



NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION

STARS Enrollment Reports Reference Guide

April 2016

Kirsten Baesler
State Superintendent
Department of Public Instruction
600 East Boulevard Avenue Dept. 201
Bismarck, ND 58505-0440
www.nd.gov/dpi

The Department of Public Instruction does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, sex (wages) or genetics in its programs and activities. For inquiries regarding nondiscrimination policies, contact Robert Marthaller, Assistant Superintendent, Department of Public Instruction, 600 East Boulevard Avenue, Dept. 201, Bismarck, ND 58505-0440, phone: (701) 328-2267.

This document was prepared by the School Finance and Organization Division of the Department of Public Instruction, Don Williams, Assistant Director (701) 328-2236.

CONTENTS

Introduction	4	
PowerSchool (PS), SLDS and STARS Relationship	4	
<u>Fall Enrollment</u>	6	
Automated File Transfer (AFT)	7	
PS State Student Search	8	
Submission	9	
<u>Spring Enrollment</u>	9	
Course Enrollment	9	
HS Units	14	
Kindergarten Program Section Code	14	
Homeschool Data	16	
<u>Summer School Enrollment</u>	17	
Rollover	17	
Driver's Ed	20	
Appendix A	STARS Validation Report & Errors	21
Appendix B	Add new student and Enrollment/Exit codes	28
Appendix C	Export/Import Technique	35
Appendix D	SD Crossborder Students	39

Introduction

The intent of this booklet is to help STARS users at the district level, manage their enrollment reports. STARS Enrollment Reports are our primary tool for collecting enrollment data from the school districts. The accuracy, completeness and timeliness of these reports, directly affects funding and many other decision-making factors. Below are the types of reports to be submitted, along with their submission deadlines, which can also be found at:

<https://www.nd.gov/dpi/Administrators/SchoolFinance/STARSReporting/>

Fall Report	September 15
Spring Report	June 30
Summer School Report	September 1

For complete list of STARS Reports, visit our website at:

<https://www.nd.gov/dpi/data/STARS/reports/>

While this booklet will greatly assist you with the most common problems, it does not cover all issues that can arise. For those situations in which this booklet does not provide you a solution, it is best practice to submit an *Edutech iSupport helpdesk ticket*.

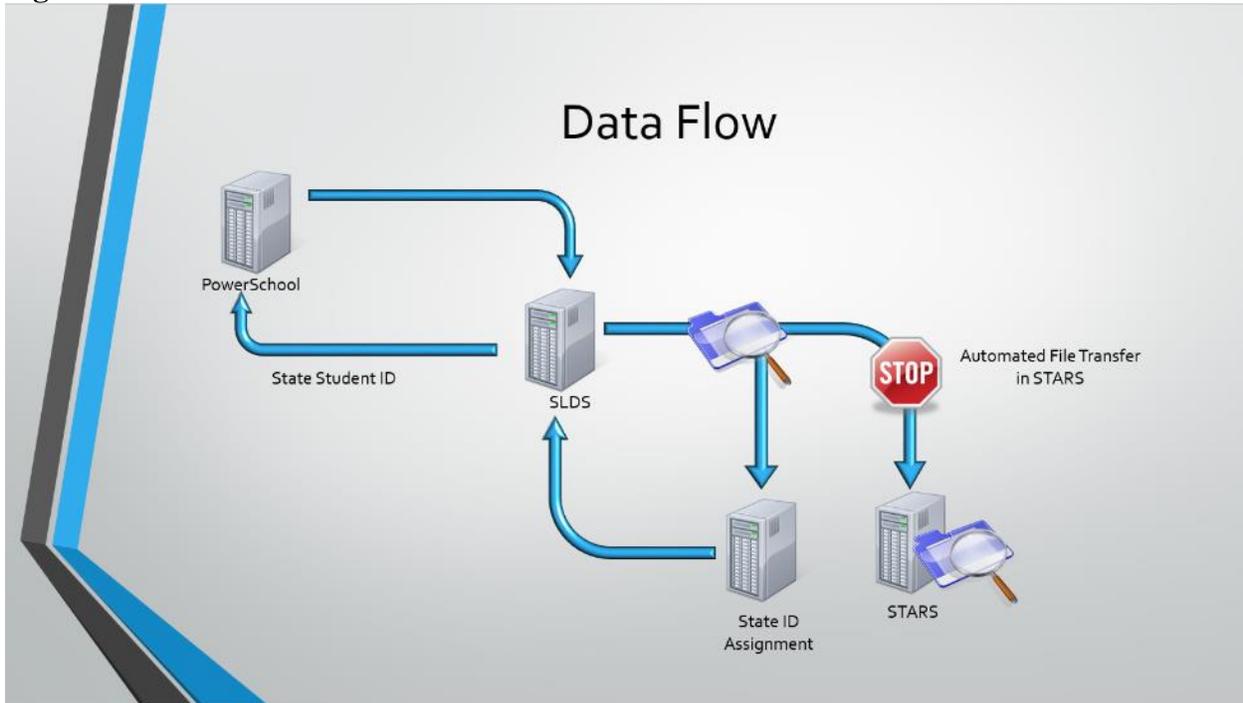
<http://www.edutech.nodak.edu/services/>

NDDPI personnel are linked in with iSupport and if Edutech identifies the issue as truly a STARS issue, it will be forwarded to the appropriate STARS administrator at NDDPI. If you call or directly email NDDPI for STARS support, you will likely be asked to submit a helpdesk ticket. This will automatically begin to provide you with a database of all previous issues you have submitted tickets for.

PowerSchool (PS), SLDS and STARS Relationship

Understanding the relationship between Power School (PS) and STARS (**Figure 1.1**) is a very important aspect to managing your STARS reports. PS is the system that is used by the majority of our ND public schools, to collect and maintain student data at the district level. In order to make that data available and usable at a State level, STARS can receive this data, through the State Longitudinal Data System (SLDS), from PS. STARS then uses the data for statewide enrollment numbers and foundation aid computing, as well as other statewide reporting. Foundation aid and school funding relies heavily on this data from enrollment reporting, and is directly related to the level of state funding a district receives. It is for these reasons that the two programs exist, and why it is important for the users of these systems to work together to ensure the student data is complete, accurate and reported in a timely manner.

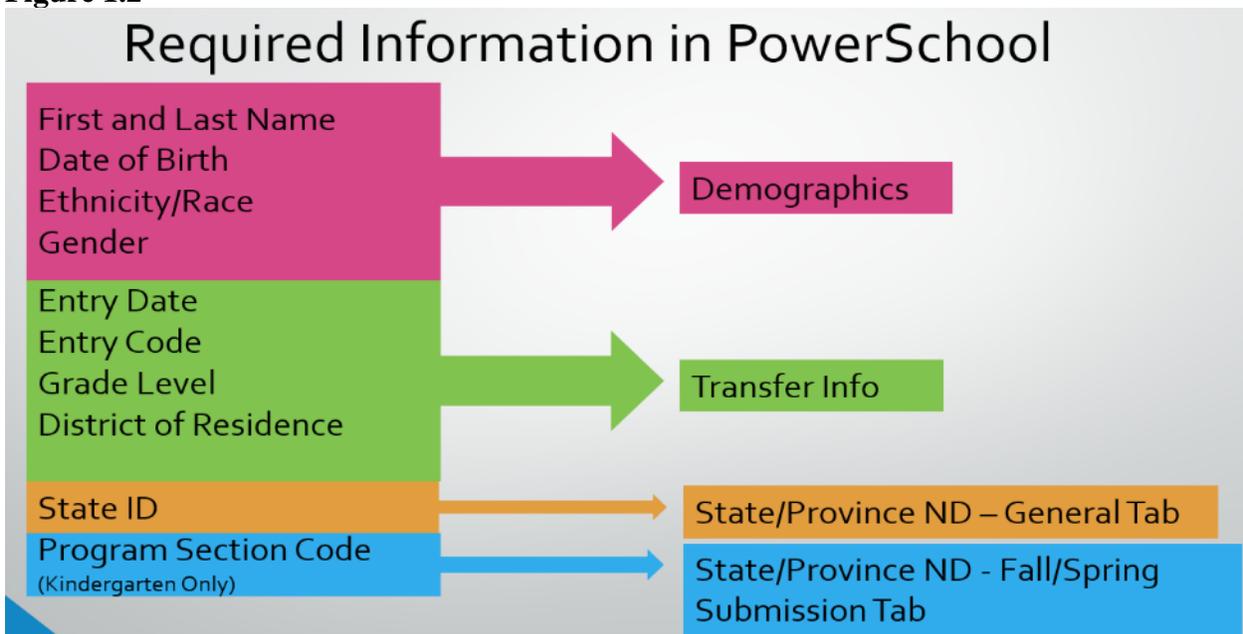
Figure 1.1



It is important to note that data only flows from PS to STARS, not both ways. The only exception to this, is when a State ID is assigned by STARS and written back to PS. The data that is input into PS needs to be accurate. There are many checks and validations to ensure that the data stays consistent and accurate through the transfer process. ***It is best practice to always make changes and updates first in PS and let the data flow into STARS.***

If SLDS or STARS detects any errors with the data, or does not recognize a particular field, the data could be rejected and not allowed to transfer out of PS. Refer to the **Figure 1.2** to see the Demographic data that must be input accurately.

Figure 1.2



The fields in **Figure 1.2** need to be accurate to be allowed to transfer from PS to STARS. If you have input a student's record into PS and you still do not see it in STARS after a known data transfer, it's most likely that one or more of the above fields is inaccurate. If you review these fields and can't find a discrepancy, the next place to look is the *PS State Student Search* area in STARS. ([covered on Pg. 8](#))

Fall Enrollment

The STARS Fall Report is a critical piece of data collection for the following reasons:

- Establishes enrollment numbers that drive State and Federal funding projections
- Contributes data used in publishing NDDPI Finance Facts
- Transfers enrollment records from Power School to STARS and allows for the correction of errors and duplications
- Allows district administrators to ensure accuracy and requires them to certify the report

Ensuring your Fall Report is complete and accurate, really gets your school year off to a good start!

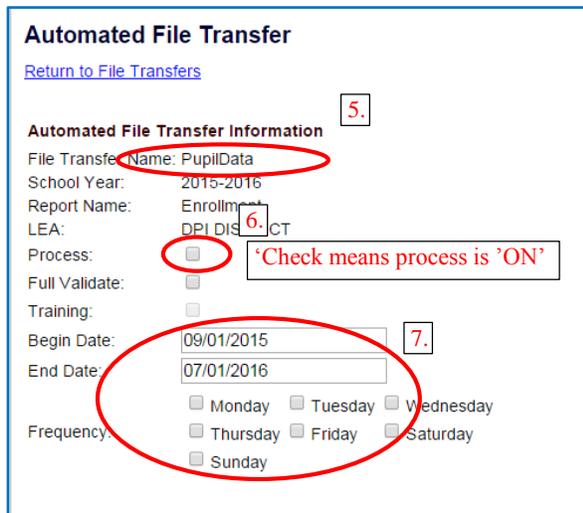
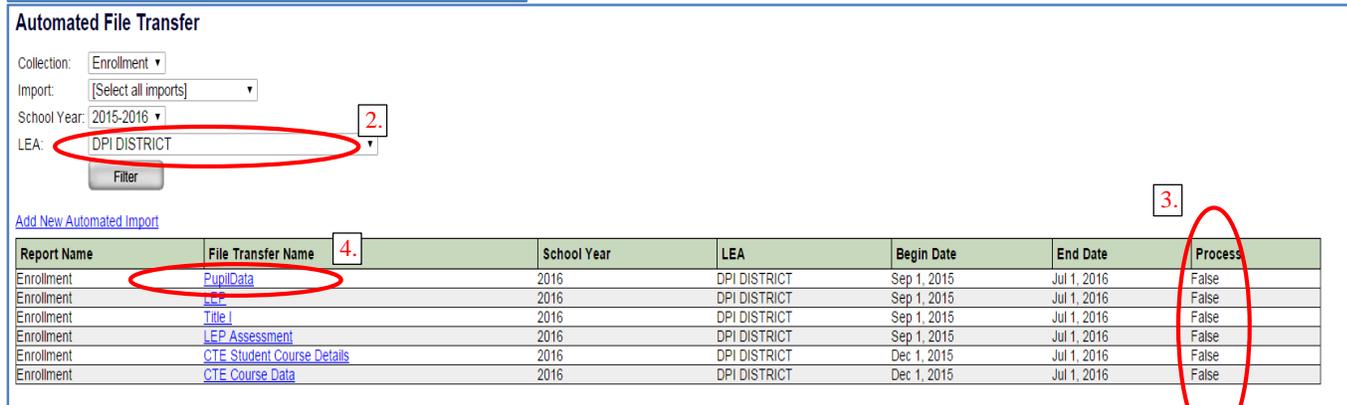
Rollover

Edutech facilitates an "End of Year" process in which they prepare your data to be 'rolled-over' to the next school year. Accurate data will make school year transition so much smoother when you show-up the following Fall and turn your PS back on. It's advised that you take a couple weeks at the beginning of the school year, to make any necessary changes in PS (ie. new students, no-shows, address changes,). *If you do choose to manually enter students into STARS, ensure the start date in PS and STARS are the same. If not the same, contact the Edutech help desk, or duplications will occur.* Once your satisfied that the data in PS is complete and accurate you then 'turn-on' your **Automated File Transfer (AFT)**, and let the data flow into STARS Fall Report. (Refer to Fig. 2.1 *next page*)

Figure 2.1 Turning on AFT



1. From the Fill Out Reports page, click on Automated File Transfer
2. Select your district in LEA: pull down box, verify the school year, and hit the Filter button
3. Look at the far right column 'Process' and see if it says True or False
True= Transfer active
False= Transfer not active
4. If you want to turn the process on/off, click on the specific File Transfer Name



5. Make sure you got the correct File Transfer Name
6. To turn ON/OFF put a check in the "Process"
7. If you're turning the Process ON, choose the date range and put a check in front of the days you want the transfers to take place. If you're turning off, change the dates and remove the check marks.
8. Click 'Save' for your changes.
9. Confirm that the previous page reflects changes.
10. Repeat for all File Transfer Names

There could be a chance that your non-traditional students (ie. Home-schoolers, part-time, or pre-schooler's) data did not transfer. **That's why it's imperative to 'scrub' your report to ensure that absolutely all of your district-resident students are in PS as well as STARS and that their data is accurate. Cleaning up your validation errors alone, does not mean your report is complete and accurate!** STARS validation errors are a great tool, but they only alert you to errors with data that is *in* STARS. It does nothing to alert you to data that may be missing or incomplete. Refer to [Appendix A](#) (pg. 26) for tips on correcting validation errors.

PS State Student Search

It's best to think of PS State Student Search (**Figure 2.2**) as a STARS 'holding cell'. If you've turned on your AFT and still don't see some student records coming over from PS, or is still missing a State ID, then there's a good chance they're in the PS State Student Search area in STARS. **All new students should be first input into PS, and allowed to transfer into STARS (pg 27).** Many times these new students to STARS will need verification to ensure that they don't match with close 'possible matches' already in the system. Follow the steps below to verify the students and get them out of PS State Student Search area.

Step 1. Go into the PS State Student search area of your STARS enrollment record, and see if the students that are in PS, but not showing up in STARS, are there.

Step 2. If they appear Click on the last name (blue hyperlink).

Step 3. This will bring up another table, on top of the existing table, with possible matches (sometimes they are name matches, sometimes they are DOB matches, **make sure and verify both full names and DOB's**)

Step 4. If you **Don't** see an appropriate match, then click the "Add New Student" button. This will then generate a new state ID for that student that will get 'written-back' to PowerSchool

Step 5. If you **Do** see an appropriate match, click on the state ID in front of the matching students' last name in the top table - This state ID will then get written back to PS.

Step 6. The student enrollment should transfer to STARS the following day (or next data transfer). If there's a State ID in PS, the process worked. Then verify the student has a 'Green Dot' in STARS, indicating the communication with PS is working properly.

Step 7. Once a student is assigned a State ID, they get removed from this list.

Figure 2.2

Welcome Don Williams Exit Report

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

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

Functions
 SPRING ENROLLMENT COLLECTION
 FALL ENROLLMENT SUBMITTED 9/29/2015 by [redacted]
 Print Page
 Help

Power School Student Search

Add New Student
 Search Name: Smith, Melissa

StateID	Last Name	First Name	Middle Name	Gender	Date of Birth	Age	Score	Plant
1234567890	Smith	Melissa	Shaye	F	Jan 1, 2008	8	54.65	Hazen Elem.
2345678901	Smith	Mykala	Jo	F	Jul 22, 2010	5	47.67	Hillsboro Elem.
3456789012	Smith	Miranda		F	Jul 22, 2010	5	47.67	Belfield Publi
4567890123	Smith	Michael		M	Jul 22, 2010	5	45.35	Alexander Pt
5678901234	Smith	Martin		M	Jul 22, 2010	5	45.35	North Star Pt

Add New Student
 Delete Records

School Name	StateID	LastName	First Name	Middle Name	Gender	Date of Birth	Age	Grade	Ethnicity	Race	P
Public School		Smith	Melissa		F	20100722	5	PK	2	5,	Nc
Public School		Jones	Frank		M	20100721	5	K	2	1,	Nc
Public School		Anderson	John		M	20090606	6	K	2	5,	Nc
Public School		Johnson	Jason		M	20091007	6	K	1		Nc

Race codes
 1 = American Indian or Alaskan Native
 2 = Asian
 3 = Native Hawaiian or Other Pacific Islander
 4 = Black or African American

Submission: Once your Superintendent/Administrator is confident that the report is **true, accurate, complete** and all validation errors have been corrected (system will not allow submission until validation errors are all corrected), the report can then be submitted. The report will be ‘stamped’ with your name and a date. **You should only hit the “Submit” button, three times a year:** when you want to submit your Fall, Spring and Summer reports. Since data will be ever-changing throughout the school year, the Fall report differs from Spring and Summer, in that it remains an ‘Active’ report and changes will obviously still transfer from PS. After all schools in the State have submitted their report, DPI will take a “Snapshot” to record the un-duplicated student count on September 10th. This is the data that will be reported in NDDPI Finance Facts.

Spring Enrollment

The Spring Enrollment Report documents:

1. Membership
2. Course Enrollment
3. Attendance Data

After the Fall Report has been finalized, all districts have submitted, and the ‘snapshot’ has been taken, the Fall Report is converted over to the Spring Report. This report includes all the previous data from Fall Enrollment Report- demographics, district, plant, enrollment status, etc. This data is transferred from Power School throughout the entire school year, and the following data needs to be verified and/or added:

- **Membership data** (days absent/present) This is reflected on the Student Detail Record in STARS and should be the data directly transferred from PS. Days present, plus days absent should equal 182 for full year, or however many school days within a given date range that the student attended your school.

Membership	
Days Present:	178
Days Absent:	4
Days Membership:	182

- **Course Enrollment** – If a student is not a full-time ‘membership’ enrolled student, but only comes to your school for one or two courses, they need to have a STARS enrollment record and be ‘Course Enrolled’.
- Below is an example of one of the most common courses. The process is very similar for all courses, the only things that change are whether it’s in the regular school year or summer school report, ‘Enrollment vs. MIS03’ or if you need to enter a letter grade.
 - PK Special Ed- While you can put all of your PK students in STARS and PS, only your PK- Special Education students are factored for ADM and foundation aid. Your PK SpecEd students need to be loaded into course **19150 Erl Chldhd Ed/Disabl**. Follow these steps:

1. Get into your districts' Enrollment record
2. Select 'Plant Courses' from the menu, to get to the 'Plant Courses' page
3. Choose the appropriate Plant and keep the default 'Reported On' as Enrollment (*in the case of CTE or summer school, most of the courses will be in the MIS03 tab*)
4. Click on the blue hyperlink course # 19150

Welcome Don Williams

Enrollment

District Student Filter

Notification

Plant Courses

Undocumented Student Transfer

Title I Private & Local Neglected

Tools

State Student Search

PSState Student Search Versions

Import/Transfer

Export

Batch ID Assigner

Functions

Check Out

Validate

Submit

Alternative education courses must be added so they are available to assign to students with

Plant: Alexander Public School

Course Type: All

Reported On: Enrollment

Filter

Number	Name	Plant
19150	Erl Chldhd Ed/Disabl	Alexander Public School

5. Click on the 'Check Out' button in Functions and verify the Instruction Hours

Welcome Don Williams

Enrollment

District Student Filter

Notification

Plant Courses

Undocumented Student Transfer

Title I Private & Local Neglected

Tools

State Student Search

PSState Student Search Versions

Import/Transfer

Export

Batch ID Assigner

Functions

Check Out

Validate

Submit

Plant Course

View or edit the alternative education course details for the plant.

[Return to Courses](#)

Plant: Alexander Public School

Course: 19150 - Erl Chldhd Ed/Disabl

Course Type: Regular School Year

Instruction Hours: 432

Credits Issued: No Credit

Period:

Plant Course ID: 19150

Plant Course Name: Erl Chldhd Ed/Disabl

Plant Course Section: 908191501000000

Course Taught At: Alexander Public School

Enrolled Students

Last Name	First Name
-----------	------------

SPRING ENROLLMENT COLLECTION

FALL ENROLLMENT SUBMITTED

6. Then 'Add Students to Course'

Plant Course
View or edit the alternative education course details for the plant.
[Return to Courses](#)

Plant: Alexander Public School
Course: 19150 - Erl Chldhd Ed/Disabl
Course Type: Regular School Year
Instruction Hours: 432
Credits Issued: No Credit
Period:
Plant Course ID: 19150
Plant Course Name: Erl Chldhd Ed/Disabl
Plant Course Section: 908191501000000
Course Taught At: Alexander Public School

Enrolled Students 6.
[Add Students to Course](#)

	Last Name
No students are enrolled.	

7. Make sure the Public School and PK is selected

8. Then hit Filter

Welcome Don Williams

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

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

Functions
Check In
Save
Validate
Submit

SPRING ENROLLMENT COLLECTION
FALL ENROLLMENT SUBMITTED 10/7/2014 by

Add Students to Plant Course
Select the students to add to the course and click the "Save" button on the left to add the st
[Return to Erl Chldhd Ed/Disabl](#)

Course
Erl Chldhd Ed/Disabl (19150)Erl Chldhd Ed/Disabl(19150)

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

Plant: Alexander Public School 7.
Grades: PK (ex: "K,1-3" or "9-11" or "PK,4,5-8")
Last Name Begins With:
State ID:
Start Date:
ExitCode: [Select all exit codes]
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: 8.

Filter

9. Put a check in front of all the names you want put in the course and click 'Save'

- 10. Click on Return to Courses and you should see all the students you just added.
- 11. Click on 'Check Out'

Welcome Don Williams

Enrollment

- District Student Filter
- Notification
- Plant Courses**
- Undocumented Student
- Transfer
- Title I Private & Local Neglected

Tools

- State Student Search
- PSSState Student Search
- Versions
- Import/Transfer
- Export
- Batch ID Assigner

Functions

- Check Out
- Validate
- Submit

Plant Course

View or edit the alternative education course details for the plant.

[Return to Courses](#)

Plant: DPI PLANT
 Course: 19150 - Erl Chldhd Ed/Disabl
 Course Type: Regular School Year
 Instruction Hours: 432
 Credits Issued: No Credit
 Period:
 Plant Course ID: 19150
 Plant Course Name: Erl Chldhd Ed/Disabl
 Plant Course Section: 1130191501000000
 Course Taught At: DPI PLANT

Enrolled Students

Last Name	First Name
bunny	bugs
Duck	Daisy

12. Select Course Enrollment Mass Edit and make sure and click on “Check Out” again.

Import/Transfer
Export
Batch ID Assigner

Functions

Check In
Save
Validate
Submit

SPRING ENROLLMENT COLLECTION

Print Page
Help

Course:
Plant Course ID: 19150
Plant Course Name: Erl Chldhd Ed/Disabl
Plant Course Section: 113019150100000

Course Taught At: DPI PLANT

Enrolled Students 12.
[Course Enrollment Mass Edit](#)
[Add Students to Course](#)

<input checked="" type="checkbox"/>	Last Name	First Name
<input checked="" type="checkbox"/>	bunny	bugs
<input checked="" type="checkbox"/>	Duck	Daisy

Click the link below to mass edit selected student course enrollment
[Course Enrollment Mass Edit](#)

13. You should see fillable boxes to plug-in “Attendance Hours” and “Membership Hours” (hint: Attendance hours = Membership Hours – Hours Absent from course, therefore Attendance hours can never exceed Membership Hours)

14. Fill the boxes in for all the students, click Save or Check-In

15. Done!

Welcome Den Williams Exit Report

Enrollment
 District Student Filter
 Add/Remove
 Plant Courses
 Undocumented Student
 Transfer
 Title I Private & Local
 Neglected

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

Functions 14.
 Check Out
 Check In
 Save

SPRING ENROLLMENT COLLECTION

Print Page

Mass Edit Plant Course Enrollment

The students you currently have checked out are editable. Click the Check Out button to attempt to check out the remaining students in the list. After entering the course hours for each student, click the Save button to save the data entered.

[Return to Full Child/Family](#) 13.

Course
 Erl Childhd Ed/Disabl (19150)
 Instruction hours: 432. Credits: No Credit

Last Name	First Name	Middle Name	Date of Birth	Grade	Attendance Hours	Membership Hours	Days Membership
bunny	bugs		Feb 12, 2010	PK			0
Duck	Daisy		Sep 8, 2009	K			0

- **HS Units** (minimum of 4 to be considered full-time)
 - This field should be populated in PS and then directly transfers to STARS. It is under the State/Province – ND and Fall/Spring Submission tab in PS. (See Figure 3.1)

Figure 3.1

PS View

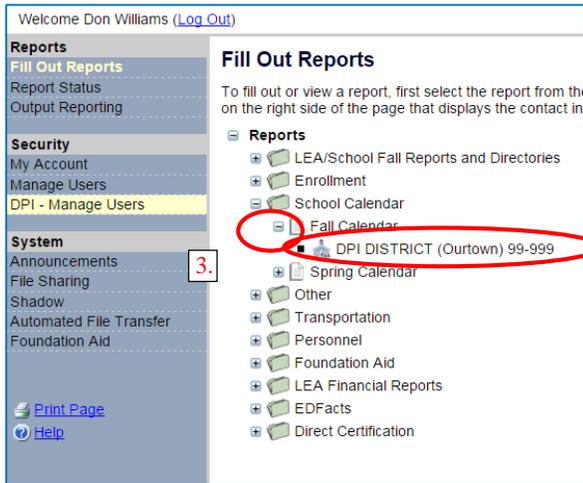
- **Kindergarten Program Section Code (PSC)**

The North Dakota Fall/Spring Submission Information tab (Figure 3.1 above) is also where you will find your Kindergarten Program Section Code in Power School (PS). This must match the PSC that was submitted with your Fall Calendar. Follow the steps on the next page to confirm your Kindergarten PSC in your STARS Fall Calendar.

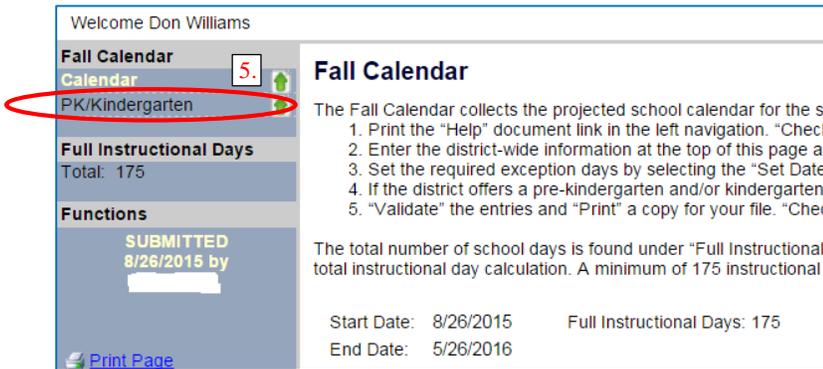
1. Click on Fill Out Reports
2. Click on the + in front of the School Calendar folder to expand the folder in order to see your Fall and Spring Calendar

3. Click on the + in front of your Fall Calendar and choose your district

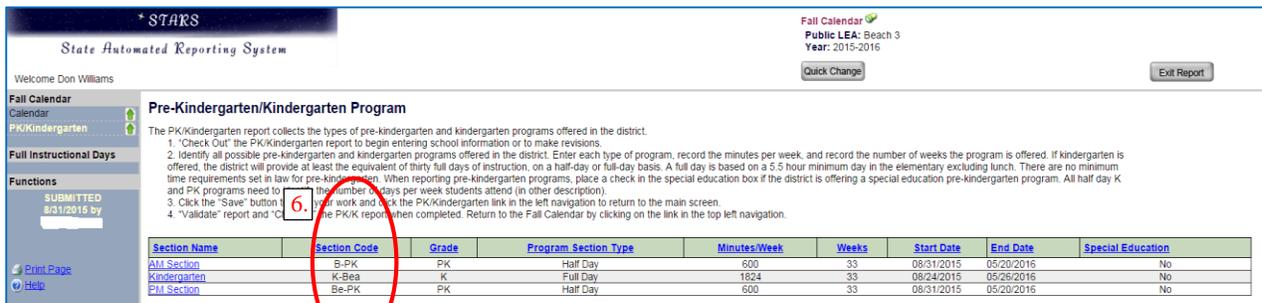
4. Select the desired school year and hit "Select"



5. Choose the PK/Kindergarten tab



6. Verify your Kindergarten PSC (or the PK PSC). This is the code that needs to be input into the Power School box shown back in Fig. 3.1, for the students in the specific programs.



- **Homeschool Data-** All homeschoolers should have an application filed with your district office. Use that application to fill in whatever data you have. Since districts are required to have 175 contact days, and if the student has been homeschooled for the entire school year, input 175 in for program days. If the student was only homeschooled for a portion of the year, count the number of school days (from school calendar) that were conducted within that specific date range. If the program is NOT monitored by the district you most likely will not have any further data.

Special Education	
DPI Contact: Michelle Souther, 701-328-2852, 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	
Migrant	
DPI Contact: Sandy Peterson, 701-328-2170, smoeterson@nd.gov	
Homeless	
DPI Contact: Jacki Harasym, 701-857-7770, jharasym@nd.gov	
Refugee	
DPI Contact: Jill Frohlich, 701-328-2254, jmfrohlich@nd.gov	
Home School	
Program Days:	175
Parent Qualification:	High School Education
Monitoring:	No Monitor
Testing Type:	
Test Name:	
Other Test Name:	
Test Score:	
Title I	
DPI Contact: Jill Frohlich, 701-328-2254, jmfrohlich@nd.gov	

Helpful Hints for easy 'On-Time' submittal of you Spring Report:

- ***Ensure Begin dates between PS and STARS match, and Never change Begin dates in Power School without consulting with Edutech!*** This causes duplications in STARS that need to be manually cleaned up
- After Fall Report submittal, make it practice to run a Validation Report monthly and correct the errors immediately ([Appendix A](#)). This will ensure that these errors don't 'pile-up' throughout the entire year. Also serves as an "early warning" system alerting you to possible Power School to STARS Automated File Transfer issues
- Learn the Export/Import data method ([Appendix C](#)) for mass edits. Allows you to import .csv Excel documents, eliminating the need to go into each students records
- Enter data such as: home school info, career interest inventories, CTE and all course data...as soon as you know it

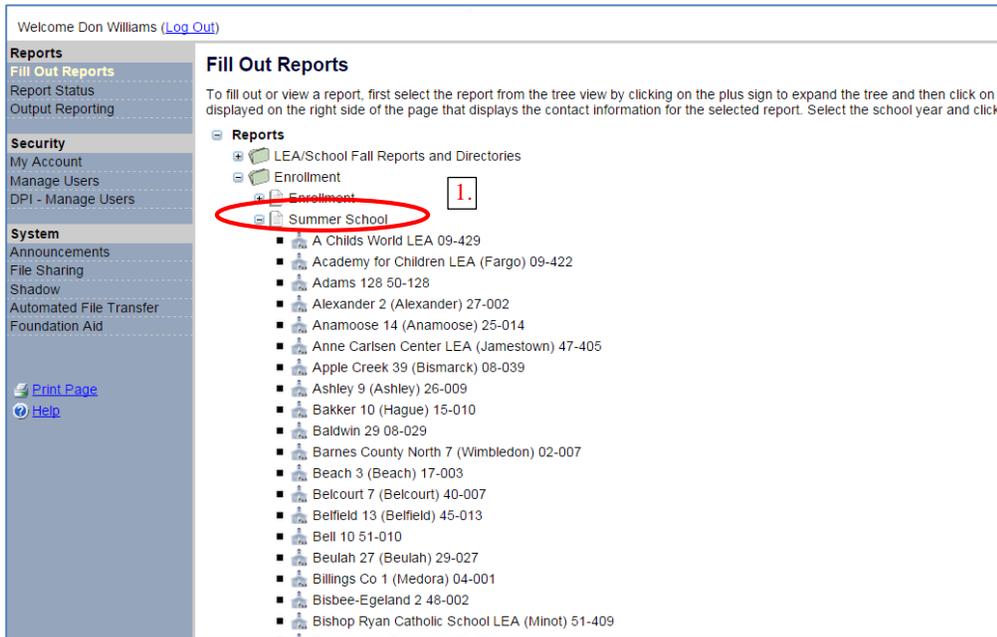
Accurate and timely submission is crucial. Deadline is **June 30th**.

Summer School Enrollment

The summer school report is a 'stand-alone' report that **does not have any data transfer from Power School**. All courses, student and hours need to be directly input into STARS. It is for this reason that it is also necessary to manually 'roll-over' your summer school students (just your summer school students) into the summer school report. Follow the steps below to rollover your students from your Spring report to your Summer School report:

- **Rollover**

1. Choose 'Summer School' from your Fill Out Reports page. The select your district.



2. Select current summer school year. (anything after graduation is considered the next school year)

Summer School

Educational Unit: DPI DISTRICT

School Year: 2015-2016

Select

Due Date: Sep 1

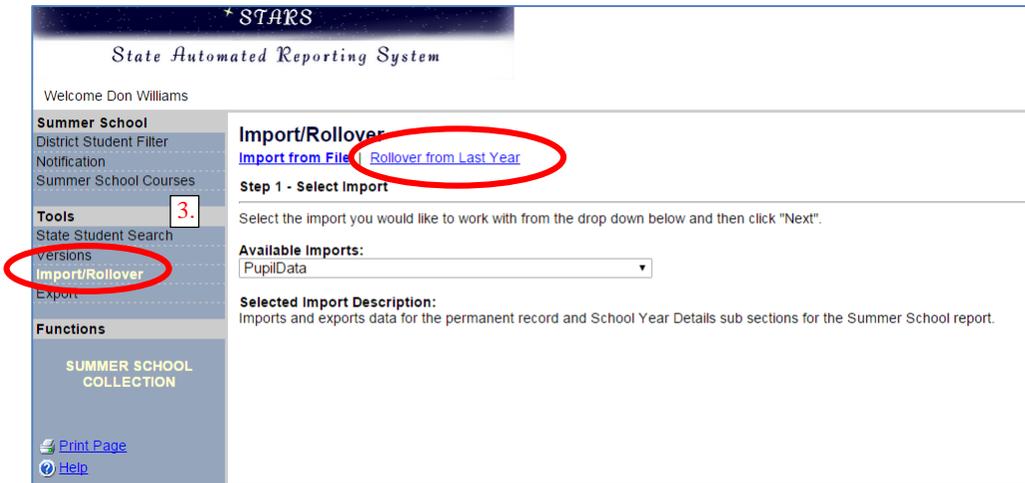
Contact Name: Don Williams

Email: dmwilliams@nd.gov

Phone: 701-328-2236

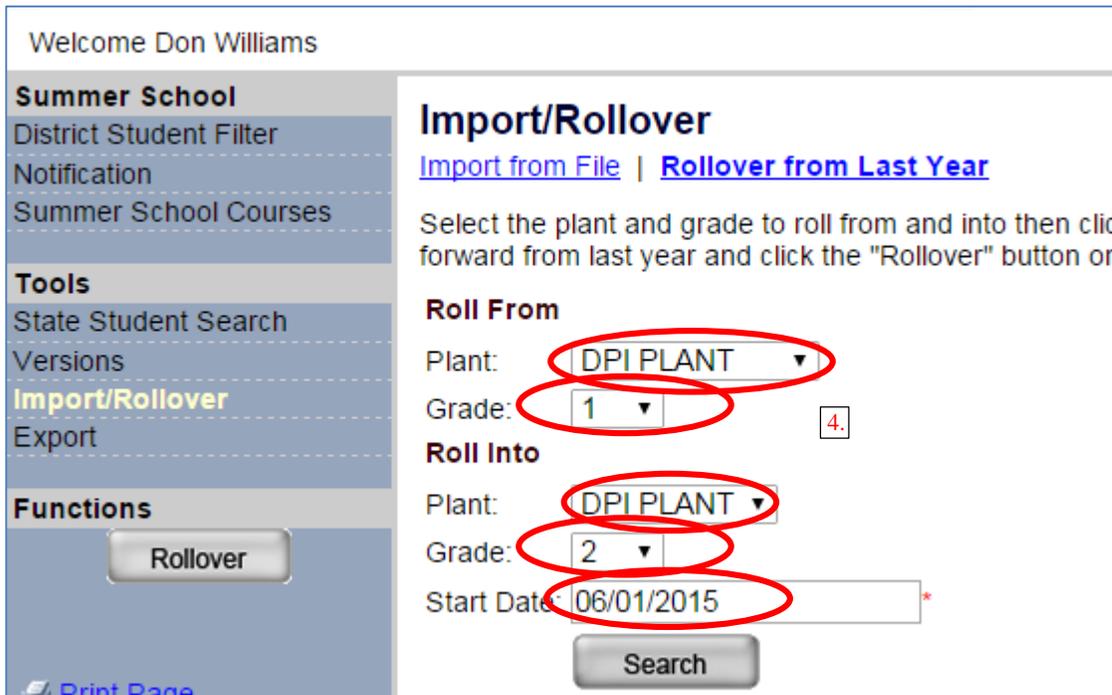
Notes:
Collects summer school enrollment

3. Click on 'Import/Rollover' then on the next screen, click Rollover from Last Year.



4. Unfortunately, you will have to do each grade separately. Fill out the appropriate boxes, according to what you want to rollover then click 'Search'.

Hint: If student is taking a remedial class, rollover from current grade level, into the same grade level. Also remember that some courses have a specific grade range. Do not rollover a student to the next grade if it's going to cause a validation error for that course.



5. STARS should pull up the previous school year's grade level of students. You should only rollover those students that are taking summer school courses. Place (or remove) a check mark in front of all the names you want to rollover (or not rollover) and click 'Rollover'.

Welcome Don Williams

Summer School
 District Student Filter
 Notification
 Summer School Courses

Tools
 State Student Search
 Versions
Import/Rollover
 Export

Functions
 Rollover

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

Import/Rollover

[Import from File](#) | [Rollover from Last Year](#)

Select the plant and grade to roll from and into then click "Search" to display the students forward from last year and click the "Rollover" button on the left.

Roll From
 Plant:
 Grade:

Roll Into
 Plant:
 Grade:
 Start Date:

<input checked="" type="checkbox"/>	Last Name	First Name	Middle Name
<input checked="" type="checkbox"/>	Mock	Student2	
<input checked="" type="checkbox"/>	Mock	Student4	

6. STARS will inform you of the status of the Rollover. DONE.

Welcome Don Williams

Summer School
 District Student Filter
 Notification
 Summer School Courses

Tools
 State Student Search
 Versions
Import/Rollover
 Export

Functions
 SUMMER SCHOOL COLLECTION

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

Import/Rollover

[Import from File](#) | [Rollover from Last Year](#)

Select the plant and grade to roll from and into then click "S forward from last year and click the "Rollover" button on the

Rollover From Last Year Status
 Date: Jul 1, 2015

Attempted: 2
 Successful: 2
 Failed: 0

- **Driver's Education-** Is one of the most common summer school courses. It is found under your HS Plant and the MIS03 courses. It is a 42 hour course that consists of 30 hours of Classroom and 12 hours of Behind The Wheel instruction. For a total of 42 hours.

Plant Courses

Alternative education courses must be added so they

Plant:

Course Type:

Reported On:

Number	Name
05071	English 9
05072	English 10
05073	English 11
11004	Mathematics 7
11005	Mathematics 8
11031	Algebra I
11145	Consumer Mathematics
13020	Biology
15008	US History 7-8
15085	U.S. History
15089	World History
21012	DriverEd: Classroom Only
21012	DriverEd: Classroom Only
21013	Driver Ed: BTW Only
21013	Driver Ed: BTW Only

Plant Course

View or edit the alternative education course details for the plant.
[Return to Courses](#)

Plant: High School

Course: 21012 - DriverEd: Classroom Only

Course Type: High School Summer School

Instruction Hours: 30

Credits Issued: (1/4) Credit

Period:

Plant Course ID: 21012

Plant Course Name: DriverEd: Classroom Only

Plant Course Section: 9262101214259

Plant Course

View or edit the alternative education course details for the plant.
[Return to Courses](#)

Plant: High School

Course: 21013 - Driver Ed: BTW Only

Course Type: High School Summer School

Instruction Hours: 12

Credits Issued: No Credit

Period:

Plant Course ID: 21013

Plant Course Name: Driver Ed: BTW Only

Plant Course Section: 9262101303222

Driver's Ed can be split into two sections; Classroom Only, and Behind The Wheel (BTW), as pictured above.

or

The course can also be combined into a single 42 hour course as pictured below.

Plant Courses

Alternative education courses must be added so they

Plant:

Course Type:

Reported On:

Number	Name
05071	English 9
05072	English 10
05073	English 11
05074	English 12
06214	Level IV Spanish
06294	Level IV German
08030	General PE
08030	General PE
11031	Algebra I
13030	Physical Science
14096	Word Processing
14098	Desktop Publish
15020	Area Studies
15044	JROTC
15089	World History
17100	Construction Tech I
21016	Dr Ed:Clstrm/BTW/Range
21016	Dr Ed:Clstrm/BTW/Range
21016	Dr Ed:Clstrm/BTW/Range

Plant Course

View or edit the alternative education course details for the plant.
[Return to Courses](#)

Plant: High School

Course: 21016 - Dr Ed:Clstrm/BTW/Range

Course Type: High School Summer School

Instruction Hours: 42

Credits Issued: (1/4) Credit

Period:

Plant Course ID: 21016

Plant Course Name: Dr Ed:Clstrm/BTW/Range

Plant Course Section: 9662101628072

Refer to [page 10](#) on how to Add Students to a course.

Appendix A STARS Validation Report & Errors

A **validation report** is STARS way of alerting the user(s) that there are data errors within a particular students' record. It is encouraged that a validation report is run on a monthly basis. This helps keep you aware of trends in your data, and allows you to start correcting errors, before you have a massively, large list. When applicable, **always make your changes/updates in PS and let them transfer into STARS.** This Appendix is designed to provide you a quick reference to identifying these validations and a trouble-shooting guide to correcting the errors. ***Cleaning up your validation errors alone, does not mean your report is accurate!*** STARS validation errors are a great tool, but they only alert you to errors with data that is *in* STARS. It does nothing to alert you to data that may be missing or incomplete.

Validation Summary

 = Error Message (All error messages must be resolved before submission.)

 = Warning Message

 = The Inter District validation indicates a student who is in more than one District with begin dates that overlap. (Coordination with corresponding district is required to share information and accurately align dates. Contact that district before requesting assistance or submitting helpdesk ticket)

The below examples of warnings are designed to just 'ask the question'. If you don't have any students with these particular classifications, simply disregard the warning. If you do have students with these classifications, it must be properly marked in their record.

 = The Section 504 plan (Special Population 504) validation warning will always be displayed if there are no students coded as Section 504 plan (Special Population 504).

 = The homeless validation warning will always be displayed if there are no students coded as homeless.

 = The National School Lunch Program validation warning will always be displayed if there are no students coded as participating in the National School Lunch Program.

 = The Title I validation warning will always be displayed if there are no students coded as Title I.

 = The disability (Special Population IEP) validation warning will always be displayed if there are no students coded as having a disability (Special Population IEP).

 = The migrant validation warning will always be displayed if there are no students coded as migrant.

Report: Enrollment
Date: 1/27/2016 9:44:15 AM

Validate:

View:

Plant:

These 'pull-down' boxes allow you to customize your validation report to see only what you are interested in seeing.

After you select the appropriate 'pull-downs' click the **Validate** button and then click **“Check for Results”**. If system is running slow, it may require multiple clicks on “Check for Results”

The validation is being processed...

Click on the "Check for Results" link periodically to see if the validation processing is complete.

[Check for Results](#)

Validation Errors- Troubleshooting

LEP/ELL Errors

Last	First	StateID	Sub Section	Item	Data	Description
X			Student School Year Detail	LEP	Plan Manager	The Plan Manager for the LEP student is required.
X			Student School Year Detail	Special Programs	LEP	At least one LEP Program enrollment must be provided.

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

Permanent Record
 Native Language: Somali
 Begin Date: 08/25/2015
 Exit Date:

Student Detail Record (To remove detail record, remove Plan Manager, ILP Date and uncheck Refuse Services.)
 Plan Manager (License Number):
 Individualized Language Plan Date: 10/23/2015
 Parent Refused ELL Services:

Limited English Proficiency Assessments

Test Type	Date	District	Plant
No assessments were found.			

Program Enrollments

Language Used:

Sheltered English Instruction

Structured English Immersion

Specially Designed Academic Instruction

Delivered in English (SDAIE) Content-Based ESL

Pull-out ESL

Other

Other ESL - Describe

Other Bilingual - Describe

ILP Errors

X			Student School Year Detail	LEP		The ILP Date must be updated annually. ILP Date must be with current year.
---	--	--	----------------------------	-----	--	--

PowerSchool view

North Dakota ELL State Information

10 201801 DAHS

General | Fall/Spring Submission | **ELL/Imm/Ref** | IEP/Special Ed | Title I | Migrant | Homeless | Military Info | Opt-out Info | CRDC

Immigrant Information

Immigrant

US Entry Date

Origin Country Code

Refugee Information

Refugee

ELL Information

Enrolled in ELL

Native Language

ELL Enrollment Date

ELL Exit Date

Parent Refused ELL Services

Teacher License Number

ILP Date

Same as STARS Plan Manager

Alt Ed Error

Student School Year Detail AltEd A student cannot be marked Alt Ed if the school is not approved for Alt Ed.

This record was last updated in 11/13/2015.

Tools

State Student Search

PSState Student Search

Versions

Import/Transfer

Export

Batch ID Assigner

Functions

Check Out

Validate

Submit

Generate PDF

SPRING ENROLLMENT COLLECTION

Membership

Days Present: 0

Days Absent: 0

Days Membership: 0

Attempted High School Units: 0

BIE

Served BIE (BIE Plants Only):

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.

All Alt Ed programs are approved through NDDPI Teacher & School Effectiveness Unit.

Overlap Error- Within District

Student School Year Detail	Start Date	Overlapping student enrollment within the district - StateID: [redacted], Plant: 08-001, Grade: 1
Student School Year Detail	Start Date	Overlapping student enrollment within the district - StateID: [redacted], Plant: 08-001-8263, Grade: 1

School Year Details

District	Plant	Grade	Begin Date	End Date
Bismarck 1	Sunrise Elem School	1	Aug 27, 2015	Jan 7, 2016
Bismarck 1	Bismarck 1	1	Jan 8, 2016	Jun 2, 2016
Bismarck 1	Sunrise Elem School	1	Jan 21, 2016	Jun 2, 2016

The End Date of the 2nd record cannot overlap with Begin Date of the 3rd record.

Overlap Error- Across Districts

Affected Student Student School Year Detail Start Date Overlapping student enrollment across districts. District: District ? Please contact Other districts POC@k12.nd.us.

School Year Details

District	Plant	Grade	Begin Date	End Date
Valley City 2	Valley City Jr-Sr High School	9	Aug 24, 2015	May 25, 2016
West Fargo 6	West Fargo Sheyenne High School	9	Aug 25, 2015	May 26, 2016

Coordination between schools verifies the correct dates of enrollment. The End Date of the 1st record, must be at least one day before the begin date of the 2nd record. If student was rolled-over, from the previous year, but was a 'no-show' and never attended one of the schools; then a 'no-show' code needs to be input into his PS record (code 99).

Edit Current Enrollment

10 201801 DAHS

Entry Date: 08/20/2015

Entry Code: 1 (Resident)

Entry Comment (entry & exit): Promote Same School

Exit Date: 05/27/2016

Exit Code: 99 (No Show)

Exit Comment:

Full-Time Equivalency: FTE value 1

Grade Level: 10

Track:

District of Residence: Drake (25057)

PK Errors

	Student School Year Detail	Date of Birth	Student must be at least 3 years old to be marked as Special Education.
--	-------------------------------	---------------	---

They must be marked "Send to Tienet" only, until they are 3yrs old. Once they begin receiving services, record should be marked Special Education and assigned a SE Unit. Once this is done, record automatically gets sent to Tienet.

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

PowerSchool view

North Dakota IEP State Information

10 201801 DAHS

General	Fall/Spring Submission	ELL/Imm/Ref	IEP/Special Ed	Title I	Migrant	Homeless	Military Info	Opt-out Info	CRDC
---------	------------------------	-------------	----------------	---------	---------	----------	---------------	--------------	------

Send To Tienet

Special Ed - Serving Spec Ed Unit

Section 504

Submit

Homeless Errors

	Student School Year Detail	Homeless	Primary Night Time Residence	A primary night time residence must be selected.
--	-------------------------------	----------	---------------------------------	--

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

Homeless Period
Homeless Start Date:
Homeless End Date:
Unaccompanied:
McKinney-Vento Funds:

Student Information
 Family requests no services.

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

Primary Night Time Residences:

Homeless (con't)

	Student School Year Detail	Special Programs	NSLunch	A student who is homeless must also be NSLunch.
--	-------------------------------	------------------	---------	---

Special Programs

Alternative Education Section 504

NSLunch Program 21st Century

Gifted and Talented

Send To Tienet: To access INITIAL EVALUATION and RTI forms for

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

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

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

Homeless Period
Homeless Start Date:
Homeless End Date:
Unaccompanied:
McKinney-Vento Funds:

PowerSchool view

ND Homeless Programs

10 201801 DAHS

General
Fall/Spring Submission
ELL/Imm/Ref
IEP/Special Ed
Title I
Migrant
Homeless
Military Info
Opt-out Info
CRDC

New

Start Date	End Date	Exit Reason	Comment

Direct Cert errors.

Student School Year Detail
Special Programs
NSLunch
If a student is Direct Cert, then they must also be NSLunch.

BIE

Served BIE (BIE Plants Only):

Special Programs

Alternative Education Section 504

NS Lunch Program 21st Century

Gifted and Talented DirectCert

Send To Tienet: To access INITIAL EVALUATION and RTI forms for students curre

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

Title 1 Errors

Student School Year Detail
Special Programs
Title I
Sunrise Elem School is not marked as Title I Schoolwide or Title I Targeted Assistance for grades K-6. No students can be coded as Title I.

Must remove the check mark.

Title I

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

Student Participation in Title I Targeted Assistance Program by Instructional Services:

Mathematics

Reading/language arts

Science

Social Studies

Vocation/career

Other instructional services

Student Participation in Title I Targeted Assistance Program by Support Services:

Health, dental and eyecare

Supporting guidance and advocacy

Other support services

PowerSchool View

ND Title I Programs

10 201801 DAHS

General
Fall/Spring Submission
ELL/Imm/Ref
IEP/Special Ed
Title I
Migrant
Homeless
Military Info
Opt-out Info
CRDC

New

Start Date	End Date	Exit Reason	Comment	MA	LA	SC	SS	VC	OI	H									
<p>Title I Targeted Assistance Programs Instructional/Support Services</p> <p>Codes:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">MA - Mathematics</td> <td style="width: 33%;">LA - Reading/Language Arts</td> <td style="width: 33%;">SC - Science</td> </tr> <tr> <td>SS - Social Studies</td> <td>VC - Vocational/Career</td> <td>OI - Other Instructional Services</td> </tr> <tr> <td>HD - Health, Dental and Eye Care</td> <td>GA - Supporting Guidance/Advocacy</td> <td>OS - Other Support Services</td> </tr> </table>											MA - Mathematics	LA - Reading/Language Arts	SC - Science	SS - Social Studies	VC - Vocational/Career	OI - Other Instructional Services	HD - Health, Dental and Eye Care	GA - Supporting Guidance/Advocacy	OS - Other Support Services
MA - Mathematics	LA - Reading/Language Arts	SC - Science																	
SS - Social Studies	VC - Vocational/Career	OI - Other Instructional Services																	
HD - Health, Dental and Eye Care	GA - Supporting Guidance/Advocacy	OS - Other Support Services																	

Schoolwide schools must have the Title 1 checked, but no Services should be checked.

Send To Tienet: To access INITIAL EVALUATION and RTI forms

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

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

Homeless
DPI Contact: Jacki Harasym, 701-857-1770, 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

Title 1 (con't)

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

Student Participation in Title I Targeted Assistance Program by Instructional Services:

- Mathematics
- Reading/language arts
- Science
- Social Studies
- Vocation/career
- Other instructional services

Student Participation in Title I Targeted Assistance Program by Support Services:

- Health, dental and eyecare
- Supporting guidance and advocacy
- Other support services

Dropout Errors

This will require communication with your Special Ed unit. If they mark a student "Dropped Out" you also have to give their enrollment record an exit code of "Dropout".

Enrollment

Plant Serving:	West Fargo High School
Begin Date:	08/25/2015
Grade:	10
Resident District:	West Fargo 6
Enrolled Status:	Resident
End Date:	09/27/2015
Exit Code:	Transferred within district

District Details

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

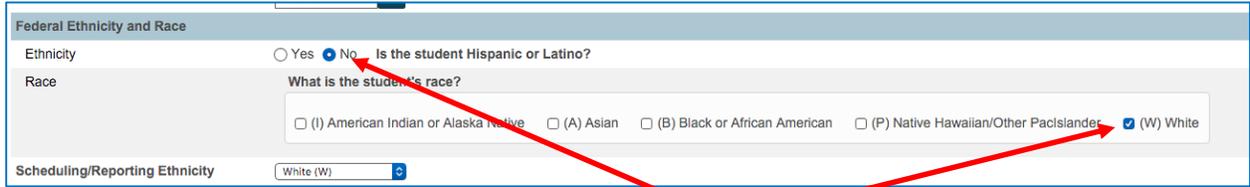
**This record was last updated in Stars.

Race Error

	Permanent Record	Race	Student must have a race selected.
---	------------------	------	------------------------------------

Select a Race in PS and let it transfer over to STARS.

PowerSchool view



Federal Ethnicity and Race

Ethnicity Yes No Is the student Hispanic or Latino?

Race What is the student's race?

(I) American Indian or Alaska Native (A) Asian (B) Black or African American (P) Native Hawaiian/Other Pacific Islander (W) White

Scheduling/Reporting Ethnicity

Must have both Ethnicity and Race selected

Program Section Code Error

	Student School Year Detail Grade	Program Section	Kindergarten student must have a program section identified.
---	----------------------------------	-----------------	--

Refer back to [pages 13-15](#)

Appendix B Add New Students/Enrollment & Exit Codes

Adding student in PowerSchool

1. Allow at least two days if a student needs to be assigned a new State ID. Should only take a day otherwise. Refer back to [pg. 6](#) if you suspect a problem with the record transferring.

The screenshot displays the PowerSchool interface. On the left is a navigation menu with sections: Functions, Reports, and People. The 'Enroll New Student' option under the 'People' section is highlighted with a red arrow. The main content area is titled 'Start Page' and includes tabs for 'Students', 'Staff', and 'Parents'. Below the tabs is a search input field with a magnifying glass icon. Underneath the search field are two rows of alphabetical filters: 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z' and 'K 1 2 3 4 5 6 7 8 9 10 11 12 13 M F All Stored Searches Stored Selections'. A section titled 'Current Student Selection (1)' shows a single result: 'Student Boucher, Kolyn J'. At the bottom of the page, there is a 'What's New' section.

Enroll New Student

Must fill in all places with * sign.

Student Information	
Student's Name (Last, First Middle)	<input type="text"/> *
DOB	<input type="text" value="MM/DD/YYYY"/>
Gender	<input type="text"/> *
Student number	<input type="text"/> (If this field is left blank, the system will assign the Student Number)
Social Security Number	<input type="text"/> Same as STARS "Enrollment Code"
Phone Number	<input type="text"/>
Enrollment date	<input type="text" value="02/22/2016"/> *
Full-Time Equivalency	<input type="text"/> *
Grade Level	<input type="text" value="7"/>
Entry Code	<input type="text"/> * Same as STARS "Enrollment Code"
Track	<input type="text"/>
District of Residence	<input type="text"/> *
Fee Exemption Status	<input type="text" value="Student Not Exempted"/>
School	Drake-Anamoose High School
ND State Information	
Program Section Code	<input type="text"/>
Transfer From State	<input type="text" value="Select state"/>
Transfer From City	<input type="text"/>
Transfer From School	<input type="text"/>

ENROLLMENT CODES

Enrollment Quick Tips:

1. All resident district students need to have a STARS enrollment record. Either in your districts', or the educating districts' enrollment record.
2. Enrollment records cannot overlap. Always coordinate with gaining/losing district to ensure End/Exit dates are correct. Enrollment dates are based on physical attendance, not when request or paperwork is received.
3. Enrollment Codes 1-9 indicate that the student is attending a Plant in your district. Enrollment Codes 10-13 indicate they are 'District enrolled' and NOT physically attending your school (ie. homeschoolers, placed students, cross-border, etc.)
4. Foundation Aid always follows the student to the educating district. For more information on tuition, follow this link: <https://www.nd.gov/dpi/SchoolStaff/SchoolFinance/Tuition/>

Enrollment Code #1 Typical Resident District, Full-time Student

Enrollment

Plant Serving: Lincoln Elem School
Begin Date: 08/27/2015
Grade: 1
 Previously completed Kindergarten
Resident District: Bismarck 1
Enrolled Status: Resident
End Date: 06/02/2016
Exit Code: Continued

School building student is physically attending

**Enrollment Code #2
Open Enrolled Student**

Enrollment

Plant Serving: Bismarck High School
Begin Date: 08/27/2015
Grade: 12
Resident District: Mandan 1
Enrolled Status: Open Enrolled
End Date: 06/02/2016
Exit Code: Continued

Resident District

All requirements have been met to be Open Enrolled

**Enrollment Code #3
Tuition – Waived Student**

Enrollment

Plant Serving: Legacy High School
Begin Date: 08/27/2015
Grade: 11
Resident District: Mandan 1
Enrolled Status: Tuition – Waived
End Date: 06/02/2016
Exit Code: Continued

Has NOT met requirements for Open Enrollment, but Educating District is NOT charging tuition

Enrollment Code #4 Tuition – Parent (educating district intends to charge parent(s))

Enrollment	
Plant Serving:	West Elem School
Begin Date:	08/31/2015
Grade:	K Full Day - 36 weeks
	<input type="checkbox"/> Previously tested/atte
Resident District:	Hillsboro 9
Enrolled Status:	Tuition – Parent
End Date:	06/03/2016
Exit Code:	Continued

Has NOT met requirements for Open Enrollment, Educating District is charging Parents for tuition

Enrollment Code #5

Tuition – District (educating district DOES intend to charge tuition)

Enrollment	
Plant Serving:	Central High School
Begin Date:	08/31/2015
Grade:	11
Resident District:	Emerado 127
Enrolled Status:	Tuition – District
End Date:	06/02/2016
Exit Code:	Continued

Has NOT met requirements for Open Enrollment, Educating District is charging Resident District tuition

Enrollment Code #6

Tuition – State (Student is “State Responsible”)

Enrollment	
Plant Serving:	South Middle School
Begin Date:	09/15/2015
Grade:	8
Resident District:	State Responsible
Enrolled Status:	Tuition – State
End Date:	06/02/2016
Exit Code:	Continued

Student has been deemed State Responsible, Educating District is charging the State tuition

Enrollment Code #7

Tuition – Out of State (educating district DOES intend to charge tuition to out-of-state school)

Enrollment	
Plant Serving:	Red River High School
Begin Date:	09/03/2015
Grade:	12
Resident District:	Out of State
Enrolled Status:	Tuition – Out of State
End Date:	06/02/2016
Exit Code:	Continued

Student's Resident District is not in ND, Educating District is charging that Out-of-State district, tuition

**Enrollment Code #8
Foreign Exchange**

Enrollment	
Plant Serving:	Magic City Campus High School
Begin Date:	08/25/2015
Grade:	12
Resident District:	Out of State
Enrolled Status:	Foreign Exchange
End Date:	05/25/2016
Exit Code:	Continued

Foreign Exchange program

Enrollment Code #9

Statutory Election – Only used when a district is in dissolution. Those district students can attend any public school they elect to attend, without needing to go through the Open Enrollment process. (Rarely used)

Enrollment Code #10

Non-Enrolled Homebased (District Enrollment)

Enrollment	
Plant Serving:	Dickinson 1
Begin Date:	08/26/2015
Grade:	10
Resident District:	Dickinson 1
Enrolled Status:	NonEnr-Home Based
End Date:	05/25/2016
Exit Code:	Continued

Enrolled at the District Level. District should be the Plant Serving

Resident District Student being Homeschooled

Enrollment Code #11

Non-Enrolled ND Out of State (District Enrollment)

Enrollment		
Plant Serving:	Enrolled at the District Level. District should be the Plant Serving	Selfridge 8
Begin Date:		01/06/2015
Grade:		10
Resident District:		Selfridge 8
Enrolled Status:	Resident District Student attending an Out of State school	NonEnr-ND Out of State
End Date:		05/22/2015
Exit Code:		Continued

**Enrollment Code #12
Non-Enrolled NonPublic (District Enrollment)**

Enrollment		
Plant Serving:	Enrolled at the District Level. District should be the Plant Serving	Dickinson 1
Begin Date:		08/26/2015
Grade:		5
Resident District:		Dickinson 1
Enrolled Status:	Resident District Student attending a NonPublic school	NonEnr-Nonpublic Enrolled
End Date:		05/25/2016
Exit Code:		Continued

**Enrollment Code #13
Non-Enrolled Other State Placement (District Enrollment)**

Enrollment		
Plant Serving:	Enrolled at the District Level. District should be the Plant Serving	Dickinson 1
Begin Date:		08/26/2015
Grade:		9
Resident District:		Dickinson 1
Enrolled Status:	Resident District Student placed in a State Licensed Facility or Foster Home	NonEnr-Other State Placement
End Date:		12/18/2015
Exit Code:		Transferred out of district

EXIT CODES

**Exit Code #1
Graduate**

Enrollment	
Plant Serving:	Cavalier Public School
Begin Date:	09/01/2014
Grade:	12
Resident District:	Cavalier 6
Enrolled Status:	Resident
End Date:	05/28/2015
Exit Code:	Graduate

Resident District student
Graduated

**Exit Code #2
Dropout**

Enrollment	
Plant Serving:	Beulah High School
Begin Date:	09/21/2015
Grade:	9
Resident District:	Hazen 3
Enrolled Status:	Tuition – Waived
End Date:	12/13/2015
Exit Code:	Dropout

Resident District Student
stopped working towards
district diploma

**Exit Code #3
Deceased (Self Explanatory)**

**Exit Code #4
Transferred out of District**

Enrollment	
Plant Serving:	Dorothy Moses Elem School
Begin Date:	08/27/2015
Grade:	2
Resident District:	Bismarck 1
Enrolled Status:	Resident
End Date:	09/13/2015
Exit Code:	Transferred out of district

Resident District Student
transferred to another district

**Exit Code #5
Transferred within District**

Enrollment	
Plant Serving:	Saxvik Elem School
Begin Date:	09/17/2015
Grade:	1
	<input type="checkbox"/> Previously completed Kindergarten
Resident District:	Bismarck 1
Enrolled Status:	Resident
End Date:	01/18/2016
Exit Code:	Transferred within district

Resident District Student transferred from one Plant to another.

Should also be used when a Resident District student changes Status, such as Homeschooled

**Exit Code #6
Continued**

Enrollment	
Plant Serving:	Legacy High School
Begin Date:	08/27/2015
Grade:	11
Resident District:	Mandan 1
Enrolled Status:	Tuition – Waived
End Date:	06/02/2016
Exit Code:	Continued

Resident District Student continues to attend your school

**Exit Code #8
Reached Maximum Age**

Enrollment	
Plant Serving:	West Fargo Sheyenne High School
Begin Date:	08/25/2014
Grade:	9
Resident District:	West Fargo 6
Enrolled Status:	Resident
End Date:	05/28/2015
Exit Code:	Reached maximum age for services

Resident District Student reaches the age of 21. (if within the school year, is allowed to complete the year)

Appendix C Export/Import Technique

Learning how to use the STARS Export/Import tool could save you a great deal of time. Instead of having to go into each student's enrollment record, or do 'Mass Edits' within STARS; you can Export an Excel spreadsheet, populate the spreadsheet, save, and re-import it back into STARS. There are numerous templates and Export/Import's, depending on what specific data you are trying to populate.

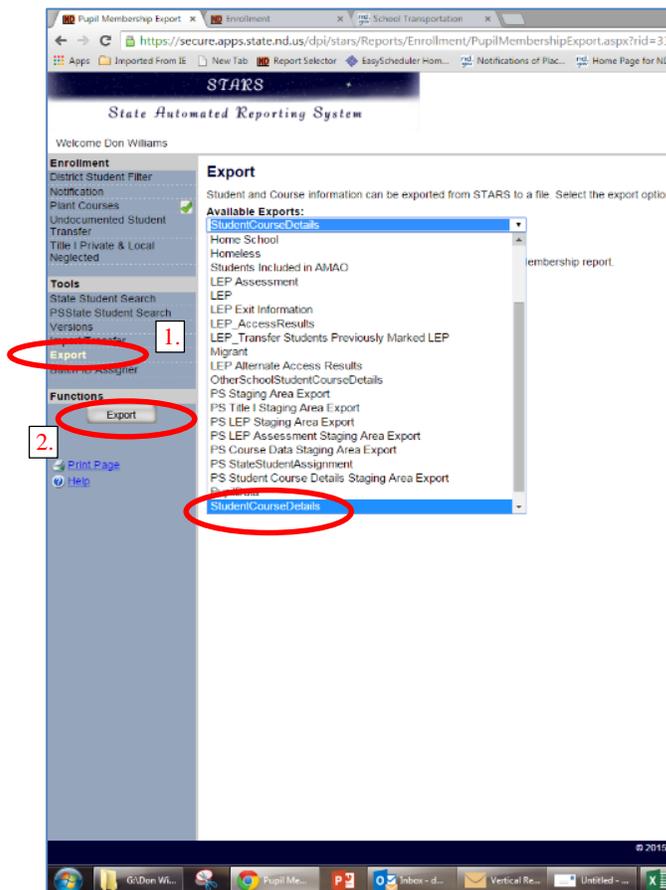
All available templates can be found at: <https://www.nd.gov/dpi/data/STARS/layouts/>
These templates give you a visual depiction of the necessary data fields that STARS requires for a particular Export/Import.

When you do an Export in STARS, it will only extract the data fields (or column headings) that are pertinent to that Export.

The example I have included below, walks you through how to load Hours Attendance, Hours Membership and Letter Grades, as you would have to do for a CTE course. This is just one example, but there are many applications and opportunities to utilize the Export/Import method, and the steps remain the same for all Export/Imports.

Example:

1. Get into your STARS enrollment record for the correct school year and choose 'Export' under "Tools". Then select 'StudentCourseDetails' from the pull-down and click the



2. Click 'Export' button under Functions.
3. The Export button will open a .csv Excel file.

4. You can now enter the information into a spreadsheet all at once.

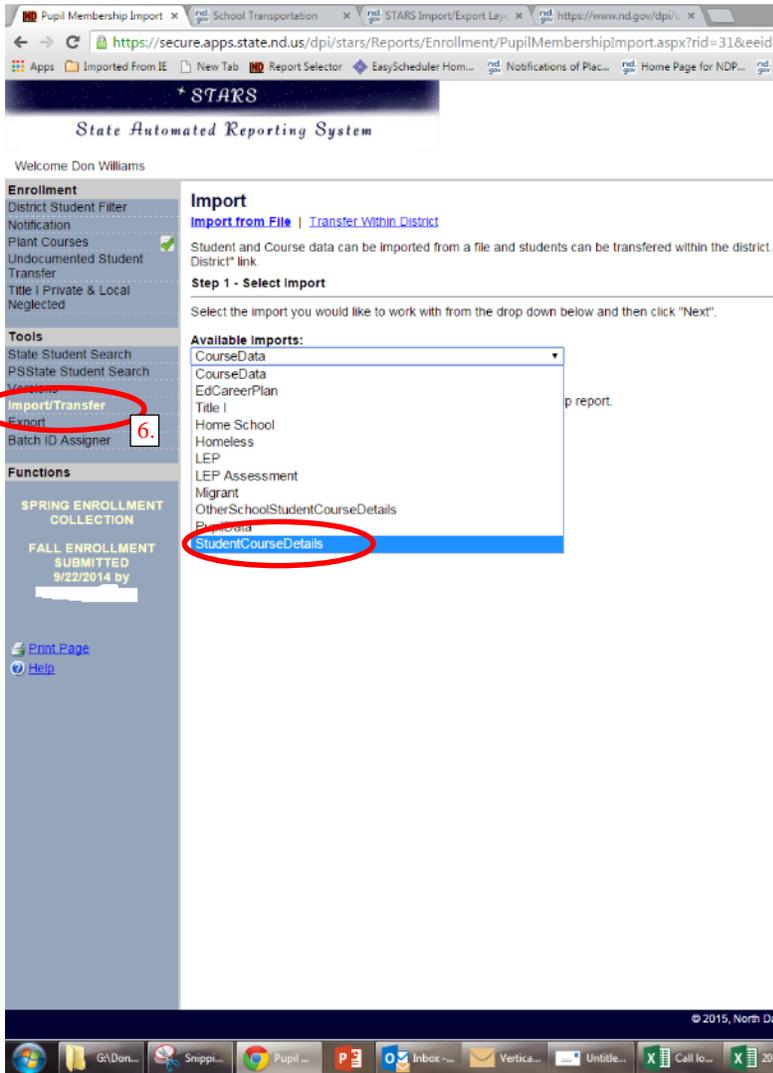
Hint: the letter grade column needs to be numbers (4=A, 3=B, 2=C, 1=D, 0=F, P=Pass, F=Fail, I=Incomplete)

4.

StateID	SchoolYear	GradeEnr	PlantBegin	PlantEnd	ServingEd	ResidentE	Hours	HoursMer	PlantCour	PlantCourseS	LetterGrade	Enroll	Student	CourseDetailsID
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	14096	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	14026	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	14025	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	14098	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	14098	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	14096	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	14026	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	14025	1.11814E+13		0	0	
2015	10	20140818	20150522	53-006-22	53-001	0	0	0	4022	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	4098	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	4025	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	4026	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	4096	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	4096	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	4026	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	4025	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	4098	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	4098	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	4096	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	4026	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	4025	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	4098	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	4096	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	4026	1.11814E+13		0	0	
2015	9	20140818	20150522	53-006-22	53-001	0	0	0	4025	1.11814E+13		0	0	
2015	9	20140818	20150308	53-006-22	53-006	0	0	0	4025	1.11814E+13		0	0	
2015	9	20140818	20150308	53-006-22	53-006	0	0	0	14096	1.11814E+13		0	0	
2015	12	20140818	20150522	53-006-22	53-006	0	0	0	14010	1.11814E+13		3	0	
2015	11	20140825	20150522	53-006-22	53-006	0	0	0	14025	1.11814E+13		0	0	
2015	11	20140825	20150522	53-006-22	53-006	0	0	0	14096	1.11814E+13		0	0	
2015	12	20140818	20150522	53-006-22	53-006	0	0	0	14022	1.11814E+13		0	0	
2015	PK	20140818	20150522	53-006-22	53-006	72	72	72	19150	1.11819E+15		0	0	
2015	PK	20150213	20150522	53-006-22	53-006	36	36	36	19150	1.11819E+15		0	0	
2015	PK	20150424	20150522	53-006-22	53-006	36	36	36	19150	1.11819E+15		0	0	

ID's will be populated in actual Export

5. Once your satisfied that you've made all necessary changes, save your file in an easy to remember location.
6. Now you simply Import this file back into STARS. By selecting "Import/Transfer" and "StudentCourseDetails."



7. Choose the file you just saved then you will click “Next” twice and finally “Import”

Welcome Don Williams

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
Rollover

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

Import/Rollover

[Import from File](#) | [Rollover from Last Year](#)

Student data can be imported from a file or from the students submitted on last year's report Last Year" link.

Step 2 - Select File for Upload

Click the "Browse" button to locate the file you would like to upload to DPI servers, then click

Import Selected in Step 1: PupilData

Files: 7.

No file chosen

8. The system will allow you to ‘Check Results’ of the import. If it gives you errors it means that the data was not able to be imported and you will have to check your changes for errors. If you can’t find or correct the errors, submit an **Edutech iSupport helpdesk ticket**, explaining that you are having trouble with a STARS Import failure.

<http://www.edutech.nodak.edu/services/>.

Appendix D South Dakota Cross-Border Agreement

[15.1-29-02.1](#) is the reference that governs our cross-border agreement with South Dakota. Only pertains to those districts that share a border with SD. The overall concept is to do an annual 'state-level' reconciliation between NDDPI and South Dakota's Department of Education. Whichever state is found to be educating more cross-border students (based on ADM and Special Ed contracts), is paid one lump-sum from the other state. It's typically been done around the December-January timeframe and it reconciles the previous years' enrollments.

Overview

The biggest responsibility of our ND school districts.

1. Ensure that all students are input into STARS correctly.

EXAMPLES:

ND resident student, attending a SD school

Enrollment	
Plant Serving:	Hettinger 13
Begin Date:	08/20/2015
Grade:	12
Resident District:	Hettinger 13
Enrolled Status:	NonEnr-ND Out of State
End Date:	05/25/2016
Exit Code:	Continued

SD resident student, attending a ND school

Enrollment	
Plant Serving:	Ellendale Public School
Begin Date:	08/24/2015
Grade:	6
Resident District:	Out of State
Enrolled Status:	Tuition – Out of State
End Date:	05/25/2016
Exit Code:	Continued

The rest of the process.

2. If a ND district is educating a SD Special Ed student; Work with serving Special Education unit(s) to ensure there is a Spec Ed contract input into the Student Contract system in ND Teach. That cost needs to be captured in-order to withhold it from the reconciled payment.
3. NDDPI reviews the STARS enrollment and Spec. Ed. contracts.
4. ND districts are provided a copy of the cross-border report.
5. The district will review for completeness and accuracy and report any changes, additions or subtractions to NDDPI.
6. NDDPI provides a copy of the report to South Dakota Dept. of Ed. for their review.

7. When returned from the SD review, any changes, additions or subtractions suggested by SD, are presented to the ND districts for confirmation or dispute.

8. Once all disputes are reconciled and both States agree, NDDPI makes final calculations and submits a check to South Dakota (SD typically educates more ND students, then vice versa).

9. All costs and/or re-imburements are then factored into the foundation aid payments for the affected ND district(s) and adjustments should be noticed in subsequent foundation aid payments.