



# NORTH DAKOTA DEPARTMENT OF **PUBLIC INSTRUCTION**

## **Immigrant – Help Guide State Automated Reporting System (STARS)**

English Language Learners in North Dakota  
Office of Indian/Multicultural Education  
(701) 328-1876

**September 2016**

Kirsten Baesler  
State Superintendent  
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[www.nd.gov/dpi](http://www.nd.gov/dpi)

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## Definition

Immigrant children and youth are students who-

- are age 3-21,
- were not born in any U.S. state; and
- have not attended one or more schools in the U.S. for more than e full academic years

## Data Submission

To complete the student record for Immigrant students

- Click on student's name

The screenshot shows the STARS interface with a list of students. The table below is a representation of the data shown in the screenshot.

|                          | Last Name | First Name | Middle Name | Grade | Gender | Date of Birth | State ID   | Start Date   | End Date     | PS |
|--------------------------|-----------|------------|-------------|-------|--------|---------------|------------|--------------|--------------|----|
| <input type="checkbox"/> | bunny     | bugs       |             | K     | F      | Feb 12, 2010  | 2541016454 | Aug 26, 2015 | Oct 25, 2016 |    |
| <input type="checkbox"/> | Duck      | Dalry      |             | 1     | F      | Sep 8, 2009   | 2982376722 | Aug 26, 2015 | May 27, 2016 |    |
| <input type="checkbox"/> | Duck      | Donaid     |             | 3     | M      | Sep 8, 2009   | 2982373363 | Aug 26, 2015 | May 27, 2016 |    |
| <input type="checkbox"/> | Mock      | Student    |             | 3     | M      | Aug 1, 1994   | 1053320091 | Aug 26, 2015 | May 27, 2016 |    |
| <input type="checkbox"/> | Mock      | Student1   |             | 5     | F      | Oct 13, 2005  | 1053585278 | Aug 26, 2015 | May 27, 2016 |    |

- Click on your district name in the list of districts that appear to open the student record.

The screenshot shows the STARS interface with the student record form. The form fields are as follows:

Legal Last Name: bunny  
Suffix: [Select]  
Preferred First Name:  
Preferred Middle Name:  
Preferred Last Name:  
Address:  
City State Zip:  
Home Phone Number:  
Date of Birth: 02/12/2010  
Age: 5  
Gender: Female  
Ethnicity: Not Hispanic or Latino  
Race (check all that apply):  
 American Indian or Alaskan Native  Asian  
 Native Hawaiian or Other Pacific Islander  Black or African American  
 White  
Cohort Year (Exp. Year of Graduation):  
District Permanent Student Record  
Student Identifier:  
School Year Details  
Add School Year Detail Record

| District       | Plant     | Grade | Begin Date   | End Date     |
|----------------|-----------|-------|--------------|--------------|
| DPI D.DISTRICT | DPI PLANT | K     | Aug 26, 2015 | Oct 25, 2016 |

- Click on “check out” to add information to the student’s record
- Check the box Immigrant
- Origin Country
  - Select from the drop-down menu

STARS State Automated Reporting System

Welcome Jill Frohlich

Enrollment Public LEA: DPI DISTRICT Year: 2015-2016

Exit Report

**Enrollment**

District Student Filter  
Notification  
Undocumented Student Transfer  
Title I Private & Local Neglected

**Tools**

State Student Search  
PSState Student Search  
Versions  
Import/Rollover  
Export  
Batch ID Assigner

**Functions**

Check In  
Save  
Validate  
Submit  
Generate PDF

FALL ENROLLMENT COLLECTION

Print Page  
Help

**Special Programs**

Alternative Education  Section 504  
 NS Lunch Program  21st Century  
 Gifted and Talented

Send To Tienet: To access INITIAL EVALUATION and RTI forms for students currently not receiving special education.

**Special Education**  
DPI Contact: Michelle Souther, 701-328-2652, msouther@nd.gov

**Limited English Proficiency**  
DPI Contact: Jill Frohlich, 701-328-2254, jmfrohlich@nd.gov

**Immigrant**  
DPI Contact: Jill Frohlich, 701-328-2254, jmfrohlich@nd.gov

**Permanent Record**

Origin Country:   
Entered U.S. Date:

**Migrant**  
DPI Contact: Sandy Peterson, 701-328-2170, smpeterson@nd.gov

**Homeless**  
DPI Contact: Jacki Harasym, 701-857-7770, jharasym@nd.gov

**Refugee**  
DPI Contact: Jill Frohlich, 701-328-2254, jmfrohlich@nd.gov

**Title I**  
DPI Contact: Jill Frohlich, 701-328-2254, jmfrohlich@nd.gov

- Enter the Entered U.S. Date

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- Check In