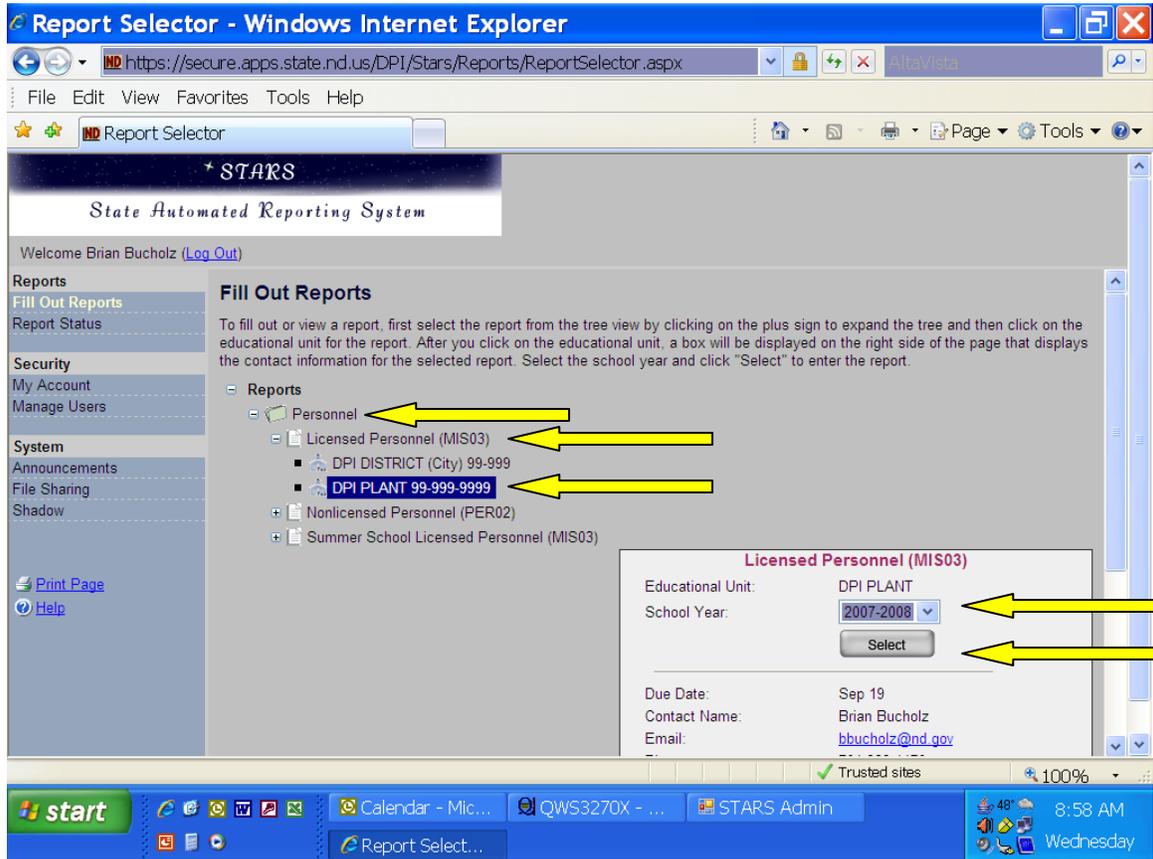
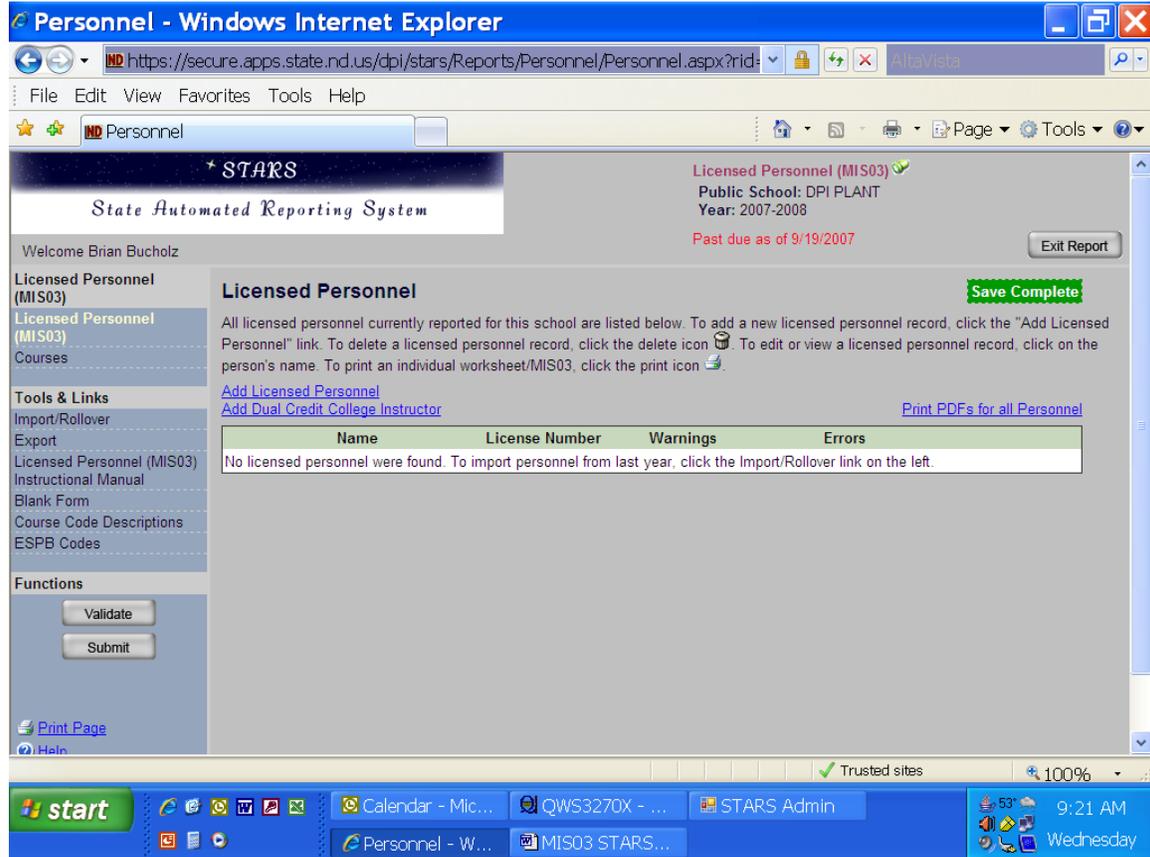


# Licensed Personnel (MIS03) STARS Help Manual

Click on Fill Out Reports under Reports on the left side, click on the Personnel folder, click on Licensed Personnel (MIS03), click on your school (do not choose your LEA (district) unless your LEA had staff reported at the LEA level last year), then choose the current school year and click Select.



Click on Import/Rollover under Tools & Links on the left side.



Personnel - Windows Internet Explorer

https://secure.apps.state.nd.us/dpi/stars/Reports/Personnel/Personnel.aspx?rid=...

File Edit View Favorites Tools Help

ND Personnel

STARS  
State Automated Reporting System

Welcome Brian Buchholz

Licensed Personnel (MIS03)

Licensed Personnel (MIS03)

Courses

Tools & Links

Import/Rollover

Export

Licensed Personnel (MIS03)

Instructional Manual

Blank Form

Course Code Descriptions

ESPB Codes

Functions

Validate

Submit

Print Page

Help

Licensed Personnel (MIS03) ✓

Public School: DPI PLANT

Year: 2007-2008

Past due as of 9/19/2007

Exit Report

Save Complete

Licensed Personnel

All licensed personnel currently reported for this school are listed below. To add a new licensed personnel record, click the "Add Licensed Personnel" link. To delete a licensed personnel record, click the delete icon. To edit or view a licensed personnel record, click on the person's name. To print an individual worksheet/MIS03, click the print icon.

[Add Licensed Personnel](#)

[Add Dual Credit College Instructor](#)

[Print PDFs for all Personnel](#)

Name	License Number	Warnings	Errors
No licensed personnel were found. To import personnel from last year, click the Import/Rollover link on the left.			

Trusted sites 100%

start

Calendar - Mic...

QWS3270X - ...

STARS Admin

Personnel - W...

MIS03 STARS...

53° 9:21 AM Wednesday

Uncheck staff that are no longer at the school. Click on Rollover under Functions on the left side.

STARS  
State Automated Reporting System

Welcome Brian Bucholz

Licensed Personnel (MIS03)  
Public School: DPI PLANT  
Year: 2007-2008  
Past due as of 9/19/2007

Exit Report

Import/Rollover

Licensed personnel records can be rolled over from last year's report. Select the licensed personnel to rollover or click the select all check box to select all licensed personnel. After selecting the records to rollover, click the "Rollover" button on the left side of the page.

Licensed personnel records are uniquely identified by license number. When rolling over, selected licensed personnel that do not exist for the current school year will be copied and saved to the current school year while selected licensed personnel that already exist for the current school year will not be copied over (this would happen if you did this option more than once).

<input checked="" type="checkbox"/>	Last Name	First Name	License No.
<input checked="" type="checkbox"/>	DOE	MARY	4
<input checked="" type="checkbox"/>	DOE	JOHN	3

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Trusted sites 100%

start  
Calendar - Mic... QWS3270X - ... STARS Admin  
Import - Wind... MIS03 STARS...  
9:39 AM Wednesday

You will receive a rollover status report. Click on Licensed Personnel (MIS03) under the Licensed Personnel (MIS03) heading on the left side.

Import - Windows Internet Explorer

https://secure.apps.state.nd.us/dpi/stars/Reports/Personnel/PersonnelImport.as

File Edit View Favorites Tools Help

Import

**STARS**  
State Automated Reporting System

Welcome Brian Bucholz

**Licensed Personnel (MIS03)**

Licensed Personnel (MIS03)  
Courses

**Tools & Links**

**Import/Rollover**  
Export  
Licensed Personnel (MIS03)  
Instructional Manual  
Blank Form  
Course Code Descriptions  
ESPB Codes

**Functions**

Print Page  
Help

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

Licensed personnel records can be rolled over from last year's report. Select the licensed personnel to rollover or click the select all check box to select all licensed personnel. After selecting the records to rollover, click the "Rollover" button on the left side of the page.

Licensed personnel records are uniquely identified by license number. When rolling over, selected licensed personnel that do not exist for the current school year will be copied and saved to the current school year while selected licensed personnel that already exist for the current school year will not be copied over (this would happen if you did this option more than once).

**Rollover From Last Year Status**  
Date: Sep 26, 2007

Attempted: 2  
Successful: 2  
Skipped (already recorded in school year): 0  
Failed: 0

**Licensed Personnel (MIS03)** ✓  
Public School: DPI PLANT  
Year: 2007-2008  
Past due as of 9/19/2007

Exit Report

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Done Trusted sites 100%

start

Calendar - Mic... QWS3270X - ... STARS Admin

Import - Wind... MIS03 STARS...

53° 9:49 AM  
Wednesday

The staff are now rolled over into the current school year. Click on a staff member's name to display the record. Click on Add ND PK-12 Licensed Personnel to add a new staff member with a ND teaching license. Click on Add Dual Credit College Instructor (not for reporting high school teachers) to add the college/university providing the instruction. Click on Add Out-of-State K-12 Course Instructor to add the DPI approved agency providing the instruction. Click on the garbage can icon to delete the record if a staff member is no longer at the school.

STARS  
State Automated Reporting System

Welcome Brian Bucholz

Licensed Personnel (MIS03) **ND PK-12 Licensed Personnel** Exit Report Save Complete

Licensed Personnel (MIS03) Courses

All licensed personnel currently reported for this school are listed below. To add a new licensed personnel record, click the "Add Licensed Personnel" link. To delete a licensed personnel record, click the delete icon. To edit or view a licensed personnel record, click on the person's name. To print an individual worksheet/MIS03, click the print icon.

No Licensed Personnel to report

**Tools & Links**

- [Add ND PK-12 Licensed Personnel](#)
- [Add Dual Credit College Instructor \(not for reporting high school teachers\)](#)
- [Add Out-of-State K-12 Course Instructor](#)
- [Generate Printable PDF Document for all Personnel](#)

Name	License Number	Warnings	Errors
<a href="#">DOE, JOHN M</a>	3	Yes	Yes
<a href="#">DOE, MARYL</a>	4	Yes	Yes

**Functions**

[Print Page](#) [Help](#)

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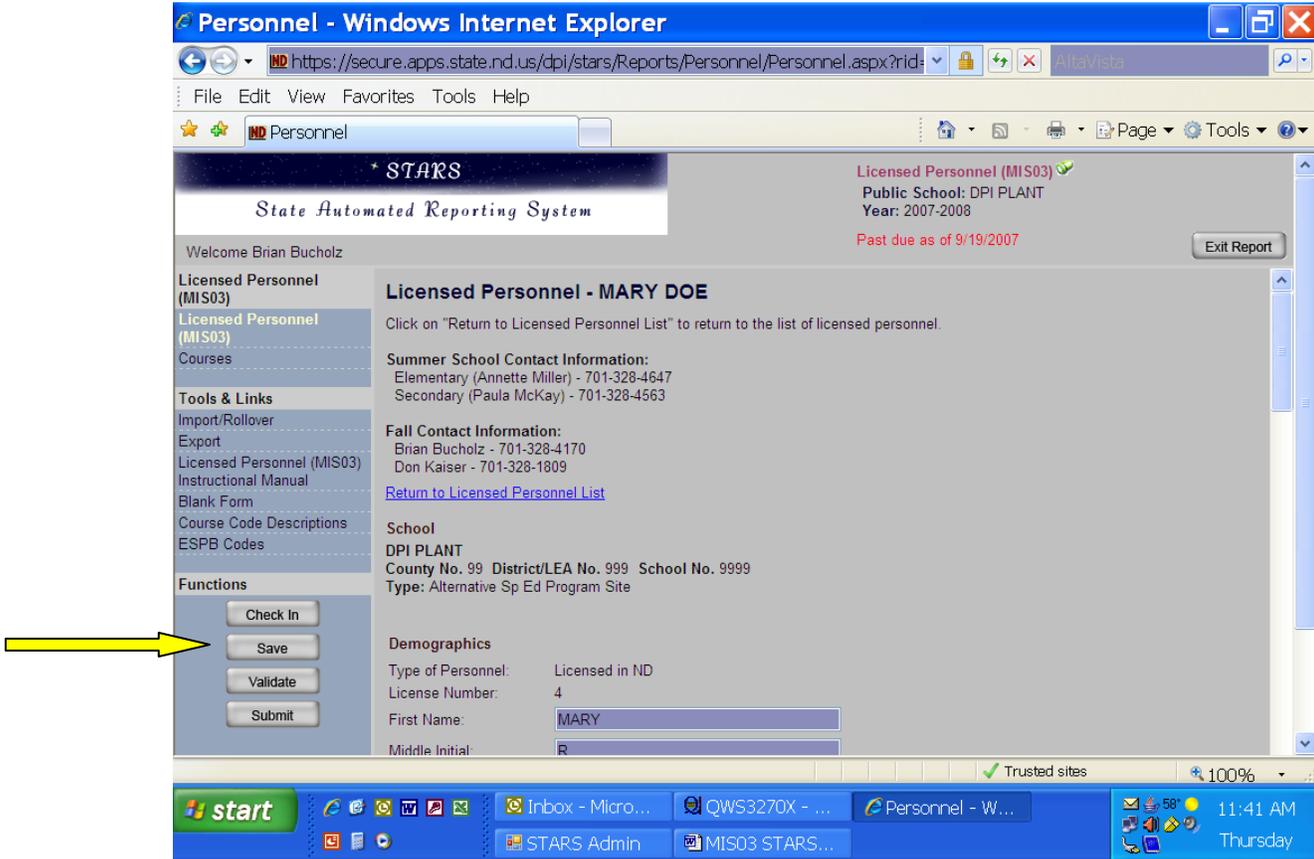
Click on Check Out under Functions to edit the record.

Note: Click on Licensed Personnel (MIS03) Instructional Manual under Tools & Links on the left side for specific instructions on completing this form.

The screenshot shows the STARS web application interface. The browser window title is "Personnel - Windows Internet Explorer". The address bar shows the URL: "https://secure.apps.state.nd.us/dpi/stars/Reports/Personnel/Personnel.aspx?rid:". The page content includes a navigation menu on the left with sections for "Licensed Personnel (MIS03)", "Tools & Links", and "Functions". The "Functions" section contains buttons for "Check Out", "Validate", and "Submit". The "Tools & Links" section contains links for "Import/Rollover", "Export", "Licensed Personnel (MIS03) Instructional Manual", "Blank Form", "Course Code Descriptions", and "ESPB Codes". The main content area displays "Licensed Personnel - MARY DOE" with contact information and a "Check Out" button. Two yellow arrows point to the "Check Out" button and the "Licensed Personnel (MIS03) Instructional Manual" link.

Personnel - Windows Internet Explorer  
https://secure.apps.state.nd.us/dpi/stars/Reports/Personnel/Personnel.aspx?rid:  
File Edit View Favorites Tools Help  
Personnel  
STARS  
State Automated Reporting System  
Licensed Personnel (MIS03)  
Public School: DPI PLANT  
Year: 2007-2008  
Past due as of 9/19/2007  
Exit Report  
Welcome Brian Bucholz  
Licensed Personnel (MIS03)  
Licensed Personnel (MIS03)  
Courses  
Tools & Links  
Import/Rollover  
Export  
Licensed Personnel (MIS03) Instructional Manual  
Blank Form  
Course Code Descriptions  
ESPB Codes  
Functions  
Check Out  
Validate  
Submit  
Licensed Personnel - MARY DOE  
Click on "Return to Licensed Personnel List" to return to the list of licensed personnel.  
Summer School Contact Information:  
Elementary (Annette Miller) - 701-328-4647  
Secondary (Paula McKay) - 701-328-4563  
Fall Contact Information:  
Brian Bucholz - 701-328-4170  
Don Kaiser - 701-328-1809  
Return to Licensed Personnel List  
School  
DPI PLANT  
County No. 99 District/LEA No. 999 School No. 9999  
Type: Alternative Sp Ed Program Site  
Demographics  
Type of Personnel: Licensed in ND  
License Number: 4  
First Name: MARY  
Middle Initial: R  
start  
Inbox - Micro...  
QWS3270X - ...  
STARS Admin  
Personnel - W...  
MIS03 STARS...  
10:43 AM  
Wednesday

Click on Save under Functions on the left side after you have edited this part of the record.

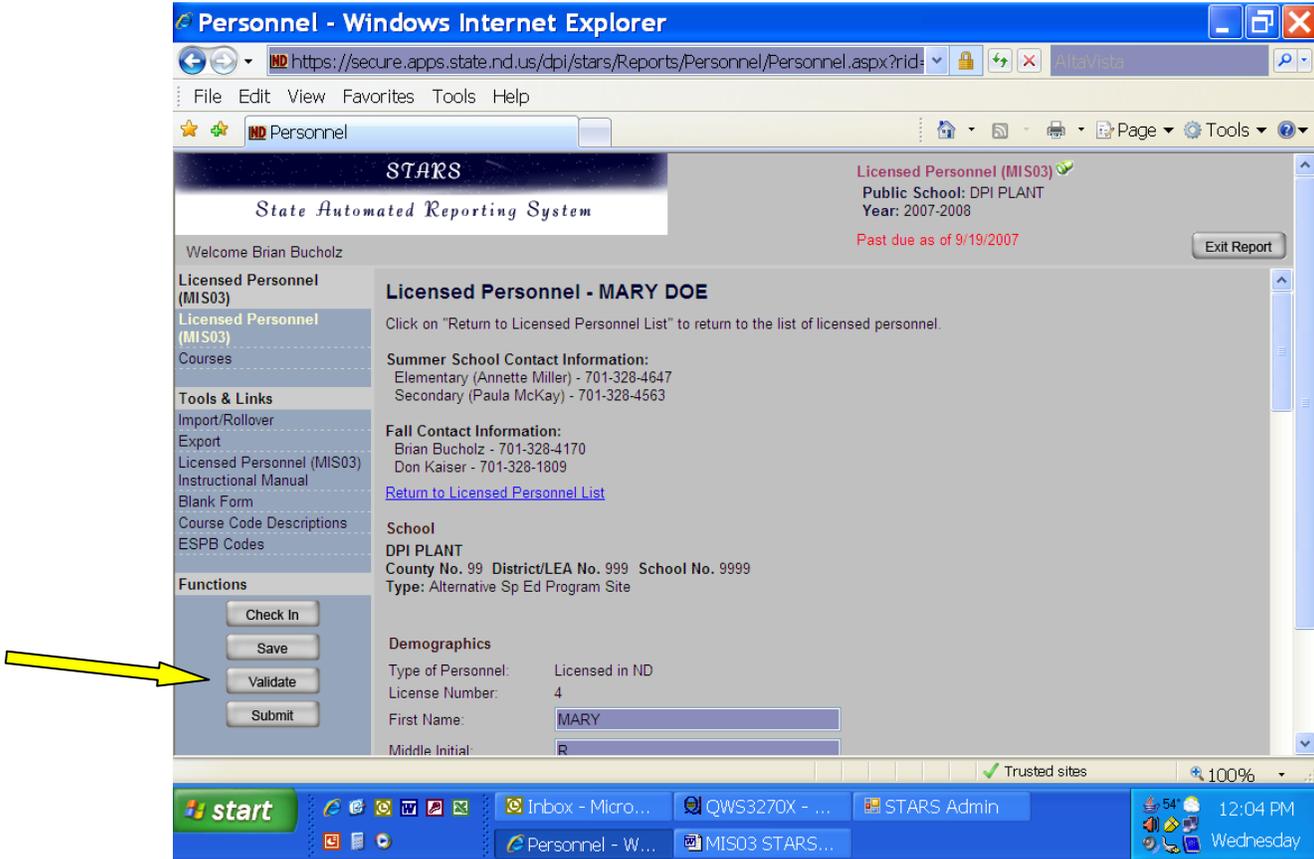


Click on a course name to edit the course. Click on Add Course to add a new course or activity. Click on the garbage can icon if the staff member no longer has this course or activity.

The screenshot shows a web browser window titled "Personnel - Windows Internet Explorer". The address bar shows a URL from the North Dakota Department of Public Instruction. The page content includes a sidebar with navigation options like "Tools & Links" and "Functions". The main area displays "License Information" for a staff member, including their current license number, major/minor fields, and a table of courses. A table with columns "Crs #", "Name", "Period", "Other School", and "Highly Qualified" is visible. A yellow arrow points to the "Add Course" link above the table. Another yellow arrow points to the "00096 - Kindergarten" course entry. A third yellow arrow points to a garbage can icon in the "Crs #" column of the first row.

Crs #	Name	Period	Other School	Highly Qualified
1	<a href="#">00096 - Kindergarten</a>			No

Click on Validate under Functions on the left side to review warning and error messages (see next page for this screen).



Click on Return to Licensed Personnel (or on Return to Licensed Personnel Class if previously in the courses section) or click on the license number to return to the record and make corrections.

Personnel - Validation Summary - Windows Internet Explorer

https://secure.apps.state.nd.us/dpi/stars/Reports/Personnel/Personnel.aspx?rid=...

Personnel - Validation Summary

**STARS**  
State Automated Reporting System

Welcome Brian Bucholz

Licensed Personnel (MIS03)  
Public School: DPI PLANT  
Year: 2007-2008  
Past due as of 9/19/2007

Exit Report

**Validation Summary**

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

[Return to Licensed Personnel](#)

Report: Licensed Personnel (MIS03)  
Date: 9/26/2007 12:04:48 PM  
Personnel: MARY DOE (License No. 4)  
Validate: Licensed Personnel (MIS03)  
View: Errors and Warnings  
Validate

License No.	Last First	Subsection	Item	Description
⚠ 4	DOE MARY	Demographics	Name	First name, middle initial, or last name does not exactly match the name on the teacher's License.
✖ 4	DOE MARY	Responsibilities	% Time Devoted	The sum of % Time Devoted to Prekindergarten, Kindergarten, Grades 1-6, Grades 7-8 and Grades 9-12 must be equal to 100%. You may not be qualified to teach 00096 - Kindergarten (No. Section )

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Trusted sites 100%

start

Inbox - Micro... QWS3270X - ... STARS Admin

Personnel - V... MIS03 STARS...

12:04 PM Wednesday

Click on Check In under Functions on the left side after making corrections. Click on Return to Licensed Personnel List to edit another record.

Personnel - Windows Internet Explorer

https://secure.apps.state.nd.us/dpi/stars/Reports/Personnel/Personnel.aspx?rid:

File Edit View Favorites Tools Help

Personnel

**STARS**  
State Automated Reporting System

Welcome Brian Bucholz

Licensed Personnel (MIS03)  
Licensed Personnel (MIS03)  
Courses

**Tools & Links**  
Import/Rollover  
Export  
Licensed Personnel (MIS03)  
Instructional Manual  
Blank Form  
Course Code Descriptions  
ESPB Codes

**Functions**  
Check In  
Save  
Validate  
Submit

**Licensed Personnel - MARY DOE**  
Click on "Return to Licensed Personnel List" to return to the list of licensed personnel.

**Summer School Contact Information:**  
Elementary (Annette Miller) - 701-328-4647  
Secondary (Paula McKay) - 701-328-4563

**Fall Contact Information:**  
Brian Bucholz - 701-328-4170  
Don Kaiser - 701-328-1809

[Return to Licensed Personnel List](#)

**School**  
DPI PLANT  
County No. 99 District/LEA No. 999 School No. 9999  
Type: Alternative Sp Ed Program Site

**Demographics**  
Type of Personnel: Licensed in ND  
License Number: 4  
First Name: MARY  
Middle Initial: R

Licensed Personnel (MIS03)  
Public School: DPI PLANT  
Year: 2007-2008  
Past due as of 9/19/2007  
Exit Report

start

Inbox - Micro... QWS3270X - ... Personnel - W...

STARS Admin MIS03 STARS...

56° 11:12 AM Thursday

Click on Submit under Functions on the left side when finished entering all staff and there are no errors.

Personnel - Windows Internet Explorer

https://secure.apps.state.nd.us/dpi/stars/Reports/Personnel/Personnel.aspx?rid=...

File Edit View Favorites Tools Help

Personnel

**STARS**  
State Automated Reporting System

Welcome Brian Buchholz

Licensed Personnel (MIS03)

Public School: DPI PLANT  
Year: 2007-2008  
Past due as of 9/19/2007

Exit Report

Licensed Personnel (MIS03)

Licensed Personnel (MIS03) Courses

Tools & Links

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Licensed Personnel (MIS03)  
Instructional Manual  
Blank Form  
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ESPB Codes

Functions

Validate  
Submit

Print Page  
Help

**Licensed Personnel**

All licensed personnel currently reported for this school are listed below. To add a new licensed personnel record, click the "Add Licensed Personnel" link. To delete a licensed personnel record, click the delete icon . To edit or view a licensed personnel record, click on the person's name. To print an individual worksheet/MIS03, click the print icon .

[Add Licensed Personnel](#)  
[Add Dual Credit College Instructor](#) [Print PDFs for all Personnel](#)

Name	License Number	Warnings	Errors	
<a href="#">DOE_MARY</a>	4	Yes	No	
<a href="#">DOE_JOHN</a>	3	Yes	No	

Done

Trusted sites 100%

start

Inbox - Micro... QWS3270X - ... Personnel - W...

STARS Admin MIS03 STARS... Report Select...

62 2:04 PM Thursday

You will receive a submitted status report. Print this page for your records and then click on Exit Report on the upper right corner.

