

STARS

State Automated Reporting System

**Education for Homeless
Children and Youth
User Manual**

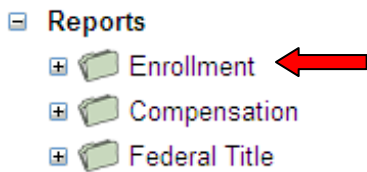
Reporting Students Experiencing Homelessness on the STARS

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.

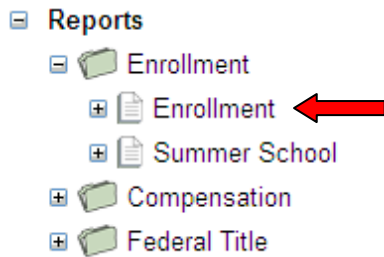
The following steps will assist you in completing the Homeless section on the Enrollment Report

Step 1. Logon to the STARS system

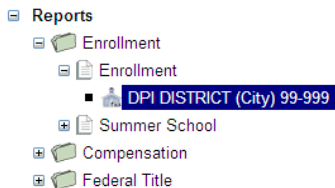
Step 2. Click “Enrollment”



Step 3. Click “Enrollment”



Step 4. Select the district & School year




		Enrollment
Educational Unit:	DPI DISTRICT	
School Year:	2008-2009	
		Select
Due Date:	Sep 15	
Contact Name:	Kenneth Steiner	
Email:	kasteiner@nd.gov	
Phone:	701-328-1678	
Notes:		

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: 

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:



Step 7. Locate the student's name and click on the Start Date for child

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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 Membership](#)
[Special Programs](#)
[Exit Codes](#)



<input type="checkbox"/>	Last Name	First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date
<input type="checkbox"/>	Arnold	Ashley	R	10	F	Feb 15, 1994	2127226783	Aug 27, 2008	May 22, 2009
<input type="checkbox"/>	Caseman	Crystal		5	F	Sep 9, 1994	2416773080	Mar 20, 2009	Apr 1, 2009
<input type="checkbox"/>	Clown	Noah	Seif	9	M	Aug 1, 1998	2923224501	Aug 27, 2008	May 22, 2009
<input type="checkbox"/>	DeMarce	Richard		PK	M	Jan 5, 1988	1265154767	Sep 1, 2008	May 22, 2009
<input type="checkbox"/>	Dickson	Denver		8	M	Mar 4, 1996	2416343900	Aug 27, 2008	May 22, 2009
<input type="checkbox"/>	Fischer	Karli		8	F	Sep 9, 1995	2416530164	Aug 27, 2008	May 22, 2009
<input type="checkbox"/>	Koleman	Dusty		8	M	Oct 9, 1995	2416536401	Aug 27, 2008	May 22, 2009
<input type="checkbox"/>	Mock	Student		11	M	Oct 13, 1999	1053320091	Aug 29, 2008	May 21, 2009
<input type="checkbox"/>	Mock	Student1		1	F	Oct 13, 1998	1053585278	Aug 27, 2008	May 22, 2009
<input type="checkbox"/>	Mock	Student2		1	F	Oct 13, 1997	1053593044	Aug 27, 2008	May 22, 2009
<input type="checkbox"/>	Mock	Student3		1	F	Oct 13, 1997	1053614749	Aug 27, 2008	May 22, 2009
<input type="checkbox"/>	Mock	Student4		4	F	Oct 13, 1996	1053628876	Aug 27, 2008	May 22, 2009
<input type="checkbox"/>	Mock	Student5		5	F	Oct 13, 1995	1053640090	Aug 27, 2008	Apr 11, 2009
<input type="checkbox"/>	Mock	Student6		6	F	Oct 13, 1994	1054766287	Aug 27, 2008	May 22, 2009
<input type="checkbox"/>	ROPER	MIA	KAY	3	F	Sep 20, 2002	1027269388	Aug 28, 2008	May 22, 2009
<input type="checkbox"/>	Smith	Bob		PK	M	Oct 13, 2002	1056407393	Aug 27, 2008	May 22, 2009
<input type="checkbox"/>	Smith	Bobby		PK	M	Oct 13, 2003	1061227405	Oct 25, 2008	May 22, 2009
<input type="checkbox"/>	Smith	Robert		PK	M	Oct 13, 2002	1058379964	Oct 24, 2008	May 22, 2009
<input type="checkbox"/>	Steiner	Tammy		4	F	Jul 16, 2000	1158371769	Aug 27, 2008	May 22, 2009
<input type="checkbox"/>	Taylor	TyLynn		8	F	Oct 10, 1995	2416565807	Aug 27, 2008	May 22, 2009

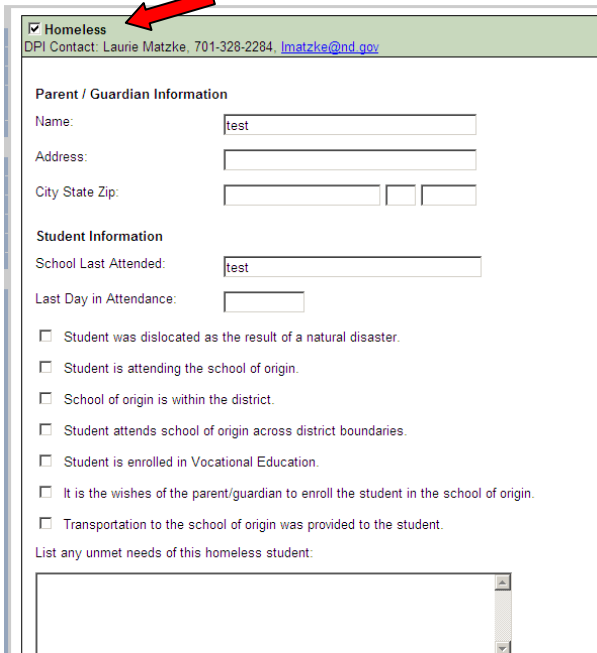


Use the link(s) below to mass edit selected student detail records.

[Pupil Membership](#)
[Special Programs](#)
[Exit Codes](#)

Step 8. Check out the report

Step 9. Check the “Homeless” box



Homeless
DPI Contact: Laurie Matzke, 701-328-2284, lmatzke@nd.gov

Parent / Guardian Information
Name:
Address:
City State Zip:

Student Information
School Last Attended:
Last Day in Attendance:

Student was dislocated as the result of a natural disaster.
 Student is attending the school of origin.
 School of origin is within the district.
 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:

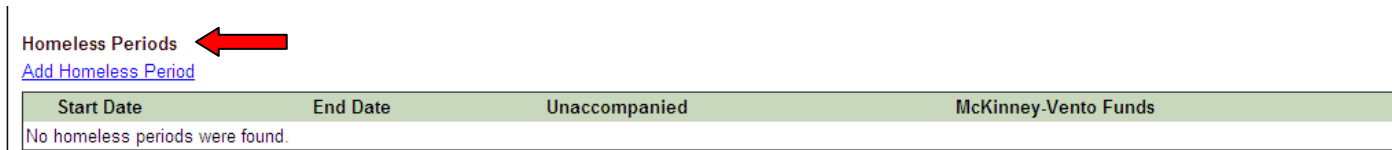
Step 10. Check all services that this student is receiving (i.e., transportation, school supplies, referrals to medical or dental agencies, tutoring, etc.)


Step 11. Check Primary Residence of homeless student. *Please see Appendix A for further clarification.*

- Primary Night Time Residences:
- Shelter(Transitional housing, awaiting Foster Care)
 - Doubled-up (e.g. living with another family)
 - Hotel / Motel
 - Unsheltered (e.g. cars, parks, campgrounds, trailer, Abandoned Building)

Step 12. Click “Save”

Step 13. Enter the period of time the student is experiencing homelessness. *Please see Appendix A for ‘end date’ clarifications.*



Homeless Periods 

[Add Homeless Period](#)

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

Step 14. If the student is “unaccompanied” and/or being served with McKinney-Vento funds, check the appropriate box.

Step 15. Verify that all appropriate boxes pertaining to this student are checked

Step 16. Click “Save”

Step 17. Check in the report

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

Tara Bitz
Program Administrator Title I/Homeless
701-328-4646
tbitz@nd.gov

Appendix A:
Reporting Clarifications & Guidance

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. Families living in doubled-up accommodations, voluntarily to save money, 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.

Primary Nighttime Residence:

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

Unaccompanied Youth:

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

Educational Support Services:

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
- ✓ 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

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
- ✓ School selection
- ✓ Transportation
- ✓ School records
- ✓ Immunizations
- ✓ Other medical records
- ✓ Responses up to 8,000 characters can also be added during reporting enrollment

Step 13 Regarding ‘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 30th of current year.

Step 14 Regarding: Unaccompanied or Being Served with McKinney-Vento Funds:

Please check the appropriate box. If the student is being served with other funding (i.e., 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 30th of current year.