent Qualification:	High School Education
Monitoring:	No Monitor
Testing Type:	
Test Name:	
Other Test Name:	
Test Score:	
Parent has notified the school district that they are claiming exemption for their child to take a standardized achievement test based on NDCC.	<input type="checkbox"/>

### **3.5 Helpful Hints for easy 'On-Time' submittal of you Spring Report:**

- **Ensure Begin dates between PS and STARS match, and Never change Begin dates in Power School without consulting with Edutech!** This causes duplications in STARS that need to be manually cleaned up
- After Fall Report submittal, make it practice to run a Validation Report monthly and correct the errors immediately (**Section 5**). This will ensure that these errors don't 'pile-up' throughout the entire year. Also serves as an "early warning" system alerting you to possible Power School to STARS Automated File Transfer issues
- Learn the Export/Import data method (**Section 7**) for mass edits. Allows you to import .csv Excel documents, eliminating the need to go into each students' records
- Enter data such as: home school info, career interest inventories, CTE and all course data...as soon as you know it

Accurate and timely submission is crucial. Deadline is **June 30th**.

## 4 Summer School Enrollment

The summer school report is a 'stand-alone' report that **does not have any data transfer from PowerSchool**. All courses, students, and hours need to be directly input into STARS. Courses are input through the summer school application process with the School Approval and Opportunity unit. The exceptions are, ESY and Migrant. These courses do not require approval and will be displayed on your "Reported On" – Enrollment screen.

Once applications are received, reviewed, and approved, the courses get loaded into your MIS03 and will appear in your summer school report.

### Plant Courses

Alternative education courses must be added so they are ava

Plant:

Course Type:

Reported On:

Number	Name
<a href="#">00034</a>	Special Ed Extended Sch Yr(ESY)
<a href="#">00034</a>	Special Ed Extended Sch Yr(ESY)

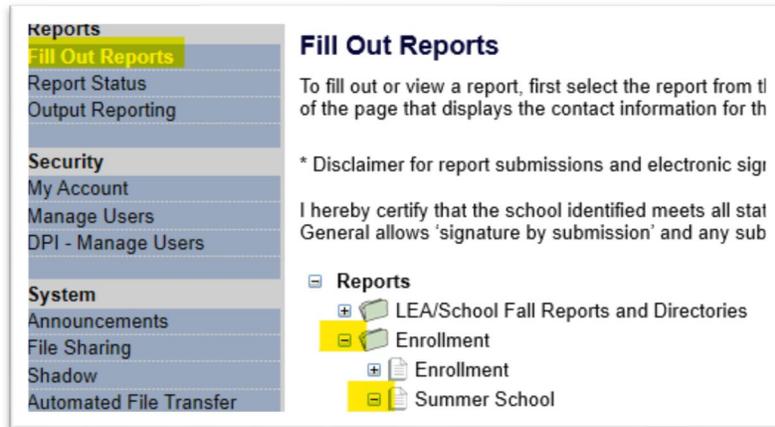
**If you do not see your MIS03 courses in the summer school report, it most likely means the application process was missed.**

Only the students that are taking summer school courses must be manually 'rolled-over' from the regular school year report, into your summer school report. Follow the steps below to rollover your students from your Spring report to your Summer School report:

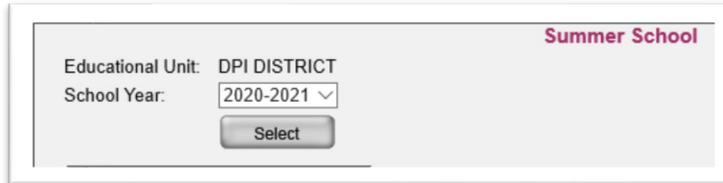
## 4.1 Rollover

You will need to 'rollover' students from the regular school year to the summer school so you can work with them in STARS

**Step 1.** Choose 'Summer School' from your Fill Out Reports page. Then select your district



**Step 2.** Select current summer school year. (anything after graduation is considered the next school year)



**Step 3.** Click on 'Import/Rollover' then on the next screen, click Rollover from Last Year.



**Note:** Unfortunately, you will have to do each grade separately. Fill out the appropriate boxes, according to what you want to rollover then click 'Search'.

**Note:** If student is taking a remedial class, rollover from current grade level, into the same grade level. Also remember that some courses have a specific grade ranges. Do not rollover a student to the next grade if it's going to cause a validation error for that course.

**Import/Rollover**  
[Import from File](#) | [Rollover from Last Year](#)

Select the plant and grade to roll from and into then click "Search" to display the st and click the "Rollover" button on the left.

**Roll From**  
Plant:   
Grade:

**Roll Into**  
Plant:   
Grade:  **WARNING: The selected grade is not the same or next grade.**  
Start Date:   
End Date:

**Note:** STARS should pull up the previous school year's grade level of students. You only need to rollover those students that are taking summer school courses. Place a check mark in front of all the names you want to rollover and click 'Rollover'.

**Tools**  
State Student Search  
Versions  
**Import/Rollover**  
Export  
**Functions**  
  
[Print Page](#)  
[Help](#)

**Roll From**  
Plant:   
Grade:

**Roll Into**  
Plant:   
Grade:   
Start Date:   
End Date:

<input checked="" type="checkbox"/>	Last Name	First Name
-------------------------------------	-----------	------------

**Note:** STARS will inform you of the status of the Rollover.

**Import/Rollover**  
[Import from File](#) | [Rollover from Last Year](#)

Select the plant and grade to roll from and into th and click the "Rollover" button on the left.

**Rollover From Last Year Status**  
Date: Jul 22, 2020

Attempted: 1  
Successful: 1  
Failed: 0

## 4.2 Driver's Education

Driver's Ed is one of the most common summer school courses. It is found under your HS Plant and the MIS03 courses. It is a **42-hour course** that consists of **30 hours of Classroom** and **12 hours of Behind the Wheel** instruction.

### Plant Courses

Alternative education courses must be added so they

Plant:

Course Type:

Reported On:

Number	Name
<a href="#">05071</a>	English 9
<a href="#">05072</a>	English 10
<a href="#">05073</a>	English 11
<a href="#">11004</a>	Mathematics 7
<a href="#">11005</a>	Mathematics 8
<a href="#">11031</a>	Algebra I
<a href="#">11145</a>	Consumer Mathematics
<a href="#">13020</a>	Biology
<a href="#">15008</a>	US History 7-8
<a href="#">15085</a>	U.S. History
<a href="#">15089</a>	World History
<a href="#">21012</a>	DriverEd: Classroom Only
<a href="#">21012</a>	DriverEd: Classroom Only
<a href="#">21013</a>	Driver Ed: BTW Only
<a href="#">21013</a>	Driver Ed: BTW Only

### Plant Course

View or edit the alternative education course details for the plant.

[Return to Courses](#)

Plant: High School

Course: 21012 - DriverEd: Classroom Only

Course Type: High School Summer School

Instruction Hours: 30

Credits Issued: (1/4) Credit

Period:

Plant Course ID: 21012

Plant Course Name: DriverEd: Classroom Only

Plant Course Section: 9262101214259

### Plant Courses

Alternative education courses must be added so they

Plant:

Course Type:

Reported On:

Number	Name
<a href="#">05071</a>	English 9
<a href="#">05072</a>	English 10
<a href="#">05073</a>	English 11
<a href="#">05074</a>	English 12
<a href="#">06214</a>	Level IV Spanish
<a href="#">06294</a>	Level IV German
<a href="#">08030</a>	General PE
<a href="#">08030</a>	General PE
<a href="#">11031</a>	Algebra I
<a href="#">13030</a>	Physical Science
<a href="#">14096</a>	Word Processing
<a href="#">14098</a>	Desktop Publish
<a href="#">15020</a>	Area Studies
<a href="#">15044</a>	JROTC
<a href="#">15089</a>	World History
<a href="#">17100</a>	Construction Tech I
<a href="#">21016</a>	Dr Ed:Clstrm/BTW/Range
<a href="#">21016</a>	Dr Ed:Clstrm/BTW/Range
<a href="#">21016</a>	Dr Ed:Clstrm/BTW/Range

### Plant Course

View or edit the alternative education course details for the plant.

[Return to Courses](#)

Plant: High School

Course: 21016 - Dr Ed:Clstrm/BTW/Range

Course Type: High School Summer School

Instruction Hours: 42

Credits Issued: (1/4) Credit

Period:

Plant Course ID: 21016

Plant Course Name: Dr Ed:Clstrm/BTW/Range

Plant Course Section: 9662101628072

Driver's Ed can be split into two sections; **Classroom Only**, and **Behind-The-Wheel (BTW)**, as pictured above, or the course can also be combined into a **single 42-hour course** as pictured below (recommended).

### Plant Courses

Alternative education courses must be added so they

Plant:

Course Type:

Reported On:

Number	Name
<a href="#">05071</a>	English 9
<a href="#">05072</a>	English 10
<a href="#">05073</a>	English 11
<a href="#">05074</a>	English 12
<a href="#">06214</a>	Level IV Spanish
<a href="#">06294</a>	Level IV German
<a href="#">08030</a>	General PE
<a href="#">08030</a>	General PE
<a href="#">11031</a>	Algebra I
<a href="#">13030</a>	Physical Science
<a href="#">14096</a>	Word Processing
<a href="#">14098</a>	Desktop Publish
<a href="#">15020</a>	Area Studies
<a href="#">15044</a>	JROTC
<a href="#">15089</a>	World History
<a href="#">17100</a>	Construction Tech I
<a href="#">21016</a>	Dr Ed:Clstrm/BTW/Range
<a href="#">21016</a>	Dr Ed:Clstrm/BTW/Range
<a href="#">21016</a>	Dr Ed:Clstrm/BTW/Range

### Plant Course

View or edit the alternative education course details for the plant.

[Return to Courses](#)

Plant: High School

Course: 21016 - Dr Ed:Clstrm/BTW/Range

Course Type: High School Summer School

Instruction Hours: 42

Credits Issued: (1/4) Credit

Period:

Plant Course ID: 21016

Plant Course Name: Dr Ed:Clstrm/BTW/Range

Plant Course Section: 9662101628072

Refer to page Course Enrollment for guidance on adding students to this course.

## 5 STARS Validation Report & Errors

A **validation report** is STARS way of alerting the user(s) that there are data errors within a students' record. It is encouraged that a validation report is run on a monthly basis. This helps keep you aware of trends in your data, and allows you to start correcting errors, before you have a massively, large list.

When applicable, **always make your changes/updates in PS and let them transfer into STARS.**

This Appendix is designed to provide you a quick reference for identifying these validations and a trouble-shooting guide to correcting the errors. ***Cleaning up your validation errors alone, does not mean your report is accurate!*** STARS validation errors are a great tool, but they only alert you to errors with data that is *in* STARS. It does nothing to alert you to data that may be missing or incomplete.

### 5.1 Validation Summary

 = Error Message (All error messages must be resolved before submission.)

 = Warning Message

 = The Inter District validation indicates a student who is in more than one District with begin dates that overlap.

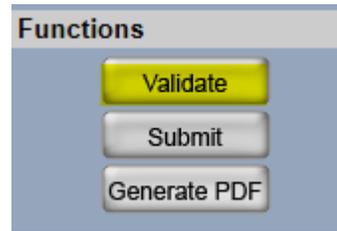
Coordination with corresponding district is required to share information and accurately align dates. Contact that district before requesting assistance or submitting helpdesk ticket

The below examples of warnings are designed to just 'ask the question'. If you don't have any students with these classifications, simply disregard the warning. If you do have students with these classifications, it must be properly marked in their record.

- = The Section 504 plan (Special Population 504) validation warning will always be displayed if there are no students coded as Section 504 plan (Special Population 504).
- = The homeless validation warning will always be displayed if there are no students coded as homeless.
- = The National School Lunch Program validation warning will always be displayed if there are no students coded as participating in the National School Lunch Program.
- = The Title I validation warning will always be displayed if there are no students coded as Title I
- = The disability (Special Population IEP) validation warning will always be displayed if there are no students coded as having a disability (Special Population IEP).
- = The migrant validation warning will always be displayed if there are no students coded as migrant

## 5.2 Running a Validation Summary Report

**Step 1.** From the enrollment screen, select the 'Validate' button from the left side menu. This will only be visible if you have not submitted your enrollment report

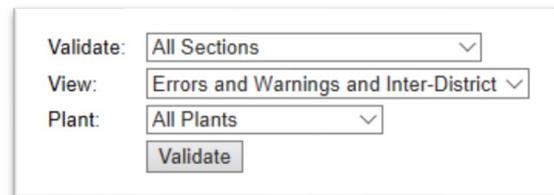


**Step 2.** You can narrow down your validation results by specifying the Validate, Views, and Plants

**Validate** allows you to select a specific error category. The default is 'All Sections'. If you are not sure, leave it as All Sections

**View** allows you to select a type of error. The default is "Errors and Warnings and Inter-District". If you are not sure, leave it as Errors and Warnings and Inter-District. The selection "Errors and Inter-District" will show you everything that will prevent you from submitting.

**Plant** allows you to select a specific plant (if you have multiple plants in your district). Default is "All Plants". If you are not sure, leave it as All Plants.

A screenshot of a validation form. It has three dropdown menus: "Validate:" with "All Sections" selected, "View:" with "Errors and Warnings and Inter-District" selected, and "Plant:" with "All Plants" selected. Below the dropdowns is a "Validate" button.

**Step 3.** Hit the Validate button

A screenshot of the same validation form as in the previous step. The "Validate" button is now highlighted in yellow.

**Step 4.** Hit the 'Check for Results' link. If system is running slow, it may require multiple clicks on "Check for Results"

The validation is being processed...  
Click on the "Check for Results" link periodically to see if the validation processing is complete.  
[Check for Results](#)

### 5.3 Validation Errors – Troubleshooting

#### 5.3.1 EL Errors

<p><i>The Plan Manager for the LEP student is required</i></p> <p>Need to load a Plan Manager license number</p>	<p><b>Student Detail Record</b> (To remove detail record, remove Plan Manager, ILP Date  Plan Manager (License Number): <input type="text" value=""/></p> <p>Individualized Language Plan Date: <input type="text" value=""/></p> <p>Parent Refused EL Services: <input type="checkbox"/></p> <p>Parent Refused Access Test: <input type="checkbox"/></p>
<p><i>At least one LEP Program enrollment must be provided</i></p> <p>Need to select at least one of the Program Enrollment options</p>	<p><b>Program Enrollments</b></p> <p>EL Bilingual <input type="checkbox"/></p> <p>Mixed Bilingual <input type="checkbox"/></p> <p>EL Instruction in English <input type="checkbox"/></p> <p>Content-Based EL <input type="checkbox"/></p> <p>Newcomer Program <input type="checkbox"/></p> <p>No Support <input type="checkbox"/></p>
<p><i>The ILP Date must be updated annually, ILP Date must be with current year</i></p> <p>Need to enter the latest (Individual Language Plan) ILP Date</p>	<p><b>Student Detail Record</b> (To remove detail record, remove Plan Manager, ILP Date  Plan Manager (License Number): <input type="text" value=""/></p> <p>Individualized Language Plan Date: <input type="text" value=""/></p> <p>Parent Refused EL Services: <input type="checkbox"/></p> <p>Parent Refused Access Test: <input type="checkbox"/></p>

**North Dakota ELL State Information**

10 201801 DAHS

General | Fall/Spring Submission | **ELL/Imm/Ref** | IEP/Special Ed | Title I | Migrant | Homeless | Military Info | Opt-out Info | CRDC

---

**Immigrant Information**

Immigrant

US Entry Date

Origin Country Code

**Refugee Information**

Refugee

**ELL Information**

Enrolled in ELL

Native Language

ELL Enrollment Date

ELL Exit Date

Parent Refused ELL Services

Teacher License Number

ILP Date

### 5.3.2 Alt Ed Error

*A student cannot be marked Alt Ed if the School is not approved for Alt Ed*

Need to verify your organization has an approved Alt Ed program if this box is checked

#### Special Programs

- Alternative Education
- NS Lunch Program
- Coordinated Early Intervening Services (CEIS)
- SLIFE
- Section 504
- Gifted and Talented
- Military

### 5.3.3 Overlap Error- Within District or Across Districts

*Overlapping student enrollment within the District*

Need to update either the End Date or Begin Date

Begin Date	End Date
Aug 21, 2019	May 22, 2020
Aug 22, 2019	May 22, 2020

*Overlapping student enrollment across Districts*

Need to work with other district to update either the End Date or Begin Date

Begin Date of second record needs to be at least one day after the End date of first record

### 5.3.4 PK Errors

*Student must be at least 3 years old to be marked as Special Education*

They must only be marked “Send to Tienet”, until they are **3yrs old**. Once they begin receiving services, record should be marked Special Education and assigned a SE Unit. Once this is done, record automatically gets sent to Tienet

If the PK student needs to be sent to Tienet for evaluation over the summer months, they may need to be enrolled in Summer School

Send To Tienet: To access INITIAL EVALUATION an  
**Special Education**

### 5.3.5 Homeless Errors

*A Primary nighttime residence must be selected*

Need to enter a nighttime residence

**Homeless**  
DPI Contact: Beth Larson-Steckler, 701-328-3544, [esteckler@nd.gov](mailto:esteckler@nd.gov)

Unaccompanied:   
McKinney-Vento Funds:

**Student Information**  
 Family requests no services.  
Primary Night Time Residences:

*A student who is homeless must also be NS Lunch*

Need to mark NS Lunch for students marked as homeless

**Special Programs**

Alternative Education  Section 504  
 **NS Lunch Program**  Gifted and Talented  
 Coordinated Early Intervening Services (CEIS)  Military  
 SLIFE

### 5.3.6 Direct Cert errors.

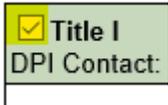
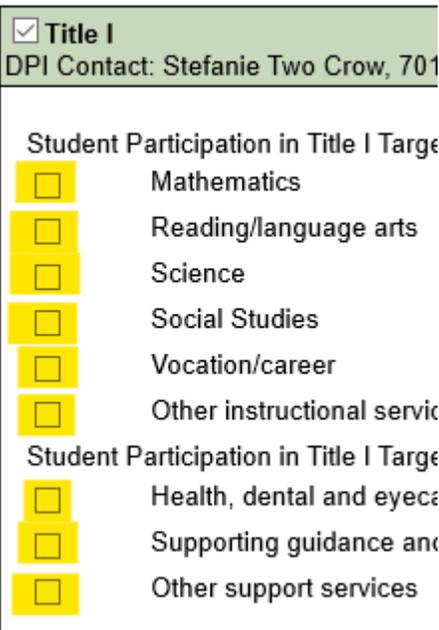
*If a student is Direct Cert, then they must also be NS Lunch*

Need to mark NS Lunch for students who are Direct Certified

**Special Programs**

Alternative Education  Section 504  
 **NS Lunch Program**  Gifted and Talented  
 Coordinated Early Intervening Services (CEIS)  Military  
 SLIFE

### 5.3.7 Title 1 Errors

<p><i>School is not marked as Title 1 Schoolwide or Title 1 Targeted Assistance</i></p> <p>Need to remove the Title 1 mark</p>	
<p><i>Student is a Schoolwide school must be marked Title 1</i></p> <p>Need to check this box, but no services should be checked</p>	
<p><i>Student marked Title 1 in a Targeted Assistance school must have at least one Targeted service indicated</i></p> <p>Need to check this box, and at least one of the services</p>	

#### ND Title I Programs

10 201801 DAHS

General | Fall/Spring Submission | ELL/Imm/Ref | IEP/Special Ed | **Title I** | Migrant | Homeless | Military Info | Opt-out Info | CRDC

[New](#)

Start Date	End Date	Exit Reason	Comment	MA	LA	SC	SS	VC	OI	HD	GA	OS									
<p><b>Title I Targeted Assistance Programs Instructional/Support Services</b></p> <p><b>Codes:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">MA - Mathematics</td> <td style="width: 33%;">LA - Reading/Language Arts</td> <td style="width: 33%;">SC - Science</td> </tr> <tr> <td>SS - Social Studies</td> <td>VC - Vocational/Career</td> <td>OI - Other Instructional Services</td> </tr> <tr> <td>HD - Health, Dental and Eye Care</td> <td>GA - Supporting Guidance/Advocacy</td> <td>OS - Other Support Services</td> </tr> </table>													MA - Mathematics	LA - Reading/Language Arts	SC - Science	SS - Social Studies	VC - Vocational/Career	OI - Other Instructional Services	HD - Health, Dental and Eye Care	GA - Supporting Guidance/Advocacy	OS - Other Support Services
MA - Mathematics	LA - Reading/Language Arts	SC - Science																			
SS - Social Studies	VC - Vocational/Career	OI - Other Instructional Services																			
HD - Health, Dental and Eye Care	GA - Supporting Guidance/Advocacy	OS - Other Support Services																			

### 5.3.8 Dropout Errors

*If Special Ed Exit Code is 'Dropped Out' then the membership exit code must be 'Drop Out'*

This will require communication with your Special Ed unit. They shouldn't be marking 'Dropout' unless the student dropped entirely out of HS

### 5.3.9 Program Section Code Error

	Student School Year Detail Grade	Program Section	Kindergarten student must have a program section identified.
---	----------------------------------	-----------------	--

Refer to section 3.3

### 5.3.10 Undocumented Transfer Error (see pg. 9 for more detailed explanation)

Last	First	StateID	Sub Section	Item	Data	Description
	UndocumentedTransfer		UndocumentedTransferItems			Please resolve Undocumented Transfers.

Refer to section 2.5

## 6 Add New Students/Enrollment & Exit Codes

### 6.1 Adding student in PowerSchool

If a student needs to be assigned a new State ID, allow at least two days for records transfer process between PS and STARS. Should only take a day otherwise. Refer section 1.1 suspect a problem with the record transferring.

You will need

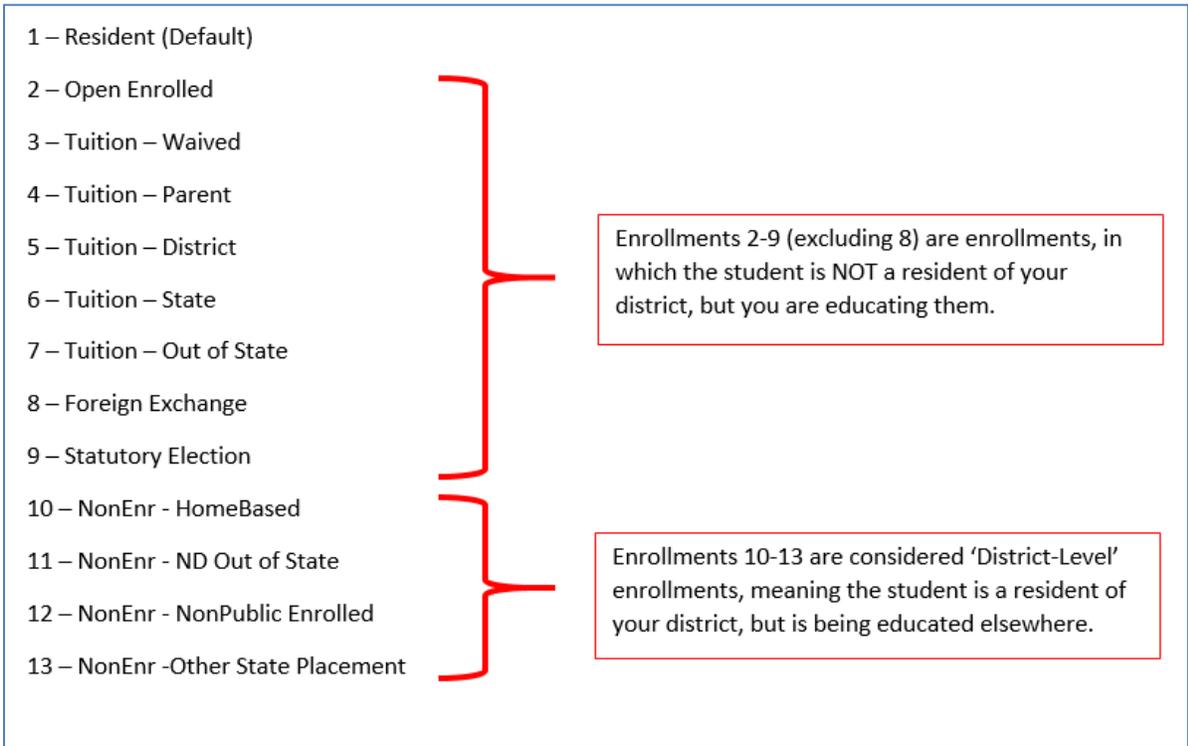
- Students full legal name
- Gender
- Enrollment Date
- Full Time Equivalency
- Entry Code (same as STARS Enrollment Code)
- District of Residence

The screenshot shows the 'Start Page' of the PowerSchool system. On the left is a navigation menu with sections: Functions (Attendance, Daily Bulletin, Enrollment Summary, Master Schedule, Dashboard, Special Functions, Teacher Schedules), Reports (System Reports, ReportWorks), and People (Student Search, Staff Search, Parent Search, Enroll New Student, New Staff Entry, New Parent Entry). A red arrow points to 'Enroll New Student'. The main content area has tabs for 'Students', 'Staff', and 'Parents'. Below the tabs is a search bar with a magnifying glass icon and a keyboard layout (A-Z, 0-9, M, F, All, Stored Searches, Stored Selections). A section titled 'Current Student Selection (1)' shows a search result for 'Student'. At the bottom, there is a 'What's New' section.

The screenshot shows the 'Enroll New Student' form. A red oval at the top right contains the text 'Must fill in all places with \* sign.' Red arrows point to the following fields: Student's Name (Last, First Middle), Gender, Enrollment date, Full-Time Equivalency, Entry Code, District of Residence, and Fee Exemption Status. The form includes sections for Student Information and ND State Information. The Student Information section contains fields for Student's Name, DOB (MM/DD/YYYY), Gender, Student number, Social Security Number, Phone Number, Enrollment date, Full-Time Equivalency, Grade Level, Entry Code, Track, District of Residence, Fee Exemption Status, and School. The ND State Information section contains fields for Program Section Code, Transfer From State, Transfer From City, and Transfer From School.

## 6.2 Enrollment Codes

Generally, the funding follows the students and goes to the educating district.



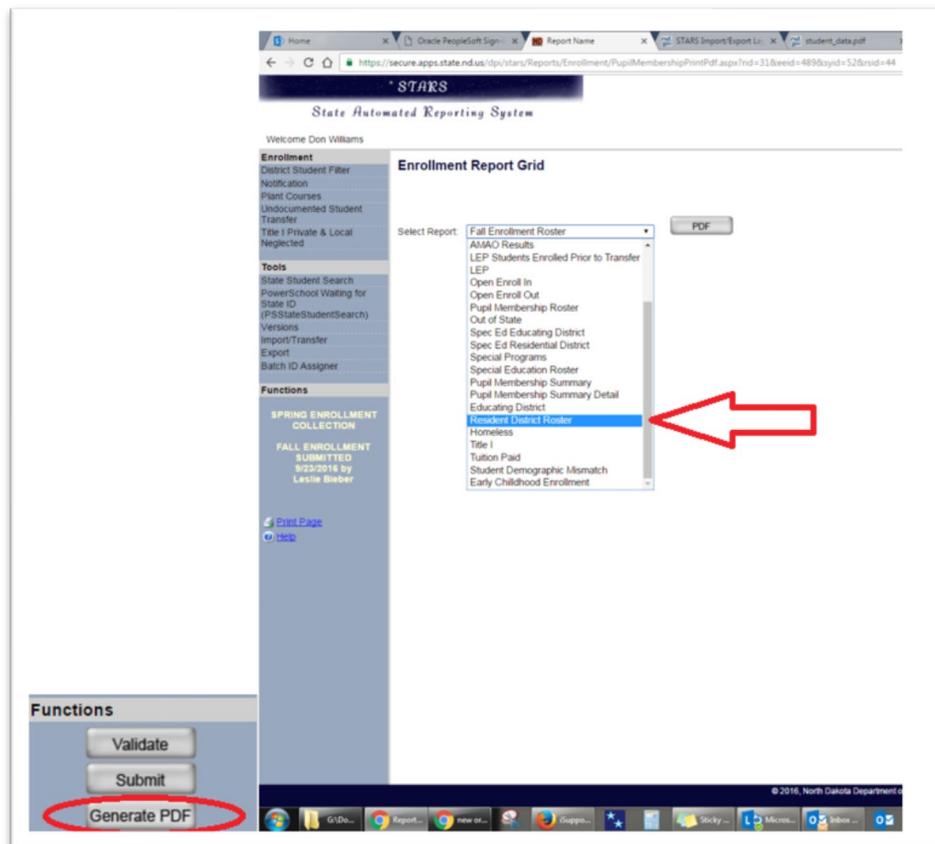
### 6.2.1 Enrollment Code Selection Matrix

Enrollment Code	Student Educational Situation	Plant Serving	Resident District
1 – Resident	Student reside in your district and attends school at one of your LEAs	Your LEA (school the student is physically attending)	Your District
2 – Open Enrolled	Students <b>has met</b> the requirements for Open Enrollment and is being educated at your District	Your LEA (school the student is physically attending)	Resident District (not yours)
3 – Tuition Waived	Student <b>has not met</b> requirements for Open Enrolled, but the Educating District <b>is not</b> charging Tuition	Your LEA (school the student is physically attending)	Resident District (not yours)
4 – Tuition Parent	Student <b>has not met</b> requirements for Open Enrolled, but the Educating District <b>is</b> charging Tuition (educating district intends to charge the parent)	Your LEA (school the student is physically attending)	Resident District (not yours)
5 – Tuition District	Student <b>has not met</b> requirements for Open Enrolled, but the Educating District <b>is</b> charging Tuition (educating district intends to charge the Resident District)	Your LEA (school the student is physically attending)	Resident District (not yours)
6 – Tuition State	Student is deemed State Responsible and is being educated at your district	Your LEA (school the student is physically attending)	State Responsible
7 – Tuition Out-of-State	Student’s resident district is not in North Dakota and the District is charging tuition to that out-of-state district	Your LEA (school the student is physically attending)	Out of State

<b>Enrollment Code</b>	<b>Student Educational Situation</b>	<b>Plant Serving</b>	<b>Resident District</b>
8 – Foreign Exchange	Student is part of the Foreign Exchange program	Your LEA (school the student is physically attending)	Out of State
9 – Statutory Election	Only used when a district is in dissolution. Those district students can attend any public school they elect to attend, without needing to go through the Open Enrollment process. (Rarely used)		
10 – NonEnrolled – Home Based	Student is home schooled	Resident District	Resident District
11 – NonEnrolled – ND Out of State	Student is attending an Out-of-State School	Resident District	Resident District
12 – NonEnrolled – Non-Public	Student is attending a Non-Public school	Resident District	Resident District
13 – NonEnrolled – Other State Placed	Student is placed at a State Licensed Facility	Resident District	Resident District

### 6.3 Helpful Hints for Enrollment

- All resident district students need to have a STARS enrollment record. Either in your districts', or the educating districts' enrollment record.
- Enrollment records cannot overlap. Always coordinate with gaining/losing district to ensure End/Exit dates are correct. Enrollment dates are based on physical attendance, not when request or paperwork is received.
- Foundation Aid always follows the student to the educating district. Exception to this rule is if the student is placed in an In State or Out of State, privately funded facility. For more information on tuition, follow this link: <https://www.nd.gov/dpi/SchoolStaff/SchoolFinance/Tuition/>
- For a report on all your 'Resident' district students, that are being educated elsewhere, click the Function Button labeled "Generate PDF" and choose "Resident District Roster" from the pull-down menu on the next screen.



## 6.4 Exit Codes

- 1- Graduate
- 2- Drop out
- 3- Deceased
- 4- Transferred out of district
- 5- Transferred within district
- 6- Continued (default)
- 7- Reached maximum age for services
- 8- DeleteRecordIndicator- No Show
- 9- DeleteRecordIndicator- Bad Enrollment
- 10- DeleteRecordIndicator- Super

The proper exit code should always be used to accurately depict why a student's enrollment record was ended on that Exit Date. If an Exit Code is not accurately reported or updated, STARS may alert you with an Undocumented Student Transfer error (Section 2.5) the following school year.

### Graduation Rate and Cohorts

It is important to mark all Dropouts accurately. ESSA established that if a student drops out and later obtains their GED (before age 22), the district they dropped out of, will receive credit in their Grad Rate report for that cohort. This is only recorded accurately, if the Dropout Exit Code is used accurately.

#### 6.4.1 Exit Codes Selection Matrix

<b>Exit Code</b>	<b>Student Educational Situation</b>
1 – Graduated	Student has met all requirements for graduation
2 – Dropout	Student is not working toward a district diploma
3 – Deceased	Student is deceased
4 – Transferred Out-of-District	Student has moved to another District
5 – Transferred within District	Student has moved to another school within the same resident district or student has changed status but stayed within the same resident district (like going Homeschooled)
6 – Continued	Student continues to attend your school
7 – Reached Maximum Age	Student has reached the age of 21 (if they turn 21 within the school year, they can complete the year)

## 7 Export/Import Technique

Learning how to use the STARS Export/Import tool could save you a great deal of time. Instead of having to go into each student's enrollment record, or do 'Mass Edits' within STARS; you can Export an Excel spreadsheet, populate the spreadsheet, save, and re-import it back into STARS. There are numerous templates and Export/Imports, depending on what specific data you are trying to populate.

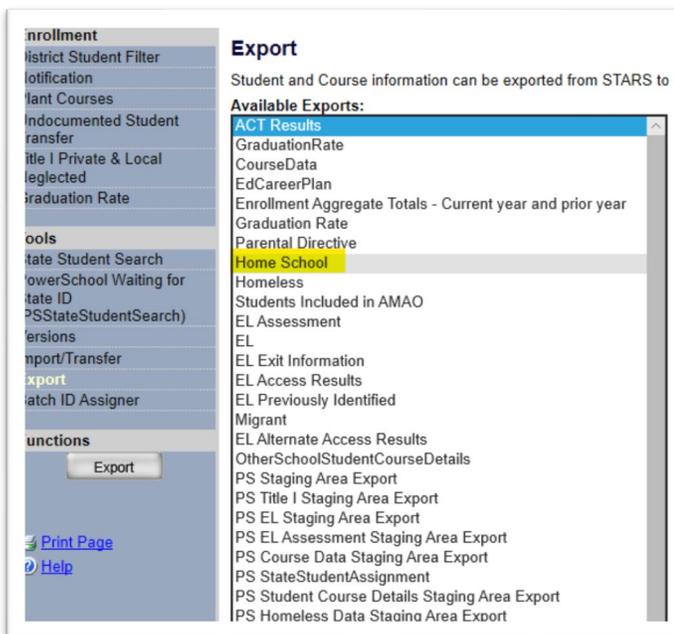
All available templates can be found at <https://www.nd.gov/dpi/data/stars>

These templates give you a visual depiction of the necessary data fields that STARS requires for a particular Export/Import.

When you do an Export in STARS, it will only extract the data fields (or column headings) that are pertinent to that Export.

The example below, walks you through how to load information on home-school students. This is just one example, but there are many applications and opportunities to utilize the Export/Import method, and the steps remain the same for all Export/Imports.

**Step 1** In STARS enrollments, select Export (under Tools section), then select Homeschool (for this example)



**Step 2** Select Export (under Functions section)



**Step 3** the system will export a .CSV (Excel file)

You can now enter the information into the spreadsheet (leave file in CSV format)

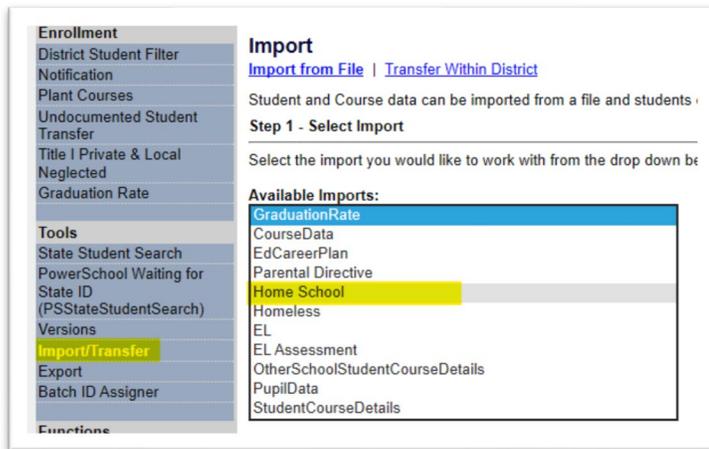
Once you've made all changes and updates, save the file in a place you will be able to access

**Step 4 – Import the file**

Select Import/Transfer (under the Tools Section)

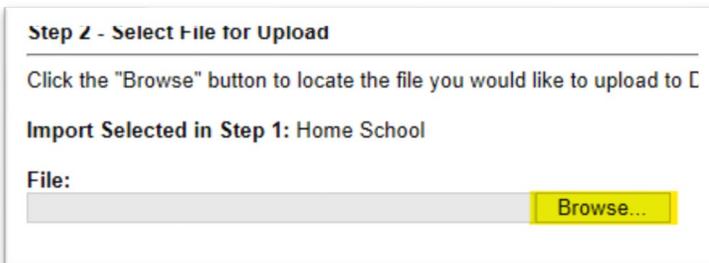
Select the import (in this example Home School)

Select 'Next' on the right side of the screen



**Step 5** Select Browse and find the location you saved the CSV file

Select 'Next' on the right side of the screen



The system will allow you to 'Check Results' of the import. If it gives you errors, it means that the data was not able to be imported and you will have to check your changes for errors. If you can't find or correct the errors, submit an **Edutech iSupport helpdesk ticket**, explaining that you are having trouble with a STARS Import failure.

<http://www.edutech.nodak.edu/services/>.

## 8 South Dakota Cross-Border Agreement

[15.1-29-02.1](#) governs our cross-border agreement with South Dakota. This only pertains to those districts that share a border with SD. The overall concept is to do an annual 'state-level' reconciliation between NDDPI and South Dakota's Department of Education. Whichever state is found to be educating more cross-border students (based on ADM and Special Ed contracts), is paid one lump-sum from the other state. It's typically done around the December-January timeframe and it reconciles the previous years' enrollments.

**Step 1** Ensure that all students are input into STARS correctly

ND resident students attending a SD school should have an enroll status of '*NonEnroll – ND Out of State*'

SD resident students attending a ND school should have an enroll status of '*Tuition – Out of State*'

At the end of the school year you will need to go in and manually enter Days Absent/Days Present in STARS for ADM to be generated

### EXAMPLES:

#### ND resident student, attending a SD school

Enrollment	
Plant Serving:	Hettinger 13
Begin Date:	08/20/2015
Grade:	12
Resident District:	Hettinger 13
Enrolled Status:	NonEnr-ND Out of State
End Date:	05/25/2016
Exit Code:	Continued

#### SD resident student, attending a ND school

Enrollment	
Plant Serving:	Ellendale Public School
Begin Date:	08/24/2015
Grade:	6
Resident District:	Out of State
Enrolled Status:	Tuition – Out of State
End Date:	05/25/2016
Exit Code:	Continued

**Step 2** If a ND district is educating a SD Special Ed student; Work with serving Special Education unit(s) to ensure there is a Spec Ed contract input into the Student Contract system in ND Teach. That cost needs to be captured in-order to withhold it from the reconciled payment

**Step 3.** NDDPI reviews the STARS enrollment and Spec. Ed. contracts

**Step 4.** ND districts are provided a copy of the cross-border report.

**Step 5.** The district will review for completeness and accuracy and report any changes, additions or subtractions to NDDPI

**Step 6.** NDDPI provides a copy of the report to South Dakota Dept. of Ed. for their review.

**Step 7.** When returned from the SD review, any changes, additions or subtractions suggested by SD, are presented to the ND districts for confirmation or dispute.

**Step 8.** Once all disputes are reconciled and both States agree, NDDPI makes final calculations and either submits a check to South Dakota (SD typically educates more ND students, then vice versa), or SD writes a check to ND.

**Step 9.** All costs and/or reimbursements are then factored into the foundation aid payments for the affected ND district(s) and adjustments should be noticed in subsequent foundation aid payments.

## 9 Ed Career Planning Import

**Note:** If you're not experienced with Microsoft Excel, you may need some assistance

**Step 1.** It's quickest and easiest to enter 1 student's Career Interest Inventory, manually first

Go into your STARS Enrollment, District Student filter and search for a student that you want to input manually

It will limit the search if you put in a grade range

At this point, **do not** select 'Ed Career Planning'. This will filter by students that already have the program checked

**Students**

Enter the filter criteria and click Filter to retrieve the students matching the criteria. To search for a student, enter the student's last name in the Last Name Begins With field. After the students have been displayed, click on the student's last name to view the student record.

Check to return only the most recent student detail record for a student.

Plant: [No Plant Filter] (v)

Grades: [ ] (ex. "K,1-3" or "9-11" or "PK,4,5-8")

Last Name Begins With: [ ]

State ID: [ ]

Start Date: [ ] End Date: [ ]

Exit Code: [Select all exit codes] (v)

Special Ed:  Section 504:  Refugee:  Alternative Ed:   
 NS Lunch Program:  Open Enrolled:  BIE:  21st Century:   
 Title I:  Home School:  Migrant:  Homeless:   
 Immigrant:  EL:  CTE:  Direct Certification:   
 Ed Career Planning:  Military:  Foster Care:

[Filter]

**Step 2.** Get into that students' "Student School Year Record"

**Student School Year Record - Luke Skywalker**  
[Student School Year Record](#) | [Course Enrollment](#)

The student's school year detail record includes information on the student's enrollment as well as the special program name and fill out the information displayed within the special program's information section. To remove a record, click [Return to Student](#).

**Skywalker, Luke**  
 State ID: 3441990817, DOB: May 15, 2004, Age: 16, Gender: Male  
 Ethnicity: Not Hispanic or Latino, Race: White

**Enrollment**

Plant Serving:	DPI PLANT
Begin Date:	08/22/2019
Grade:	10
Resident District:	DPI DISTRICT
Enrolled Status:	Open Enrolled
End Date:	10/01/2019
Exit Code:	Transferred within district

**District Details**

CTB Label Group: (ie. Teachers Name (format: Last, First) or Teacher and ClassID)  
 \*\*This record was last updated in Stars.

**Step 3.** 'Check Out' the record and manually input that student's Career Interest Inventory data.

**Check Out**

Validate

Submit

Generate PDF

**EDCareerPlanning**  
 DPI Contact: Jim Uppgren, 701-328-2244, [jimuppgren@nd.gov](mailto:jimuppgren@nd.gov)

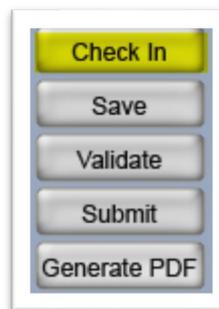
Career Interest Inventory: **Career Clusters Interest Survey (Gr. 7-10)** (v) Career Clusters Interest Survey (Gr. 7-10)

Did you develop a high school Education Plan

Education Career Planning:

Education and Career Planning Consultation  
 9-week class on Education and Career Planning

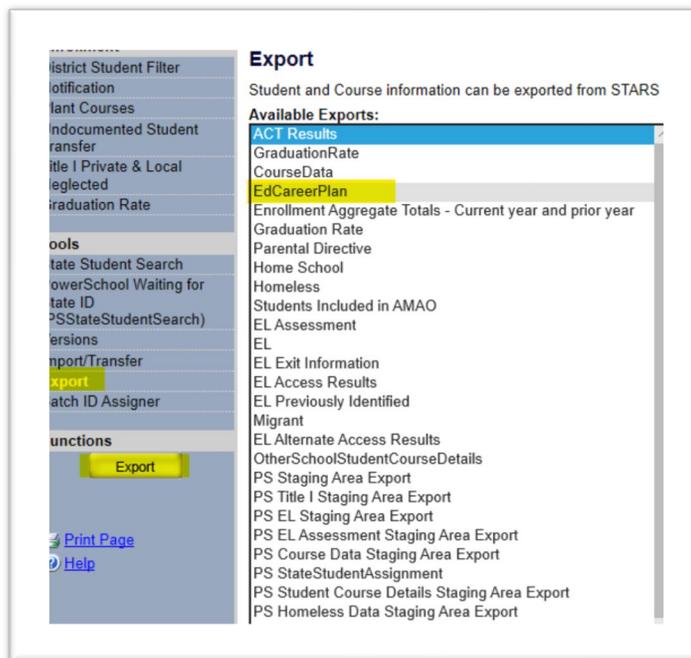
**Step 4.** 'Check In' the record



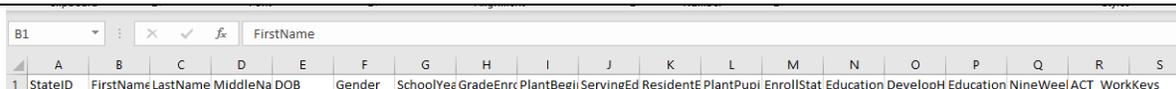
**Step 5.** Now we need to export the EdCareer Plan

Click on 'Export' under the Tools menu

Click on Export



**Step 6.** You'll get a spreadsheet with the column headings in an Excel .csv file, and the information from the one student that you input manually

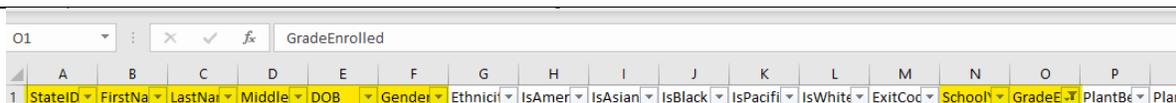


**Step 7.** Export your PupilData (follow the steps above) in order to 'pull-in' the rest of the students that had a Career Survey conducted.

PupilData is spreadsheet of every enrollment record within you STARS.

It will work best if you do a Custom Sort and then Sort by grade level. PupilData has more column headings than your EdCareer Plan export

Only copy and paste the exact column headings from PupilData into your EdCareerPlan spreadsheet, and only the students that you need to input career interest inventories for.



**Step 8.** The columns you need to now manually populate are:

N (Which survey/cluster was conducted 1-16?)

O (True-1, or False-2 if they were conducted or not)

P (True-1, or False-2 if they were conducted or not)

Q (True-1, or False-2 if they were conducted or not)

R (True-1, or False-2 if they were conducted or not)

N	O	P	Q	R
EducationCareerPlanningID	DevelopHighSchoolEdPlan	EducationCareerPlanConsultation	NineWeekClass	ACT_WorkKeys
1	0	0	0	0
17	0	0	0	0

**Note:** Refer to **STARS Import/Export Layouts** (<https://www.nd.gov/dpi/data/stars>) for the EdCareer Plan to see the numbers that coorespond to a specific plan

14	Y	Y	EducationCareerPlanningID	Character	2	<ul style="list-style-type: none"> <li>1 - Interest Profiler (Gr. 7-10)</li> <li>2 - Career Clusters Interest Survey (Gr. 7-10)</li> <li>5 - COPS Interest Inventory (Gr. 7-10)</li> <li>6 - Self-Directed Search Form R (Gr. 9-10)</li> <li>7 - IDEAS Self-scored Assessment (Gr. 7-10)</li> <li>8 - JOB-O Enhanced (Gr. 7-10)</li> <li>9 - JOB-O-A (Gr. 9-10)</li> <li>10 - Career Matchmaker (Gr. 7-10)</li> <li>11 - IEP/504 Team Decision</li> <li>12 - blank</li> <li>13 - Kuder Career Search (Gr. 7-10)</li> <li>14 - The Career Keys (Gr. 7-9)</li> <li>15 - ACT Profile (Gr. 7-10)</li> <li>16 - ACT Profile Interest Inventory (Gr. 7-10)</li> </ul>	Career Interest Inventory
15	Y	Y	DevelopHighSchoolEdPlan	Character	1	False = 0; true = 1	
16	Y	Y	EducationCareerPlanConsultatio	Character	1	False = 0; true = 1	Meeting
17	Y	Y	NineWeekClass	Character	1	False = 0; true = 1	Class
18	Y	Y	ACT_WorkKeys	Character	1	False = 0; true = 1	Senior Review

**Step 9.** Once you have the spreadsheet complete, save as a .csv file (should do this by default)

**Step 10.** Go back into STARS and click on Import and EdCareerPlan

Select Next (from the right side of the screen)

- Enrollment
- District Student Filter
- Notification
- Plant Courses
- Undocumented Student Transfer
- Title I Private & Local Neglected
- Graduation Rate
- Tools
- State Student Search
- PowerSchool Waiting for State ID (PSSStateStudentSearch)
- Versions
- Import/Transfer**
- Export
- Batch ID Assigner
- Functions

**Import**

[Import from File](#) | [Transfer Within District](#)

Student and Course data can be imported from a file and students c

**Step 1 - Select Import**

Select the import you would like to work with from the drop down bel

**Available Imports:**

- GraduationRate
- CourseData
- EdCareerPlan**
- Parental Directive
- Home School
- Homeless
- EL
- EL Assessment
- OtherSchoolStudentCourseDetails
- PupilData
- StudentCourseDetails

**Step 11.** Choose the file you just saved and click next twice

Select Next **twice** (from the right side of the screen)

**Note:** You can check the results to ensure the data was uploaded.

If it says 'successful' your file was imported with your Career Interest inventory.

If not, it will give you importing errors that will need to be corrected.

## Import

[Import from File](#) | [Transfer Within District](#)

Student and Course data can be imported from a file and students can be tra

### Step 2 - Select File for Upload

Click the "Browse" button to locate the file you would like to upload to DPI se

Import Selected in Step 1: EdCareerPlan

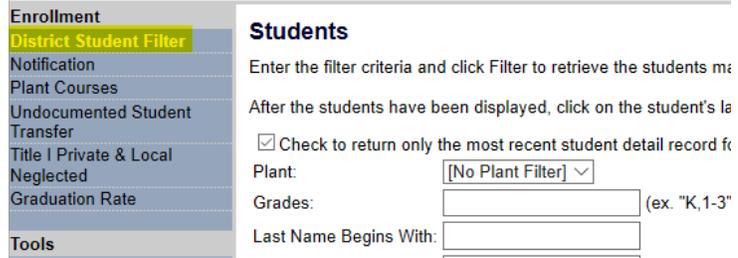
File:

Browse...

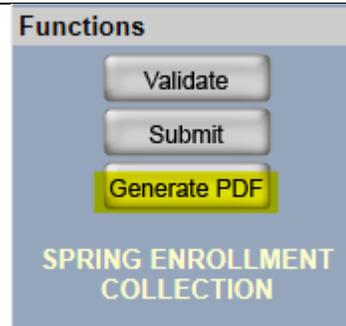
# 10 STARS ADM/ADA Report Summary

At the end of the school year it is wise to run your STARS Average Daily Membership (ADM)/Average Daily Attendance (ADA) report to see that it matches your PowerSchool records. It's very common for End of Year, calendar and/or date changes to negatively affect your students' ADM/ADA. A student that has attended your school from the first day, all the way through to the last day, should have an ADM of 1.00. That same students' Days Absent, will be reflected in their ADA. So those students with perfect attendance should have an ADA of 1.00 also.

**Step 1.** Log into STARS and proceed to the 'Students' page of your current school year.

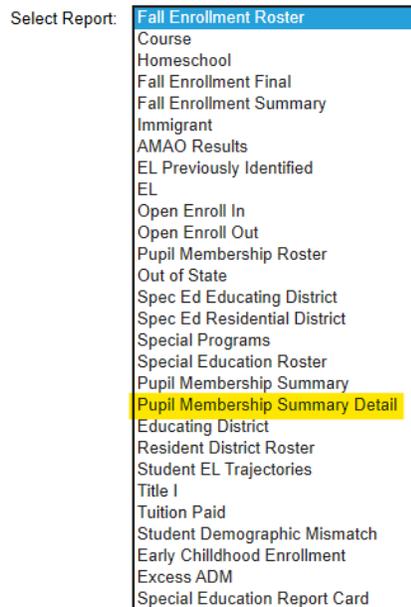


**Step 2.** Click on "Generate PDF" button, under Functions



**Step 3.** Choose **Pupil Membership Summary Detail** and click the PDF Button.

A pdf report should be generated. If no report shows up you may have a 'pop-up' blocker turned on, or you may not have the latest Adobe Reader downloaded. Check your browser settings and ask your school IT person to examine your machine



## 10.1 Helpful Hints for Pupil Membership Summary Detail

Look for discrepancies in your STARS report, vs. your PowerSchool. If any differences are noticed, examine both systems to identify possible reasons for the reports not matching. If you can't find anything causing the mismatch, contact Edutech and/or NDDPI for closer examination.

### District Enrolled Students (students that are Homeschooled, Other State Placed, etc)

- If you will be receiving a bill for this student from a private facility (ie. DBGR, Prairie Learning Center) than be sure to record Days Present/Absent in STARS. This will generate their ADM for the school year.
- If a Homeschooled student comes into your plant for classes, be sure to record course enrollment hours for the student

### Plant Enrolled Students (students being educated at one of you plants/schools)

- If the student was **enrolled** for the full year, the ADM column should be 1.00
- PreK students receiving Special Education services should be course enrolled and have hours of service recorded to receive ADM



**DISTRICT PUPIL MEMBERSHIP SUMMARY DETAIL**  
 NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION  
 OFFICE OF SCHOOL FINANCE AND ORGANIZATION  
 Revised 04/30/2008

Print Date: 7/27/20  
 SchoolYear: 2020

Name	ADM PK	ADM K	ADM 1-6	ADM 7-8	ADM 9-12	Alt ADM 9-12	Total ADM	ADA PK	ADA K	ADA 1-6	ADA 7-8	ADA 9-12	Alt ADA 9-12	Total ADA
School Name: DPI DISTRICT		State IssuedID:99-999												
Skywalker, Luke	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>School System Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
# of Students	0	0	0	0	0	0	0	0	0	0	0	0	0	0
School Name: DPI PLANT		State IssuedID:99-999-9999												
bunny, bugs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
bunny, bugs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cooper, Jewel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fett, Jango	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
mouse, minnie	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Skywalker, Luke	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>School System Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
# of Students	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

On behalf of the 99-999, DPI DISTRICT Public School Board I certify that the information contained in this report is a true and correct report of students in average daily membership for the recently completed school year for which the school district is entitled to receive state per pupil aid under NDCC 15.1-27.