

STARS

State Automated Reporting System

**STARS Manual for
LEA Directory and Fall Report (MIS01)
&
School Directory and Fall Report (MIS02)**

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State Automated Reporting System (STARS)

STARS is accessed at <https://secure.apps.state.nd.us/dpi/stars/Login.aspx> with a North Dakota state login identification. For directions regarding the STARS system, please reference the STARS User Manual at <http://www.dpi.state.nd.us/resource/STARS/Reports/manual.shtm>. This site also gives instructions for managing user permissions to STARS reports,

This document is an extension of the STARS User Manual and includes STARS directions for the Local Education Agency Fall Report (MIS01), the Local Education Agency Directory (MIS01), the School Fall Report (MIS02) and the School Directory (MIS02).

For guidance on how to complete the MIS01 and MIS02 reports, please refer to the LEA and School Fall Reports and Directories (MIS01 and MIS02) instructional manual. The instructional manual can be found at http://dpi.state.nd.us/resource/ORS/mis/mis01_02_instr.pdf. All parties involved with completing these reports should be given this site to access the instructional manual.

MIS01 and MIS02 Reports – General Directions

The following general directions for the MIS01 and MIS02 reports apply to all four LEA and school reports. Specific directions for the LEA and school reports begin on page 12.

Access to Reports

Once you have logged into STARS, to access the reports you must:

- Have the proper permissions assigned to each user. This responsibility is assigned by DPI to one administrative person in each LEA.
- Click on the plus sign to the left of “LEA and School Fall Report” to expand the tree view. There are two local education agency reports and two school reports. The reports that appear will depend on which reports you have authority to access.
- Click on the plus sign next to one of the LEA or school reports to reveal your LEA or school name.
- Click on the LEA or school name.

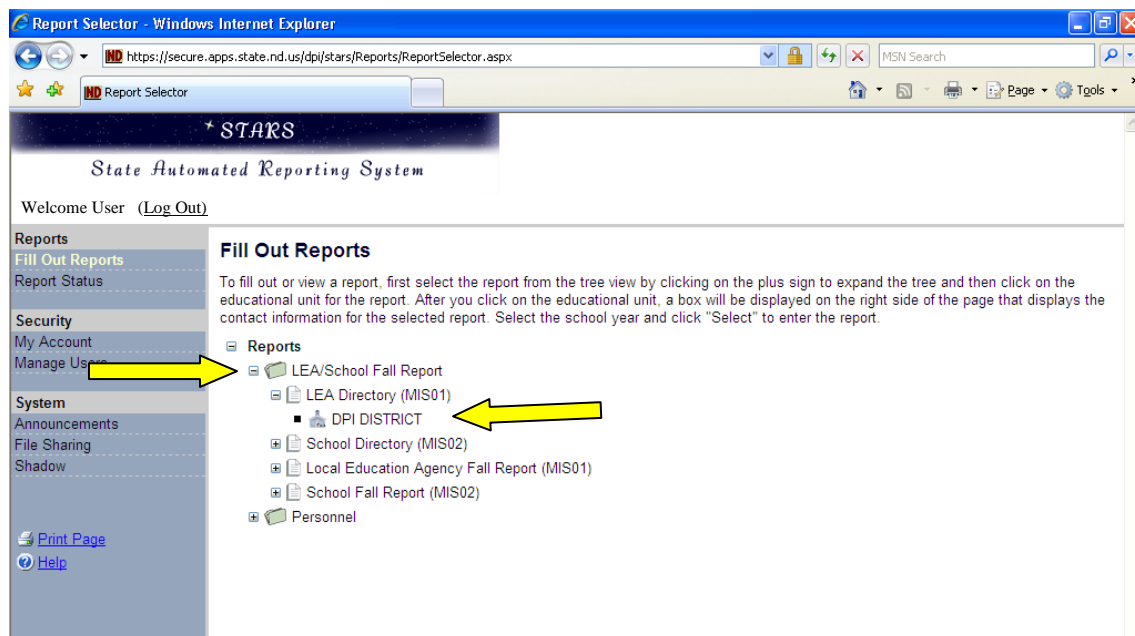


Figure 1: List of reports in tree view.

A gray box will appear on the right hand side of the screen. This box displays:

- The name of the LEA or school that was selected.
- Drop down of the school years the report is available for completing (or reviewing).
- The due date and the DPI contact information for this report.

Select the school year and click on the “Select” button to open the report.



Figure 2: Opening the report.

DPI Contact Information

DPI contact information is listed below the report heading for questions regarding the data collected on that particular page/section. The contact information that was available in the gray box on the previous screen is still available on this screen. To view the contact information, move your mouse over the flashlight icon in the upper right corner of the window.

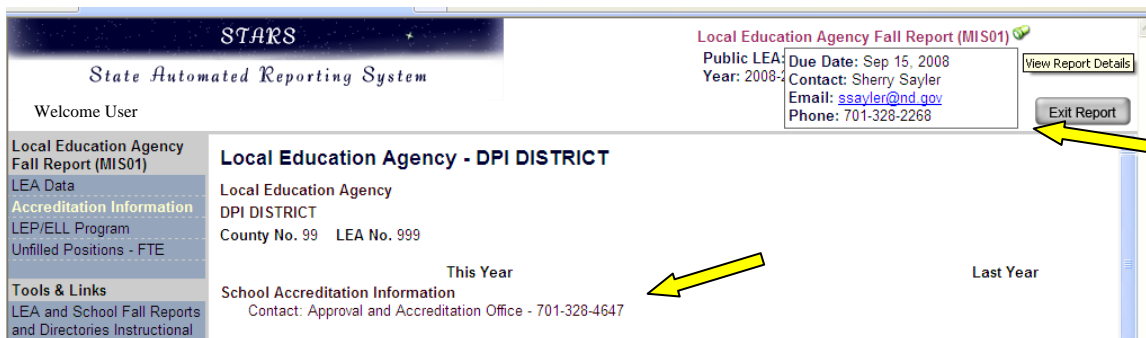


Figure 3: DPI contact information.

Status of Report and Reference Materials

The name of the report that is open and any information pertaining to the status of this report is found in the upper right corner of the screen.

The [LEA and School Fall Reports and Directories \(MIS01 and MIS02\)](#) instructional manual is available by clicking on the title of the instructional manual in the left navigation under Tools.

This help document is available within STARS at any time during the completion process by clicking on “Help” in the left navigation under Functions.


The screenshot displays the STARS web application interface. At the top, the header includes the STARS logo and the text "State Automated Reporting System". On the right side of the header, it shows "Local Education Agency Directory (MIS01)", "Public LEA: DPI DISTRICT", and "Year: 2008-2009". Below the header, there is a "Welcome User" message and an "Exit Report" button. The main content area is titled "Local Education Agency - DPI DISTRICT" and contains instructions to "Update the contact information for the LEA and LEA contacts." It lists "LEA Published Directory" and "DPI Contact Information: Sherry Saylor - 701-328-2268". Below this, it shows "DPI DISTRICT" and "County No. 99 LEA No. 999". A table of contact information follows, with columns for field names and example values. The "Mailing Address" section includes fields for Street, City, State, and Zip. On the left side, there is a "Left navigation" menu with sections for "Tools" (Versions, LEA and School Fall Reports and Directories Instructional Manual (MIS01 and MIS02), USPS ZIP Code Lookup) and "Functions" (Check Out, Validate, Submit, Generate PDF). At the bottom of the navigation menu, there are links for "Print Page" and "Help".

Field	Value	Example
LEA Name:	DPI District	
Phone Number:	7015551234	Ex: (701) 555-1234 enter 7015551234
Phone Number Extension:	3	
Fax Number:	7015551236	Ex: (701) 555-1234 enter 7015551234
Fax Number Extension:	4	
Website Address:	http://www.mywebsite.edu	Ex: http://www.mywebsite.edu
Email Address:	email@sendit.nodak.edu	

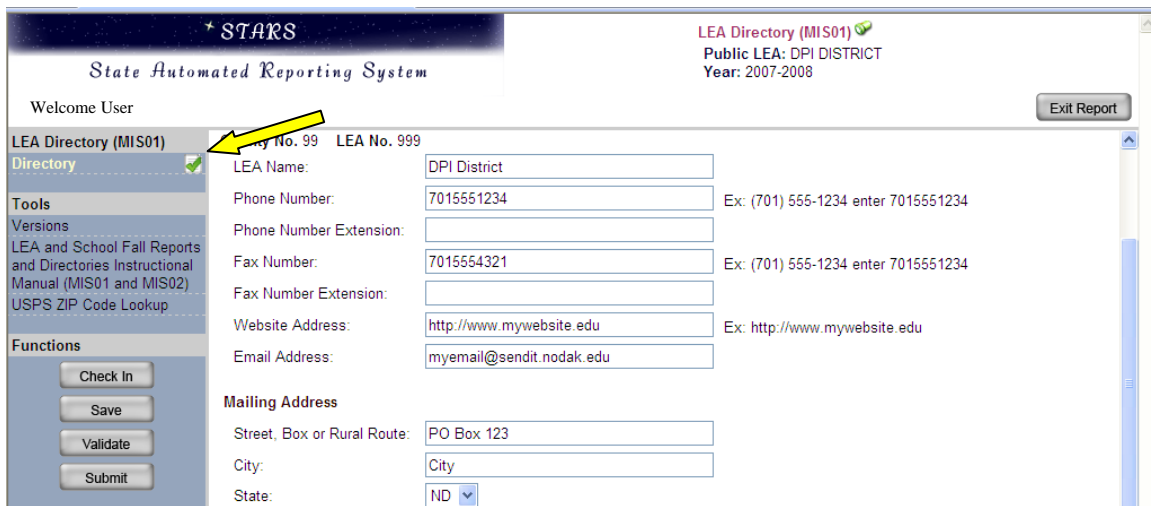
Field	Value
Street, Box or Rural Route:	PO Box 123
City:	test
State:	ND
Zip:	58501

Figure 4: Report status, instructional manual and help document.

Check Out and Check In Report

The report is opened as a read-only report. In order to enter or edit information on the report, check out the report or report section by clicking on the “Check Out” button which is found in the left navigation. Once a section is checked out the “Check Out” button will be replaced with a “Check In” button. A check mark  appears in the left navigation next to the name of the section indicating that the section is checked out. Check in the section by clicking on the “Check In” button.

The purpose of checking out report sections is to make sure only one person can work on the section at a time to avoid conflicting changes. Once the section is checked in, it is available to other users for updating.



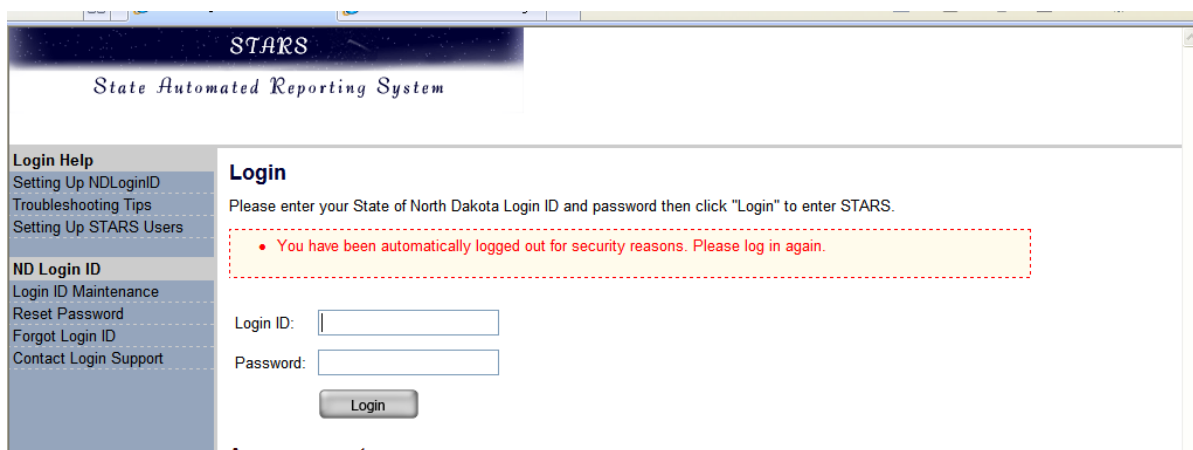
The screenshot shows the STARS interface with the 'LEA Directory (MIS01)' section checked out. A yellow arrow points to the green checkmark in the left navigation menu. The form fields are as follows:

LEA Name:	DPI District	
Phone Number:	7015551234	Ex: (701) 555-1234 enter 7015551234
Phone Number Extension:		
Fax Number:	7015554321	Ex: (701) 555-1234 enter 7015551234
Fax Number Extension:		
Website Address:	http://www.mywebsite.edu	Ex: http://www.mywebsite.edu
Email Address:	myemail@sendit.nodak.edu	
Mailing Address		
Street, Box or Rural Route:	PO Box 123	
City:	City	
State:	ND	

Figure 5: Check out/check in report.

Automatic Log Out

Because of security reasons, the STARS system will time out and automatically log out. This makes **saving your data frequently very important**. Data entered that has not been saved will be lost if you are automatically logged out.



The screenshot shows the STARS login page with a red dashed box highlighting the message: "You have been automatically logged out for security reasons. Please log in again." The login form fields are as follows:

Login ID:	
Password:	
Login	

Figure 6: Automatic log out.

Printing

You may print any page that you are working on at any time by clicking on “Print Page” in the left navigation.

You may generate PDFs of the report sections at any time. Click on the “Generate PDF” button in the left navigation. Select the report section from the dropdown. Each section must be selected and generated individually. It is recommended to print PDFs for your records after submission.

Hint: You will need to temporarily turn off the pop-up blocker to generate the PDF. Once a PDF is opened, another PDF cannot be generated until the first has been closed. If a PDF does not generate, check to see if another one has been minimized.

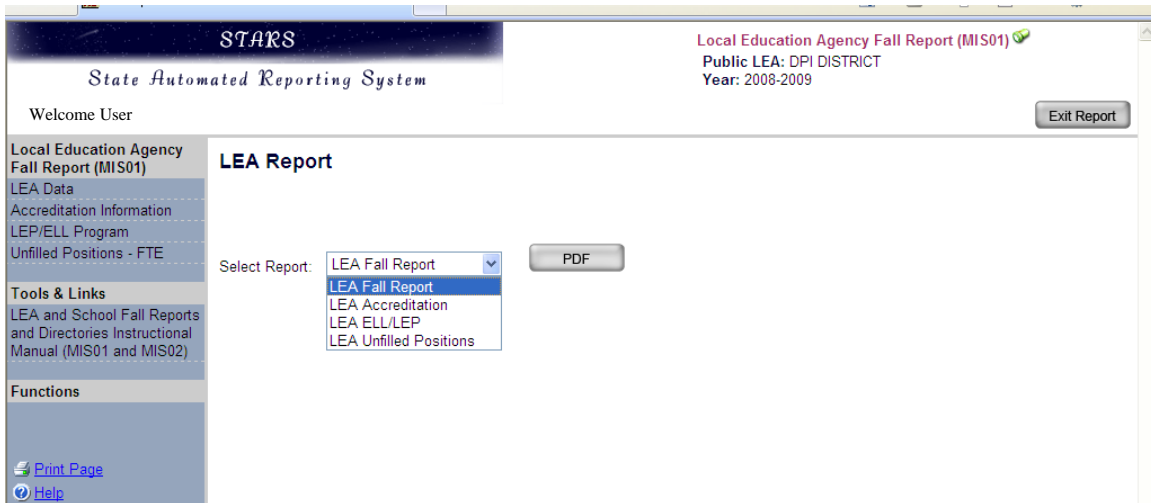


Figure 7: Printing PDFs of the reports.

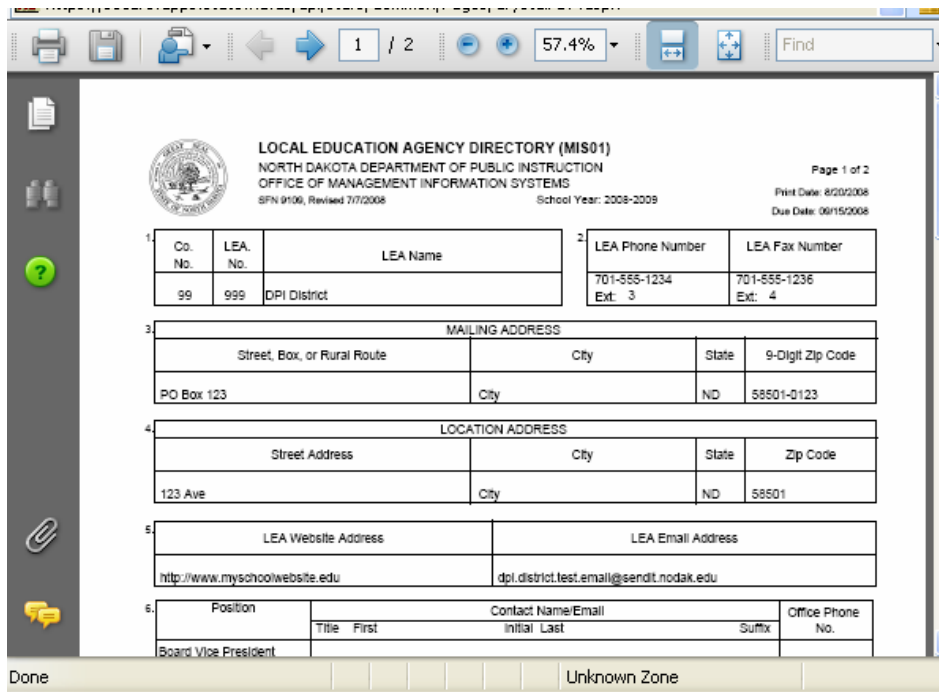


Figure 8: PDF window.

Complete the Report

The report *sections* will be listed under the report name in the left navigation. Some report sections have *subsections* which appear as links under the section name in the data entry screen.

Data will be “preprinted” in some of the data items if data was submitted the previous year. Verify this information and make changes if needed.

Click on the “Save” button after data is entered and before navigating away from the page. The information you enter will also save when you click on the “Validate” button in the left navigation. A “Save Complete” message will appear.

You may save, check in and exit the report with incomplete data; however, you will not be able to submit reports until all required items have been completed without errors.

Site:		Last Year
Site:	5,500.00	15,000.00
Building:	100,000.00	20,000.00
Equipment:	2,000.00	25,000.00
Total:	107,500.00	60,000.00

Figure 9: Entering data into the report.

If you attempt to navigate away from the page without saving, you may be given the option to continue without saving or to cancel and save.

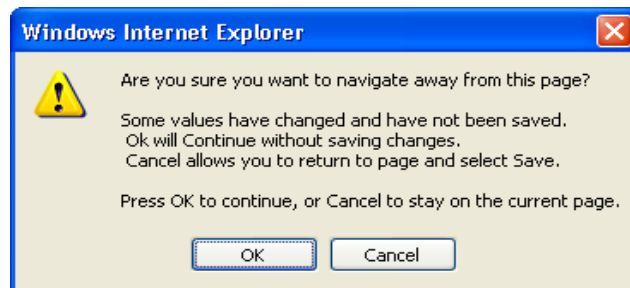


Figure 10: Save or continue without saving.

Examples are provided for the phone number, fax number and website address. Follow the format of these examples.

Messages appearing in pop-up boxes and/or at the top of the screen inform you of invalid data which must be corrected before continuing. A red * will appear next to the item that needs to be corrected.

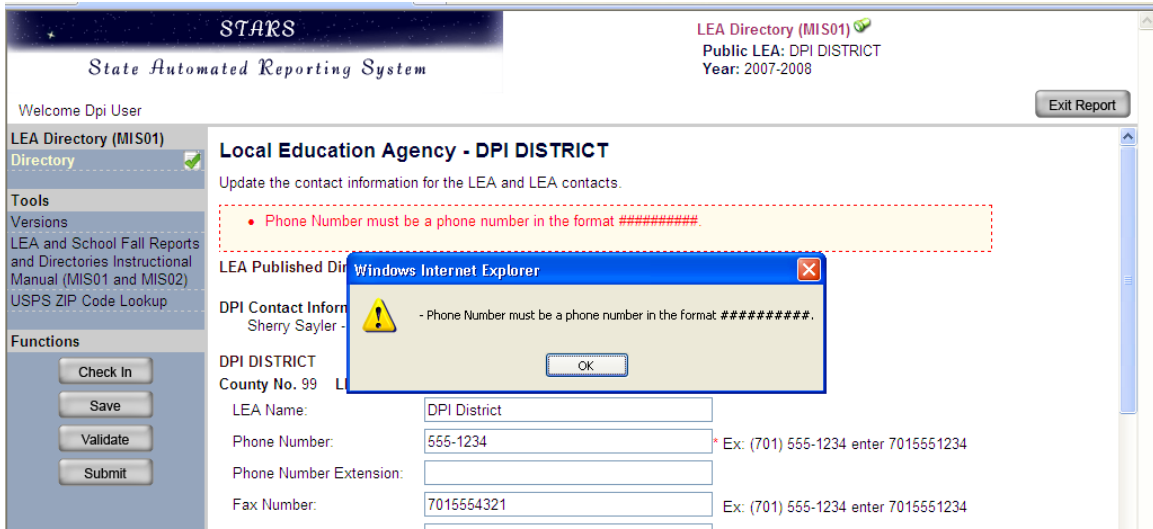




Figure 11: Error messages that must be resolved before continuing.

Validation

Any time while completing the report, click on the “Validate” button in the left navigation. Before you submit the report you must validate the information that has been entered.

Validation *errors* are denoted by an  symbol. All validation errors must be corrected before the report can be submitted. Validation *warnings* are denoted by a  symbol. All warning messages should be reviewed and if no corrections are needed, the report can be submitted with warnings.

The validation summary screen will by default list errors and warnings that need to be addressed. Change your options in the “Validate” and the “View” drop down lists and click on the “Validate” button to change the type of messages you wish to see.

The validation summary report can also be sorted by the report section, subsection, item or data. To sort a column on the Validation Summary page click on the blue, underlined heading above the validation messages. By clicking on the blue, underlined heading once, the sort will be performed in ascending order. Click on the blue, underlined heading again to sort in descending order.

A link is provided above the report name to return to the data entry page of the report.

STARS
State Automated Reporting System

LEA Directory (MIS01)
Public LEA: DPI DISTRICT
Year: 2007-2008

Welcome Dpi User

LEA Directory (MIS01)

Directory

Tools

Versions

LEA and School Fall Reports and Directories Instructional Manual (MIS01 and MIS02)

USPS ZIP Code Lookup

Functions

[Print Page](#)

[Help](#)

Validation Summary

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

[Return to Directory](#)

Report: LEA Directory (MIS01)
Date: 8/7/2007 3:47:05 PM

Validate:

View:

Subsection	Item	Description
Directory Contact Information	Administrator/Superintendent/CTE or Special Ed Director	Administrator/Superintendent is required for an LEA of type High School LEA.
Directory Contact Information	Business Manager	Business Manager is required for Public School Districts.
Directory Contact Information	Board President	Board President is required for Public School Districts.
Directory Contact Information	Contact for Nonlicensed Personnel Record Checks	Enter the contact information for the person responsible for record checks for nonlicensed staff or indicate that nonlicensed staff are not employed by the LEA. Call the Bureau of Criminal Investigations at 328-

Figure 12: Validation summary screen.

If there are no messages to display, a popup box will appear.



Figure 13: Validation message box.

Submit

The report must be checked in before submitting. If the report is checked out you will receive a message instructing you to check in the report first.

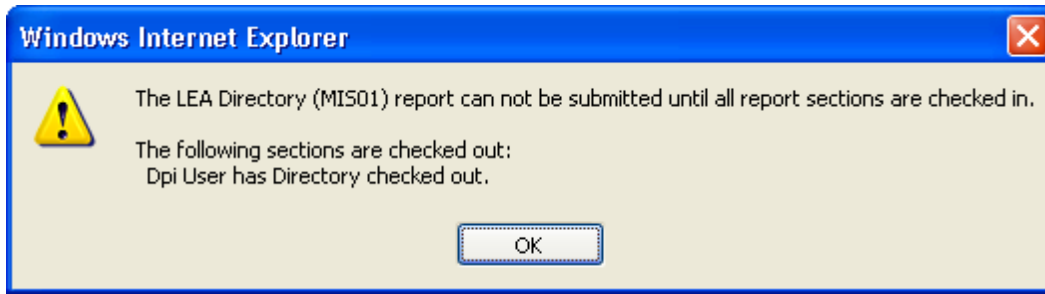


Figure 14: Report checked out when trying to submit the report.

Submit the completed report by clicking on the “Submit” button in the left navigation pane. If the “Submit” button is not visible, check that all pages have validated without errors. If there are no errors, check that the submit permission has been assigned to the user.

All the sections listed in the left navigation will submit at the same time.

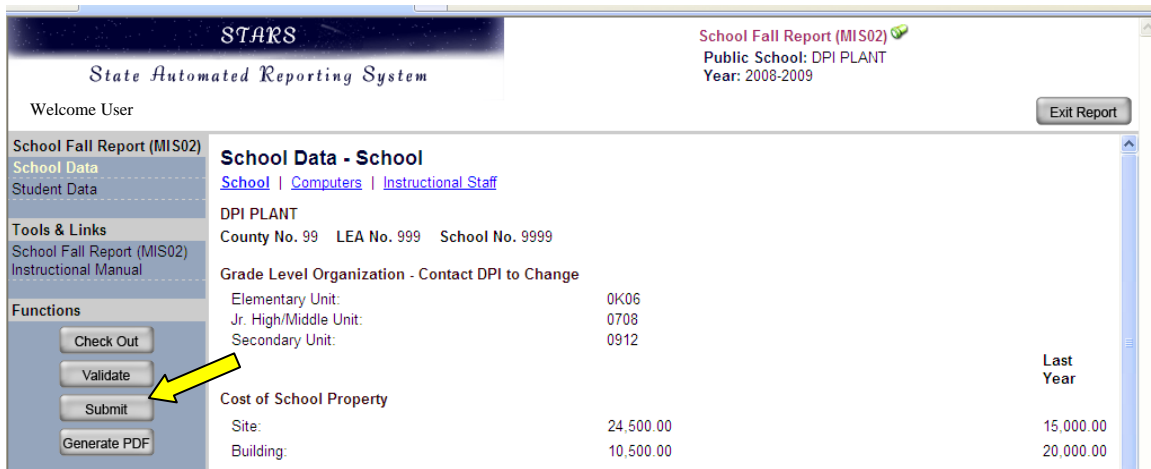



Figure 15: Submitting the report.

When the report has been successfully submitted, a new screen appears with a message under the report name indicating a successful submit and the date will appear in the left navigation. This page is the confirmation that the report has been successfully received by the Department of Public Instruction. When the report has been submitted a new icon  is added next to the report name in the left navigation and to the report status area in the upper right portion of the screen.

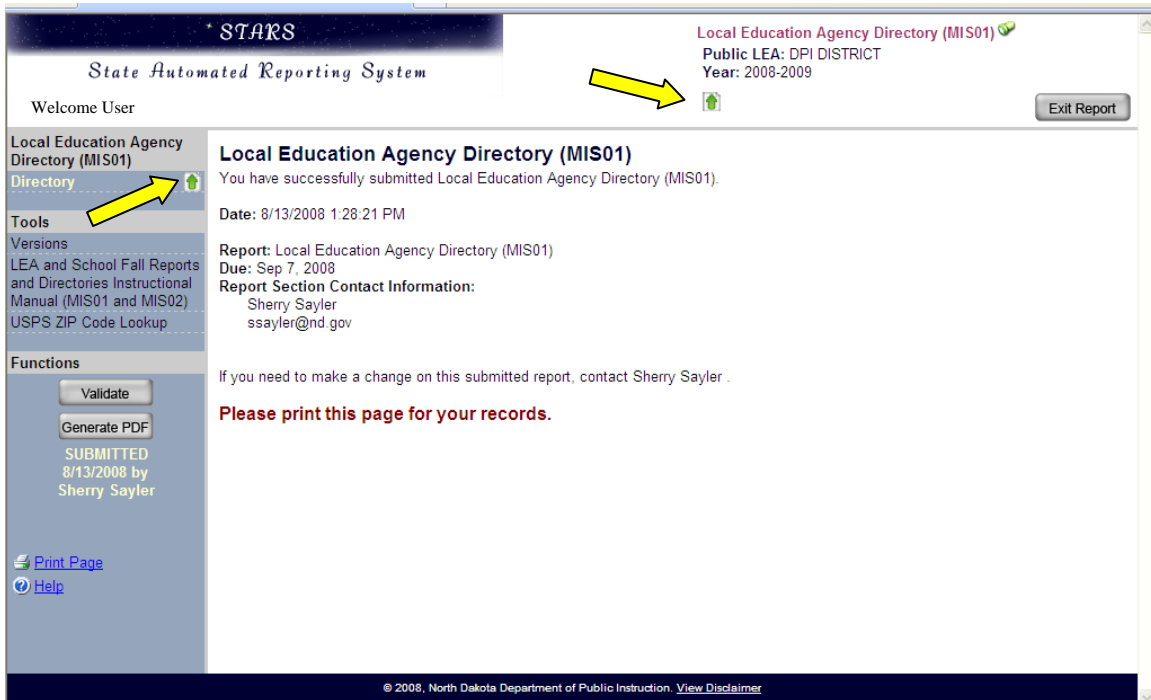


Figure 16: Successful submission of the report.

If an attempt to submit is unsuccessful, a message is displayed.

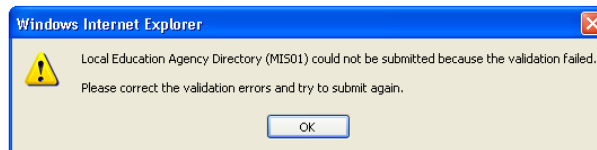


Figure 17: Unsuccessful submission of the report.

Unsubmits

There will be a period of time when a report or individual sections of the report may be unsubmitted for changes. Please contact Sherry Saylor at (701) 328-2268 or ssaylor@nd.gov to request an unsubmit.

Once changes have been made, click on the submit button to resubmit the report

Exit Report

You can leave the report by clicking on the “Exit Report” button in the top right of the screen.



Figure 18: Exit report.

Log Out of STARS

Please remember to log off when you have finished working on the STARS reports by clicking on the (Log Out) link located next to your name in the top left part of the screen.

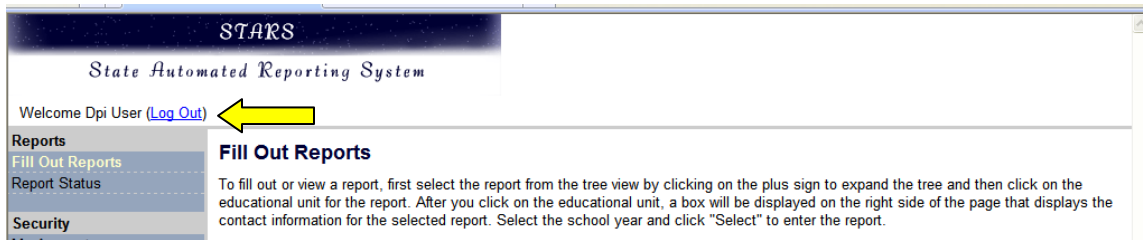


Figure 19: Log out.

MIS01 and MIS02 Reports – Specific Report Directions

The following directions apply to the individual MIS01 and MIS02 reports.

LEA Directory (MIS01) and School Directory (MIS02)

LEA and School Contact Information

The LEA Directory (MIS01) and School Directory (MIS02) have similar features and are both addressed together below.

The LEA Directory (MIS01) collects the LEA contact information. The School Directory (MIS02) collects the school contact information. Unless the address contains an error, your LEA has changed location or your LEA has been assigned a new address, do not change the address.

If the mailing address or the city in the mailing address is changed in any way, you will be asked to verify the zip+4 code. A link to the zip code lookup on the United States Postal Service’s website is available in the left navigation under “Tools”.

The screenshot displays the STARS (State Automated Reporting System) interface. At the top, it says "STARS State Automated Reporting System". On the right, it indicates "LEA Directory (MIS01)", "Public LEA: DPI DISTRICT", and "Year: 2007-2008". A "Welcome Dpi User" message is shown, along with an "Exit Report" button. The main content area is titled "Local Education Agency - DPI DISTRICT" and includes instructions to "Update the contact information for the LEA and LEA contacts." Below this, there is a section for "LEA Published Directory" and "DPI Contact Information:" with the name "Sherry Sayler - 701-328-2268". The "DPI DISTRICT" section includes "County No. 99" and "LEA No. 999". The contact details are as follows:

LEA Name:	<input type="text" value="DPI District"/>	
Phone Number:	<input type="text" value="7015551234"/>	Ex: (701) 555-1234 enter 7015551234
Phone Number Extension:	<input type="text"/>	
Fax Number:	<input type="text" value="7015554321"/>	Ex: (701) 555-1234 enter 7015551234
Fax Number Extension:	<input type="text"/>	
Website Address:	<input type="text" value="http://www.mywebsite.edu"/>	Ex: http://www.mywebsite.edu
Email Address:	<input type="text" value="myemail@sendit.nodak.edu"/>	

The "Mailing Address" section includes:

Street, Box or Rural Route:	<input type="text" value="PO Box 123"/>
City:	<input type="text" value="City"/>

The left sidebar contains navigation options: "LEA Directory (MIS01) Directory", "Tools" (with sub-items: Versions, LEA and School Fall Reports and Directories Instructional Manual (MIS01 and MIS02), USPS ZIP Code Lookup), and "Functions" (with buttons: Check In, Save, Validate, Submit). There are also links for "Print Page" and "Help".

Figure 20: LEA and School Directories – LEA/school contact information.

The LEA Directory Contact Information includes the agency-wide contacts with position titles listed in a grid view under “Directory Contact Information” at the bottom of the Directory page.

The School Directory Contact Information includes the elementary, middle and secondary principals with position titles listed in a grid view under “Directory Contact Information-Principals” at the bottom of the Directory page.

Reference the LEA and School Fall Reports and Directories instructional manual for directions on reporting contacts. Multiple names may be reported for the same position title only if that position title is shared.

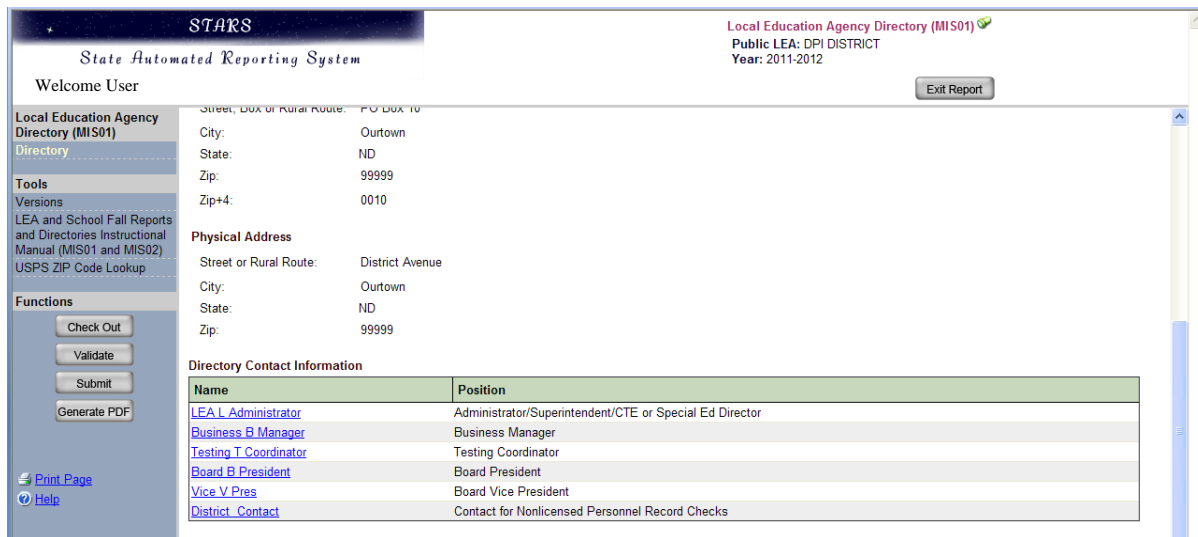


Figure 21: LEA Directory (MIS01) – Directory contact information.

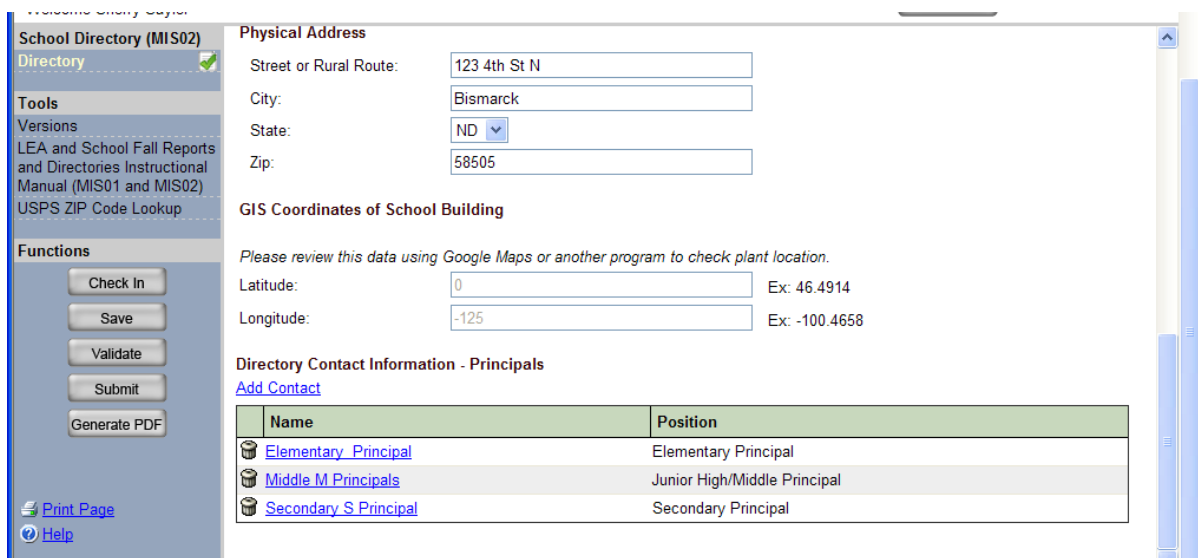


Figure 22: School Directory (MIS02) – Directory contact information.

Edit Directory Contact Information

To edit a contact on the list, click on the person's name (or "Position is Vacant").

A window will open showing the version of the Directory and the data associated with the contact selected. Review and update the contact information. Addresses are editable only for the business manager, board president and vice president. The phone number is optional for the president and vice president. Click on the "Save" button to save your changes.

To return to the previous screen click on the "Return to General Information" link. To edit the next position you must return to the general information page and select the next name on the list.

The screenshot shows the STARS (State Automated Reporting System) web interface. The header includes the STARS logo and the text "State Automated Reporting System". The user is logged in as "Welcome Dpi User". The current page is titled "LEA Directory (MIS01)" and "Local Education Agency - DPI DISTRICT". The main content area displays the contact information for Jason Doe, including job title, status, email address, and phone number. The interface includes a navigation menu on the left with options like "Check In", "Save", "Validate", and "Submit".

STARS
State Automated Reporting System

LEA Directory (MIS01)
Public LEA: DPI DISTRICT
Year: 2007-2008

Welcome Dpi User

LEA Directory (MIS01)
Directory

Tools
Versions
LEA and School Fall Reports and Directories Instructional Manual (MIS01 and MIS02)
USPS ZIP Code Lookup

Functions
Check In
Save
Validate
Submit

Print Page
Help

Local Education Agency - DPI DISTRICT
View and edit the LEA contact.
LEA Published Directory
[Return to General Information](#)

Job Title: Administrator/Superintendent/CTE or Special Ed Director
Status: Position is Filled

Prefix: Mr First Name: Jason MI: Last Name: Doe Suffix:

Email Address: adm@sendit.nodak.edu

Phone Number: 7015551235 Ex: (701) 555-1234 enter 7015551234
Phone Number Extension:

Address: PO Box 123
City: City
State: ND
Zip: 58000
Zip+4: 0123

Figure 23: Directory – Edit a contact.

Add Directory Contact Information

Click on “Add Contact” above the grid to add a contact. “Add a Contact” will only appear if the report is checked out.

The screenshot shows the STARS Directory MIS01 interface. The top header includes the STARS logo and the text "State Automated Reporting System". On the right, it displays "LEA Directory (MIS01)", "Public LEA: DPI DISTRICT", and "Year: 2007-2008". A "Welcome Dpi User" message is visible. The left sidebar contains navigation options: "LEA Directory (MIS01)", "Tools" (Versions, LEA and School Fall Reports and Directories Instructional Manual, USPS ZIP Code Lookup), and "Functions" (Check In, Save, Validate, Submit). The main content area has two address forms. The first form is for "Physical Address" with fields for Street, Box or Rural Route (PO Box 123), City, State (ND), Zip (58000), and Zip+4 (0123). Below this is the "Directory Contact Information" section, which includes a yellow arrow pointing to an "Add Contact" link. A table lists existing contacts:

Name	Position
Jason Doe	Administrator/Superintendent/CTE or Special Ed Director
Jon Doe	Business Manager
Jane J Doe	Board President

Figure 24: Directory – Add contact.

Select the job title of the contact being added. Complete the contact information. Addresses can be entered only for the business manager, board president and vice president. The phone number is optional for the president and vice president. Click on the “Save” button to save the addition. To return to the previous screen click on the “Return to General Information” link.

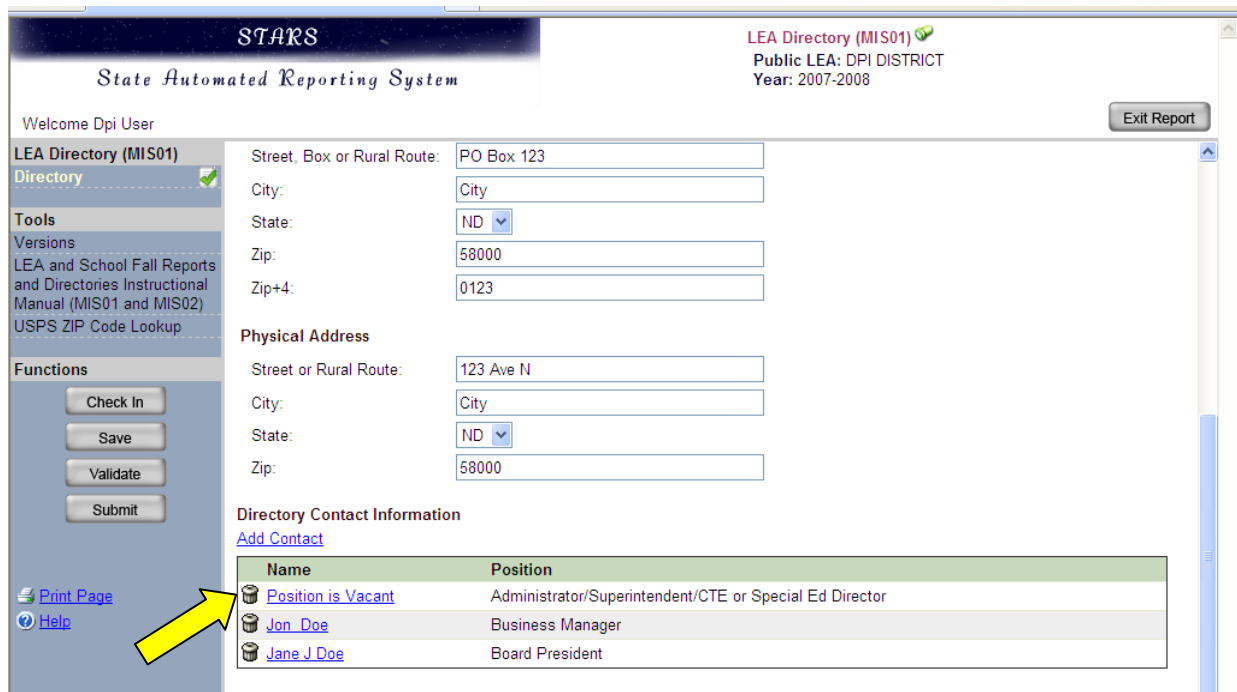
The screenshot shows the "Add Contact" window in the STARS Directory MIS01 interface. The top header is the same as in Figure 24. The left sidebar is also the same. The main content area is titled "Add Contact" and includes the instruction: "Add a new contact to the directory information for the LEA. If the position is vacant, select the option to indicate the position is vacant." Below this is a link for "Return to General Information". The form fields are as follows:

- Job Title: Contact for Nonlicensed Personnel Record Checks
- Status: Position is Filled
- Prefix: Mr
- First Name: James
- MI: [empty]
- Last Name: Doe
- Suffix: [empty]
- Email Address: jd@sendit.nodak.edu
- Phone Number: 7015551234
- Ex: (701) 555-1234 enter 7015551234
- Phone Number Extension: [empty]
- Address: PO Box 123
- City: City
- State: ND

Figure 25: Directory – Contact window.

Delete Directory Contact Information

To delete a contact, click on the trash can (🗑️) next to the name. This symbol will only appear if the report is checked out. A window will pop up to confirm that the position is to be deleted. Cancel will close the window but not delete the position. OK will delete the position.



The screenshot shows the STARS State Automated Reporting System interface. The top navigation bar includes the STARS logo and the text "State Automated Reporting System". On the right, it displays "LEA Directory (MIS01)", "Public LEA: DPI DISTRICT", and "Year: 2007-2008". A "Welcome Dpi User" message is visible, along with an "Exit Report" button. The left sidebar contains a "LEA Directory (MIS01) Directory" menu with a green checkmark, and a "Tools" section with links for "Versions", "LEA and School Fall Reports and Directories Instructional Manual (MIS01 and MIS02)", and "USPS ZIP Code Lookup". Below this is a "Functions" section with buttons for "Check In", "Save", "Validate", and "Submit", and links for "Print Page" and "Help". A yellow arrow points to the "Help" link. The main content area contains several form fields for address information, including "Street, Box or Rural Route", "City", "State", "Zip", and "Zip+4". There are two sections for "Physical Address" with similar fields. Below these is the "Directory Contact Information" section, which includes a link for "Add Contact" and a table of contacts. The table has two columns: "Name" and "Position". The contacts listed are "Position is Vacant" (Administrator/Superintendent/CTE or Special Ed Director), "Jon_Doe" (Business Manager), and "Jane J Doe" (Board President). Each contact name has a trash can icon next to it.

Name	Position
Position is Vacant	Administrator/Superintendent/CTE or Special Ed Director
Jon_Doe	Business Manager
Jane J Doe	Board President

Figure 26: Directory – Delete a contact.

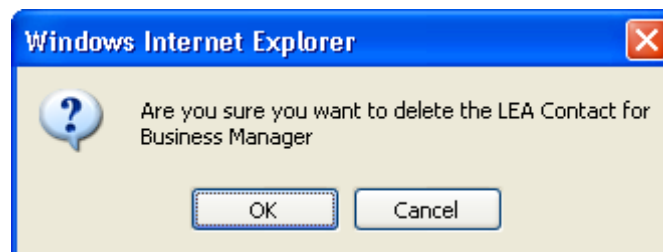


Figure 27: Directory – Confirm deletion.

Vacant Status

If a position is vacant, change the Status drop down to “Position is Vacant” in the Edit screen. When a position is marked vacant, the name and email address will be removed. If a vacant position is filled, change the Status to “Position is Filled” and complete the contact information. Save the change. To return to the previous screen, click on the “Return to General Information” link.

The screenshot shows the STARS (State Automated Reporting System) interface. The main content area is titled "Local Education Agency - DPI DISTRICT" and contains a form for editing LEA contact information. The "Status" dropdown menu is currently set to "Position is Vacant", which is highlighted by a yellow arrow. Other visible fields include "Job Title" (Administrator/Superintendent/CTE or Special Ed Director), "Prefix", "First Name", "MI", "Last Name", "Suffix", "Email Address", "Phone Number" (7015551234), and "Address" (PO Box 123). The left sidebar contains navigation options like "Tools" and "Functions".

Figure 28: Directory – Vacant position.

A message will appear in the Validation Summary when a position is marked vacant instructing users to reference the instructional manual regarding vacant positions.

The screenshot shows the "Validation Summary" screen in the STARS system. It displays a message indicating that the position is marked as vacant and provides instructions to refer to the instructional manual. Below the message is a table with the following data:

Subsection	Item	Description
Directory	Contact Information	The Administrator/Superintendent/CTE or Special Ed Director position is indicated as vacant. Refer to the instructional manual for instructions to update the contact information when the position is filled. If this position is not to be filled, delete the position.

Figure 29: Directory – Validation for vacant position.

Directory Versions

The version of the Directories will either be Published Directory or Living Directory. The descriptions and instructions for the Published and Living Directories can be found in the instructional manual.

Upon entering the LEA Directory and the School Directory, the version of the Directory will be displayed. Click on the Versions link in the left navigation to see a list of LEA or School Directory versions available for the year you are viewing.

The screenshot shows the STARS (State Automated Reporting System) interface. The top header includes the STARS logo and the text 'State Automated Reporting System'. On the right, it displays 'LEA Directory (MIS01)' with a green checkmark, 'Public LEA: DPI DISTRICT', and 'Year: 2007-2008'. Below the header, there is a 'Welcome Dpi User' message and an 'Exit Report' button. The left navigation menu is expanded to show 'LEA Directory (MIS01)' with sub-items: 'Directory', 'Tools', 'Versions' (highlighted with a yellow arrow), 'LEA and School Fall Reports and Directories Instructional Manual (MIS01 and MIS02)', and 'USPS ZIP Code Lookup'. The main content area is titled 'Local Education Agency - DPI DISTRICT' and contains the instruction 'Update the contact information for the LEA and LEA contacts.' Below this, there is a link for 'LEA Published Directory' (highlighted with a yellow arrow) and a section for 'DPI Contact Information' listing Sherry Saylor with phone number 701-328-2268. Further down, it lists 'DPI DISTRICT' and 'County No. 99 LEA No. 999'. Contact details include LEA Name (DPI District), Phone Number (7015551234), Phone Number Extension, Fax Number (7015554321), Fax Number Extension, Website Address (http://www.mywebsite.edu), and Email Address (myemail@sendit.nodak.edu). Each detail includes an example format: 'Ex: (701) 555-1234 enter 7015551234'.

Figure 30: Version of Directory.

The Directory Versions screen displays versions available to view. Each version will be dated. Click on the link under Description to view the data that was submitted to DPI in that version. The screen that appears will look similar to the Directory report screen. Navigation from screen to screen is the same.

The screenshot shows the STARS (State Automated Reporting System) interface. The top header includes the STARS logo and the text 'State Automated Reporting System'. On the right, it displays 'LEA Directory (MIS01)' with a green checkmark, 'Public LEA: DPI DISTRICT', and 'Year: 2007-2008'. Below the header, there is a 'Welcome Dpi User' message and an 'Exit Report' button. The left navigation menu is expanded to show 'LEA Directory (MIS01)' with sub-items: 'Directory', 'Tools', 'Versions' (highlighted), 'LEA and School Fall Reports and Directories Instructional Manual (MIS01 and MIS02)', and 'USPS ZIP Code Lookup'. The main content area is titled 'Directory Versions' and contains the instruction 'To view a version of the directory, click on the version below.' Below this is a table with the following data:

Description	Type	Created
MIS01 Published Directory	LEA Published Directory	Jul 30, 2007

Figure 31: List of Directory versions.

Local Education Agency Fall Report (MIS01) and School Fall Report (MIS02)

The sections of the LEA Fall Report (MIS01) and School Fall Report (MIS02) appear in the left navigation. If data was submitted last year, some of that data will be preprinted in this year's area as well as along the right side of the page.

The School Fall Report (MIS02) has two sections and each section has subsections with links to the subsections under the section name.



Figure 32: School Fall Report (MIS02) – Subsections.

The LEA Type and LEA Organizational Plan cannot be edited. Refer to the instructional manual for instructions to request a change.

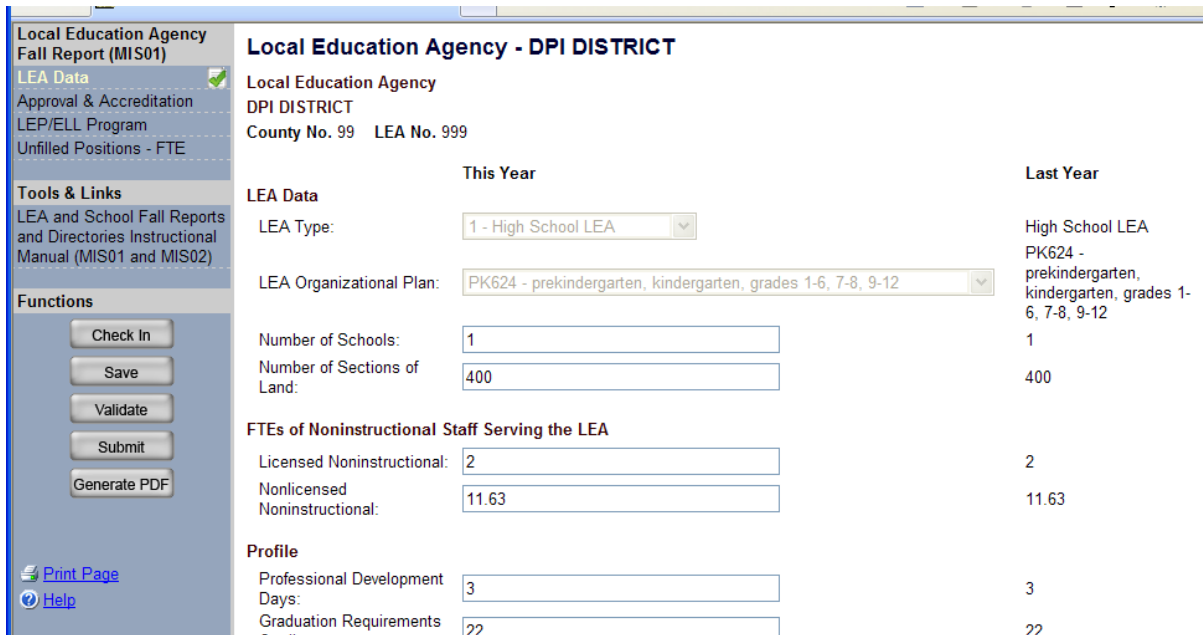


Figure 33: LEA Fall Report (MIS01) – LEA type and organizational plan.

The Grade Level Organization will determine whether other items on the report need to be completed. Note: A principal should be reported in the School Directory (MIS02) for each level that is indicated under Grade Level Organization. This item cannot be edited. Refer to the instructional manual for instructions to request a change.

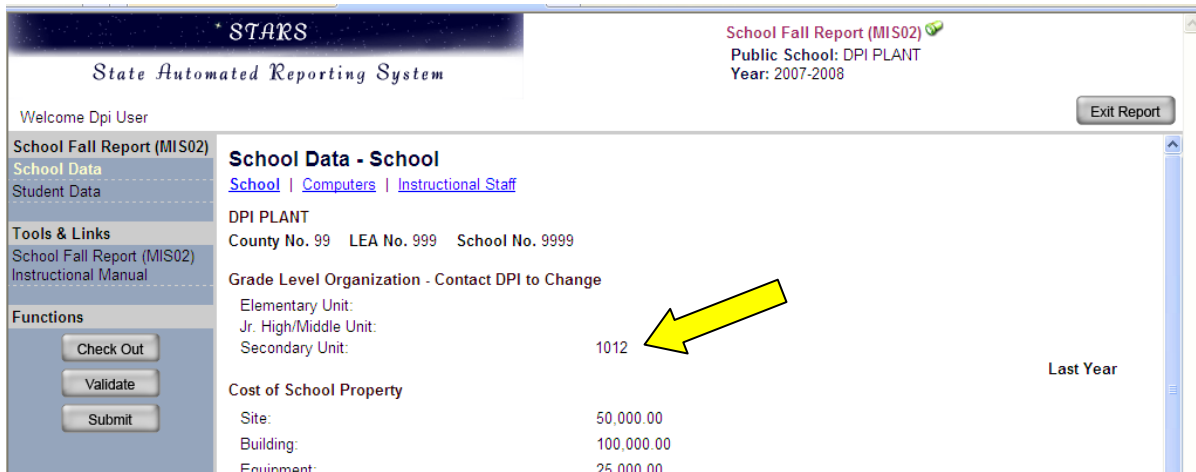


Figure 34: School Data–School – Grade level organization.

There will be a box available in certain sections in the LEA Fall Report (MIS01) and the School Fall Report (MIS02) to click only if there is no data to report for the items in that section.

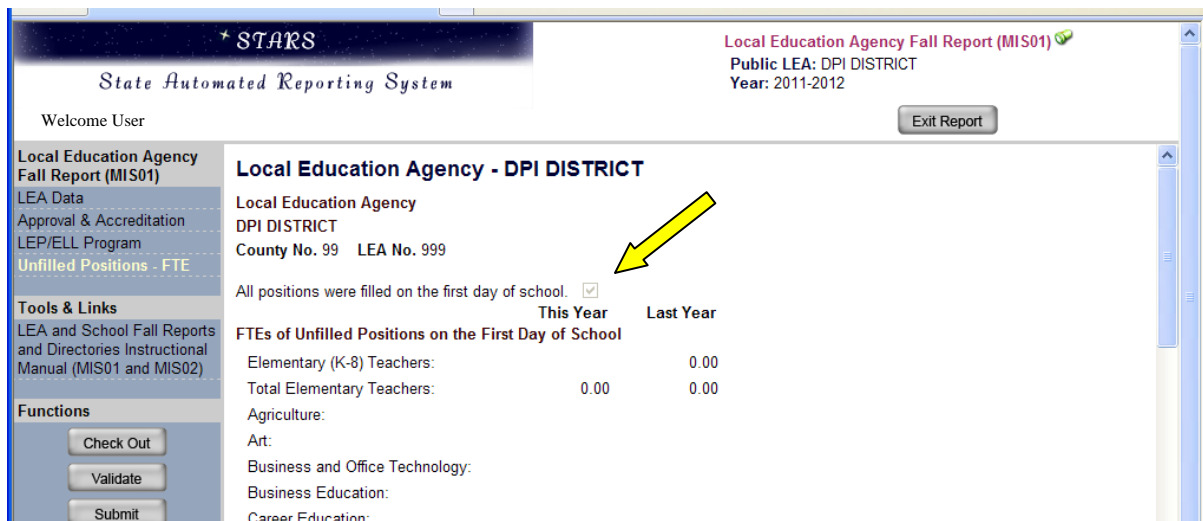


Figure 35: LEA Fall Report (MIS01) – No data to report.