

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
Access the STARS Report Status section by selecting 'Report Status'	State Automated Reporting Syste Reports Fill Out Reports Report Status Output Reporting Dutput Reporting My Account Manage Users DPI - Manage Users
You will be able to select different entities based on your system permissions 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 You can also 'Select All' to see reports for all entities you have access to	Apport Status         We the status of each accion within a report, click on the report name: A report has a set         Destruct and School Filter         Status of 1 (Instatus A)         Massand Rowe Ed Cooperative         Massand Rowe Ed Cooperative      <
Select the proper school year from the dropdown Select a specific report submission status (if you want to see 'Submitted' or 'Unsubmitted' or both) Select the requirement status (if want to see either 'Required' or 'Optional' or both)	Report Filter         School Year:         2022-2023 •         Submission Status:         @ Show Submitted



Narrative	Screenshot
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	Select

## **Interpreting Report Status Information**

Narrative	Screenshot
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.	ChildCare Programs: Mayville Child Development Center Select Show 10entries En 10entries En 25Report Name DPI 100Local Education Agency Fall Report DPI DISTRICT Nonlicensed Personnel (PER02) ? DPI DISTRICT
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	Report Name           Local Education Agency Fall Report (MIS01)
Tool tips aren't listed for every single report, but they do offer a little more information for the end user to view.	Show     10 •• entiles       Entity     *       PPI DISTRICT     Local Education Againary, Fall Report (MISO1)       DPI DISTRICT     Nonlinensed Passonial (PER02)       DPI DISTRICT     Nonlinensed Passonial (PER02)       DPI DISTRICT     Enrodment (Serter)       DPI DISTRICT     Enrodment (Serter)
<ul> <li>Due date color indicators are set up as follows:</li> <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>	Report Name       Due Date       Report Status         Enrollment (Spring) ⑦       6/30/2023       Not Submitted         Enrollment (Fall) ⑦       9/15/2022       Submitted         Licensed Personnel (MIS03) ⑦       9/30/2022       Submitted         Summer School ⑦       9/1/2022       Not Submitted

State Automated Reporting System (STARS) STARS – Reports – Updated Interface V1.0 – 01 Aug 2023



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.

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Only required if school provides summer education.

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