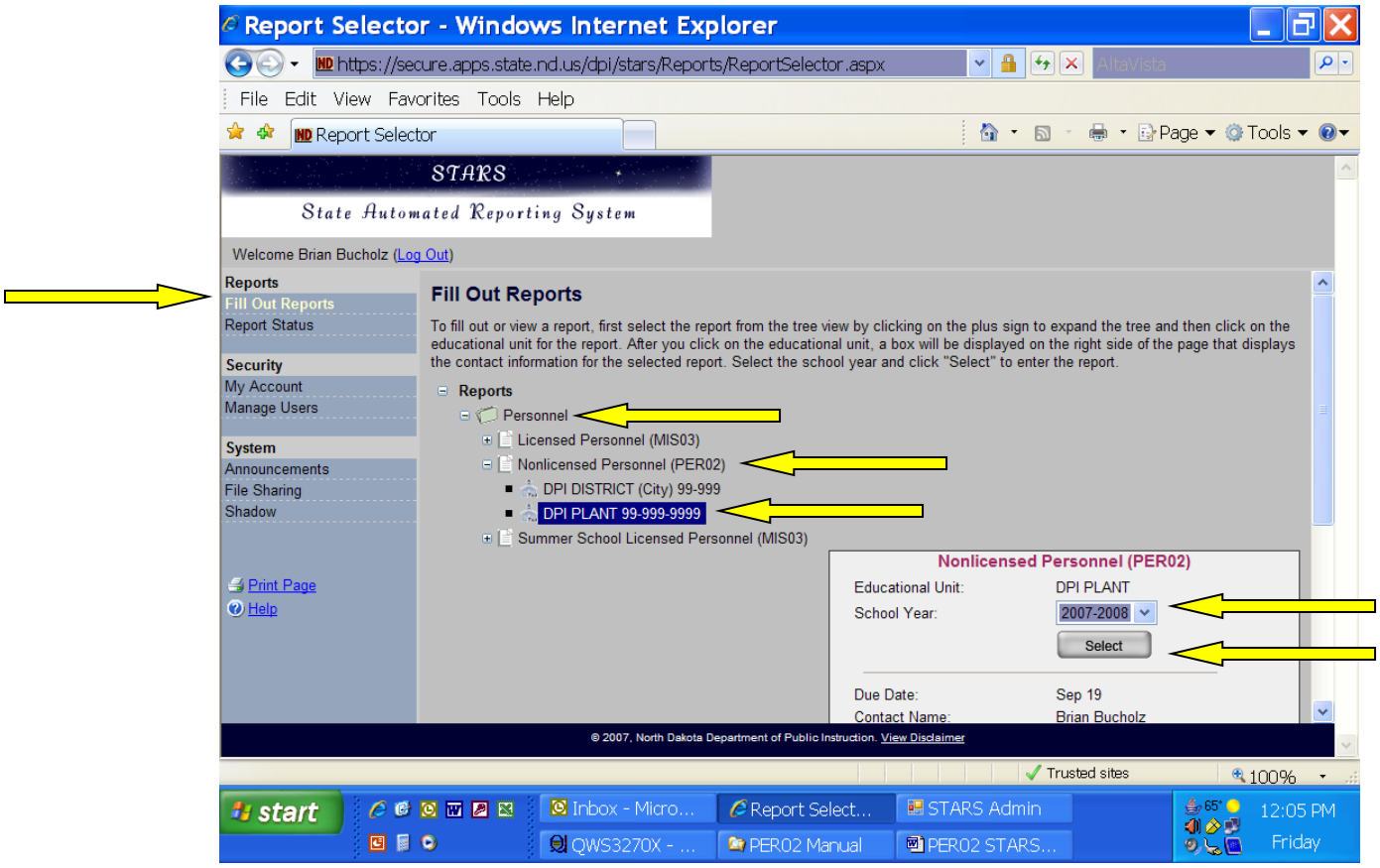
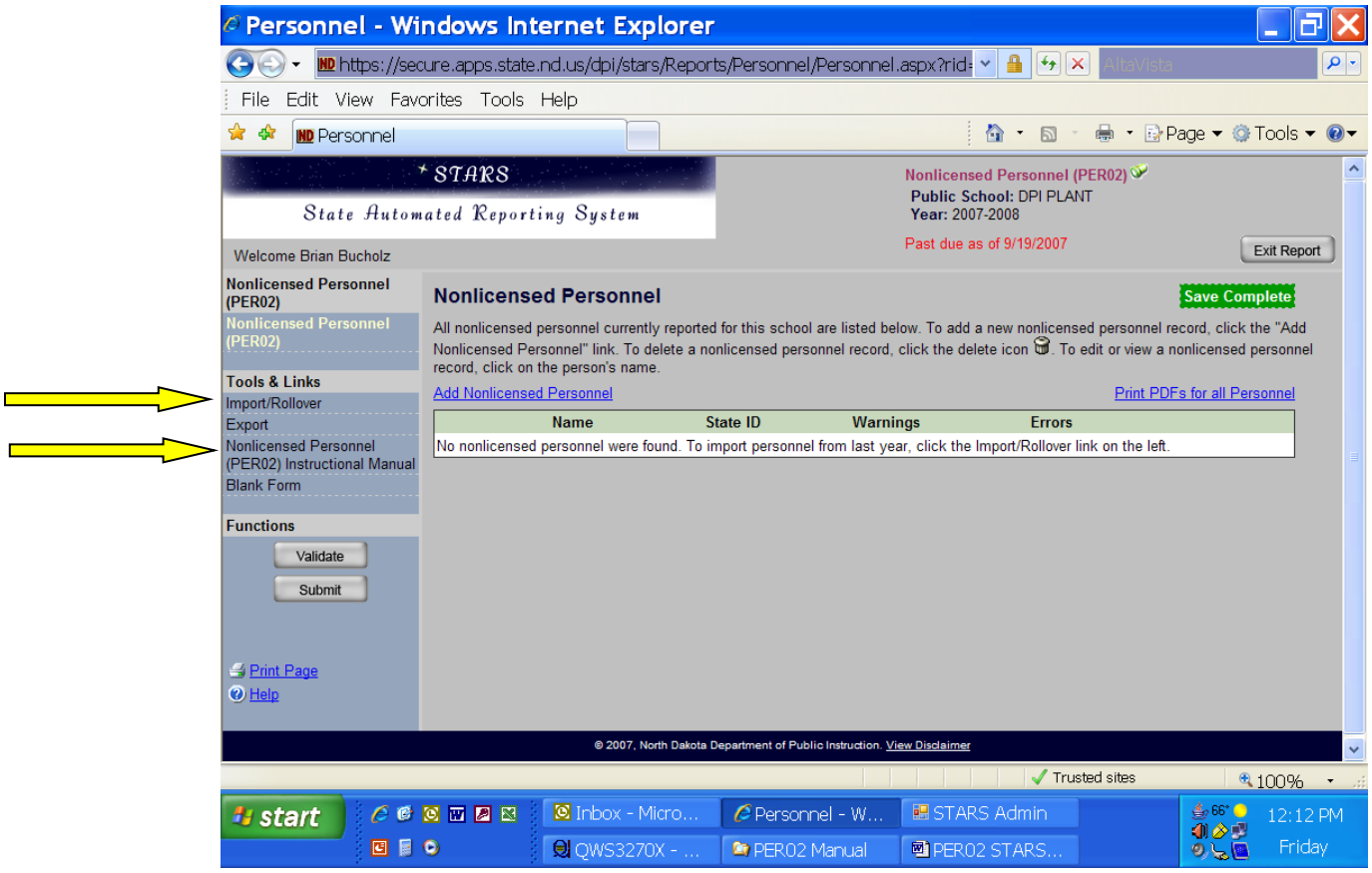
Nonlicensed Personnel (PER02) STARS Help Manual

Click on Fill Out Reports under Reports on the left side, click on the Personnel folder, click on Nonlicensed Personnel (PER02), 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.

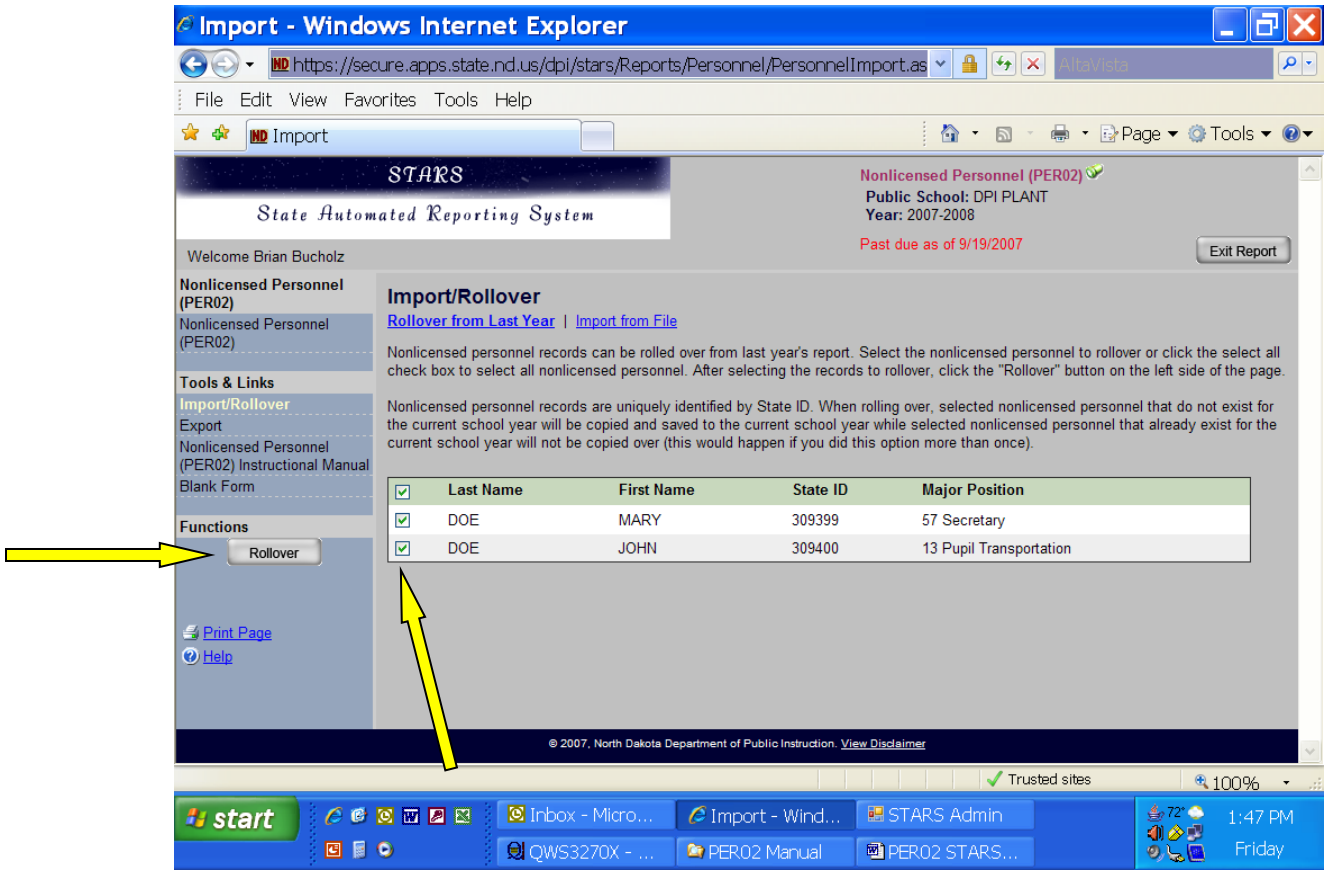


Note: Click on Nonlicensed Personnel (PER02) Instructional Manual under Tools & Links on the left side for specific instructions on updating the data in this form.

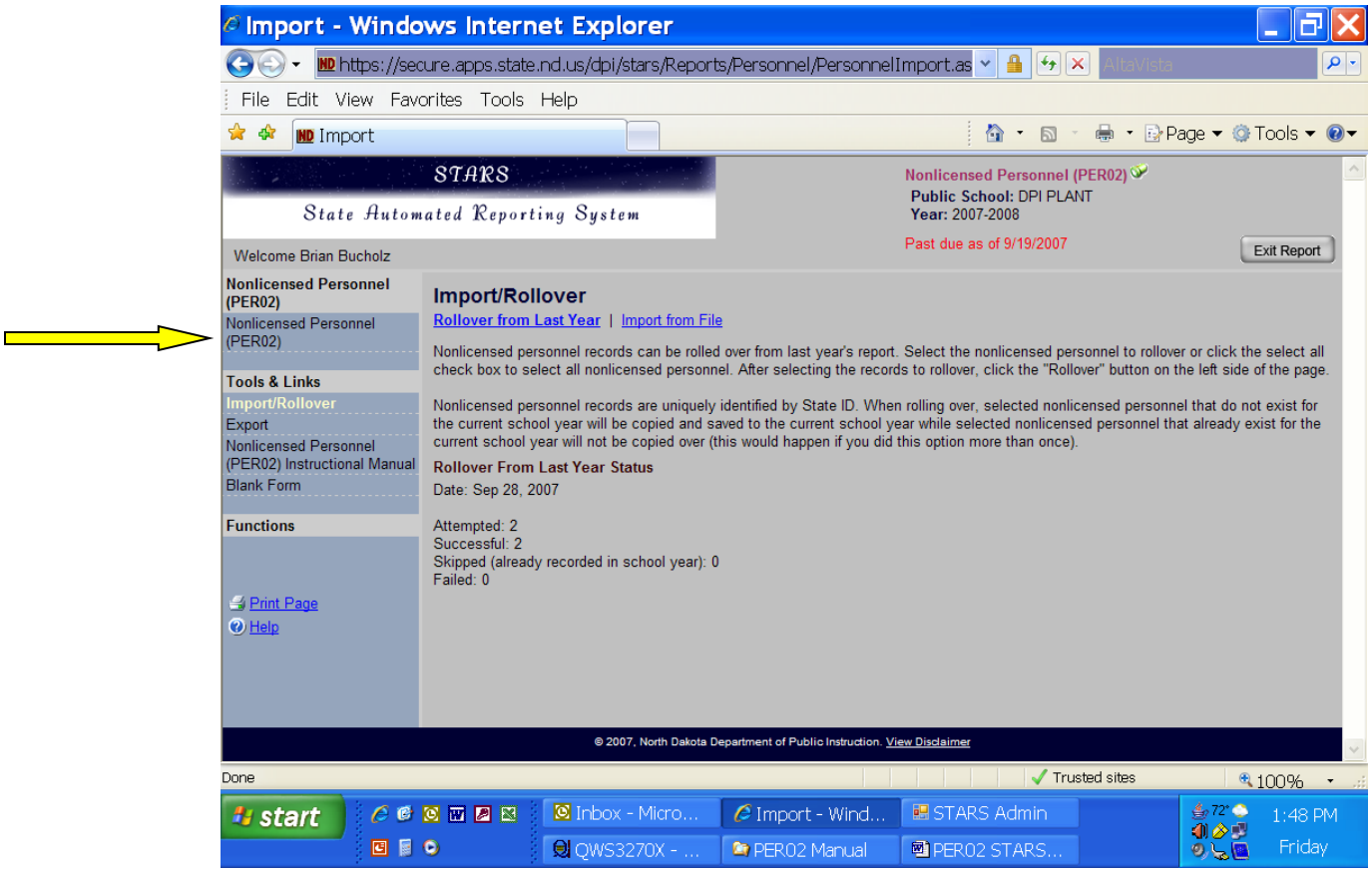
Click on Import/Rollover under Tools & Links on the left side.



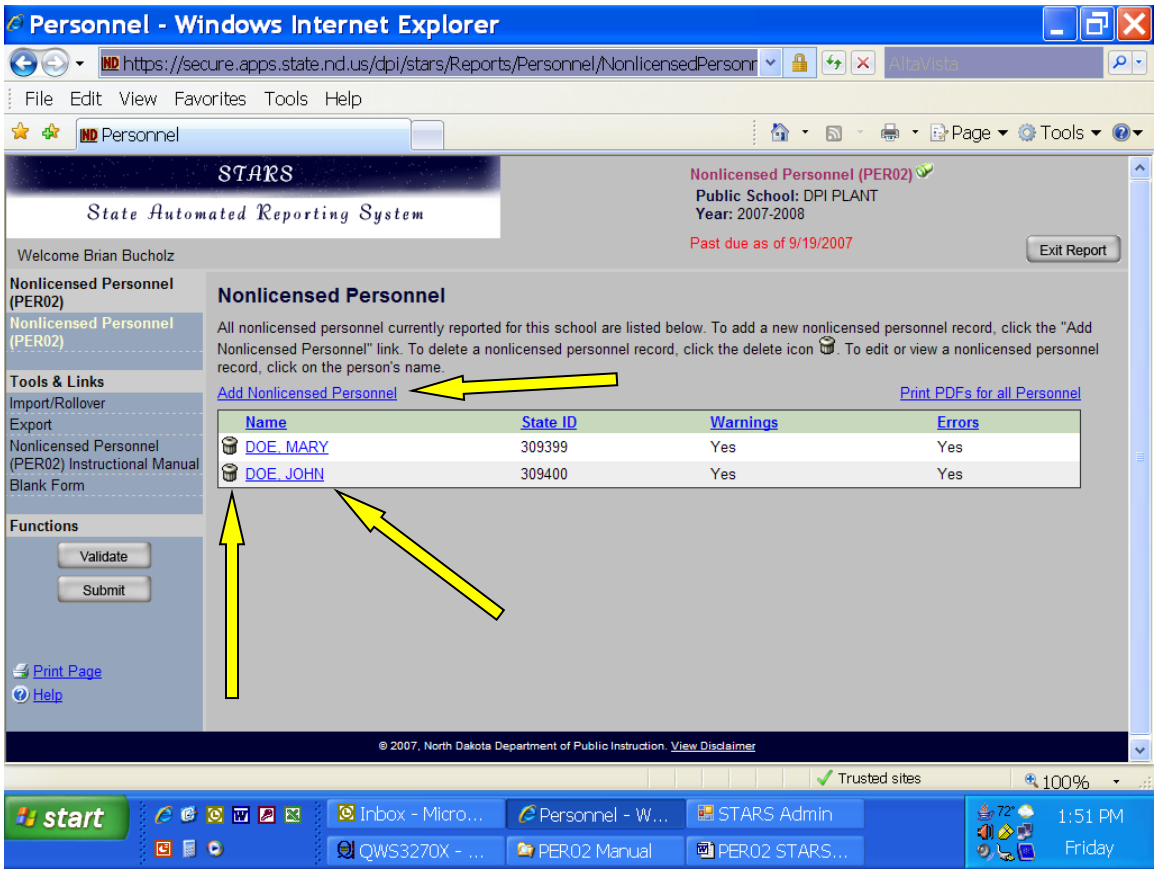
Uncheck staff that are no longer at the school. Click on Rollover under Functions on the left side.



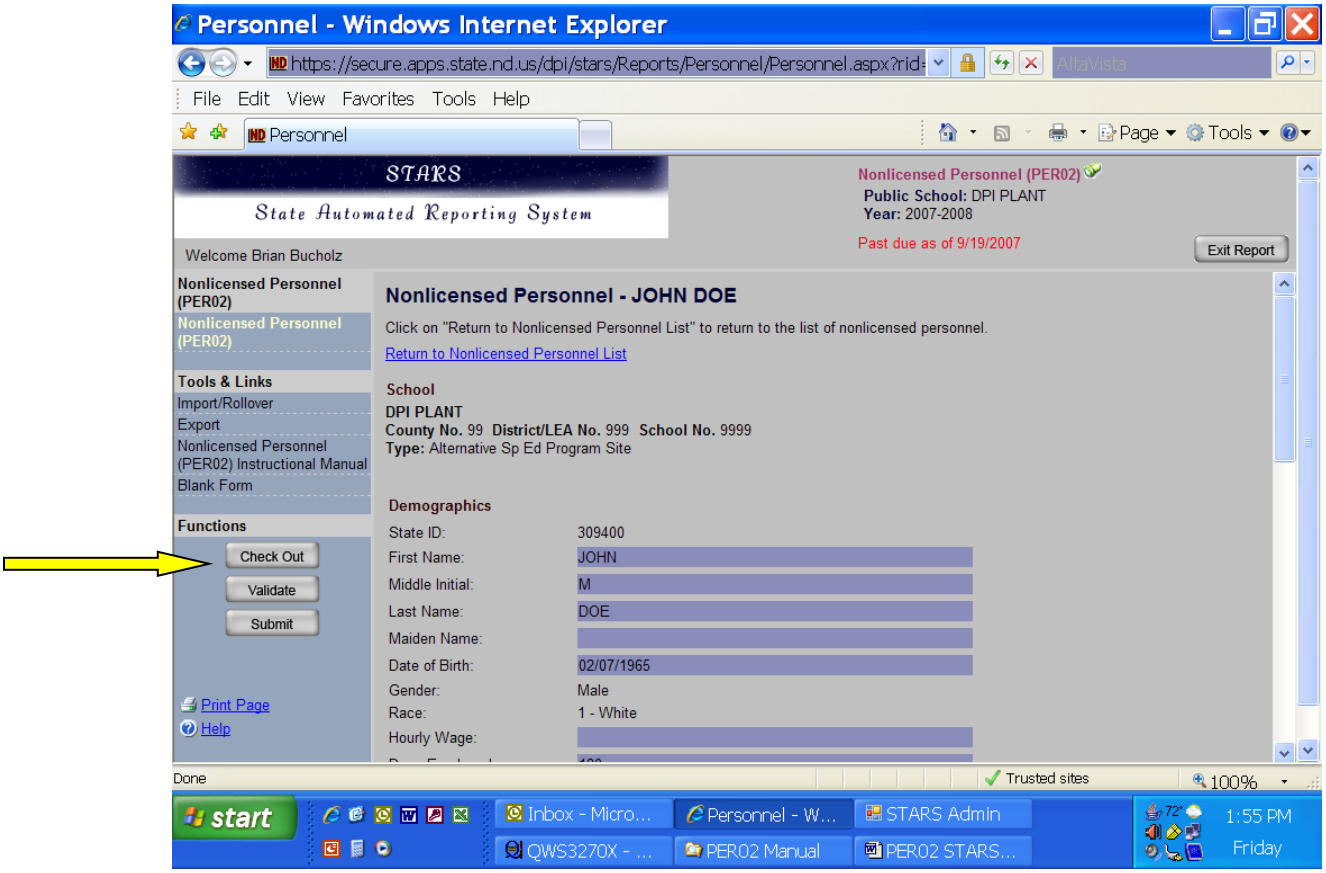
You will receive a rollover status report. Click on Nonlicensed Personnel (PER02) under the Nonlicensed Personnel (PER02) heading on the left side.



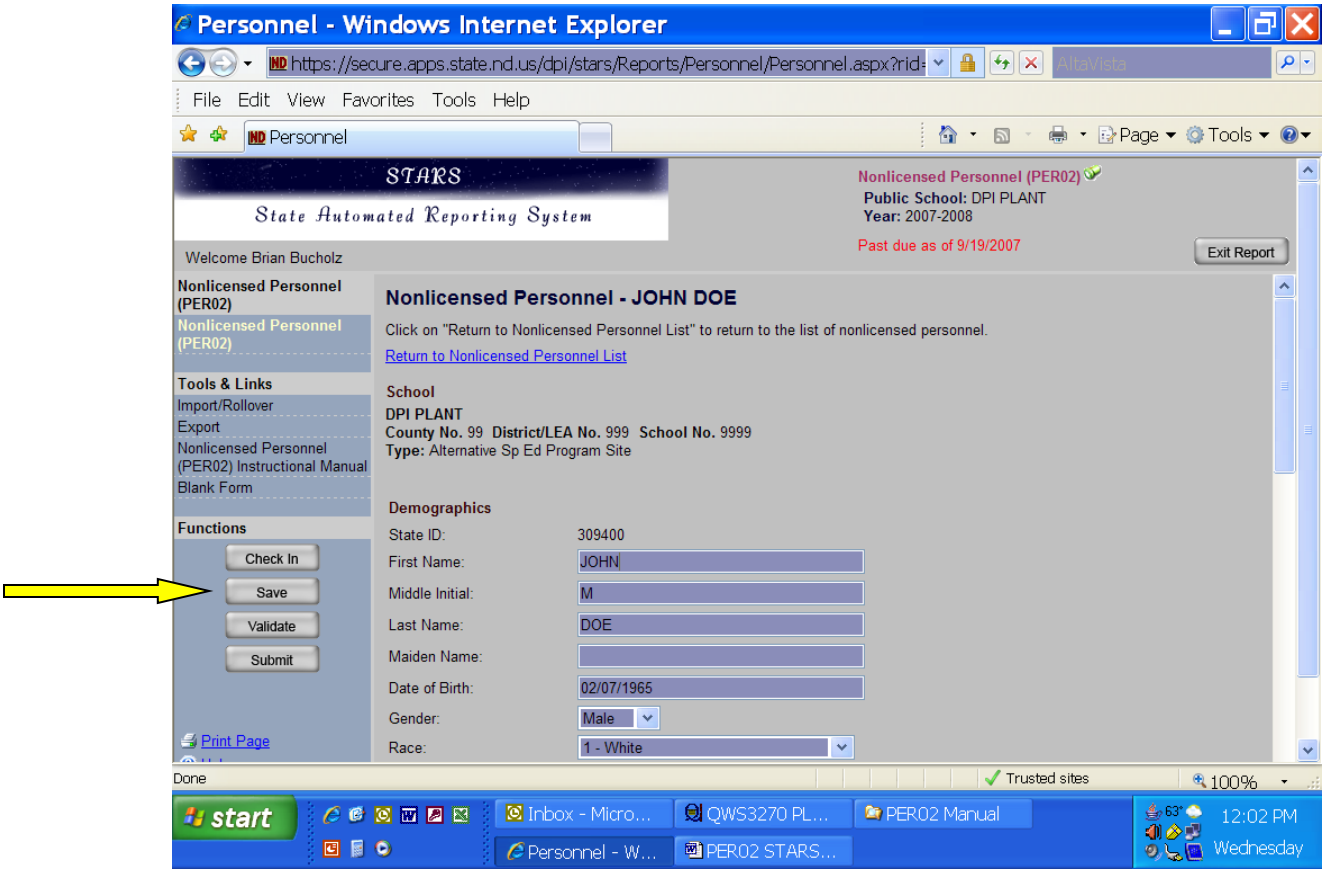
The staff are now rolled over into the current school year. Click on a staff member's name to display the record. Click on Add Nonlicensed Personnel to add a new staff member. Click on the garbage can icon to delete the record if a staff member is no longer at the school.



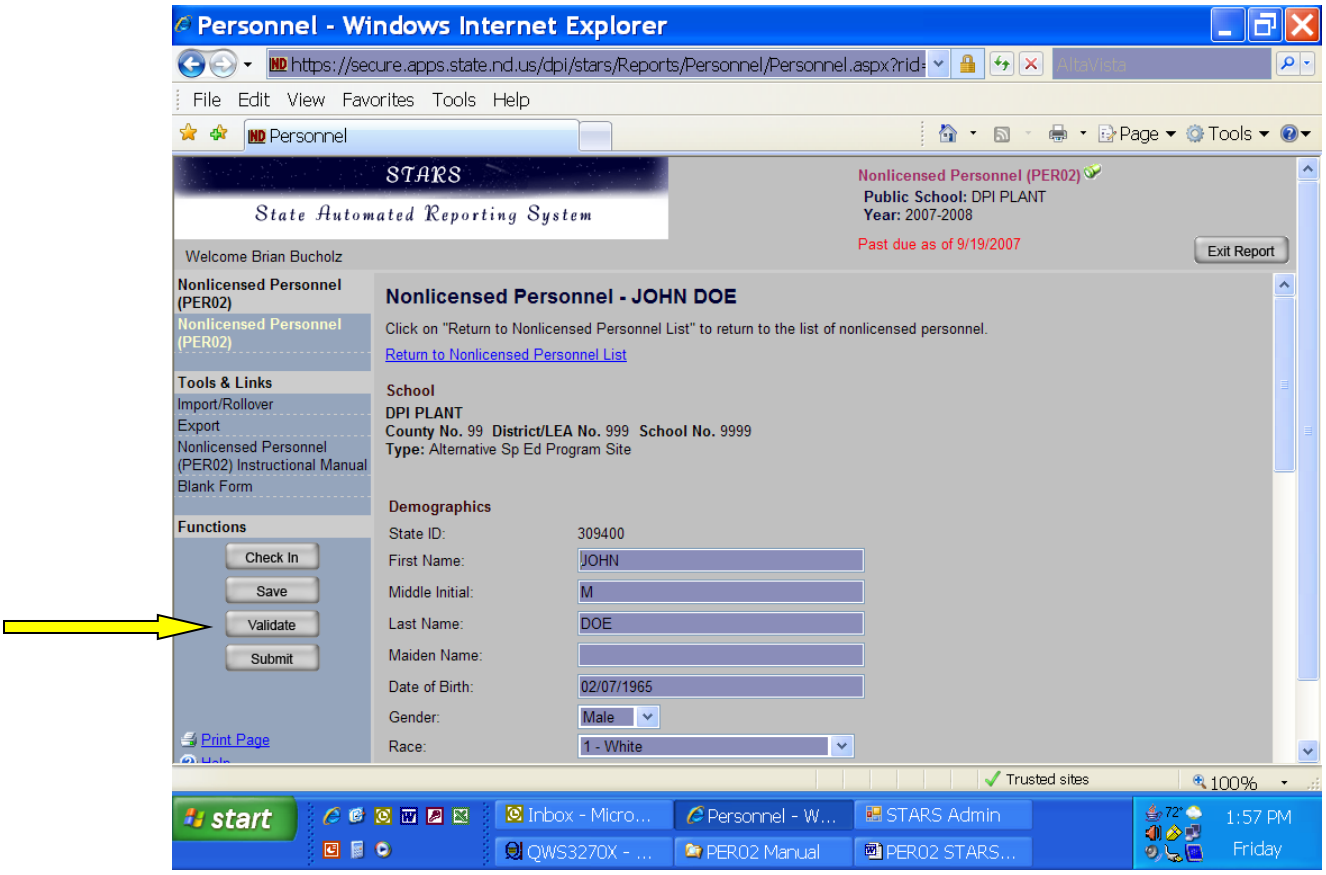
Click on Check Out under Functions to edit the record.



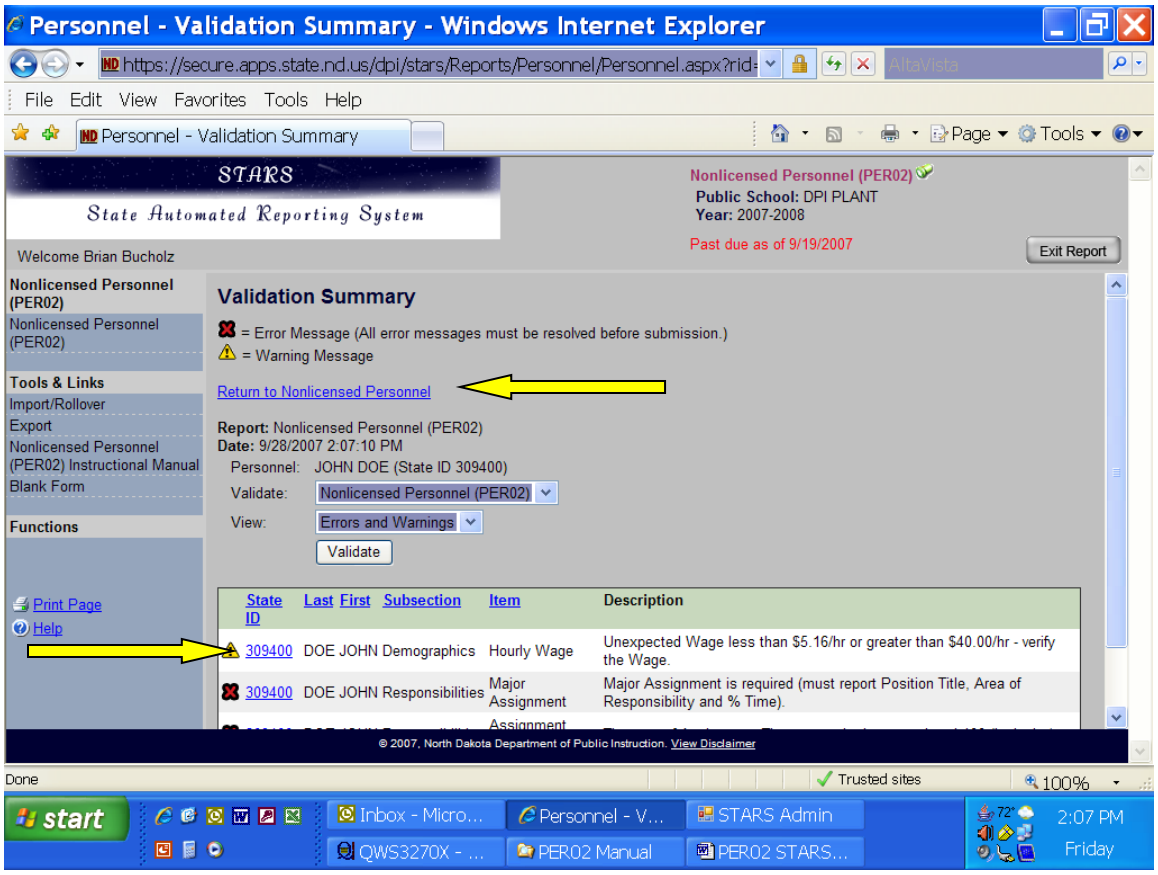
Click on Save under Functions on the left side after you have edited this record.



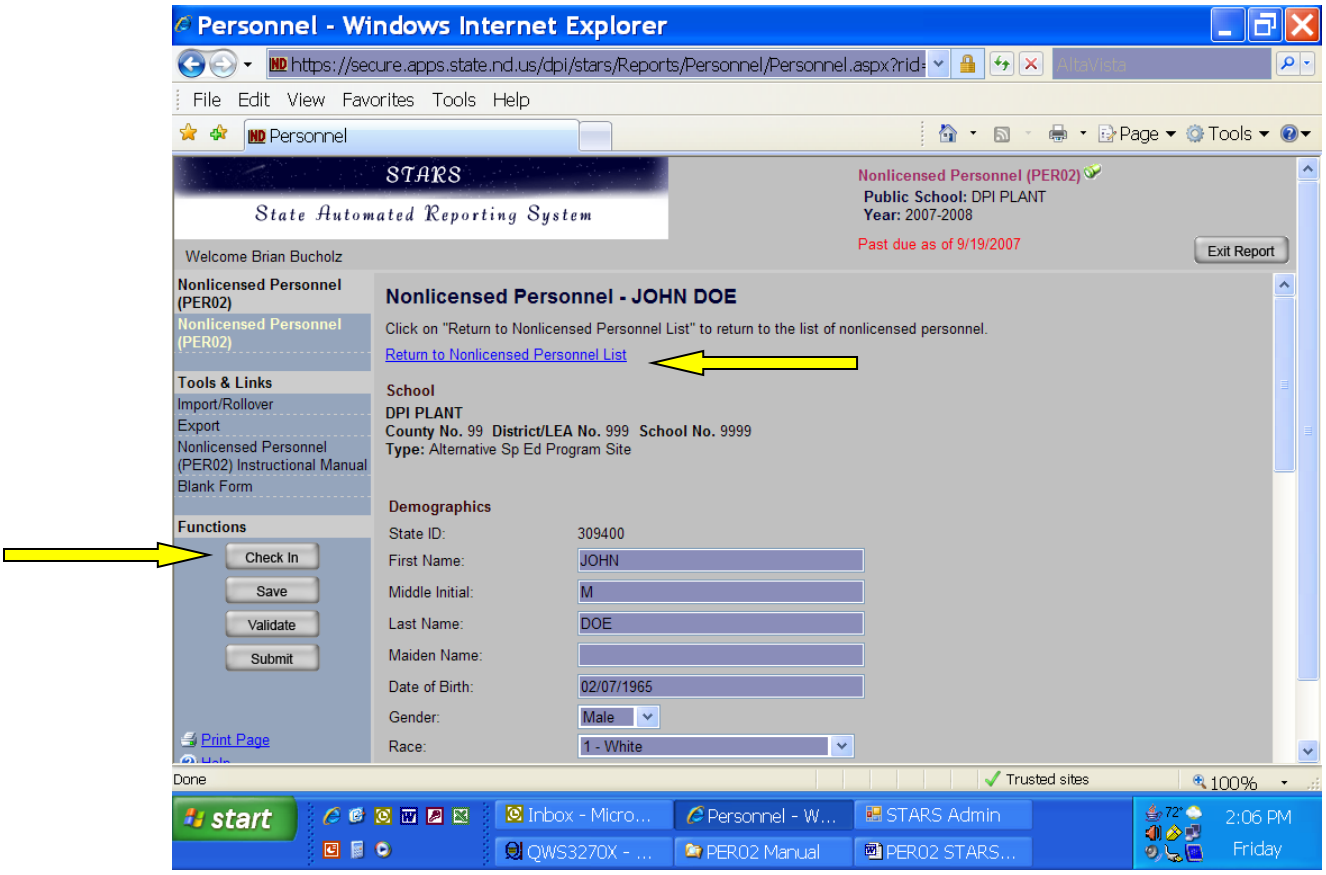
Click on Validate under Functions on the left side to review warning and error messages (see next page for this screen).



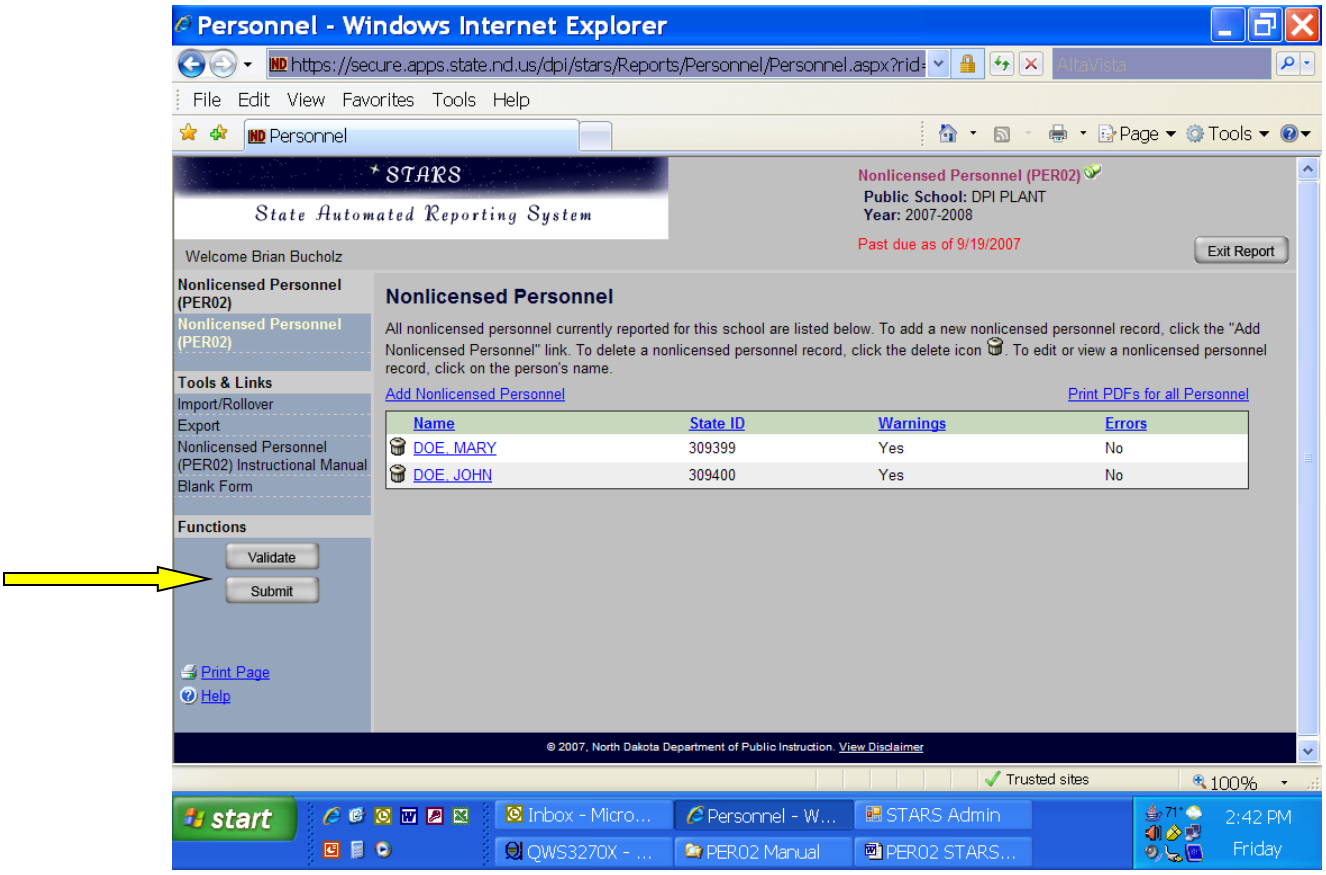
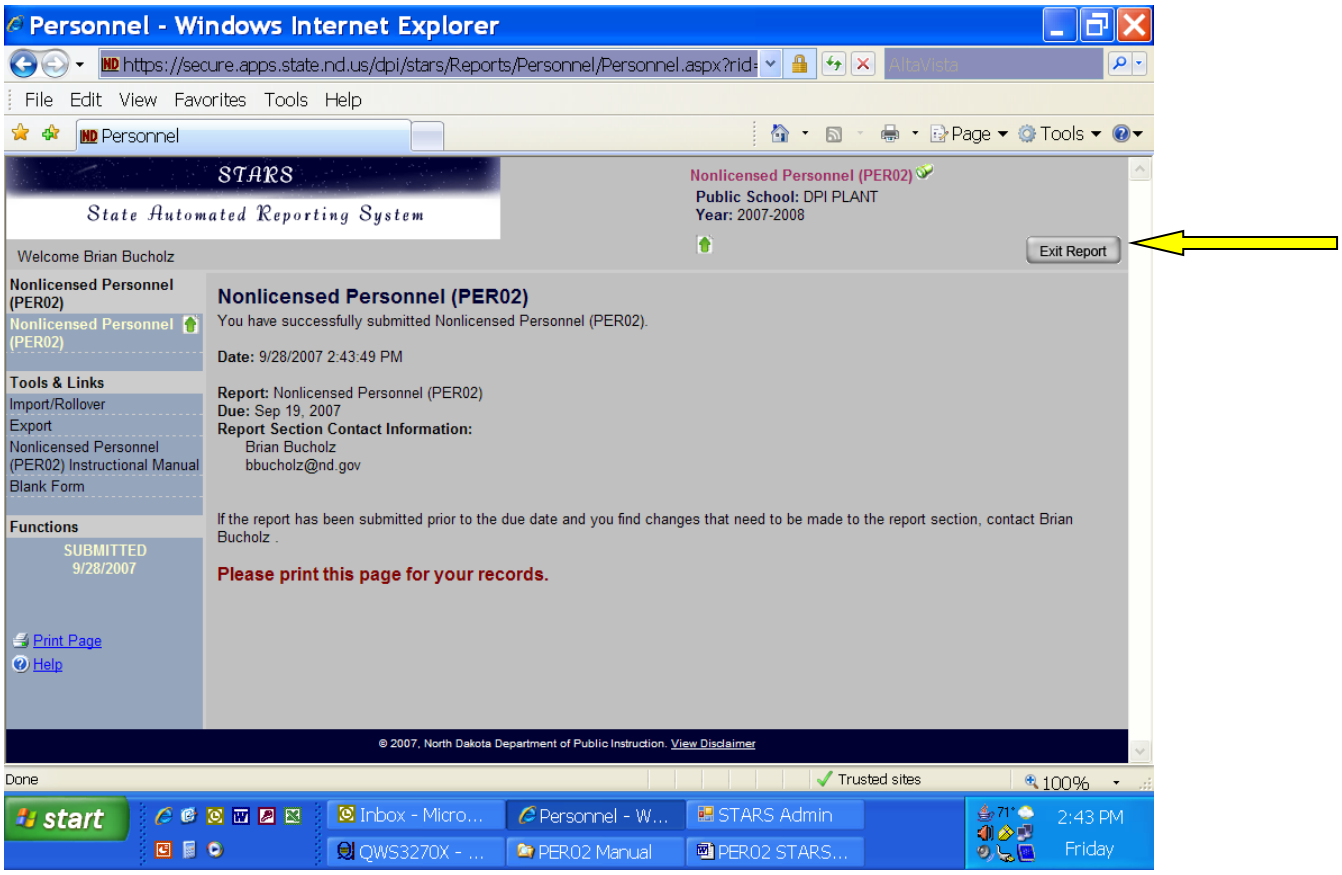
Click on Return to Nonlicensed Personnel or click on the state identification number to return to the record and make corrections.



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



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



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