



Principal Instructions for Completing Parental Directive Report in STARS

- Login to STARS
- Click the + sign by the Enrollment folder and then click on the + sign by Enrollment and then click on the district name.
- Select 2018-2019 School Year
- Choose the school and/or enter a grade and/or last name
- Click on the filter button
- Click on student's start date
- Click on the Check Out button
- Find the parental directive section, check the box in front of any assessment in which a Parental Directive form was received
- Save changes
- Check In
- Repeat steps for each student with a Parental Directive form on file
- Place paper form in student's file

Note: Parental Directives may be reported at any point during the school year. All Parental Directives must be reported by the Enrollment Report Due Date of Friday, June 28, 2019.

For questions on Parental Directive Reporting, please contact [Bonnie Weisz](#), Assistant Director Assessment, at (701) 328-1838.