

STARS

*State Automated Reporting System*

# *STARS User Manual*

*August 8, 2016*

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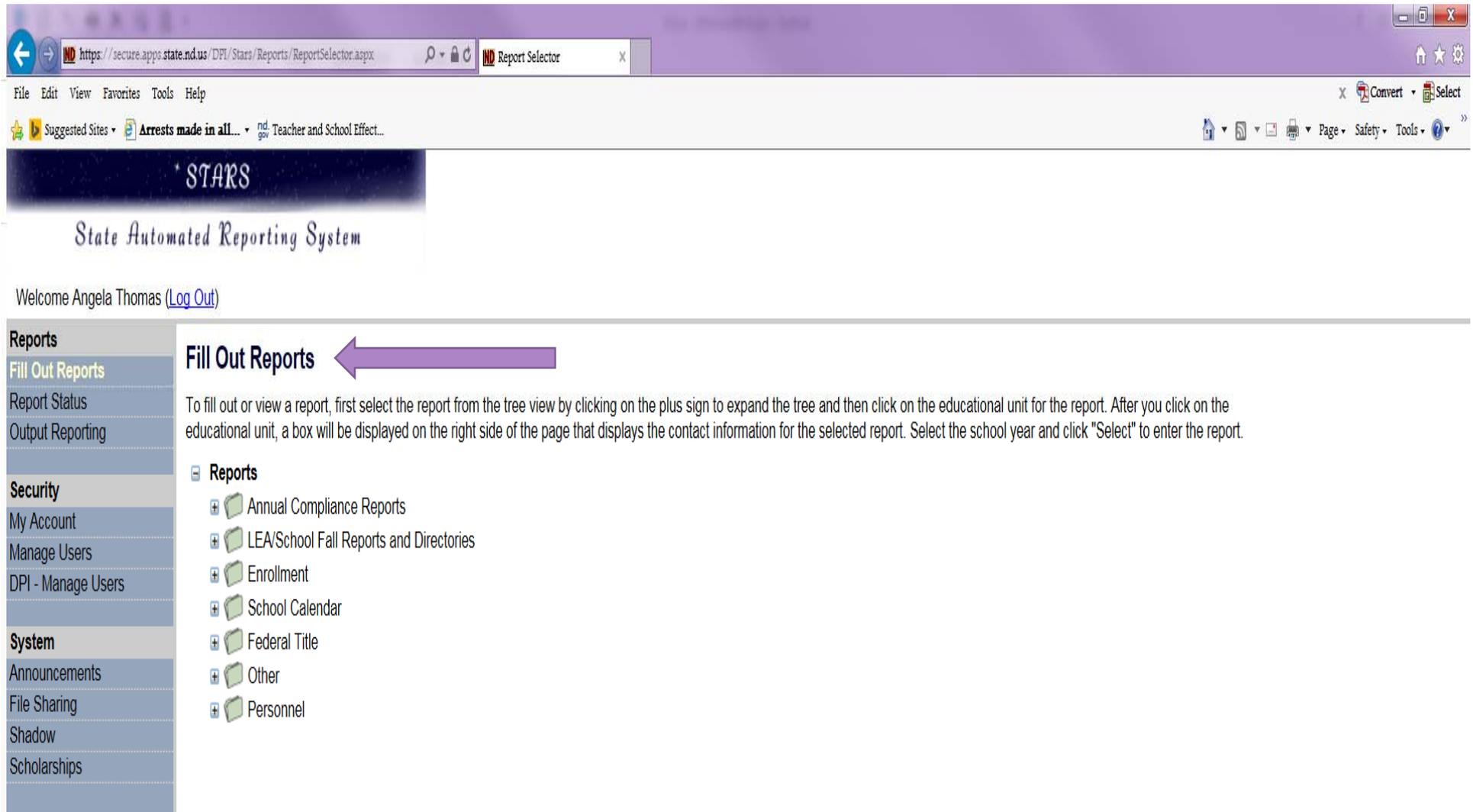
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# GETTING STARTED

- Once you sign into STARS, it will bring you to the Fill Out Reports screen.



The screenshot shows a web browser window with the URL <https://secure.apps.state.nd.us/DFI/Stars/Reports/ReportSelector.aspx>. The page title is "Report Selector". The browser's address bar shows "ND Report Selector". The page content includes a navigation menu on the left with categories: Reports, Security, and System. Under "Reports", "Fill Out Reports" is highlighted with a purple arrow. Below the navigation menu, the text "Welcome Angela Thomas (Log Out)" is visible. The main content area is titled "Fill Out Reports" and contains a purple arrow pointing to the left. Below this, there is a list of reports under the heading "Reports":

- + Annual Compliance Reports
- + LEA/School Fall Reports and Directories
- + Enrollment
- + School Calendar
- + Federal Title
- + Other
- + Personnel

To fill out or view a report, first select the report from the tree view by clicking on the plus sign to expand the tree and then click on the educational unit for the report. After you click on the educational unit, a box will be displayed on the right side of the page that displays the contact information for the selected report. Select the school year and click "Select" to enter the report.

- Next, click on “Enrollment”.

STARS  
State Automated Reporting System

Welcome Angela Thomas ([Log Out](#))

**Reports**

**Fill Out Reports**

To fill out or view a report, first select the report from the tree view by clicking on the plus sign to expand the tree and then click on the educational unit for the report. After you click on the educational unit, a box will be displayed on the right side of the page that displays the contact information for the selected report. Select the school year and click "Select" to enter the report.

**Reports**

- + Annual Compliance Reports
- + LEA/School Fall Reports and Directories
- + Enrollment
- + School Calendar
- + Federal Title
- + Other
- + Personnel

- Next, click on “Early Childhood Enrollment”.

Welcome Angela Thomas ([Log Out](#))

### Reports

**Fill Out Reports**

To fill out or view a report, first select the report from the tree view by clicking on the plus sign to expand the tree and then click on the educational unit for the report. After you click on the educational unit, a box will be displayed on the right side of the page that displays the contact information for the selected report. Select the school year and click "Select" to enter the report.

- Reports
  - Annual Compliance Reports
  - LEA/School Fall Reports and Directories
  - Enrollment
    - Early Childhood Enrollment**
    - Enrollment
    - Summer School
  - School Calendar
  - Federal Title
  - Other
  - Personnel

[Print Page](#)

- Choose your program from the drop down list.

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State Automated Reporting System

Welcome Angela Thomas ([Log Out](#))

**Reports**

- Fill Out Reports
- Report Status
- Output Reporting

**Security**

- My Account
- Manage Users
- DPI - Manage Users

**System**

- Announcements
- File Sharing
- Shadow
- Scholarships
- [Print Page](#)
- [Help](#)

**Fill Out Reports**

To fill out or view a report, first select the report from the tree view by clicking on the plus sign to expand the tree and then click on the educational unit for the report. After you click on the educational unit, a box will be displayed on the right side of the page that displays the contact information for the selected report. Select the school year and click "Select" to enter the report.

- Reports
  - Annual Compliance Reports
  - LEA/School Fall Reports and Directories
  - Enrollment
    - Early Childhood Enrollment
      - DPI Early Childhood LEA 99-399
      - Mayville Child Development Center 49-310
      - Minot Head Start LEA 51-316
      - St Michaels Preschool and Childcare LEA 03-314
      - The Gingerbread House LEA 09-336
      - Tiny Tornadoes LEA 11-312
      - University Childrens Learning Center LEA 18-310
      - YMCA Early Learning Center LEA 09-314
    - Enrollment
    - Summer School
  - School Calendar
  - Federal Title
  - Other
  - Personnel

- Once you choose your program, it will generate the Early Childhood Enrollment box to the right.
- Select the correct year and click “Select”.

STARS  
State Automated Reporting System

Welcome Angela Thomas ([Log Out](#))

**Reports**

Fill Out Reports  
Report Status  
Output Reporting

**Security**  
My Account  
Manage Users  
DPI - Manage Users

**System**  
Announcements  
File Sharing  
Shadow  
Scholarships

[Print Page](#)  
[Help](#)

**Fill Out Reports**

To fill out or view a report, first select the report from the tree view by clicking on the plus sign to expand the tree and then click on the educational unit for the report. After you click on the educational unit, a box will be displayed on the right side of the page that displays the contact information for the selected report. Select the school year and click "Select" to enter the report.

**Reports**

- Annual Compliance Reports
- LEA/School Fall Reports and Directories
- Enrollment
  - Early Childhood Enrollment
    - DPI Early Childhood LEA 99-399**
    - Mayville Child Development Center 49-310
    - Minot Head Start LEA 51-316
    - St Michaels Preschool and Childcare LEA 03-314
    - The Gingerbread House LEA 09-336
    - Tiny Tomatoes LEA 11-312
    - University Childrens Learning Center LEA 18-310
    - YMCA Early Learning Center LEA 09-314
  - Enrollment
  - Summer School
- School Calendar
- Federal Title
- Other
- Personnel

**Early Childhood Enrollment**

Educational Unit: DPI Early Childhood LEA  
 School Year: 2016-2017  
 Select

Contact Name: Tara Bitz  
 Email: [tbitz@nd.gov](mailto:tbitz@nd.gov)  
 Phone: 701-328-4646  
 Notes:  
 Early Childhood Enrollment

# ADDING EARLY CHILDHOOD PROGRAMS

- To add information regarding the early childhood programs being offered, click on “Program Information” under Early Childhood Enrollment on the left side bar.

Welcome Angela Thomas

**Early Childhood Enrollment**

**Early Childhood Programs**

Please add information about the early childhood programs being offered.

Early Childhood Section Name	Early Childhood Section Code	Type of Program	Hours/Week	Days/Week	Start Date	End Date
<a href="#">Test Data</a>	12345	Headstart	12	3	08/01/2016	05/31/2017

**Program Information**

**Tools**

- State Student Search
- Import
- Export

**Functions**

- Check Out
- Validate
- Submit

Exit Report

- Next, click on “Check Out” listed below Functions on the left side bar.

Welcome Angela Thomas

**Early Childhood Enrollment**  
 ChildCare Programs: DPI Early Childhood LEA  
 Year: 2016-2017

**Early Childhood Programs**  
 Please add information about the early childhood programs being offered.

Early Childhood Section Name	Early Childhood Section Code	Type of Program	Hours/Week	Days/Week	Start Date	End Date
<a href="#">Test Data</a>	12345	Headstart	12	3	08/01/2016	05/31/2017

**Functions**

Check Out  
 Validate  
 Submit

[Print Page](#)

- Click on “Add Section” listed in blue.

STARS  
State Automated Reporting System

Early Childhood Enrollment  
ChildCare Programs: DPI Early Childhood LEA  
Year: 2016-2017

Welcome Angela Thomas Exit Report

**Early Childhood Enrollment**

Student List

**Program Information**

Tools

State Student Search

Import

Export

**Functions**

Check In

Validate

Submit

[Print Page](#)

**Early Childhood Programs**

Please add information about the early childhood programs being offered.

[Add Section](#)

Early Childhood Section Name	Early Childhood Section Code	Type of Program	Hours/Week	Days/Week	Start Date	End Date
Test Data	12345	Headstart	12	3	08/01/2016	05/31/2017

- Complete this section and click “Save”.
- Click “Return to Early Childhood Program List” in blue.

The screenshot shows a web browser window with the URL <https://secure.apps.state.nd.us/dpi/stars/Reports/EarlyChildhood/EarlyChildhood>. The page title is "Early Childhood Program Section - Preschool". The interface includes a navigation menu on the left with options like "Check In", "Save", "Validate", and "Submit". The main content area contains a form for entering program details, including fields for Program Name, Type of Program, Program Code, Hours Per Week, Days Per Week, Start Date, and End Date. A red note states: "The school creates an identification code that is up to 5 characters of letters and/or numbers." A blue link "Return to Early Childhood Program List" is highlighted with a purple arrow. A "Save" button is also highlighted with a purple arrow. The top right corner features the text "Early Childhood Enrollment", "ChildCare Programs: DPI Early Childhood LEA", and "Year: 2016-2017". A "Print Page" link is located at the bottom left.

STARS  
State Automated Reporting System

Early Childhood Enrollment  
ChildCare Programs: DPI Early Childhood LEA  
Year: 2016-2017

Welcome Angela Thomas Exit Report

**Early Childhood Enrollment**  
Student List  
**Program Information** ✓  
Tools  
State Student Search  
Import  
Export  
Functions  
Check In  
Save  
Validate  
Submit  
Print Page

**Early Childhood Program Section - Preschool**  
Please add information about the early childhood programs being offered.  
[Return to Early Childhood Program List](#)

Program Name:   
Type of Program:   
Program Code:  The school creates an identification code that is up to 5 characters of letters and/or numbers.  
Hours Per Week:   
Days Per Week:   
Start Date:  mm/dd/yyyy  
End Date:  mm/dd/yyyy

- You will return to the Early Childhood Programs page which will list any new programs you have entered.
- Once you've finished adding your program(s), remember to click "Check In" listed under Functions on the left side bar.

STARS  
State Automated Reporting System

Early Childhood Enrollment  
ChildCare Programs: DPI Early Childhood LEA  
Year: 2016-2017

Welcome Angela Thomas Exit Report

Early Childhood Enrollment

Student List

Program Information

Tools

State Student Search

Import

Export

Functions

Check In

Validate

Submit

[Print Page](#)

Early Childhood Programs

Please add information about the early childhood programs being offered.

[Add Section](#)

Early Childhood Section Name	Early Childhood Section Code	Type of Program	Hours/Week	Days/Week	Start Date	End Date
<a href="#">Preschool</a>	23456	Childcare	20	5	08/01/2016	07/31/2017
<a href="#">Test Data</a>	12345	Headstart	12	3	08/01/2016	05/31/2017

# SEARCHING FOR STUDENTS

- To search for a student choose “State Student Search” located under Tools on the side bar.

The screenshot displays the STARS (State Automated Reporting System) web application. The browser address bar shows the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/EarlyChildhood/EarlyChildhood>. The page title is "Student Search".

The main header includes the STARS logo and the text "State Automated Reporting System". On the right, it displays "Early Childhood Enrollment" and "ChildCare Programs: DPI Early Childhood LEA" for the "Year: 2016-2017". A "Print Page" button is visible in the top right corner.

The left sidebar contains a navigation menu with the following sections:

- Early Childhood Enrollment
  - Student List
  - Program Information
- Tools
  - State Student Search** (highlighted with a purple arrow)
  - Import
  - Export
- Functions
  - Print Page

The main content area is titled "Student Search" and contains the following instructions: "Enter the criteria below to search for an existing student. Enter as many criteria as possible to find the best match. If the student does not have a state ID, click on the Add Student link at the bottom of the list of possible matches to generate a new State ID and add the new student to the enrollment report. If the student you are searching for is found, click on the student's State ID to add the student record to the enrollment report."

The search form includes the following fields and options:

- State ID:
- First Name:
- Middle Name:
- Last Name:
- Date of Birth:
- Gender:
- Ethnicity:
- Race (check all that apply):
  - American Indian or Alaskan Native
  - Asian
  - Native Hawaiian or Other Pacific Islander
  - Black or African American
  - White

A "Search" button is located at the bottom of the form.

- Complete the section under “Student Criteria”. Enter as many criteria as possible to find the best match.

The screenshot shows a web browser window with the URL <https://secure.apps.state.nd.us/dpi/stars/Reports/EarlyChildhood/EarlyChildhood/>. The page title is "STARS State Automated Reporting System". The user is logged in as Angela Thomas. The page displays the "Early Childhood Enrollment" section, specifically the "Student Search" tool. A purple arrow points to the "Student Criteria" section, which contains the following fields and options:

- State ID:
- First Name:
- Middle Name:
- Last Name:
- Date of Birth:
- Gender:
- Ethnicity:
- Race (check all that apply):
  - American Indian or Alaskan Native
  - Asian
  - Native Hawaiian or Other Pacific Islander
  - Black or African American
  - White

A "Search" button is located at the bottom of the criteria section. The left sidebar contains navigation links for "Early Childhood Enrollment", "Student List", "Program Information", "Tools", "State Student Search", "Import", "Export", and "Functions". A "Print Page" link is also visible in the sidebar.

- Once you enter the student criteria, click “Search”. You will see a list of students to choose from.
- If the student you are searching for is found, click on the student's state ID to add the student record to the enrollment report.

STARS  
State Automated Reporting System

Early Childhood Enrollment  
ChildCare Programs: DPI Early Childhood LEA  
Year: 2016-2017

Welcome Angela Thomas Exit Report

**Student Search**

Enter the criteria below to search for an existing student. Enter as many criteria as possible to find the best match. If the student does not have a state ID, click on the Add Student link at the bottom of the list of possible matches to generate a new State ID and add the new student to the enrollment report. If the student you are searching for is found, click on the student's State ID to add the student record to the enrollment report.

**Student Criteria**

State ID:

First Name:

Middle Name:

Last Name:

Date of Birth:

Gender:

Ethnicity:

Race (check all that apply):  American Indian or Alaskan Native  Asian  
 Native Hawaiian or Other Pacific Islander  Black or African American  
 White

StateID	Last Name	First Name	Middle Name	Gender	Date of Birth	Age	Score
<a href="#">3297423521</a>		Bristen		F	Jan 15, 2012	4	92.16

- Once you click on the Student ID, you will come to the Add New Student page.
- Complete the “Enrollment” section and check any applicable boxes under “Early Childhood Program Details” section.
- Then click “Save”.

STARS  
State Automated Reporting System

Welcome Angela Thomas

Early Childhood Enrollment  
ChildCare Programs: DPI Early Childhood LEA  
Year: 2016-2017

[Exit Report](#)

**Early Childhood Enrollment**

**Add New Student**

Enter the enrollment details for the new student and click "Save" on the left to add the new student to the enrollment report.  
[Return to State Student Search](#)

**Thomas, Bristen**  
State ID: **3297423521**, DOB: **Jan 15, 2012**, Age: **4**, Gender: **Female**  
Ethnicity: **Not Hispanic or Latino**, Race: **White**

**Enrollment**

Plant Serving:

Begin Date:

End Date:

Program:

**Early Childhood Program Details**

Free Lunch  Reduced Lunch

[Save](#)

[Print Page](#)

# ADDING NEW STUDENTS

- If the student does not have a state ID, complete all information under “Student Criteria” except the state ID. Then click “Search”. (You must click “Search” before you can add a new student).

The screenshot shows a web browser window with the URL <https://secure.apps.state.nd.us/dpi/stars/Reports/EarlyChildhood/EarlyChildhood>. The page title is "Student Search". The STARS logo is visible at the top left, and the text "State Automated Reporting System" is below it. On the right side, it says "Early Childhood Enrollment" and "ChildCare Programs: DPI Early Childhood LEA Year: 2016-2017". A "Welcome Angela Thomas" message is on the left, and an "Exit Report" button is on the right.

**Student Search**

Enter the criteria below to search for an existing student. Enter as many criteria as possible to find the best match. If the student does not have a state ID, click on the Add Student link at the bottom of the list of possible matches to generate a new State ID and add the new student to the enrollment report. If the student you are searching for is found, click on the student's State ID to add the student record to the enrollment report.

**Student Criteria**

State ID:

First Name:

Middle Name:

Last Name:

Date of Birth:

Gender:

Ethnicity:

Race (check all that apply):  American Indian or Alaskan Native  Asian  
 Native Hawaiian or Other Pacific Islander  Black or African American  
 White

←

- Next, click “Add New Student” to generate a new state ID and add the new student to the enrollment report.

Welcome Angela Thomas

**STARS**  
State Automated Reporting System

Early Childhood Enrollment  
ChildCare Programs: DPI Early Childhood LEA  
Year: 2016-2017

Exit Report

### Student Search

Enter the criteria below to search for an existing student. Enter as many criteria as possible to find the best match. If the student does not have a state ID, click on the Add Student link at the bottom of the list of possible matches to generate a new State ID and add the new student to the enrollment report. If the student you are searching for is found, click on the student's State ID to add the student record to the enrollment report.

**Student Criteria**

State ID:

First Name:

Middle Name:

Last Name:

Date of Birth:

Gender:

Ethnicity:

Race (check all that apply):  American Indian or Alaskan Native  Asian  
 Native Hawaiian or Other Pacific Islander  Black or African American  
 White

←

- This will take you to the Add New Student page.
- You will see the unique identifier under the student's name. Complete the "Enrollment" section and check any applicable boxes under "Early Childhood Program Details" section.
- Then click "Save".

STARS  
State Automated Reporting System

Early Childhood Enrollment  
ChildCare Programs: DPI Early Childhood LEA  
Year: 2016-2017

Welcome Angela Thomas Exit Report

**Early Childhood Enrollment**

**Student List**

Program Information

**Tools**

State Student Search  
Import  
Export

**Functions**

Save Print Page

**Add New Student**

Enter the enrollment details for the new student and click "Save" on the left to add the new student to the enrollment report.

[Return to State Student Search](#)

**Thomas, Briden Lee**  
State ID: 3297446315, DOB: Sep 30, 2013, Age: 2, Gender: Male  
Ethnicity: Not Hispanic or Latino, Race: White

**Enrollment**

Plant Serving:

Begin Date:

End Date:

Program:

**Early Childhood Program Details**

Free Lunch  Reduced Lunch

- Once all students have been added, click on “Student List” under Early Childhood Enrollment on the left side bar.
- You will see the list of all students enrolled in your program.
- To make any changes/updates, click on the student’s last name.

STARS  
State Automated Reporting System

Early Childhood Enrollment  
ChildCare Programs: DPI Early Childhood LEA  
Year: 2016-2017

Welcome Angela Thomas Exit Report

**Early Childhood Enrollment**  
**Student List** ←  
 Program Information  
**Tools**  
 State Student Search  
 Import  
 Export  
**Functions**  
 Validate  
 Submit  
 Print Page

Enter the information and click Filter to retrieve the students matching the criteria. To search for and add a new student to the district click on Student Search link under Tools in the left navigation.

After the students have been displayed, click on the student's last name to view the student record or on the start date to view the student's detail record identified by the start date.

Plant: [No Plant Filter] ▼  
 Last Name Begins With:   
 Filter

	Last Name	First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date
✓	<a href="#">Thomas</a> ←		ee	PK	M	Sep 30, 2013	3297446315	<a href="#">Aug 30, 2016</a>	Sep 30, 2017
✓	<a href="#">Thomas</a>	Bristen		PK	F	Jan 15, 2012	3297423521	<a href="#">Aug 29, 2016</a>	May 15, 2017

- Once you click on the student's last name, it will bring you to the Student page where you can make any changes/updates.
- Click "Save" when finished.

The screenshot shows the STARS (State Automated Reporting System) interface. The browser address bar indicates the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/EarlyChildhood/EarlyChildhood>. The page title is "Early Childhood Enrollment" and the user is identified as "ChildCare Programs: DPI Early Childhood LEA" for the "Year: 2016-2017".

The main content area displays the "Student - Briden Lee Thomas" record. A message states: "The student's permanent record is displayed below. All records for the student during the school year are displayed under the permanent record. To view a record for the school year click on the district name." Below this is a link to "Return to Student List".

The "Permanent Student Record" section contains the following fields:

- State ID: 3297446315
- Legal First Name: Briden
- Legal Middle Name: Lee
- Legal Last Name: Thomas
- Suffix: [Select]
- Preferred First Name: [Empty]
- Preferred Middle Name: [Empty]
- Preferred Last Name: [Empty]
- Date of Birth: 09/30/2013
- Age: 2
- Gender: Male
- Ethnicity: Not Hispanic or Latino

The "Race (check all that apply)" section includes checkboxes for:

- American Indian or Alaskan Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Black or African American
- White

The "School Year Details" section includes a link to "Add School Year Detail Record" and a table with the following data:

District	Plant	Begin Date	End Date
<a href="#">DPI Early Childhood LEA</a>	DPI Early Childhood	Aug 30, 2016	Sep 30, 2017

In the left-hand navigation menu, under the "Functions" section, there are three buttons: "Check In", "Save", and "Validate". A purple arrow points to the "Save" button.

# MAKING REVISIONS TO STUDENTS SCHOOL YEAR DETAILS

- If you need to make any revisions regarding the school year details for a student (i.e., a student leaves the program and returns at a later date), click on “Student List” under Early Childhood Enrollment on the left side bar.
- Click on the last name of the student you need to revise.

STARS  
State Automated Reporting System

Early Childhood Enrollment  
ChildCare Programs: DPI Early Childhood LEA  
Year: 2016-2017

Welcome Angela Thomas Exit Report

**Early Childhood Enrollment**

**Student List**

Enter the filter criteria and click Filter to retrieve the students matching the criteria. To search for and add a new student to the district click on Student Search link under Tools in the left navigation.

After the students have been displayed, click on the student's last name to view the student record or on the start date to view the student's detail record identified by the start date.

Plant:

Last Name Begins With:

Last Name	First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date
<a href="#">Thomas</a>			PK	M	Sep 30, 2013	3297446315	<a href="#">Aug 1, 2016</a>	Jul 31, 2017
<a href="#">Thomas</a>	Bristen	Fay	PK	F	Jan 20, 2012	3297423521	<a href="#">Aug 29, 2016</a>	May 15, 2017

[Print Page](#)

- Click “Check Out” listed under Functions on the left side bar.

The screenshot shows the STARS web application interface. At the top, the browser address bar displays the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/EarlyChildhood/EarlyChildhood>. The page header includes the STARS logo and the text "State Automated Reporting System". On the right side of the header, it says "Early Childhood Enrollment", "ChildCare Programs: DPI Early Childhood LEA", and "Year: 2016-2017". A "Welcome Angela Thomas" message is displayed on the left. Below the header, there is a navigation menu with sections for "Early Childhood Enrollment", "Student List", "Program Information", "Tools", and "Functions". The "Functions" section contains buttons for "Check Out" and "Validate". A purple arrow points to the "Check Out" button. The main content area displays the "Student - Briden Lee Thomas" record. It includes a "Permanent Student Record" section with fields for State ID (3297446315), Legal First Name (Briden), Legal Middle Name (Lee), Legal Last Name (Thomas), Suffix, Preferred First Name, Preferred Middle Name, Preferred Last Name, Date of Birth (09/30/2013), Age (2), Gender (Male), and Ethnicity (Not Hispanic or Latino). There is also a "Race (check all that apply)" section with checkboxes for American Indian or Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander, Black or African American, and White (which is checked). At the bottom, there is a "School Year Details" table.

District	Plant	Begin Date	End Date
<a href="#">DPI Early Childhood LEA</a>	DPI Early Childhood	Aug 1, 2016	Jul 31, 2017

- Click on the applicable district listed under “School Year Details”.

The screenshot shows the STARS (State Automated Reporting System) interface. The browser address bar indicates the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/EarlyChildhood/EarlyChildhood>. The page title is "Early Childhood Enrollment".

At the top right, it says "Early Childhood Enrollment" and "ChildCare Programs: DPI Early Childhood LEA Year: 2016-2017". There is an "Exit Report" button.

On the left side, there is a navigation menu with sections: "Early Childhood Enrollment", "Student List", "Program Information", "Tools", "State Student Search", "Import", "Export", and "Functions". The "Functions" section includes buttons for "Check In", "Save", and "Validate", and a "Print Page" link.

The main content area is titled "Student - Briden Lee Thomas". Below the title, it states: "The student's permanent record is displayed below. All records for the student during the school year are displayed under the permanent record. To view a record for the school year click on the district name." There is a link "Return to Student List".

The "Permanent Student Record" section contains the following fields:

- State ID: 3297446315
- Legal First Name: Briden
- Legal Middle Name: Lee
- Legal Last Name: Thomas
- Suffix: [Select]
- Preferred First Name:
- Preferred Middle Name:
- Preferred Last Name:
- Date of Birth: 09/30/2013
- Age: 2
- Gender: Male
- 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

The "School Year Details" section has a link "Add School Year Detail Record". Below it is a table with the following data:

District	Plant	Begin Date	End Date
<a href="#">DPI Early Childhood LEA</a>	DPI Early Childhood	Aug 1, 2016	Jul 31, 2017

A purple arrow points to the "DPI Early Childhood LEA" district name in the table.

- Make any necessary changes under “Enrollment” and click “Save”.
- Click “Check In” listed under Functions on the left side bar.

The screenshot displays the STARS (State Automated Reporting System) interface. At the top, the browser address bar shows the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/EarlyChildhood/EarlyChildhood>. The page title is "Early Childhood Enrollment".

The main header area includes the STARS logo and the text "State Automated Reporting System". On the right, it displays "Early Childhood Enrollment" with a green checkmark, "ChildCare Programs: DPI Early Childhood LEA", and "Year: 2016-2017". A button labeled "Exit Report" is located in the top right corner.

A welcome message reads "Welcome Angela Thomas". The left sidebar contains several sections: "Early Childhood Enrollment" (with sub-links for "Student List" and "Program Information"), "Tools" (with sub-links for "State Student Search", "Import", and "Export"), and "Functions" (with buttons for "Check In", "Save", and "Validate").

The main content area is titled "Student Detail Record - Briden Lee Thomas". It includes a descriptive paragraph about the record and a link to "Return to Student". Below this, the student's name "Thomas, Briden Lee" is listed, along with their State ID (3297446315), DOB (Sep 30, 2013), Age (2), Gender (Male), Ethnicity (Not Hispanic or Latino), and Race (White).

The "Enrollment" section contains the following details:
 

- Plant Serving: DPI Early Childhood
- Begin Date: 08/01/2016
- End Date: 07/31/2017
- Program: Childcare Preschool - 5 weeks, 20 hrs/week, 08/01/2016 - 07/31/2017

The "Early Childhood Program Details" section shows that "Free Lunch" is selected (checked) and "Reduced Lunch" is not selected (unchecked).

Three purple arrows are overlaid on the image: one points to the "Check In" button in the Functions sidebar, another points to the "Enrollment" section header, and a third points to the "Save" button in the Functions sidebar.

- Once you've entered all your data and are ready to exit STARS, click on "Validate" listed under Functions on the left side bar.
- Remember to validate at least once a month to make sure we receive the most accurate data.

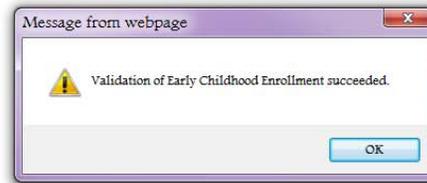
The screenshot shows the STARS web application interface. At the top, the browser address bar displays the URL: `https://secure.apps.state.nd.us/dpi/stars/Reports/EarlyChildhood/EarlyChildhood...`. The page title is "Early Childhood Enrollment". The user is logged in as Angela Thomas, and the page displays "Welcome Angela Thomas".

The main content area is titled "Student Detail Record - Ryan Thomas". It includes a "Save Complete" button in the top right corner. The page contains the following information:

- Student Information:** Thomas, Ryan; State ID: 3302931744; DOB: Feb 23, 1985; Age: 31; Gender: Male; Ethnicity: Not Hispanic or Latino; Race: White.
- Enrollment Information:**
  - Plant Spring: DPI Early Childhood
  - Begin Date: 08/01/2016
  - End Date: 07/31/2017
  - Program: Childcare Wee Ones Preschool - 5 weeks, 20 hrs/week, 08/01/2016 - 07/31/2017
- Early Childhood Program Details:**
  - Free Lunch
  - Reduced Lunch

The left-hand navigation menu includes "Early Childhood Enrollment", "Student List", "Program Information", "Tools", "State Student Search", "Import", "Export", and "Functions". The "Functions" menu contains "Check Out" and "Validate" buttons. A purple arrow points to the "Validate" button.

- Once you click “Validate”, you will come to the Validation Summary page.
- If you don’t have any errors, you will get the message “Validation of Early Childhood Enrollment succeeded”.



- If you have errors, you will see an **X** next to the name of the student along with a description of the error.

The screenshot shows the STARS (State Automated Reporting System) interface. The browser address bar indicates the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/EarlyChildhood/EarlyChildhood>. The page title is "Early Childhood Enrollment" and the report is for "ChildCare Programs: DPI Early Childhood LEA" for the "Year: 2016-2017".

The user is logged in as Angela Thomas. The interface includes a navigation menu on the left with options like "Student List", "Program Information", "Tools", "State Student Search", "Import", "Export", and "Functions".

The main content area displays a "Validation Summary" for the report. It includes a "Validate" button and a "View" dropdown set to "Errors and Warnings". Below this is a table listing validation errors:

Student	Report Section	Sub Section	Data	Description
<b>X</b> Ryan Thomas	Early Childhood Enrollment	Student Enrollment	Date of Birth	Student must be younger than 7 years old as of August 1.
<b>X</b> Huey Duck	Early Childhood Enrollment	Student Enrollment	Early Childhood Enrollment	Student cannot be marked both free lunch and reduced lunch

Two purple arrows point upwards from the bottom of the page towards the error messages in the table.

- To correct the validation errors, click on the student's name in blue.

The screenshot shows the STARS (State Automated Reporting System) interface. The browser address bar indicates the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/EarlyChildhood/EarlyChildhood...>. The page title is "Early Childhood Enrollment".

On the right side of the page, the following information is displayed:

- Early Childhood Enrollment
- ChildCare Programs: DPI Early Childhood LEA
- Year: 2016-2017
- Exit Report button

On the left side, a navigation menu includes:

- Early Childhood Enrollment
- Student List
- Program Information
- Tools
- State Student Search
- Import
- Export
- Functions
- Print Page

The main content area is titled "Validation Summary" and includes the following details:

- Report: Early Childhood Enrollment
- Date: 7/21/2016 1:31:55 PM
- Validate: All Sections
- View: Errors and Warnings
- Validate button

The validation errors are listed in the following table:

Student	Report Section	Sub Section	Data	Description
<a href="#">Ryan Thomas</a>	Early Childhood Enrollment	Student Enrollment	Date of Birth	Student must be younger than 7 years old as of August 1.
<a href="#">Huey Duck</a>	Early Childhood Enrollment	Student Enrollment	Early Childhood Enrollment	Student cannot be marked both free lunch and reduced lunch

A purple arrow points to the name "Huey Duck" in the second row of the table.

- Once you click on the student's name, you will come to the Student page. Click on "Check Out" under Functions on the left side bar.

The screenshot shows the STARS web application interface. The browser address bar indicates the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/EarlyChildhood/EarlyChildhood>. The page title is "STARS State Automated Reporting System". The user is logged in as Angela Thomas. The main content area displays the "Student - Ryan Thomas" record. A purple arrow points to the "Check Out" button in the "Functions" sidebar. A green "Save Complete" button is visible in the top right corner.

**Early Childhood Enrollment**  
 ChildCare Programs: DPI Early Childhood LEA  
 Year: 2016-2017

Welcome Angela Thomas Exit Report

**Early Childhood Enrollment**

**Student - Ryan Thomas** Save Complete

The student's permanent record is displayed below. All records for the student during the school year are displayed under the permanent record. To view a record for the school year click on the district name.  
[Return to Student List](#)

**Permanent Student Record**

State ID: 3302931744  
 Legal First Name: Ryan  
 Legal Last Name: Thomas  
 Suffix:  
 Preferred First Name:  
 Preferred Middle Name:  
 Preferred Last Name:  
 Date of Birth: 02/23/1985  
 Age: 31  
 Gender: Male  
 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

**Functions**

[Check Out](#) [Validate](#)

[Print Page](#)

**School Year Details**

District	Plant	Begin Date	End Date
<a href="#">DPI Early Childhood LEA</a>	DPI Early Childhood	Aug 1, 2016	Jul 31, 2017

- Make the correction and click “Save” under Functions on the left side bar.
- Click “Check In” under Functions on the left side bar.

The screenshot shows the STARS web application interface. At the top, the browser address bar displays the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/EarlyChildhood/EarlyChildhood>. The page title is "Early Childhood Enrollment" and the user is identified as "Angela Thomas".

The main content area is titled "Student Detail Record - Huey Duck". It includes a description of the record and a "Return to Student" link. The student's details are as follows:

- Student Name:** Duck, Huey
- State ID:** 3299093050
- DOB:** Jul 20, 2012
- Age:** 4
- Gender:** Male
- Ethnicity:** Not Hispanic or Latino
- Race:** Native Hawaiian or Other Pacific Islander, White

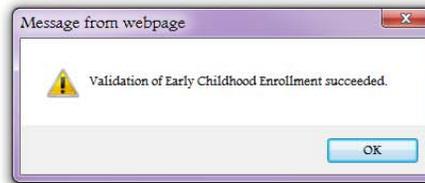
The enrollment details are shown in a table:

Enrollment
Plant Service: <span>DPI Early Childhood</span> Begin Date: <span>08/01/2015</span> End Date: <span>05/25/2017</span> Program: <span>Childcare Preschool - 5 weeks, 20 hrs/week, 08/01/2016 - 07/31/2017</span>

Below the enrollment table, the "Early Childhood Program Details" section includes checkboxes for "Free Lunch" (checked) and "Reduced Lunch" (unchecked).

The left sidebar contains a "Functions" section with three buttons: "Check In", "Save", and "Validate". Two purple arrows point to the "Check In" and "Save" buttons respectively. A "Print Page" link is also visible at the bottom of the sidebar.

- Once you correct all errors, click “Validate” again and you should receive the message “Validation of Early Childhood Enrollment succeeded”.



- To exit click “Exit Report” located on the top right corner of the screen.

Welcome Angela Thomas

**Early Childhood Enrollment**  
ChildCare Programs: DPI Early Childhood LEA  
Year: 2016-2017

**Exit Report** ←

**STARS**  
State Automated Reporting System

**Student List**

Enter the filter criteria and click Filter to retrieve the students matching the criteria. To search for and add a new student to the district click on Student Search link under Tools in the left navigation.

After the students have been displayed, click on the student's last name to view the student record or on the start date to view the student's detail record identified by the start date.

Plant: [No Plant Filter] ▼  
Last Name Begins With:

Last Name	First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date
<a href="#">Duck</a>	Huey		PK	M	Jul 20, 2012	3299093050	<a href="#">Aug 1, 2015</a>	May 25, 2017
✓ <a href="#">Thomas</a>	Briden	Lee	PK	M	Sep 30, 2013	3297446315	<a href="#">Aug 1, 2016</a>	Jul 31, 2017
✓ <a href="#">Thomas</a>	Bristen	Fay	PK	F	Jan 20, 2012	3297423521	<a href="#">Aug 1, 2016</a>	Jul 31, 2017
✓ <a href="#">Thomas</a>	Bristen	Fay	PK	F	Jan 20, 2012	3297423521	<a href="#">Aug 29, 2016</a>	May 15, 2017
<a href="#">Thomas</a>	Ryan		PK	M	Feb 23, 2013	3302931744	<a href="#">Aug 1, 2016</a>	Jul 31, 2017

Validate  
Submit  
[Print Page](#)