

Principal Instructions for Scholarship Verification in STARS

- Login to STARS
- Fill Out Reports page
 - Click on Other
 - Click on Scholarship
 - Click on the school
- Click on “Select” button in the gray box on the right hand side of the page and a list of students who applied for the scholarship is displayed
- Click on “Check Out” button on the left side of the page. This permits you to edit each student’s page.
- Click on a student name. Place a check mark in all boxes you can verify.
 - You must enter the student’s cumulative GPA in the first box. This GPA is calculated using **all** of the credits earned by the student. **It must be calculated on a non-weighted 4.0 scale.**
 - If the GPA entered in the first box is below 3.0, you must recalculate the student’s GPA using only the 22 units required by law and the scholarship. You must include in these 22 units any units required for the scholarship. This GPA is calculated using a non-weighted 4.0 scale.
 - If you cannot verify one or more criteria, do not place a check mark in the corresponding box(es).
- Once you are finished with the verification for a student, click on “Save” on the left side of the page.
- Once you are done verifying a student, click on “Go back to List” at the top of the page or click on “Verify Scholarship Requirements” on the upper left side of the page. This will take you to the student list. You may then click on the name of another student.
- Once you are finished with the verifications, click on “Save” on the left side of the page.
- When you are finished editing all of the student reports, click on “Check In” on the left side of the page.
- Click on “Validate” on the left side of the page. You may see a yellow warning triangle or a red X indicating an error.
 - Yellow warning triangle—you may submit the report with a warning. If the warning states that the student is not marked as verified and is therefore ineligible for the scholarship, this means that the student does not satisfy all of the criteria for the scholarship.
 - Red X alert—this must be corrected prior to submission.
- If you want to get back to the student list to make edits, click on the “Verify Scholarship Requirements” on the left side of the page.
- If all errors are corrected and you are done verifying **all** the students in your school who have applied, click on “Submit”.

You may verify and submit the lists anytime from May 11 through June 15.

You will receive an email each week starting on May 11 reminding you to login to STARS and complete the verification process. Students have until June 1 to apply for the scholarship so check STARS weekly so you do not miss students who may apply since your last verification.

If you delegate this task to another person, please share these instructions with them.

All public schools must submit via eTranscript. A nonpublic school may submit via eTranscript or mail a final transcript (with Advanced Placement and/or dual credit courses identified) for every scholarship applicant from your school to:

ND Department of Public Instruction
Office of School Approval & Opportunity
Attn: ND Academic or CTE Scholarship Program
600 E. Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440

OR

Fax To:
Attn: ND Academic or CTE Scholarship Program
(701) 328-0201