



PowerSchool to STARS Guidance Document v2.2

This document was developed to help everyone understand the vertical reporting process. It is simply a guide and will be updated and modified as we move through the process and encounter and jointly resolve the various “bumps” in the road

This version contains:

- ✓ Vertical Reporting Roles and Responsibilities
- ✓ New Data Elements or Replacement of Current Data Submissions
- ✓ PowerSchool to STARS Work Flow
- ✓ What is Included and Not Included
- ✓ Reports Being Addressed Next
- ✓ Report Status and Validations
- ✓ **Automated File Transfer Control (further clarifications)**
- ✓ When to Update PowerSchool vs. Updating STARS
- ✓ Assigning State Student IDs
- ✓ References

Vertical Reporting Roles and Responsibilities



Districts

- Attend EduTech training
- Ensure data entered is complete, accurate, and timely
- Ensure data entered is within established standards
- Work with EduTech, DPI and/or Data Management Committee to identify training needs, data requirements and data issues



EduTech

- Provide training to school staff on the consistent use of PowerSchool
- Work with school and DPI to determine if school is ready to replace data imported to STARS with vertical reporting
- Relay concerns from school staff to DPI and/or Data Management Committee representative
- Work with DPI and/or Data Management Committee representative to update and/or add reports to education portal
- Determines what changes need to be made to PowerSchool
- Works with outside contractors to make changes to PowerSchool



ITD

- Maintain ETL process
- Make updates to ETL process
- Work with EduTech to make changes to PowerSchool
- Work with DPI to make changes to Operational Longitudinal Data Store (staging area used by DPI to pull into STARS)
- Work with DPI to make changes to the STARS data load



DPI

- Compare data pulled from PowerSchool with data submitted to STARS; provide feedback on differences to school and EduTech
- Work with EduTech and school to determine if school is ready to replace data imported to STARS with vertical reporting
- Work with school staff to address year to year data anomalies (done by subject area data stewards)
- Determine data needs based on mandates and requested report(s) from schools
- Work with EduTech and/or Data Management Committee to determine proper source(s) of data

Figure 1 - Vertical Reporting Roles and Responsibilities

New Data Element or Replacement of Current Data Submissions

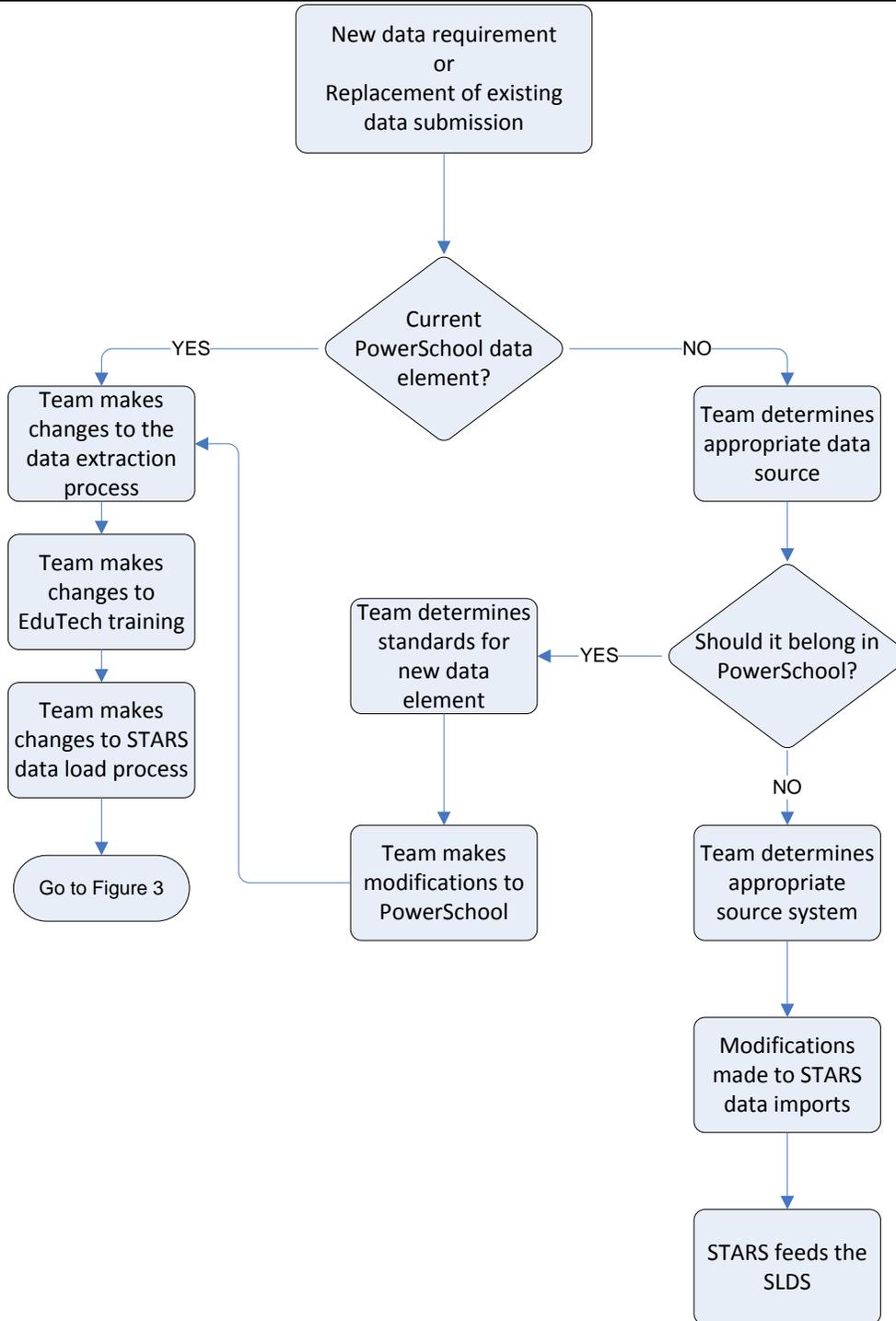


Figure 2 - New Data Element or Replacement of Current Data Submission

PowerSchool to STARS Workflow

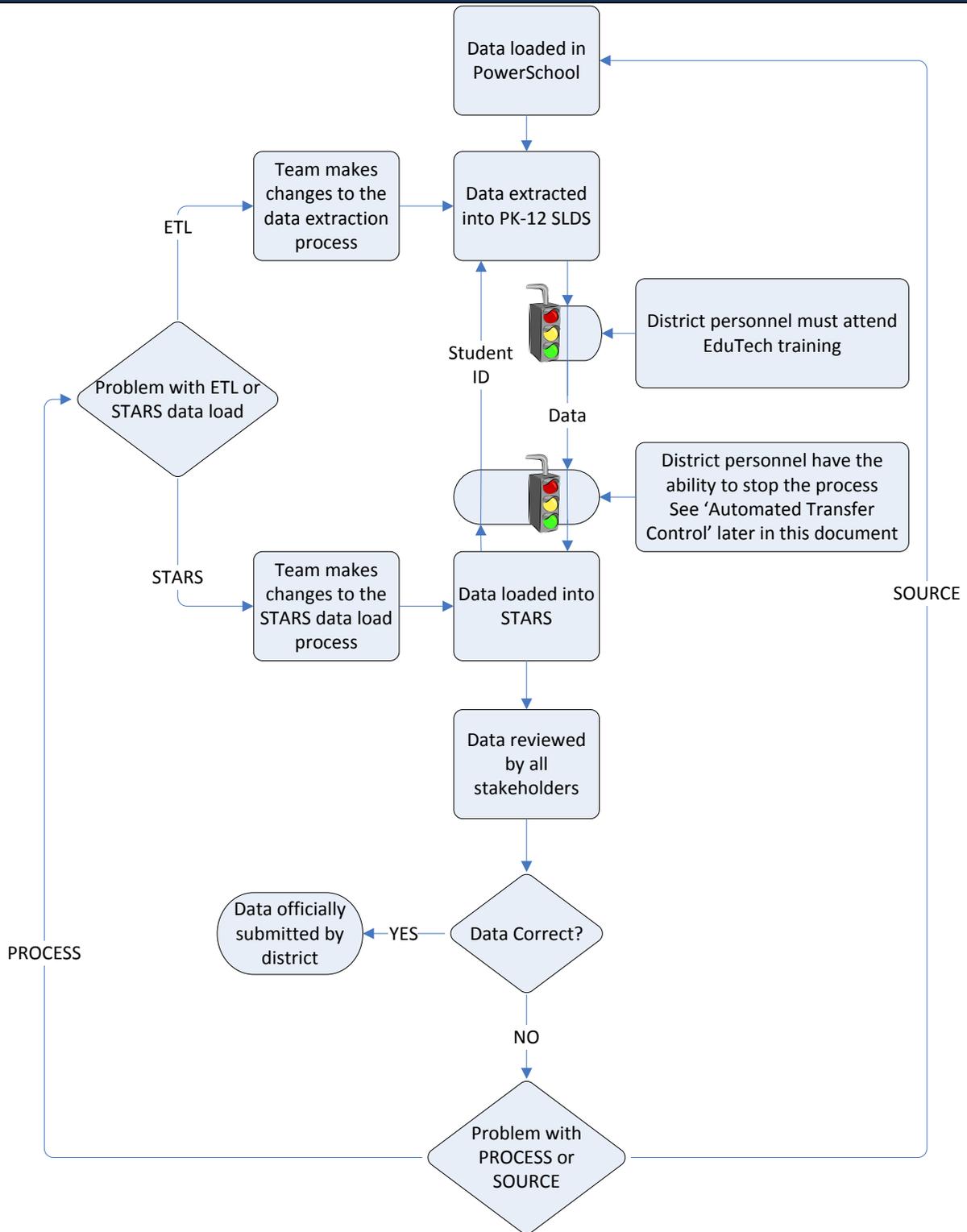
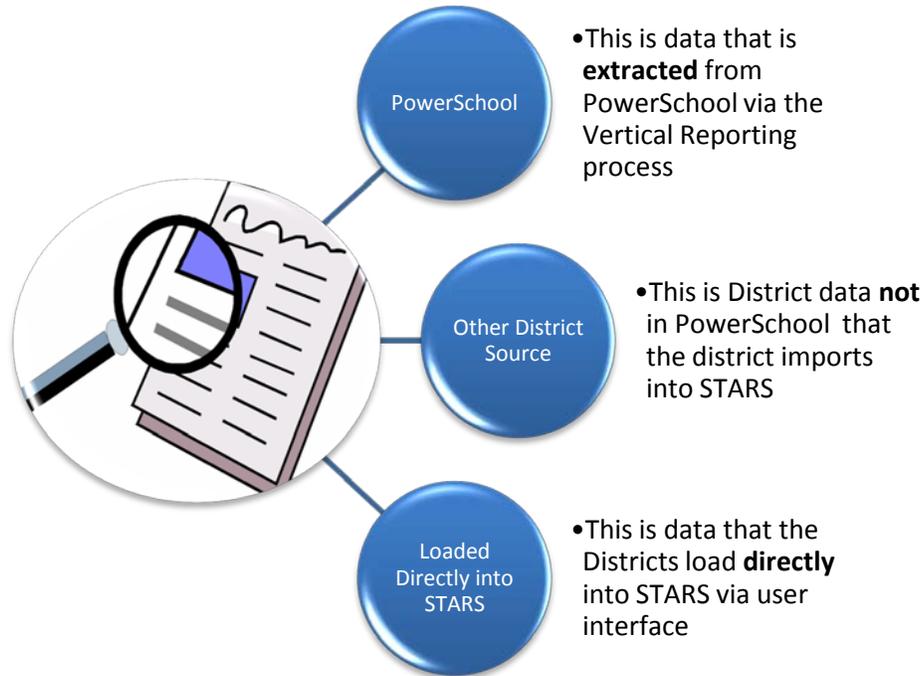


Figure 3 - PowerSchool to STARS workflow

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What is Included and Not Included

Not all data needed to complete federal and state reporting logically fits into a student information system (i.e. finance data). The data needed falls into three groups.



The following table identifies the data imports that are currently included and not included in the data pulled from PowerSchool via the Vertical Reporting process. Any data import not listed in the “included” column still needs to be entered into STARS as currently done

STARS Report	Included	Not Included
Spring Enrollment	Student Data Export	Homeless Home School LEP Migrant Student Course Details Course Data Proposed

Reports Being Addressed Next

We are currently looking at the next set of data that we can pull from PowerSchool. They are:

- a. Calendar
- b. Licensed Personnel

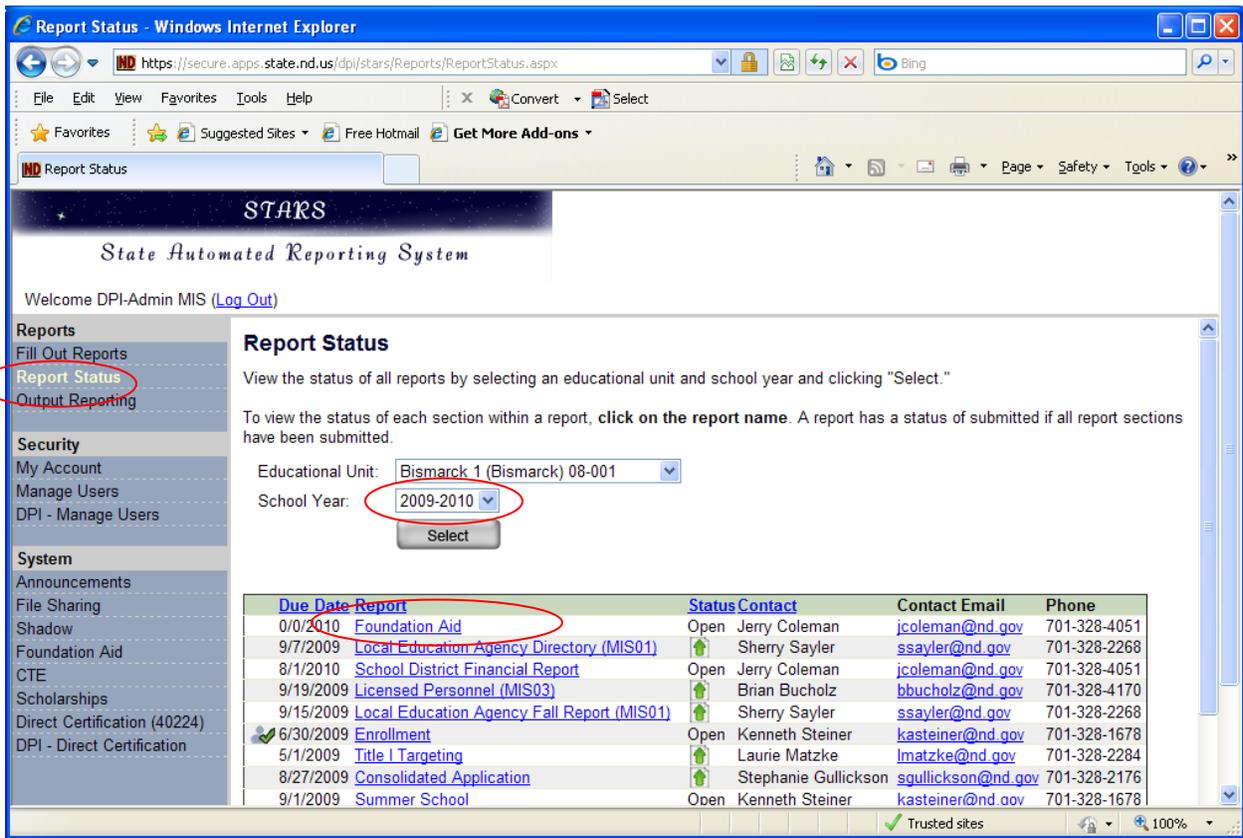
As these are completed we will move on to the next district data submissions

Report Status and Validations

The purpose of the Vertical Reporting project is to take on the burden of increased data requirements placed on the districts. Through this process, much of the data submitted into STARS will begin to be automatically pulled from the source student information system, PowerSchool. Once the data is in STARS, the districts still need to verify the data and perform an official submission.

The following steps outline how to check your status report

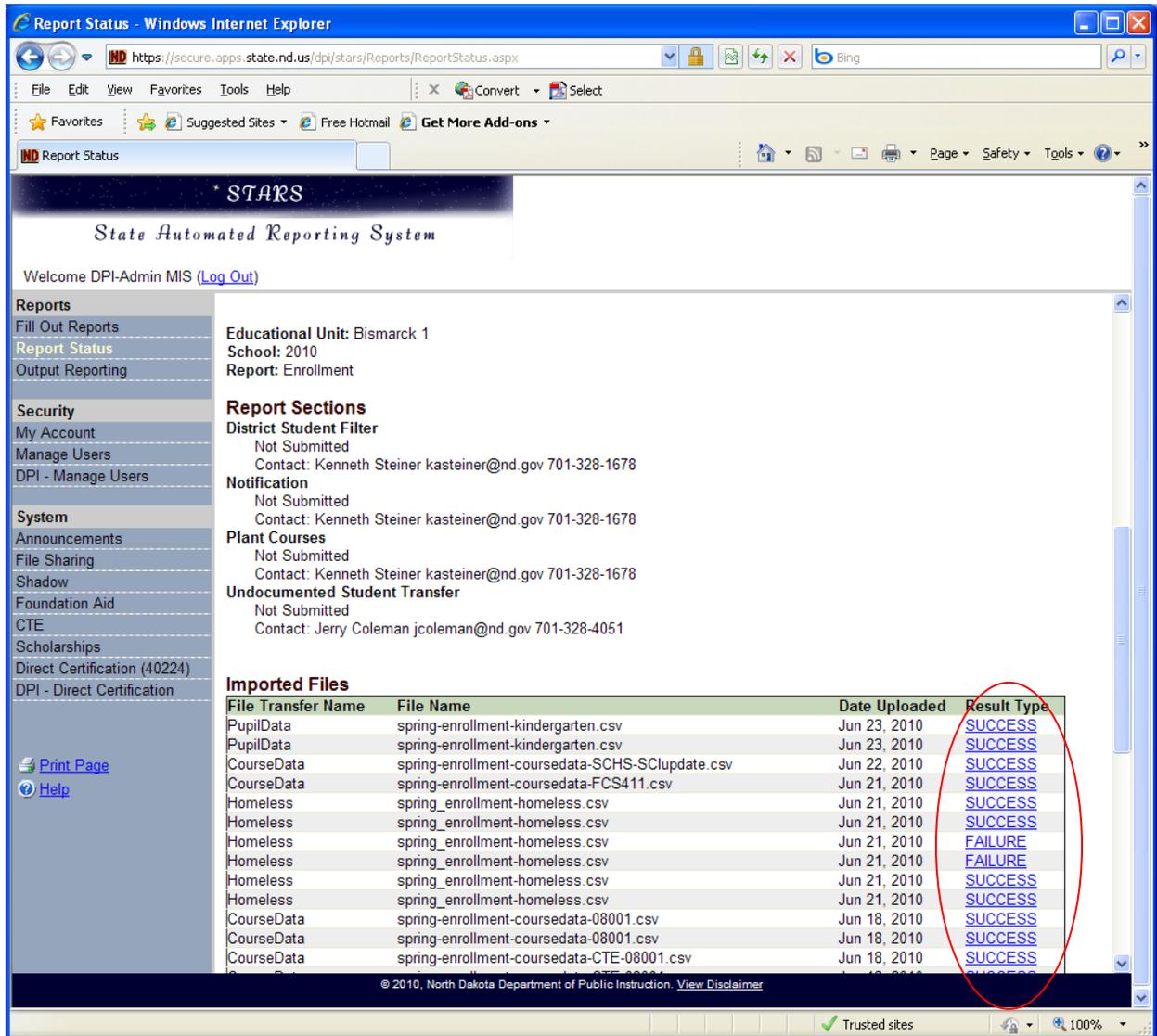
1. Login and on the left hand side you will see a link to Report Status



2. Select 2010 School year
3. Click on the Report you are reviewing.

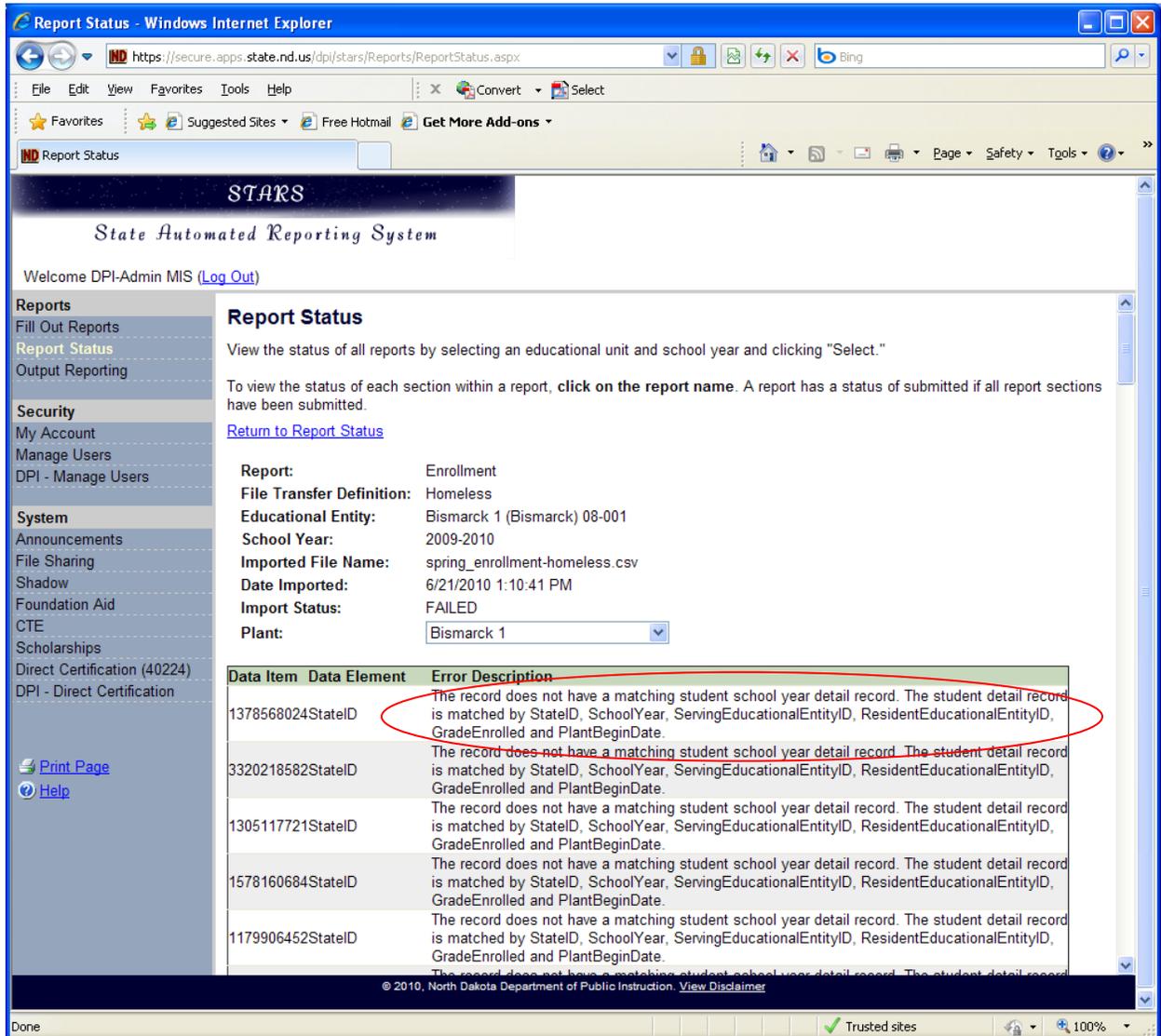
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- 4. School down and see the imports for the last week. In the result column, you will see SUCCESS or FAILURE



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5. Click on this and you will see what records failed to import and why.



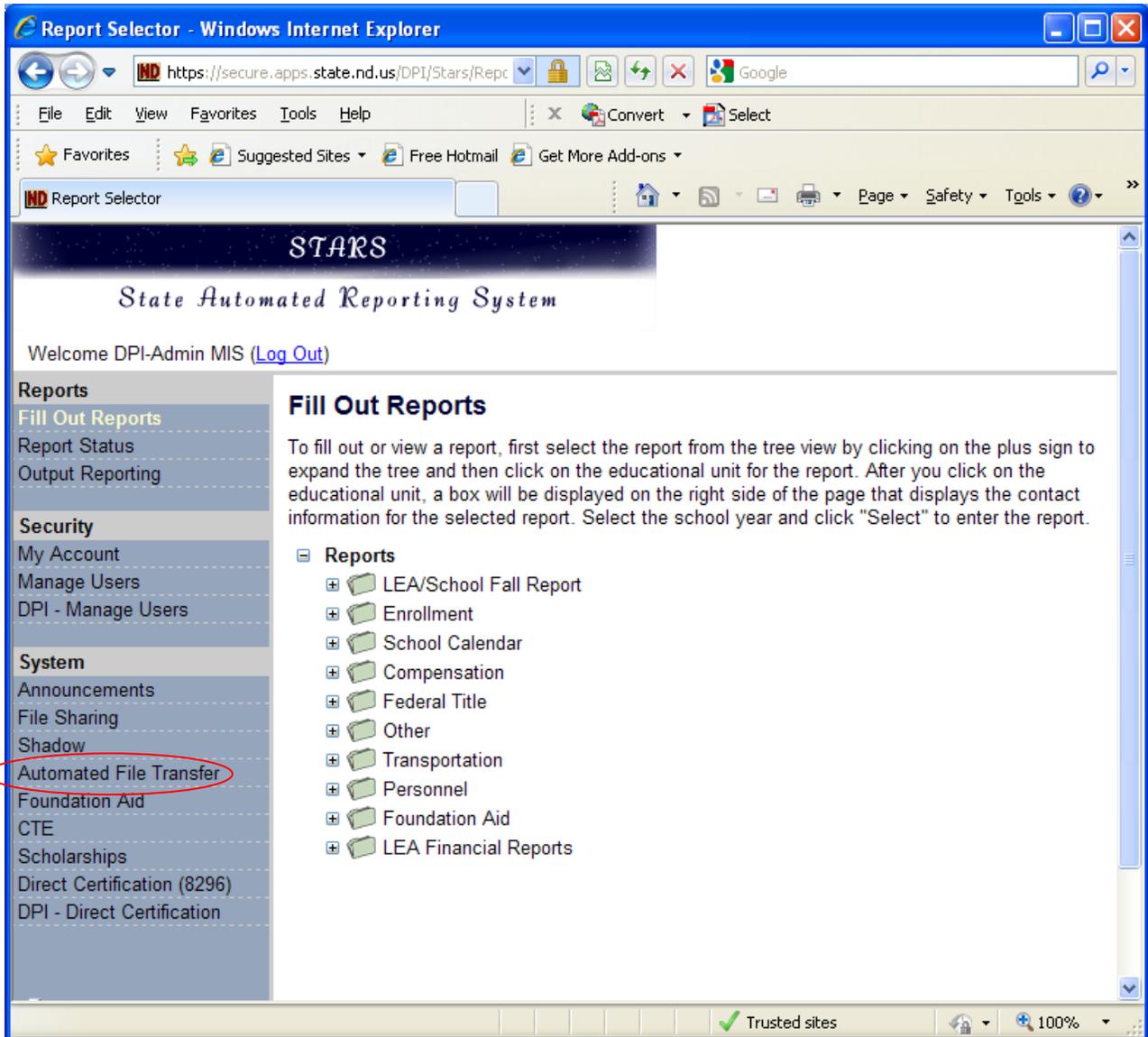
6. Clean the data at the source (Power School)
7. Do the Validation of your data as before
8. Submit collection

Automated File Transfer Control

The purpose of Automated Transfer Control is to give the districts the ability to control when their Data Transfers are processing.

The following steps outline how to control file transfers.

1. Login and on the left hand side you will see a link to **Automated Transfer Control**.



NOTE: if you do not see the 'Automated File Transfer' selection, contact your STARS administrator to update your rights.

To see a guide explaining how to **Manage Users**, click on the link below
<http://www.dpi.state.nd.us/resource/STARS/Reports/manageusers.pdf>

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Automated File Transfer - Windows Internet Explorer

https://secure.apps.state.nd.us/DPI/Stars/Syst...

File Edit View Favorites Tools Help

Automated File Transfer

STARS

State Automated Reporting System

Welcome DPI-Admin MIS ([Log Out](#))

File Transfer
View File Transfers

Functions

Main Site
Return to Main Site

[Print Page](#)

Automated File Transfer

Collection: Enrollment
Import: PupilData
School Year: 2010-2011
LEA: Bismarck 1

[Add New Automated Import](#)

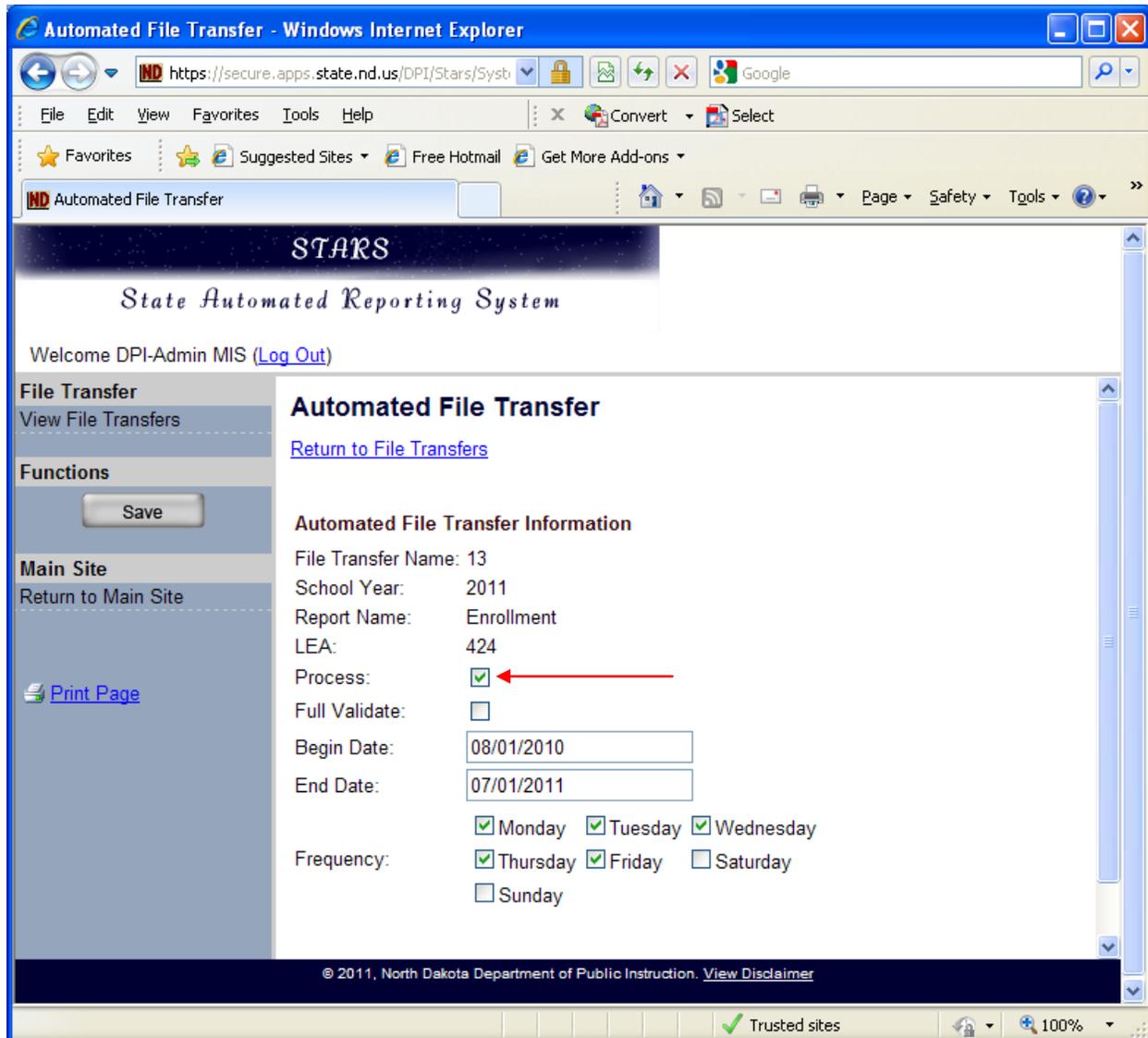
Report Name	File Transfer Name	School Year	LEA	Begin Date	End Date	Process	Full Validate
Enrollment	PupilData	2011	Bismarck 1	Aug 1, 2010	Jul 1, 2011	True	False

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1. Click on **Add New Automated Import** or select the import form the list.

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2. Click on the **Process** check box,
 - If it is **checked** – the STARS import **will occur**
 - If it is **not checked** – the STARS import **will not occur**
3. Enter a Begin and End Date within the school year.
4. Select which days you would like this to process.
5. Click Save.

For Example: If you wanted the SLDS to STARS pull to start on 01 Sep and only be pulled every Friday; select 'Process', set the begin date to 09/01/2011, and deselect all days except 'Friday'

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When to Update PowerSchool vs. Updating STARS

The dividing line is the official submission, any changes before that should be done in PowerSchool, any changes after that should be done in STARS

Until the official submission, STARS data is updated and overwritten by the nightly PowerSchool data pull. Once the data is officially submitted, this update is turned off and any changes will need to be made directly in the STARS system.

Update PowerSchool	Update STARS
BEFORE you've done your official submission	AFTER you've done your official submission

Another point to remember is to always submit in STARS **before** you prepare PowerSchool for the new school year.

The following fields are used to uniquely identify each record submitted to STARS. If they are updated in the source system, they will also need to be updated in STARS.

- Student name (first, last, middle) / State Student ID
- Grade
- Start Date
- School
- Enroll Status
- Resident District

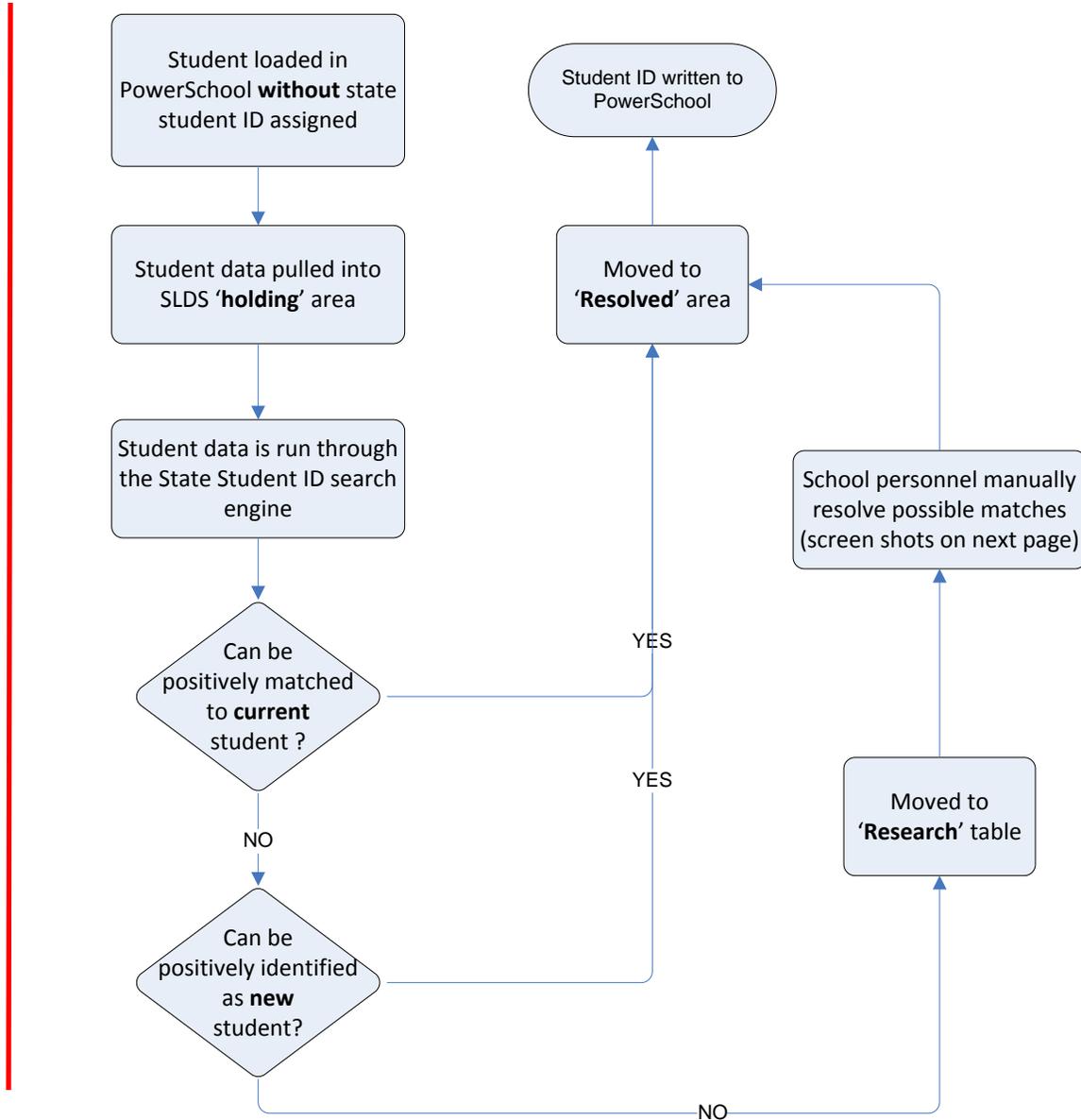
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Assigning State Student IDs

There are two methods to assign state student IDs

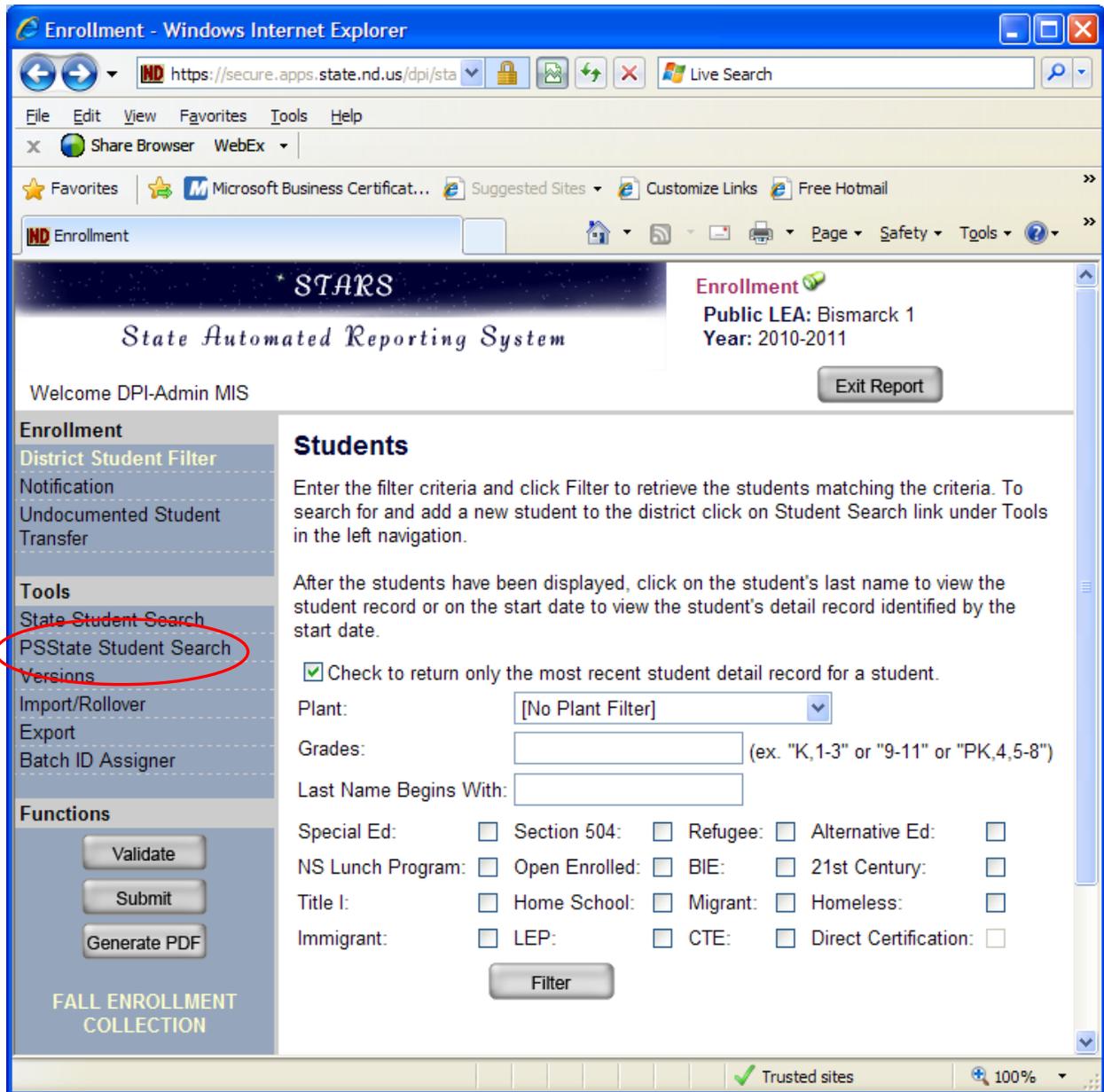
Method one is the current method for assigning state student IDs. Log into STARS and perform a State Student ID search. Take this ID and load it in your PowerSchool database. This will then flow with the other student information during the nightly data pull.

Method two automates the process:



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1. Log into STARS and select 'PSState Student Search' under 'Tools'



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2. Click on the students name

Power School Student Search - Windows Internet Explorer

https://secure.apps.state.nd.us/dpi/stars/Reports/Enrollment/PSSStudentSearch.asj

Power School Student Search

STARS
State Automated Reporting System

Enrollment
Public LEA: Bismarck 1
Year: 2010-2011

Welcome DPI-Admin MIS

Exit Report

Enrollment

District Student Filter

Notification

Undocumented Student Transfer

Tools

State Student Search

PS State Student Search

Versions

Import/Rollover

Export

Batch ID Assigner

Functions

FALL ENROLLMENT COLLECTION

Print Page

Help

School Name	StateID	LastName	First Name	Middle Name	Gender	Date of Birth	Grade	Ethnicity	Race
Bismarck 1		Hosek	Owen		M	20030621	K	2	5,
Bismarck 1		Stonck	Mary		F	20010625	1	2	5,
Bismarck 1		Schmidt	Julia		F	20010512	2	2	5,
Bismarck 1		Schnaible	Clare		F	20030410	K	2	5,
Bismarck 1		Davis	Seth		M	20000929	2	2	5,
Bismarck 1		Rial	Kristopher		M	20040722	PK	2	5,
Bismarck 1		Wetch	Lauren		F	20020107	1	2	5,
Bismarck 1		Rieker	Brant		M	20000419	3	2	5,
Bismarck 1		Rieker	Isabel		F	20010718	2	2	5,
Bismarck 1		Baker	Gideon		M	20020804	2	2	
Bismarck 1		Schweitzer	Frank		M	20010818	2	2	
Bismarck 1		Miller	Kayla		F	19970115	7	2	
Bismarck 1		Miller	David		M	20020503	2	2	
Bismarck 1		Jackson	Cassandra		F	19950314	9	2	
Bismarck 1		Mayer	Elijah		M	20020707	1	2	
Bismarck 1		Stacey	Mary Beth		F	19911207	12	2	
Bismarck 1		Hafenbreidel	Timothy		M	19931208	10	2	
Bismarck 1		Hafenbreidel	Benjamin		M	20000814	3	2	
Bismarck 1		Schlador	Brooke		F	20020616	2	2	
Bismarck 1		Gellerman	Paul		M	20020504	2	2	
Bismarck 1		Walker	Kierra		F	20020509	1	2	
Bismarck 1		Schweitzer	Samuel		M	19990429	4	2	
Bismarck 1		Schuck	Solomon		M	20020305	2	2	
Bismarck 1		Schlador	Sierra		F	20000229	4	2	
Bismarck 1		Schlador	Renee		F	19970505	6	2	
Bismarck 1		Moylan	Amy		F	20010922	2	2	
Bismarck 1		Mott	Wynnton		M	20010917	2	2	

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3. Select the appropriate student StateID that matches the searched student **or** create a new student.

StateID	Last Name	First Name	Middle Name	Gender	Date of Birth	Score
1057942794	MORSE	CARTER	ALLEN	M	Sep 17, 2001	47.67
1456067746	Friesz	Evan	Eric	M	Sep 17, 2001	47.67
1574799451	Fire	Aidan	Vincent	M	Sep 17, 2001	47.67
1675131242	Grunefelder	Peyton	A	M	Sep 17, 2001	47.67
1690750282	Bailey	Kaede	D	M	Sep 17, 2001	47.67

4. The resolved students are sent to the “resolved” table and the student’s information is loaded into STARS

References

STARS Information – <http://www.dpi.state.nd.us/resource/STARS/index.shtm>

If you have any questions, comments, or concerns please contact Steve Snow, DPI MIS Directors **328-2189** or fsnow@nd.gov