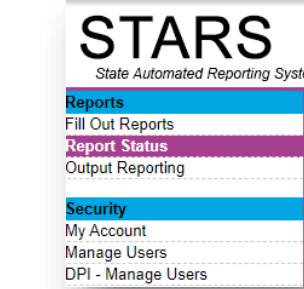
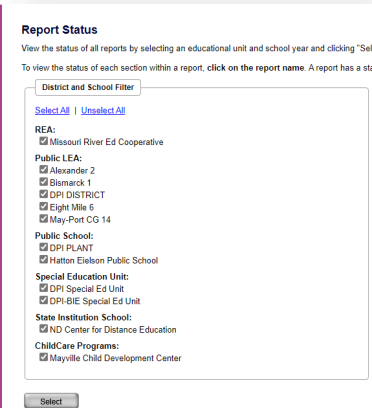
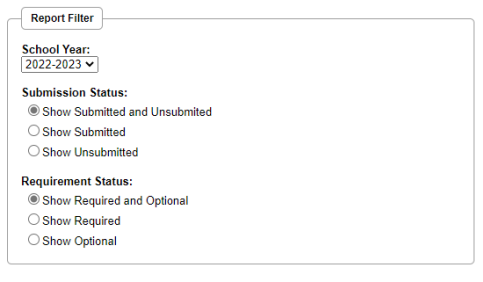



The STARS Report Status page will show you (based on your system access) various state reports with their submission status, due dates, contact information and if the report is required or optional.

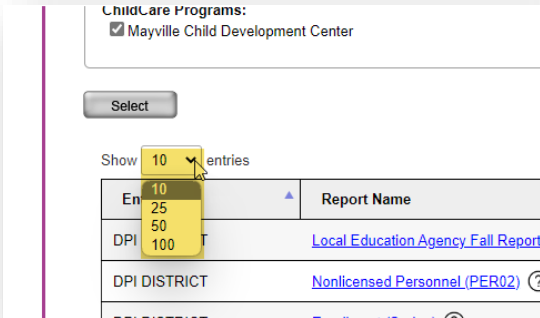
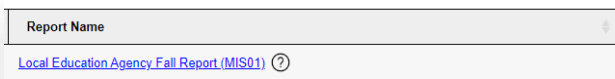
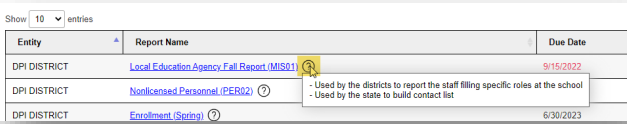
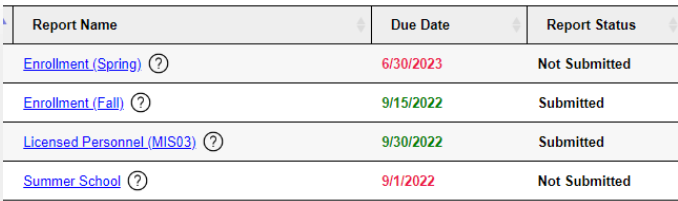
Here are highlights to the Report Status section.

### Accessing Report Status Information

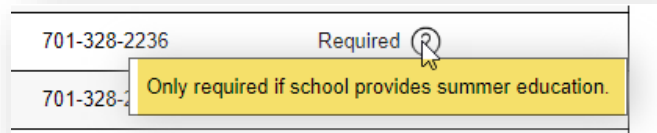
Narrative	Screenshot
<p>Access the STARS Report Status section by selecting 'Report Status'</p>	
<p>You will be able to select different entities based on your system permissions</p> <p>By default, all entities you have access to will be checked, you can un-check entities individually, or 'Unselect All' and then check only the ones you want</p> <p>You can also 'Select All' to see reports for all entities you have access to</p>	
<p>Select the proper school year from the dropdown</p> <p>Select a specific report submission status (if you want to see 'Submitted' or 'Unsubmitted' or both)</p> <p>Select the requirement status (if want to see either 'Required' or 'Optional' or both)</p>	

Narrative	Screenshot
<p>Once you selected the entity (or multiple entities), the report submission and requirement status you will need to hit 'Select' (at the bottom of the 'District and School Filter' (entity selection) section</p>	

### Interpreting Report Status Information

Narrative	Screenshot															
<p>Once you've selected a series of reports to review, you can adjust the number of reports you want displayed in the table. The default is set to 10 entries and may work well for smaller search results. However, if you have a large amount of search results, it may be easier to view by selecting a larger number of entries.</p>																
<p>By clicking on the report name, you should be taken directly to the report where you can work on the report or submit the report as needed. This option will save time trying to find the report one needs to work on after viewing the report status and due date</p>																
<p>Tool tips aren't listed for every single report, but they do offer a little more information for the end user to view.</p>																
<p>Due date color indicators are set up as follows:</p> <ul style="list-style-type: none"> <li>○ Black if not yet submitted but still on time</li> <li>○ Red if not submitted and past due date</li> <li>○ Green if submitted</li> </ul>	 <table border="1" data-bbox="724 1604 1398 1803"> <thead> <tr> <th>Report Name</th> <th>Due Date</th> <th>Report Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">Enrollment (Spring)</a> ?</td> <td>6/30/2023</td> <td>Not Submitted</td> </tr> <tr> <td><a href="#">Enrollment (Fall)</a> ?</td> <td>9/15/2022</td> <td>Submitted</td> </tr> <tr> <td><a href="#">Licensed Personnel (MIS03)</a> ?</td> <td>9/30/2022</td> <td>Submitted</td> </tr> <tr> <td><a href="#">Summer School</a> ?</td> <td>9/1/2022</td> <td>Not Submitted</td> </tr> </tbody> </table>	Report Name	Due Date	Report Status	<a href="#">Enrollment (Spring)</a> ?	6/30/2023	Not Submitted	<a href="#">Enrollment (Fall)</a> ?	9/15/2022	Submitted	<a href="#">Licensed Personnel (MIS03)</a> ?	9/30/2022	Submitted	<a href="#">Summer School</a> ?	9/1/2022	Not Submitted
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Reports may be required in certain scenarios and optional in other scenarios. For reports that have different scenarios, a tool tip has been included to provide more clarity.



Start typing the name of a report, school, district, etc. and the table will automatically be filtered based on what you type. Every field in the table can be filtered so when you start typing, the table will adjust to match what you're searching for.

