

Immigrant Status Help File

To code a student as an Immigrant go to the student's file and click on his/her name.

The screenshot shows the STARS web application interface. The page title is "STARS State Automated Reporting System". The user is logged in as "Dpi User". The page displays the "Fall Enrollment" report for "Public School District: DPI DISTRICT" for the "Year: 2007-2008".

The "Students" section contains the following text: "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."

There is a checkbox labeled "Check to return only the most recent student detail record for a student." which is checked. Below this are several filter fields: "Plant" (DPI PLANT), "Grades" (empty), "Last Name Begins With" (empty), "Special Ed" (unchecked), "Alternative Ed" (unchecked), "BIA" (unchecked), and "Home School" (unchecked). A "Filter" button is located below these fields.

The "Functions" section on the left includes buttons for "Validate", "Submit", and "Generate PDF". There are also links for "Print Page" and "Help".

The student list table is as follows:

Last Name	First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date
Kalashnicov	Matt	L	5	M	Sep 11, 1998	1871760628	Aug 27, 2007	

The first row of the table is circled in yellow. The "Start Date" column contains a link to the student's detail record.

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Click on your district name in the list of district(s) that appear

Enrollment - Windows Internet Explorer

http://dev.dpi.state.nd.us/dpi/stars/Reports/Enrollment/Enrollment.aspx?rid=48&eeid=705&syid=17&rsid=31

Enrollment

STARS
State Automated Reporting System

Fall Enrollment
Public School District: DPI DISTRICT
Year: 2007-2008

Welcome Dpi User

Fall Enrollment

District Student Filter
Notification

Tools
State Student Search
Versions
Import/Rollover
Export

Functions
Check Out
Validate
Submit
Generate PDF

Print Page
Help

Permanent Student Record

State ID: 1871760628
First Name: Matt
Middle Name: L
Last Name: Kalashnicov
Date of Birth: 09/11/1998
Age: 8
Gender: Male
Ethnicity: Not Hispanic or Latino

Race (check all that apply):
 American Indian or Alaskan Native
 Asian
 Pacific
 Black
 White
 Missing

District Permanent Student Record

Student Identifier:

School Year Details

District	Plant	Grade	Begin Date	End Date
DPI DISTRICT	DPI PLANT	5	Aug 27, 2007	

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Done

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start

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Click on the District to open the student's record.

Click on "Check Out" so that you are able to make changes to the student's record.

Enrollment - Windows Internet Explorer

http://dev.dpi.state.nd.us/dpi/stars/Reports/Enrollment/Enrollment.aspx?rid=48&eeid=705&syid=17&rsid=31

Enrollment

STARS
State Automated Reporting System

Fall Enrollment
Public School District: DPI DISTRICT
Year: 2007-2008

Welcome Dpi User

Exit Report

Fall Enrollment

District Student Filter

Notification

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Import/Rollover

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Functions

Check Out

Submit

Generate PDF

Print Page

Help

The student's school year detail record includes information on the student's enrollment as well as the special program the student is served with over this period. To enter information for a special program, click the checkbox next to 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 must be cleared out.

[Return to Student](#)

Kalashnicov, Matt L
State ID: 1871760628, DOB: Sep 11, 1998, Age: 8, Gender: Male
Ethnicity: Not Hispanic or Latino, Race: White

Enrollment

Plant Serving: DPI PLANT
Begin Date: 08/27/2007
Grade: 5
Resident District: DPI DISTRICT
Enrolled Status: Resident
End Date:
Exit Code:

District Details

CTB Label Group: (ie. Teachers Name (format: Last, First) or Teacher and ClassID)

BIA

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start

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Click the "Immigrant" check box.

Enrollment - Windows Internet Explorer

http://dev.dpi.state.nd.us/dpi/stars/Reports/Enrollment/Enrollment.aspx?rid=48&eid=705&syid=17&rsid=31

Enrollment

STARS
State Automated Reporting System

Fall Enrollment
Public School District: DPI DISTRICT
Year: 2007-2008

Welcome Dpi User

Fall Enrollment

District Student Filter

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Check In

Save

Validate

Submit

Generate PDF

Print Page

Help

Special Programs

Alternative Education Section 504

NS Lunch Program Title I

21st Century CTE

Special Education
DPI Contact: Guy McDonald, 701-328-2536, gmcdonald@nd.gov

Limited English Proficiency
DPI Contact: Chris Kalash, 701-328-3544, ckalash@nd.gov

Immigrant
DPI Contact: Chris Kalash, 701-328-3544, ckalash@nd.gov

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

Homeless
DPI Contact: Flo Hilzendeger, 701-328-4646, fhilzendeger@nd.gov

Refugee
DPI Contact: Chris Kalash, 701-328-3544, ckalash@nd.gov

Exit Report

To code a student as an Immigrant, click on this box.

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This screen will come up.

Choose the student's "Origin Country" from the drop down list

Input the "Entered U.S. Date" - This is the date that they entered the United States, NOT the date that they enrolled in your school district.

Input their Country of Origin
and the Date that they
entered the U. S.
This is something you only
have to report one time.

Click the "Check In" button. Say "yes" if you are asked whether or not you want to save the changes.