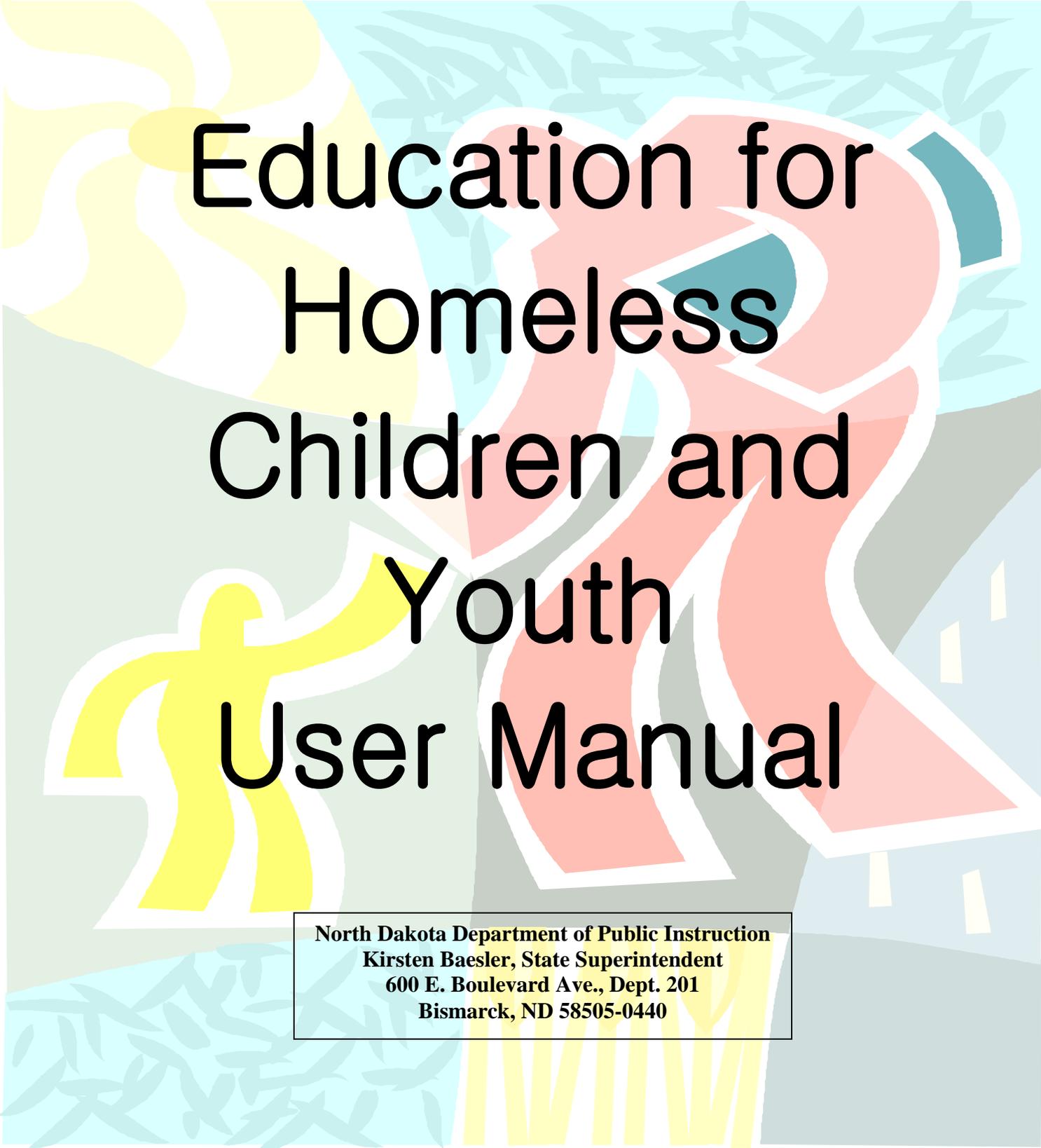


STARS

*State Automated Reporting System*

The background features a stylized illustration. On the left, a yellow silhouette of a child stands with arms outstretched. To the right, a large, pink, stylized number '9' is prominent. The background is composed of various colored shapes: yellow, light blue, grey, and red, with a pattern of light blue leaves or branches. The text 'Education for Homeless Children and Youth User Manual' is centered over this illustration in a large, black, sans-serif font.

# Education for Homeless Children and Youth User Manual

**North Dakota Department of Public Instruction  
Kirsten Baesler, State Superintendent  
600 E. Boulevard Ave., Dept. 201  
Bismarck, ND 58505-0440**

# Reporting Students Experiencing Homelessness on the STARS

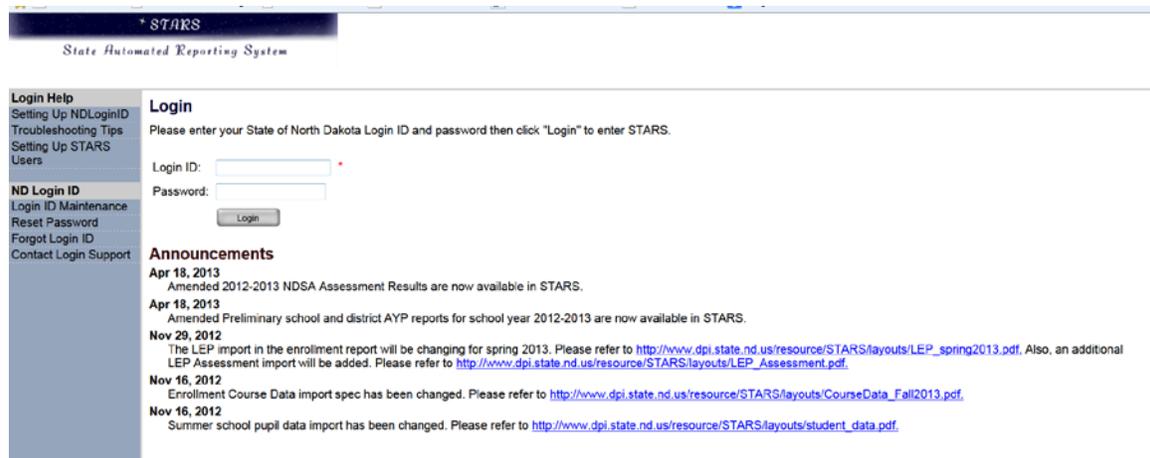
The McKinney-Vento Act under the *No Child Left Behind* Act requires all school districts enrolling students experiencing homelessness to report these students on the STARS system. The reporting process will be ongoing, given that students may become homeless at any time during a school year.

\*\*\*\*\*

The following steps will assist you in completing the Homeless section on the Enrollment Report in STARS:

\*\*\*\*\*

**Step 1.** Logon to the STARS system at <https://secure.apps.state.nd.us/dpi/stars/Login.aspx>



**Step 2.** Click “Enrollment”.



**Step 3.** Click “Enrollment”.



## Step 4. Select the “District and School Year”.

The screenshot shows a navigation menu on the left with 'Reports' expanded to show 'Enrollment'. A red arrow points to 'DPI DISTRICT (City) 99-999'. On the right, the 'Enrollment' form is shown with 'Educational Unit' set to 'DPI DISTRICT' and 'School Year' set to '2008-2009'. A red arrow points to the 'Select' button.

## Step 5. Select “Plant” and “Homeless”. Press “Filter”.

### Students

Enter the filter criteria and click Filter to retrieve the students matching the criteria. To search for and add a new s 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.

Check to return only the most recent student detail record for a student.

Plant: [No Plant Filter]

Grades:  (ex. "K,1-3" or "9-11" or "PK,4,5-8")

Last Name Begins With:

Special Ed:  Section 504:  Refugee:  Alternative Ed:

NS Lunch Program:  Open Enrolled:  BIE:  21st Century:

Title I:  Home School:  Migrant:  Homeless:

Immigrant:  LEP:  CTE:  Direct Certification:

Ed Career Planning:

## Step 6. Locate the student’s “Last Name” and click on the “Start Date” for child.

The screenshot shows the 'Students' filter form with 'Plant' set to 'DPI DISTRICT' and 'Homeless' checked. Below the form, a table of students is displayed. A red arrow points to the 'Last Name' column header, and another red arrow points to the 'Start Date' cell for the student 'Arnold, Desmond Jasper'.

**Students**

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.

Check to return only the most recent student detail record for a student.

Plant: DPI DISTRICT

Grades:  (ex. "K,1-3" or "9-11" or "PK,4,5-8")

Last Name Begins With:

Special Ed:  Section 504:  Refugee:  Alternative Ed:

NS Lunch Program:  Open Enrolled:  BIE:  21st Century:

Title I:  Home School:  Migrant:  Homeless:

Immigrant:  LEP:  CTE:  Direct Certification:

Ed Career Planning:

To Mass Edit Check the items to edit and click a Link at the top or bottom of the grid.  
Use the link(s) below to mass edit selected student detail records.

[Pupil Members](#)  
[Special Programs](#)  
[Exit Codes](#)  
[Title I Services](#)

<input type="checkbox"/>	Last Name	First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date	PS
<input type="checkbox"/>	Arnold	Desmond	Jasper	2	M	Nov 1, 1991	1507726066	Aug 22, 2012	May 24, 2013	

Use the link(s) below to mass edit selected student detail records.

[Pupil Membership](#)  
[Special Programs](#)  
[Exit Codes](#)  
[Title I Services](#)

## Step 7. Select "Check Out" to begin inputting homeless data.

STARS  
State Automated Reporting System

Welcome Jacki Harasym

Enrollment  
District Student Filter  
Notification  
Plant Courses  
Undocumented Student Transfer

Tools  
State Student Search  
PSState Student Search Versions  
Import/Transfer  
Export  
Batch ID Assigner

Functions  
**Check Out**  
Validate  
Submit  
Generate PDF

SPRING ENROLLMENT COLLECTION

Print Page  
Help

Student Detail Record - Desmond Jasper Arnold  
Student Detail Record | Course Enrollment

The student's school year detail record includes information on the student's enrollment as well as the special programs the student is served with over this period. To enter information for a special program, click on the special program name and fill out the information displayed within the special program's information section. To remove a special program from the student, all fields under the special program's information section must be filled out. To remove a special program from the student, all fields under the special program's information section must be filled out.

Return to Student

Arnold, Desmond Jasper  
State ID: 150726066, DOB: Nov 1, 1991, Age: 21, Gender: Male  
Ethnicity: Hispanic or Latino, Race: White

Enrollment  
Plant Serving: DPI DISTRICT  
Begin Date: 08/22/2012  
Grade: 2  
Resident District: DPI DISTRICT  
Enrolled Status: Non-Enr Home Based  
End Date: 05/24/2013  
Exit Code: Graduate

District Details  
CTD Label Group: (ie. Teachers Name (format: Last, First) or Teacher and ClassID)  
\*\*This record was last updated in Stars.

Membership  
Days Present:  
Days Absent:  
Days Membership: 0

## Step 8. Make sure the "Homeless" box is checked and complete student information (Check all that apply).

Homeless box should be checked from PowerSchool uploaded information

Homeless  
DPI Contact: Jackie Harasym, 701-857-7770, [jharasym@nd.gov](mailto:jharasym@nd.gov)

Parent / Guardian Information  
Name: Test Parent  
Address: 123 street  
City State Zip: bismarck nd 58501

Student Information  
School Last Attended:  
Last Day in Attendance:

Family requests no services. "Family requests no services" links back to the NS Lunch Program

Student was dislocated as the result of a natural disaster.

Student is attending the school of origin.

School of origin is within the district.

School of origin is across state lines.

Student attends school of origin across district boundaries.

Student is enrolled in Vocational Education.

It is the wishes of the parent/guardian to enroll the student in the school of origin.

Transportation to the school of origin was provided to the student.

List any unmet needs of this homeless student:

\_\_\_\_\_

**Step 9.** Check **all** McKinney-Vento services that this student is receiving with McKinney-Vento Homeless Assistance Act grant funds (e.g., transportation, school supplies, referrals to medical or dental agencies, tutoring, etc.) (Check **all** that apply)

McKinney-Vento Services Received:



<input type="checkbox"/> Tutoring or other instructional support	<input type="checkbox"/> Coordination between schools and agencies
<input type="checkbox"/> Staff professional development and awareness	<input type="checkbox"/> Referrals for medical, dental and other health services
<input type="checkbox"/> Transportation	<input type="checkbox"/> Assistance with participation in school programs
<input type="checkbox"/> Early childhood programs	<input type="checkbox"/> Before-school, after-school, mentoring, summer programs
<input type="checkbox"/> Counseling	<input type="checkbox"/> Parent education related to rights and resources for children
<input type="checkbox"/> Expedited evaluations	<input type="checkbox"/> Obtaining or transferring records necessary for enrollment
<input type="checkbox"/> Clothing	<input type="checkbox"/> Addressing needs related to domestic violence
<input type="checkbox"/> School supplies	<input type="checkbox"/> Referral to other programs and services
<input type="checkbox"/> Other services or activities	<input type="checkbox"/> Emergency assistance related to school attendance

**Step 10. (Required)** Check the Primary Nighttime Residence of homeless student. *Please see Appendix A for further clarification.* (Check **ONLY** one.)

Primary Night Time Residences:



<input type="checkbox"/> Shelter(Transitional housing, awaiting Foster Care)	<input type="checkbox"/> Doubled-up (e.g. living with another family)
<input type="checkbox"/> Hotel / Motel	<input type="checkbox"/> Unsheltered (e.g. cars, parks, campgrounds, trailer, Abandoned Building)

**Step 11.** Check Barriers to Enrollment. (Check **all** that apply.)

Barriers to Enrollment:



<input type="checkbox"/> Eligibility for Homeless services	<input type="checkbox"/> School Selection
<input type="checkbox"/> Transportation	<input type="checkbox"/> School Records
<input type="checkbox"/> Immunizations/Medical	

**Step 12.** Check Homeless Status. (Check **all** that apply.)

Homeless Status:



<input type="checkbox"/> Living with Family	<input type="checkbox"/> Separated From Family
<input type="checkbox"/> Foster Care Pending	<input type="checkbox"/> Runaway
<input type="checkbox"/> Unaccompanied Youth	<input type="checkbox"/> Throwaway (Kicked out of home possibly due to pregnancy, conflict, or AODA issues)
<input type="checkbox"/> Abandoned	<input type="checkbox"/> Other

**Step 13.** Check Transportation Modes Provided. (Check **all** that apply.)

Transportation Modes Provided:



<input type="checkbox"/> Extended Bus Route	<input type="checkbox"/> Contracted Transportation Services
<input type="checkbox"/> Privately-Owned Non-Family vehicle	<input type="checkbox"/> Reimbursing Family for Mileage
<input type="checkbox"/> Public Transportation	<input type="checkbox"/> Special Education Bus/Van
<input type="checkbox"/> City/County Service	<input type="checkbox"/> Taxi
<input type="checkbox"/> Other	

**Step 14. (Required)** Enter the period of time the student is experiencing homelessness. *Please see Appendix A (attached to this document) for “end date” clarifications.*

Homeless Periods  
[Add Homeless Period](#)

\* Complete all four sections

Start Date	End Date	Unaccompanied	McKinney-Vento Funds
No homeless periods were found.			

\*Start Date: Date homelessness was determined

\*End Date: End of the school year or date students transferred out of district

\*Unaccompanied: Check if youth is considered “unaccompanied” (youth in homeless situations who are not in the physical custody of a parent or guardian)

\*McKinney-Vento Funds: Check if districts applied for and received separate McKinney-Vento grant funds

**Step 15.** Check “validate” to verify that all appropriate boxes pertaining to this student have been checked.

The screenshot shows the STARS (State Automated Reporting System) interface. The main content area displays the 'Student Detail Record' for Desmond Jasper Arnold, including his State ID (1507726066), DOB (Nov 1, 1991), Age (21), Gender (Male), and Ethnicity (Hispanic or Latino). Enrollment details are listed, such as Plant Serving (DPI DISTRICT), Begin Date (08/22/2012), Grade (2), Resident District (DPI DISTRICT), and Enrolled Status (Non-Res-Home Based). The 'Functions' menu on the left includes buttons for 'Check Out', 'Validate', 'Submit', and 'Generate PDF'. A red arrow points to the 'Validate' button.

\*It is VERY IMPORTANT that you “validate” your information in order to check for missing or incorrect information.

**Step 16.** Click “Save”.

**Step 17.** “Check In” the report.

**Step 18. Reports** - The district/school should run periodic district/school level reports in STARS to verify data collection is accurate and current prior to reporting and submission deadlines.

**All Homeless  
Data Should Be  
Entered Into  
STARS by  
May 24**

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Please feel free to contact me at any time during this process.

Beth Larson-Steckler  
Homeless Coordinator  
701-328-3544  
esteckler@nd.gov

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*Appendix A:*  
Reporting Clarifications & Guidance

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**Homeless:**

Section 725 (2) of the McKinney-Vento Act defines the term “homeless children and youths” as an individual who lacks a fixed, regular, and adequate nighttime residence. This includes:

- ✓ Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- ✓ Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
- ✓ Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- ✓ Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

This information was taken from 42 U.S.C. 11434a(2); Pub. L. 100-77 Title VII §725 (2); 115 Stat. 2005.

The term homeless does not include any individual imprisoned or otherwise detained by an Act of Congress or a state law.

The terms children and youth refer to those persons, including preschool-aged children, who would be entitled to a free, appropriate public education.

Children and youth who are living in doubled-up accommodations (sharing housing with other families or individuals) are considered homeless if they are doubled-up because of a loss of housing or other similar situation. Generally, families voluntarily living in doubled-up accommodations, voluntarily to save money but have other options available to them, generally should not be considered homeless.

In determining whether a child or youth is homeless, the relative permanence of the living arrangements should be considered. Determinations should be made on a case-by-case basis.

**Unaccompanied Youth:**

The term “unaccompanied youth” includes youth in homeless situations who are not in the physical custody of a parent or guardian.

**McKinney-Vento Services Received:**

This includes the following:

- ✓ Tutoring or other instructional support
- ✓ Expedited evaluations
- ✓ Staff professional development and awareness
- ✓ Referrals for medical, dental, and other health services
- ✓ Transportation
- ✓ Early childhood programs
- ✓ Assistance with participating in school programs
- ✓ Before/after-school, mentoring, summer programs
- ✓ Obtaining or transferring records necessary for enrollment
- ✓ Parent education related to rights and resources for children
- ✓ Coordination between schools and agencies
- ✓ Counseling
- ✓ Addressing needs related to domestic violence
- ✓ Clothing to meet a school requirement
- ✓ School supplies
- ✓ Referral to other programs and services
- ✓ Emergency assistance related to school attendance
- ✓ Other services or activities

**Primary Nighttime Residence:**

When reporting this section, please enter only one residence upon enrolling the child.

- ✓ Shelter
- ✓ Hotel/motel
- ✓ Doubled-up
- ✓ Unsheltered

**Barriers to the Education of Homeless Children and Youths:**

The following are barriers to the enrollment and success of homeless children and youths:

- ✓ Eligibility for homeless services
- ✓ Transportation
- ✓ Immunizations/medical records
- ✓ School selection
- ✓ School records

**Homeless Status:**

- ✓ Living with family
- ✓ Foster care pending
- ✓ Unaccompanied youth
- ✓ Abandoned
- ✓ Separated from family
- ✓ Runaway
- ✓ Throwaway
- ✓ Other

**Transportation Modes Provided:**

- ✓ Extended bus route
- ✓ Privately-owned non-family vehicle
- ✓ Public transportation
- ✓ City/county services
- ✓ Other
- ✓ Contracted transportation services
- ✓ Reimbursing family for mileage
- ✓ Special Education bus/van
- ✓ Taxi

**'End Date' of Homelessness:**

When entering the period of time the student is experiencing homelessness it may be difficult to determine an "end date" if the student remains homeless during the time the report is being filed. Please use June 30<sup>th</sup> of the current year.

Once a student is considered homeless, they are considered homeless for the entire school year. If a student leaves the district and returns to the district, this student would still be considered homeless. There is no need to re-enroll the student, simply change the end date and update the services being provided.

**Unaccompanied or Being Served with McKinney-Vento Funds:**

Please check the appropriate box. If the student is being served with other funding (e.g., social services or Title I Part A), only the "Start Date" and "End Date" are required in this area. If the end date cannot be determined, please insert June 30<sup>th</sup> of the current year.