

State Automated Reporting System (STARS) Pupil Membership Help

NAVIGATION TIP: Only use the options included within the STARS program to move back and forth between pages. NOTE: The STARS system is set to “time out” after 20 minutes unless you use the SAVE function. If you are simply entering data without saving, the system will time out, exit you from the system, and NOT save your data. Use the SAVE function often.

Read the HELP DIRECTIONS included below before calling with questions, as most questions are addressed.

The Pupil Membership report is submitted by each school district to provide student level detail, including school year, demographics, grade, school, pupil membership, and course enrollment information. This information is used as the starting point for reporting membership and attendance. This system is also used to collect data required to meet Federal and State reporting requirements.

The State Automated Reporting System (STARS) can be entered at:

<https://secure.apps.state.nd.us/dpi/stars/Login.aspx>,

A North Dakota state log-in identification is needed to enter the various reports. Once you have logged in, the page shows all available reports to which you have been granted access. The school system administrator has authority to manage reading, writing and submitting authority to others in the school. If you are unable to access a report, the school system administrator can grant you authorization to the report. For more information regarding navigating and using the different features in the STARS system, reference the STARS user manual:

<http://www.dpi.state.nd.us/resource/STARS/Reports/manual.shtm>

You should only click on the “Submit” button when completely done with all information. DPI can “unsubmit” a report to allow a district to make changes, but for efficiency purposes, all data should be thoroughly reviewed before submitting the report.

State Automated Reporting System (STARS)
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FIGURE 1: Pupil Membership Report - location

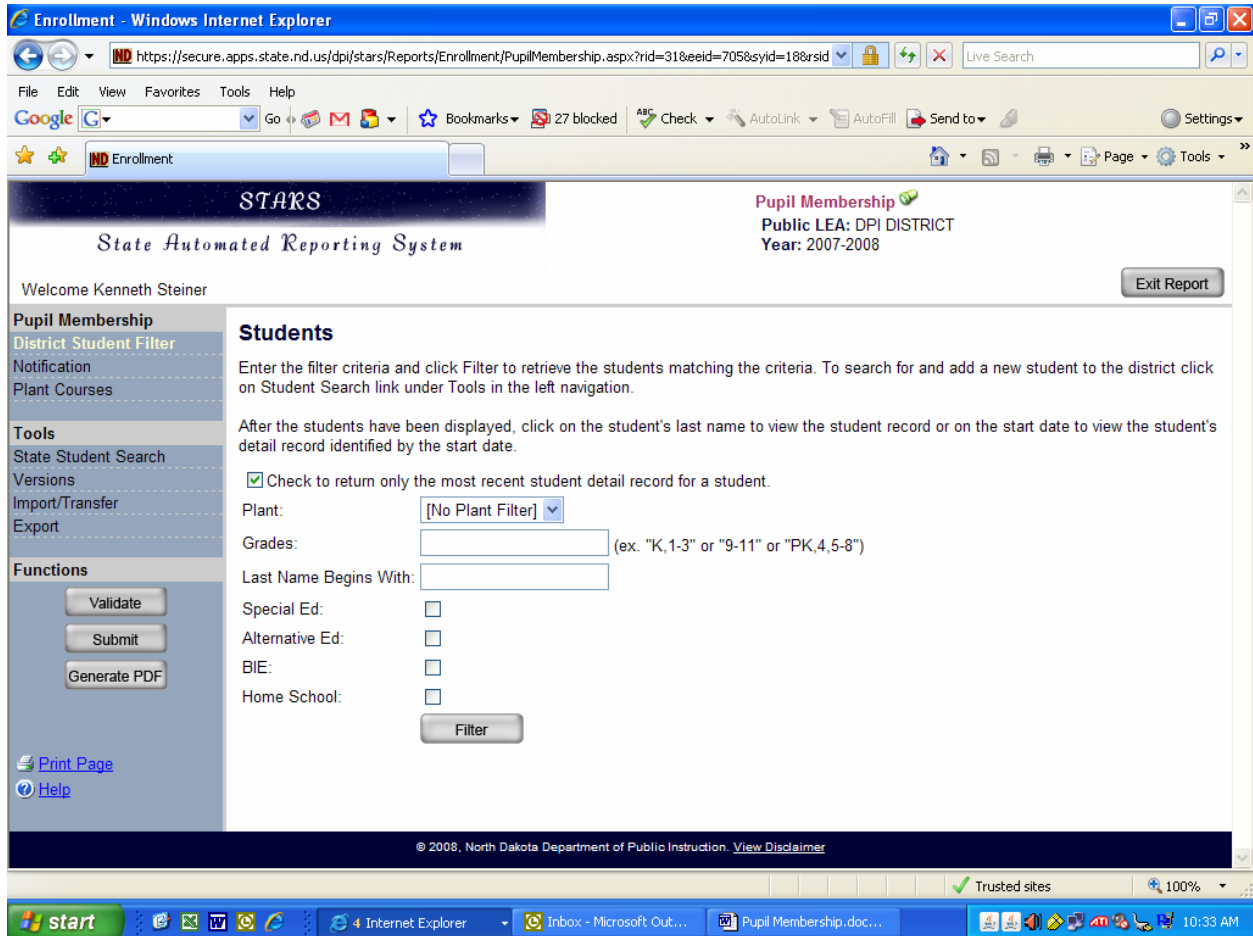


All reports that need to be completed will be located somewhere within this screen. Once you have found and selected a report, a gray box will appear of the right hand side of the screen. In this box you need to:

- Choose the school year for which you are completing (or reviewing) the report. In the gray box, there is also important information regarding the due date, the DPI contact person, and their e-mail address and phone number.
- Once you have selected the school year, click on the “Select” button in the gray box to open the Pupil Membership Enrollment report ([Figure 1](#)).

A screen will come up with a District Student Filter option ([Figure 1a](#)). Note that the Left Menu options change when you enter the District Student Filter page.

FIGURE 1a: District Student Filter & Left Menu



The filter is used to find a student(s) within your district for purposes of changing their file. This function is NOT how you bring individual or larger groups of students into your district when you are first beginning to use STARS or when you are adding students to your district throughout the school year. Enter the appropriate filter data needed to locate the student(s) you are seeking.

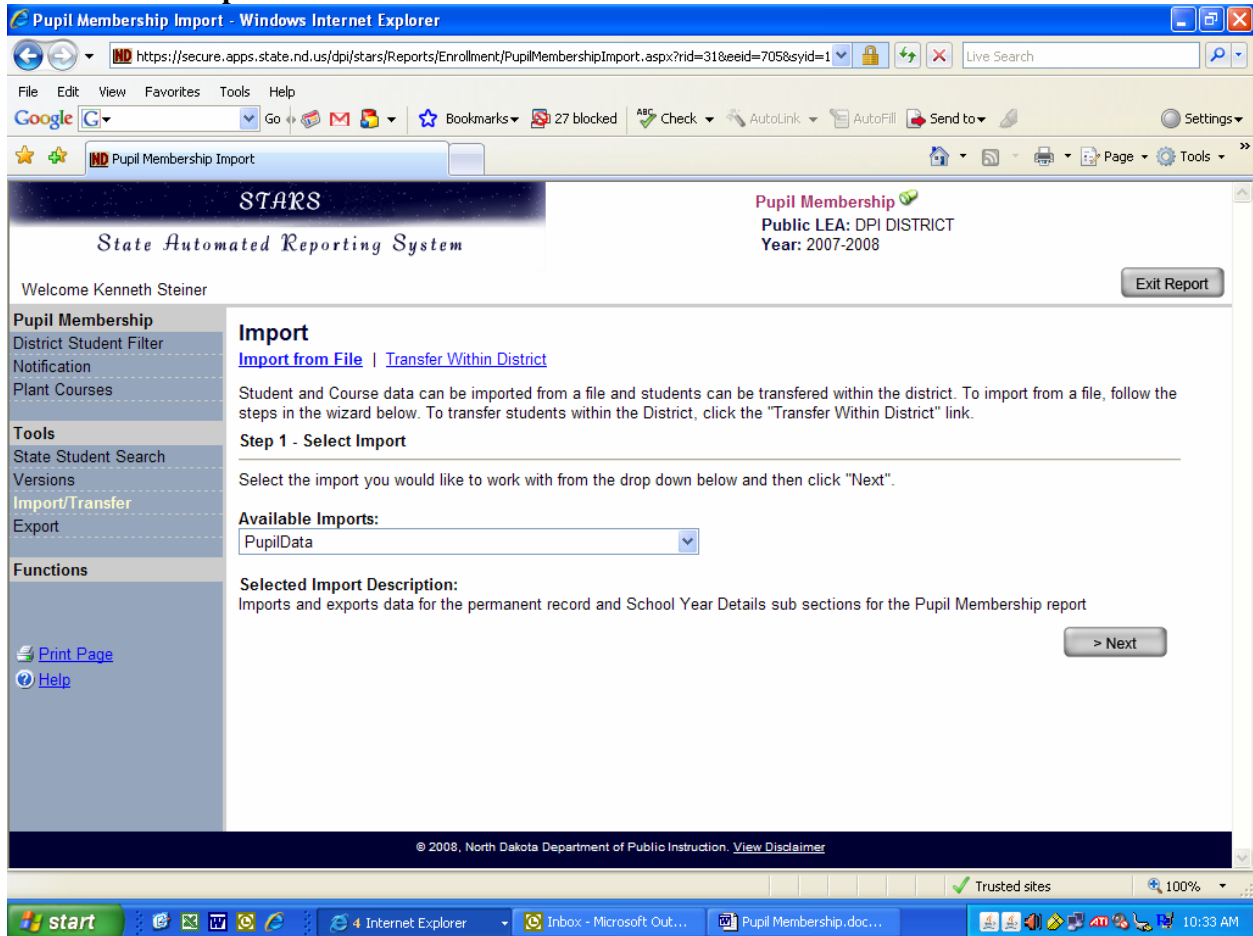
If you are unable to find a student based on the filter data you entered, try to enter only the first few letters of the student's last name. Do NOT select a Plant Filter option. This option will show you all students in the district who have last names that begin with the first few letters you enter. In the event the student is entered into your system in the wrong location, in the wrong grade, or with the wrong spelling, you will be able to find her/him.

After the FILTER button is selected, a list of students matching the criteria will be displayed ([Figure 2](#)). The bottom of [Figure 2](#) in this example is cut-off. To continue with the help information related to the FILTER, go to the text located below [Figure 2](#).

The **Left Menu** functions available on this page that are important on this screen include:

- **State Student Search**, which is used to locate students that need to be added to your district who are currently not located in your district (e.g. transfer student)
- **Versions** menu item lets you view all versions of the Pupil Membership report. To view the details of the version, click on the version name. If the selected version is not editable, a message is displayed on each page of the Pupil Membership report. To compare two versions, click the checkbox next to the two versions to compare and click the Compare button.
- **Import/Transfer** – explained in detail on the next page ([*Figure 1b*](#))
- **Export** – call DPI for technical assistance in using this function. You are able to export all data currently in the STARS system under your district. If you choose to export the data and make any changes, you must be sure to NOT change five specific fields: Plant Serving, Begin Date, Grade, Resident District, and Enrolled Status. Changing any of these fields in the exported file and re-importing the data will create DUPLICATE files for each record. Deleting the duplicate records requires going into each individual student's file and deleting the record, which can be very time consuming.

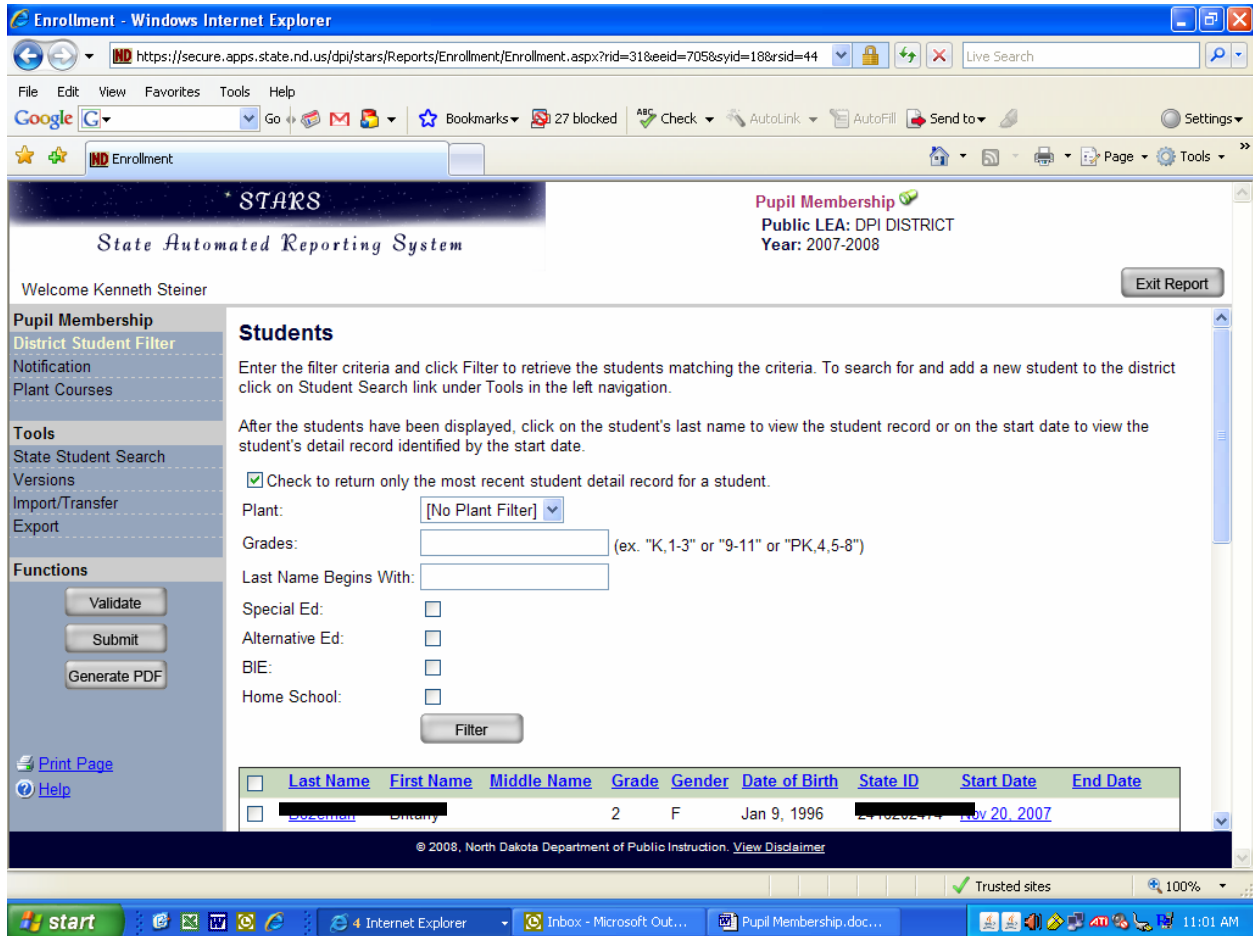
FIGURE 1b: Import & Transfer within District



The Import/Transfer function is one way to add students to your district and/or transfer students within your district (e.g. change plant locations). If you are able to import the data from a file, use this function to bring new students into the district. If you cannot import the data from a file, the State Student Search option is the way to add new students to your district.

Transferring a student within a district automatically creates a new School Year Detail File. DPI wants to track a student's progress throughout the school year, including changes in plant assignment, enrollment status, grade assignment, and district. When a student changes plants, a new School Year Detail file should be created. When a student's enrollment status changes (e.g. under a placement situation, going from home based to school based, etc.), a new school year detail file should be created. A new school year detail file can be created from the Import/Transfer function on the left side of the page or from within an individual student record. When the record is checked out, [Add School Year Detail Record](#) will appear toward the bottom of the first page of the student's record.

FIGURE 2: RESULTS OF STUDENT FILTER



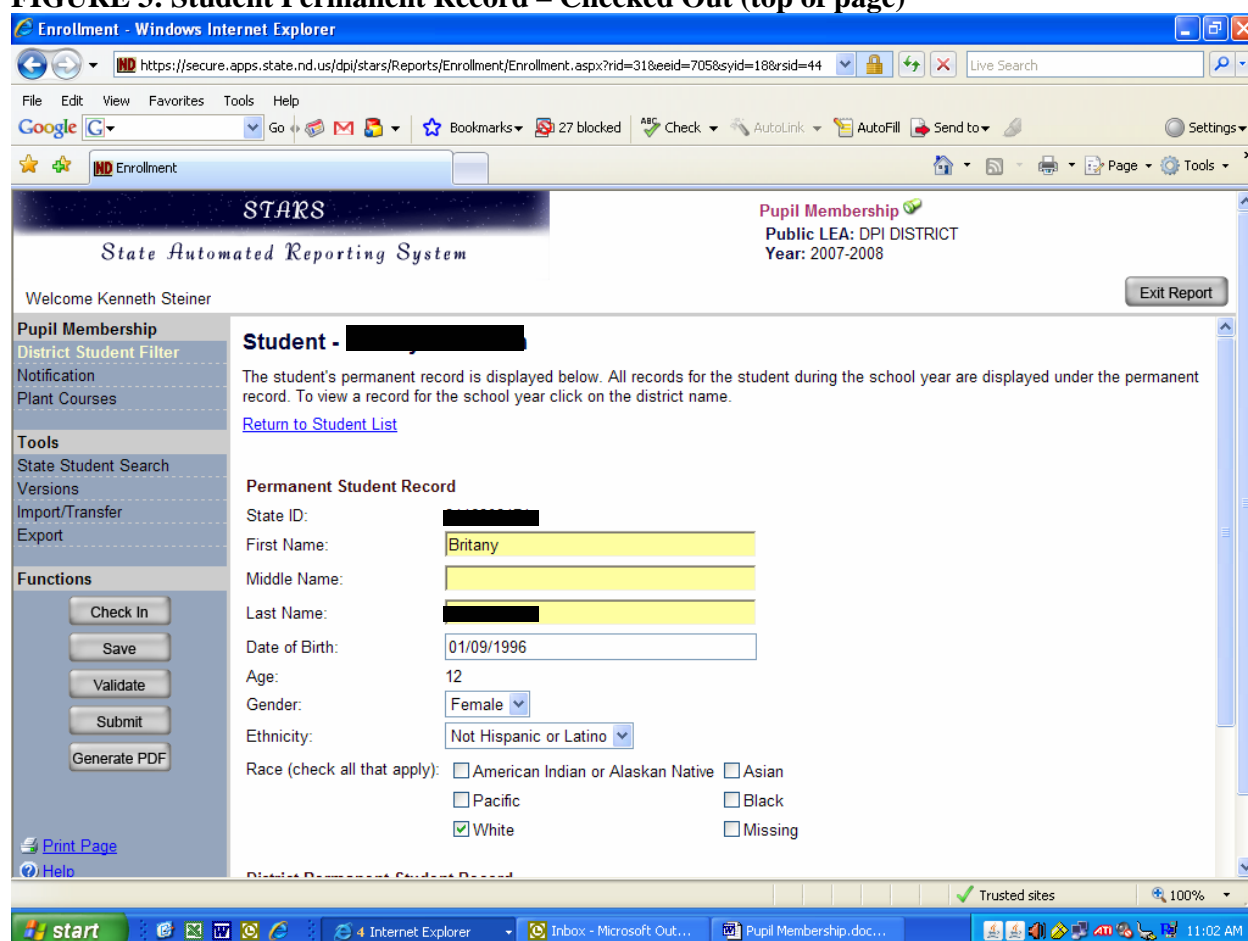
Student records will include a permanent student record and a school year details record. Both sections for each student need to be reviewed for accuracy prior to submitting the report to the Department of Public Instruction. After the students have been displayed, click on a student's last name (blacked out above for privacy) to view the student permanent record or on the start date to view the student's school year detail record. Only the most recent School Year Detail record is displayed on this window. Clicking on it will bring up all current School Year Detail records for this student.

The State ID is a permanently assigned number that should be automatically assigned to each student when an original file is (or was) created. However, school districts may use another unique identifier within its record system. Toward the bottom of the page ([Figure 3a](#)), each school district can enter its unique identifier that will be cross-referenced to the student's permanent record as part of the STARS system.

The following fields are required (<i>Figure 3</i>) in the student permanent record:	
<ul style="list-style-type: none"> • First Name – legal name (no nicknames) 	<ul style="list-style-type: none"> • Date of Birth
<ul style="list-style-type: none"> • Last Name – legal name 	<ul style="list-style-type: none"> • Gender
<ul style="list-style-type: none"> • Ethnicity – drop down choice 	<ul style="list-style-type: none"> • Race – check all that apply
Optional fields include:	
<ul style="list-style-type: none"> • Middle Name 	<ul style="list-style-type: none"> • Student Identifier

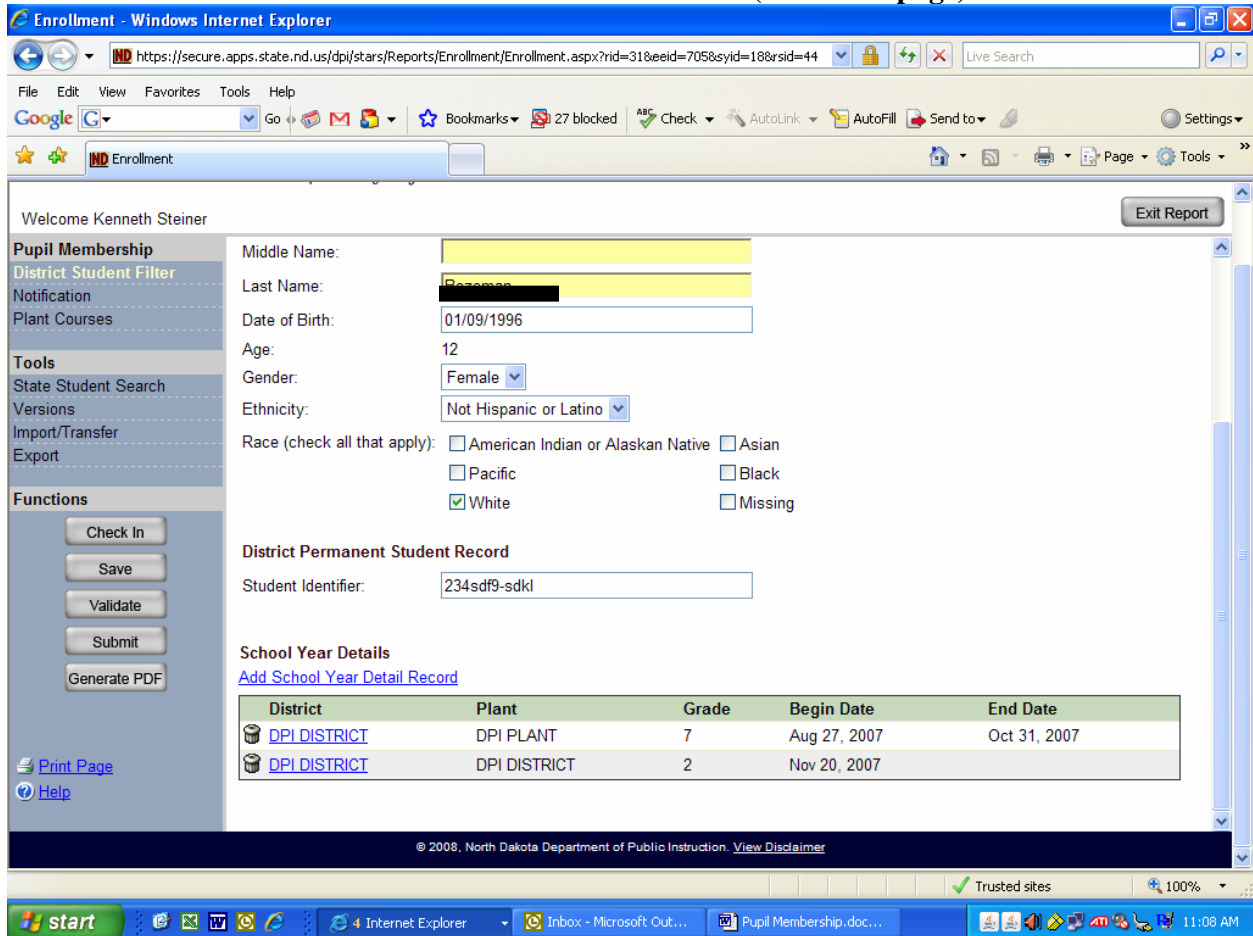
The State ID cannot be changed. The age is automatically calculated by the STARS program.

FIGURE 3: Student Permanent Record – Checked Out (top of page)



Changing information in either format **REQUIRES** the user to select **CHECK OUT** from the left side of the screen approximately half way down the page. No information can be changed or saved unless that option reads **CHECK IN**. This function is much like a “read only” function. If the line reads, “Check Out” you do **NOT** have editing capability and can only read the file. Throughout the process of inputting data, be sure to use the **SAVE** option on the left side of the screen to be sure the data is not lost at any time. At the bottom of the District Permanent Student Record line in *Figure 3* above will be the **School Year Details** (*Figure 3a*).

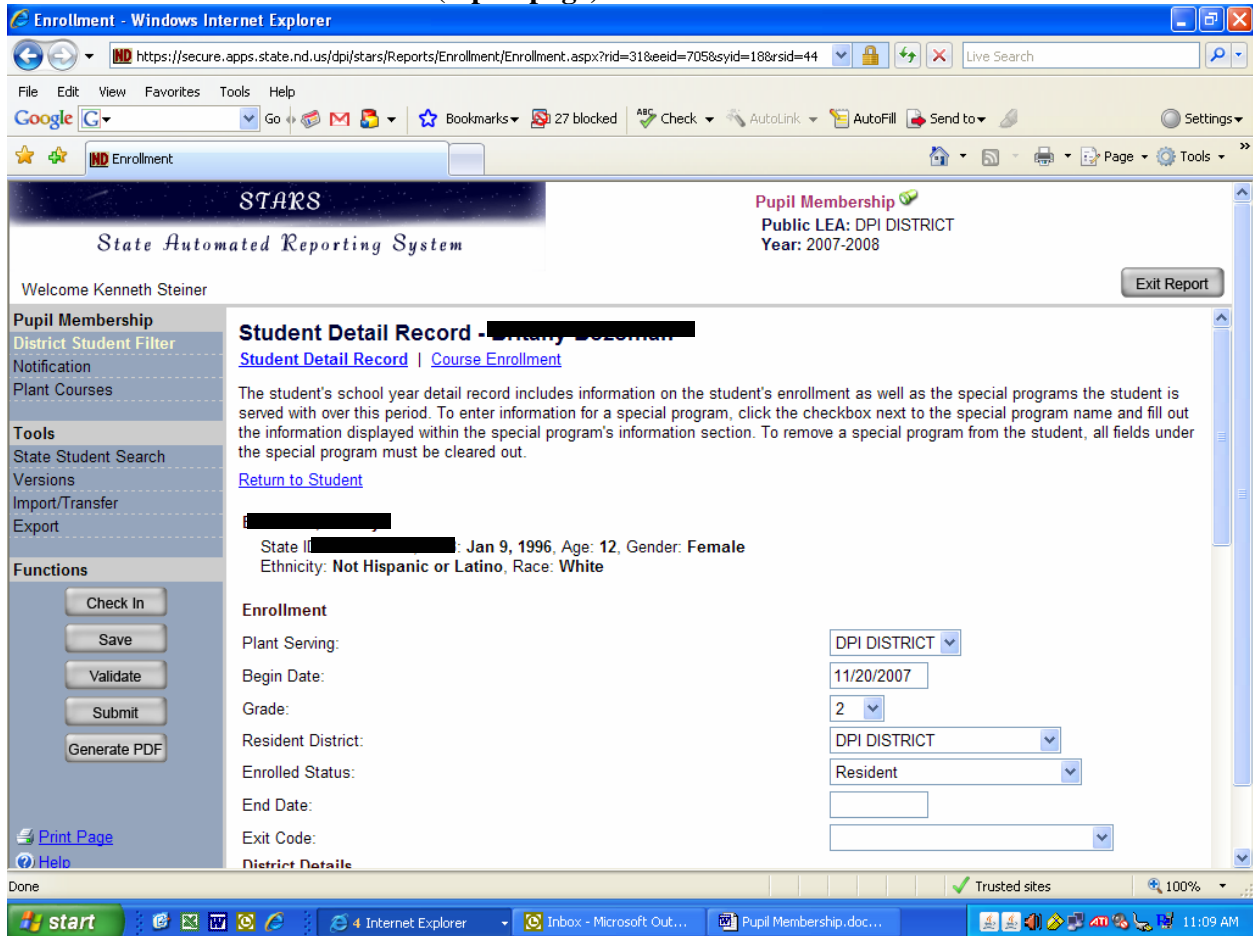
FIGURE 3a: Student Permanent Record – Checked Out (bottom of page)



Every student who was imported into the district records should have a record listed. The system requires a new file to be created in certain situations. Specifically, if the serving educational entity changes after the school start date, but before the school end date, the school district the student started at needs to enter an end date and exit code in that student's School Year Detail record. The school district where the student moves to (assuming within North Dakota) would create a NEW School Year Detail record. An example of where this might happen is when a student is placed out of district at a facility (e.g. Home on the Range, which is operated by a public school district). The original school district would enter an end date for the student. Home on the Range would add a School Year Detail record with a new start date. If the student returned to the original school district prior to the end of the school year, Beach would enter an end date in the student's School Year Detail record and the original school district would create another NEW School Year Detail record for the student, not changing the original record.

Select the file listed for the student, which will be labeled by the **District Name** below the green shaded area labeled with District. That file will appear as shown in [Figure 4](#) and [Figure 4a](#).

FIGURE 4: Student Year Detail (top of page)



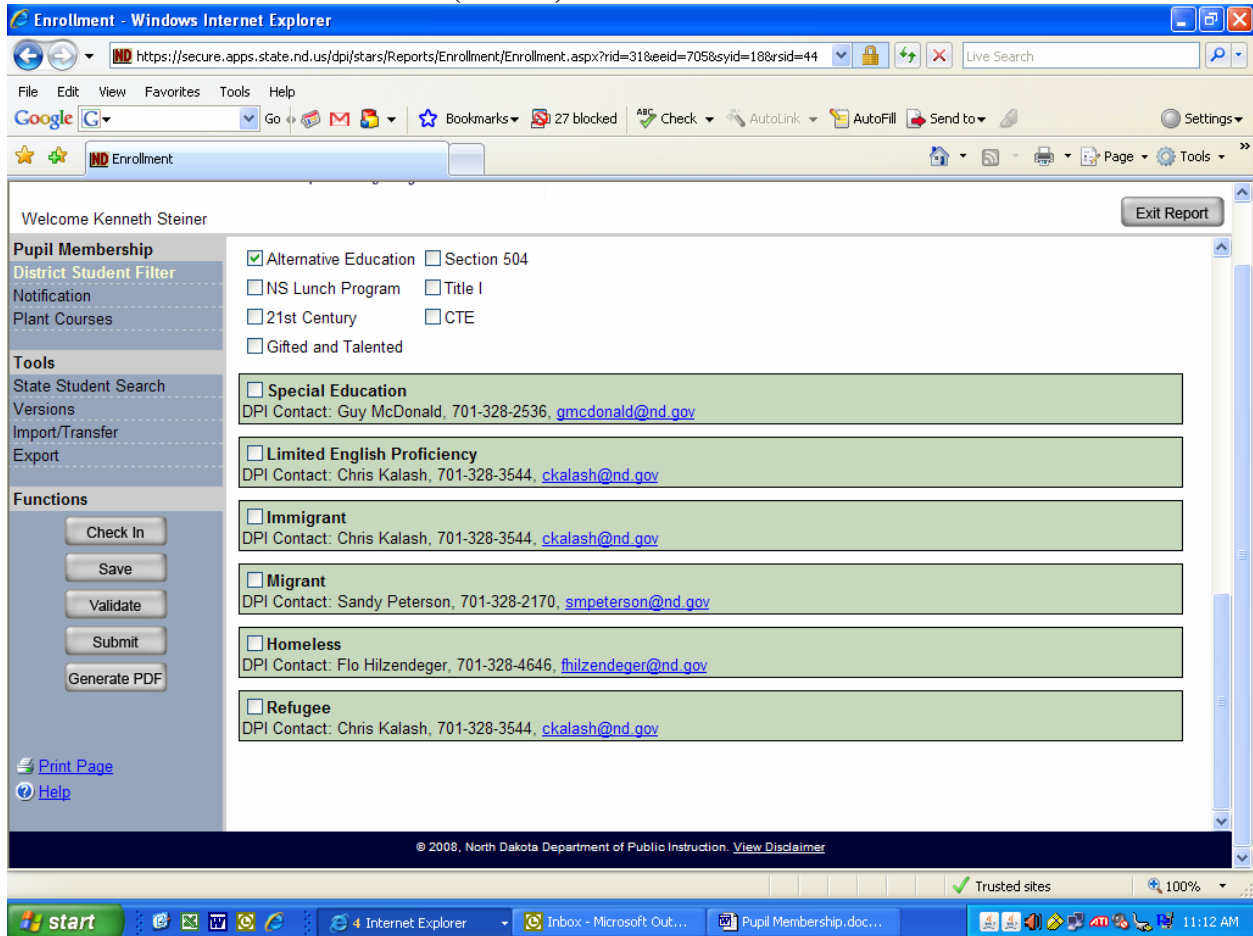
The records of every student need to be reviewed prior to submitting the report to the Department of Public Instruction. All fields are required except **END DATE**, **EXIT CODE** and **DISTRICT DETAILS**. End date automatically defaults to the end of the school calendar. If a student leaves before then, a new date will need to be entered. Exit code automatically defaults to CONTINUED. If a student leaves before the end of the school year, a different code will have to be selected.

The following information is related to the specific fields:

- **Plant Serving** – used for districts with multiple buildings in use; for those districts, each building should be individually included in the STARS system
- **Begin Date** – typically the first date of the school year, but in a transfer or placement situation, the date would be first date of enrollment for the specific student
- **Grade** - be sure to check to make sure that students whose data was rolled over from the previous year of data are placed in the proper grade level. If there is any question about grade level (as may be the case for some students in special education programs or sometimes students who are home schooled), a decision must be made by the school district prior to submitting the information

- **Resident District** – typically the school district reporting is the resident district (Enrolled Status codes 1 & 10 – 13). However, in the case of a student in open enrollment or a student placed outside the district, the resident district may not be the district in which the student is enrolled
- **End Date** – defaults to the end of the school year date based on the school calendar. Districts are NOT required to enter this data for students who are continuously enrolled in the district from the beginning of the school year to the end of the school year. However, when a special situation applies triggering a change in student enrollment, that school district MUST go back to the School Year Detail record and change the End Date so the student can be enrolled in another district within the State if appropriate
- **Exit Code** – an exit code (drop down menu options) is only entered if the student’s enrollment status in the district changes (e.g. graduation, transfer out of district, dropout, etc.)
- **District Details (CTB Label Group)** – courtesy field for sorting bar codes labels for the State Assessment. If supplied, the sort will be by school, grade, and test administrator. If not supplied, the sort will be by school and grade
- **Special Programs** – check any and all of the six options that apply. These options should simply reflect the accurate data for your district.

FIGURE 4a: Student Year Detail (bottom)



The six **colored boxes** (*Figure 4a*) starting with Special Education are unique data input options. If any of boxes on the top left corner of the item is checked, additional fields automatically drop down requiring additional input. This information is required to be completed prior to submitting to the Department of Public Instruction.

Contact info of Department employees regarding the programs is included on the colored box.

Watch for additional blue colored text when the new areas appear that require additional information – appears similar to a web link. When selecting these blue areas, additional data will be required. The system will warn you to save all changes before clicking OK to move to the new page. Failure to save will lose all information since the previous save function was exercised. Once the data is entered on the next page, an option to **Return to Student Detail** is at the top of the page. Select this option to return to the student's Detail record.

The Pupil Membership report is where districts document course enrollment, attendance, and membership that are used to determine ADM, which is tied directly to the payments the State makes to individual districts. This completeness and accuracy of this data is critically important for districts. The Pupil Membership option is found at the bottom of any page of student names AFTER the District Student Filter is run ([Figure 5](#)). The circle below is how you access the Mass Edit option for Student Membership ([Figure 5a](#)).

FIGURE 5: Pupil Membership

The screenshot shows the 'State Automated Reporting System' interface. At the top, it displays 'Public LEA: DPI DISTRICT' and 'Year: 2007-2008'. A navigation menu on the left includes options like 'Pupil Membership', 'District Student Filter', 'Notification', 'Plant Courses', 'Tools', and 'Functions'. The main area contains a table of student records. At the bottom of the table, there is a green bar with the text 'Click the link below to mass edit selected student detail records.' and a blue link labeled 'Pupil Membership' which is circled in black.

Student ID	Grade	Day	Date	Membership Status	Last Update
[Redacted]	7	F	Sep 9, 1995	[Redacted]	Aug 27, 2007
R	8	F	Feb 15, 1994	[Redacted]	Aug 27, 2007
[Redacted]	8	M	Sep 17, 1993	[Redacted]	Aug 27, 2007
L	6	M	Sep 11, 1998	[Redacted]	Nov 29, 2007
[Redacted]	7	M	Oct 9, 1995	[Redacted]	Aug 27, 2007
[Redacted]	PK	M	Oct 1, 1984	[Redacted]	Sep 1, 2007
[Redacted]	5	M	Sep 9, 1995	[Redacted]	Aug 27, 2007
[Redacted]	PK	F	Dec 1, 2004	[Redacted]	Sep 1, 2007
[Redacted]	PK	M	Sep 8, 1998	[Redacted]	Sep 1, 2007
D	2	M	May 12, 1993	[Redacted]	Nov 25, 2007
[Redacted]	4	M	Sep 17, 1996	[Redacted]	Aug 27, 2007
[Redacted]	2	M	Oct 10, 1999	[Redacted]	Nov 15, 2007
[Redacted]	5	F	Jan 11, 1996	[Redacted]	Aug 27, 2007
[Redacted]	7	F	Oct 10, 1995	[Redacted]	Aug 27, 2007

Click the link below to mass edit selected student detail records.
[Pupil Membership](#)

The STARS system will automatically calculate DAYS MEMBERSHIP based on days absent and days present. Days absent + Days present cannot exceed 190 days. High school units only required for high school students. Save data frequently while inputting.

FIGURE 5a: Mass Edit - Student Membership CHECKED OUT

Enrollment - Windows Internet Explorer

https://secure.apps.state.nd.us/dpi/stars/Reports/Enrollment/Enrollment.aspx?rid=31&eeid=705&syid=18&rsid=44

File Edit View Favorites Tools Help

Google G Go Bookmarks 40 blocked Check AutoLink AutoFill Send to Settings

Links Customize Links Free Hotmail Windows Windows Marketplace Windows Media

ND Enrollment

STARS
State Automated Reporting System

Pupil Membership
Public LEA: DPI DISTRICT
Year: 2007-2008

Welcome Kenneth Steiner Exit Report

Pupil Membership
District Student Filter
Notification
Plant Courses

Tools
State Student Search
Versions
Import/Transfer
Export

Functions
Check Out
Check In
Save
Generate PDF
Print Page
Help

Mass Edit - Student Membership

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 membership data for each student, click the Save button to save the data entered.

[Return to Student List](#)

Last Name	First Name	State ID	Plant	Grade	Start Date	End Date	Days Present	Days Absent	High School Units	Days Membership
[REDACTED]	[REDACTED]	[REDACTED]	DPI PLANT 7		Aug 27, 2007		0	0	4	0
[REDACTED]	[REDACTED]	[REDACTED]	DPI PLANT 7		Aug 27, 2007					0
[REDACTED]	[REDACTED]	[REDACTED]	DPI PLANT 8		Feb 16, 2008					0
[REDACTED]	[REDACTED]	[REDACTED]	DPI DISTRICT	6	Aug 27, 2007		0	0	4	0
[REDACTED]	[REDACTED]	[REDACTED]	DPI PLANT 7		Aug 27, 2007		0	0	4	0
[REDACTED]	[REDACTED]	[REDACTED]	DPI PLANT 7		Aug 27, 2007		0	0	4	0
[REDACTED]	[REDACTED]	[REDACTED]	DPI PLANT 8		Aug 27, 2007		0	0	4	0
[REDACTED]	[REDACTED]	[REDACTED]	DPI DISTRICT	8	Aug 27, 2007		0	0	4	0

Trusted sites 100%

start 2 Internet Ex... Inbox - Micros... 2 Microsoft... Microsoft Powe... 1:59 PM

A student can be enrolled into a course in two different ways. The faster and easier way to enroll a student into a course is through the Mass Enrollment option under Plant Courses section of Pupil Membership ([Figure 6](#)). The second way is presented toward the end of this presentation.

Figure 6: Plant Courses

The screenshot shows the 'Pupil Membership Plant Courses' web application. The page title is 'Pupil Membership Plant Courses - Windows Internet Explorer'. The URL is 'https://secure.apps.state.nd.us/dpi/stars/Reports/Enrollment/PupilMembershipCourses.aspx?rid=31&eeid=705&syid=...'. The page header includes 'STARS State Automated Reporting System' and 'Pupil Membership Public LEA: DPI DISTRICT Year: 2007-2008'. A welcome message says 'Welcome Kenneth Steiner'. The main content area is titled 'Plant Courses' and contains a table of alternative education courses. The table has the following data:

Number	Name	Plant	Type	Plant Course ID	Plant Course Name
00082	ADA Coordinator	DPI PLANT	Regular School Year		
00096	Kindergarten	DPI PLANT	Regular School Year		
01022	Agrisci Tech II	DPI PLANT	Regular School Year		
01068	Ag Processing	DPI PLANT	Regular School Year		
15069	Cooperative Market	DPI PLANT	Regular School Year		
17130	Drafting Tech I	DPI PLANT	Regular School Year		
50051	Language Arts 1-3	DPI PLANT	Regular School Year		
50111	Mathematics 1-3	DPI PLANT	Regular School Year		

To begin to enroll students in a course, select the course number. The next page will provide details about the course ([Figure 6a](#)). Please review the information to be sure it is accurate. To enroll students in the course, Check Out the course. Click Add Students to Course (also [Figure 6a](#)). Use the filter to find the students within the district who be enrolled into this course ([Figure 6b](#)). Make sure a check mark is in the box to the left of each student's name and click SAVE.

All the students selected and enrolled into the course will appear much like the previous screen ([Figure 6c & 6d](#)). At the bottom of the screen Course Enrollment will be in blue text. Again, be sure the names of the students have check marks beside them or they will not appear on the next screen. Select Course Enrollment as shown on [Figure 6d](#) to reach the **Mass Edit Plant Course Enrollment** page ([Figure 6e](#)).

Click Check Out on this page to enter the data ([Figure 6f](#)). The Attendance and Membership data that is entered will automatically be used to calculate Days Membership. After the data is entered, make sure you save the data.

FIGURE 6a: Plant Course – Checked Out

STARS
State Automated Reporting System

Pupil Membership
Public LEA: DPI DISTRICT
Year: 2007-2008

Welcome Kenneth Steiner Exit Report

Pupil Membership
District Student Filter
Notification
Plant Courses ✓
Tools
State Student Search
Versions
Import/Transfer
Export
Functions
Check In
Validate
Submit
Print Page
Help

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

Plant: DPI PLANT
Course: 00082 - ADA Coordinator
Course Type: Regular School Year
Instruction Hours:
Credits Issued: No Credit
Period:
Plant Course ID:
Plant Course Name:
Plant Course Section:
Teacher License: 4 *MARYL *DOE.

Enrolled Students
[Add Students to Course](#)

first Name	Middle Name	Date of Birth	Grade

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Done Trusted sites 100%

start 4 Internet Ex... Inbox - Microso... Pupil Membersh... STARSummers... 11:30 AM

FIGURE 6b: Student Filter

STARS
State Automated Reporting System

Pupil Membership
Public LEA: DPI DISTRICT
Year: 2007-2008

Welcome Kenneth Steiner Exit Report

Pupil Membership
District Student Filter
Notification
Plant Courses
Tools
State Student Search
Versions
Import/Transfer
Export
Functions
Check In
Save
Validate
Submit
[Print Page](#)
[Help](#)

Add Students to Plant Course

Select the students to add to the course and click the "Save" button on the left to add the students to the course. If a student is checked out by another user, the student will not be added to the course.

[Return to ADA Coordinator](#)

Course
ADA Coordinator (00082)

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:
Alternative Ed:
BIE:
Home School:

Filter

Done Trusted sites 100%

start Internet Ex... Inbox - Microso... Pupil Membersh... STARSummers... 11:33 AM

Figure 6c: Add Students to Plant Course – top of page

STARS
State Automated Reporting System

Pupil Membership
Public LEA: DPI DISTRICT
Year: 2007-2008

Welcome Kenneth Steiner Exit Report

Add Students to Plant Course

Select the students to add to the course and click the "Save" button on the left to add the students to the course. If a student is checked out by another user, the student will not be added to the course.

[Return to ADA Coordinator](#)

Course
ADA Coordinator (00082)

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:

Alternative Ed:

BIE:

Home School:

<input type="checkbox"/>	Last Name	First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	2	F	Jan 9, 1996	2416202474	Nov 20, 2007	

Print Page
Help

Windows taskbar: start, Internet Explorer, Inbox - Microso..., Pupil Membersh..., STARSummers..., 11:38 AM

FIGURE 6d: Add Student to Plant Course – bottom of page

Pupil Membership Plant Courses - Windows Internet Explorer

https://secure.apps.state.nd.us/dpi/stars/Reports/Enrollment/PupilMembershipCourses.aspx?rid=31&eeid=705&syid=

Public LEA: DPI DISTRICT
Year: 2007-2008

Welcome Kenneth Steiner Exit Report

Pupil Membership

Special Ed:

District Student Filter Alternative Ed:

Notification BIE:

Plant Courses Home School:

<input type="checkbox"/>	Last Name	First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date
<input checked="" type="checkbox"/>				2	F	Jan 9, 1996	2416202474	Nov 20, 2007	
<input type="checkbox"/>				6	M	Sep 6, 1995	2416270060	Aug 27, 2007	
<input type="checkbox"/>				8	M	Sep 17, 1993	1954560138	Aug 27, 2007	
<input type="checkbox"/>			L	6	M	Sep 11, 1998	1871760628	Nov 29, 2007	
<input type="checkbox"/>				PK	M	Oct 1, 1984	1528397955	Sep 1, 2007	
<input type="checkbox"/>				PK	F	Dec 1, 2004	1920078278	Sep 1, 2007	
<input type="checkbox"/>				PK	M	Sep 8, 1998	1528538402	Sep 1, 2007	
<input type="checkbox"/>			D	2	M	May 12, 1993	1012328618	Nov 25, 2007	
<input type="checkbox"/>				2	M	Sep 17, 1996	1483204121	Aug 28, 2007	
<input type="checkbox"/>				2	M	Oct 10, 1999	2002115409	Nov 15, 2007	

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

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Trusted sites 100%

start 4 Internet Ex... Inbox - Microso... Pupil Membersh... STARSummers... 11:39 AM

FIGURE 6e: Mass Edit Plant Course Enrollment

The screenshot shows a web browser window displaying the 'State Automated Reporting System' interface. The page title is 'Pupil Membership Plant Courses'. The user is logged in as Kenneth Steiner. The interface includes a navigation menu on the left with options like 'Pupil Membership', 'District Student Filter', 'Notification', 'Plant Courses', 'Tools', and 'Functions'. The main content area displays a table of 'Enrolled Students' with columns for Last Name, First Name, Middle Name, Date of Birth, and Grade. Each row has a checkbox and a trash icon. A green banner at the bottom of the table provides a link to 'Course Enrollment' for mass editing.

Public LEA: DPI DISTRICT
Year: 2007-2008

Welcome Kenneth Steiner

Enrolled Students
[Add Students to Course](#)

<input checked="" type="checkbox"/>	Last Name	First Name	Middle Name	Date of Birth	Grade
<input checked="" type="checkbox"/>				Sep 6, 1995	6
<input checked="" type="checkbox"/>				Oct 1, 1984	PK
<input checked="" type="checkbox"/>				Sep 8, 1998	PK
<input checked="" type="checkbox"/>			Seif	Aug 1, 1998	7
<input checked="" type="checkbox"/>				Sep 17, 1996	2
<input checked="" type="checkbox"/>				Dec 1, 2004	PK
<input checked="" type="checkbox"/>				Sep 17, 1993	8
<input checked="" type="checkbox"/>			L	Sep 11, 1998	6
<input checked="" type="checkbox"/>			D	May 12, 1993	2
<input checked="" type="checkbox"/>				Oct 10, 1999	2
<input checked="" type="checkbox"/>				Jan 9, 1996	2

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

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FIGURE 6f: Attendance & Membership Hours – Checked Out

STARS
State Automated Reporting System

Pupil Membership
Public LEA: DPI DISTRICT
Year: 2007-2008

Welcome Kenneth Steiner Exit Report

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 ADA Coordinator](#)

Course
ADA Coordinator (00082)
Instruction Hours: -1, Credits: No Credit

Last Name	First Name	Middle Name	Date of Birth	Grade	Attendance Hours	Membership Hours	Days Membership
[REDACTED]	[REDACTED]	[REDACTED]	Sep 6, 1995	6	<input type="text"/>	<input type="text"/>	0
[REDACTED]	[REDACTED]	[REDACTED]	Oct 1, 1984	PK	<input type="text"/>	<input type="text"/>	0
[REDACTED]	[REDACTED]	[REDACTED]	Sep 8, 1998	PK	<input type="text"/>	<input type="text"/>	0
[REDACTED]	[REDACTED]	[REDACTED]	Aug 1, 1998	7	<input type="text"/>	<input type="text"/>	0
[REDACTED]	[REDACTED]	[REDACTED]	Sep 11, 1998	6	<input type="text"/>	<input type="text"/>	0
[REDACTED]	[REDACTED]	[REDACTED]	May 12, 1993	2	<input type="text"/>	<input type="text"/>	0
[REDACTED]	[REDACTED]	[REDACTED]	Sep 17, 1996	2	<input type="text"/>	<input type="text"/>	0
[REDACTED]	[REDACTED]	[REDACTED]	Dec 1, 2004	PK	<input type="text"/>	<input type="text"/>	0

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Students can also be enrolled into a course individually through their individual file. [Figure 6g](#) shows the Student Detail Record, which is the second page of the student record, with the Course Enrollment option at the top of the page selected versus the Student Detail Record. The student listed is already enrolled into a course. To add an additional course for an individual student, Check Out the file, select Add Course and complete the next page with the details of the specific course. After entering the data, click SAVE, and the next page will return to the student's file showing the courses he/she is enrolled in.

FIGURE 6g: Course Enrollment

The screenshot displays the STARS web application interface. At the top, it says "STARS State Automated Reporting System" and "Pupil Membership Public LEA: DPI DISTRICT Year: 2007-2008". A welcome message for Kenneth Steiner is visible. The main content area is titled "Student Detail Record - [redacted]" and has "Course Enrollment" selected in the navigation menu. Below the title, there is a table with the following data:

Number	Name	Plant	Plant Course ID	Plant Course Name	Type	Enrollment	Days Membership
00082	ADA Coordinator	DPI PLANT	00082	ADA Coordinator	Regular School Year	Attendance: hrs Membership: hrs	

Below the table, there are buttons for "Check In", "Validate", "Submit", and "Generate PDF". The browser's taskbar at the bottom shows the start button, Internet Explorer, and other open applications.

After completing the data input, click **SAVE** on the left side of the screen. **SAVE** must be selected before validation will be accurate. Select **VALIDATE** after completing the records for each student. Three possible results may occur upon validating the data.

- First, the data can be determined accurate and complete with no errors or warnings (YEAH!!). If this occurs, the system will return to the Student District Filter.
- Second, the system can give you a warning that will NOT prevent the District from submitting the report, but will alert you to a situation that STARS determines to possibly be inappropriate related to the data that was inputted. Please review the warning areas to be sure the data is accurate. If the district is sure the warning does not apply, disregard it and continue with data input or submitting the report.
- Finally, STARS can generate an error message that will prevent the report from being submitted until after the data is appropriately corrected. The warnings and errors are specific and should be easy to find and correct when necessary.

After validating the data of all students enrolled in your district, correcting any errors, and reviewing any warnings, the report can be submitted to the Department of Public Instruction. If the report is submitted and changes need to be made, the Department of Public Instruction can “unsubmit” the report permitting the district to correct it before resubmitting it. Note: the Generate PDF option available under the Submit option is available for the purpose of allowing each district to maintain an electronic and/or print record of all reports submitted to the Department of Public Instruction. In addition, a Print Page option is located at the bottom of the page on the left side that permits a district to secure an additional hard copy of the report.

STARS

State Automated Reporting System

MIGRANT EDUCATION USER MANUAL

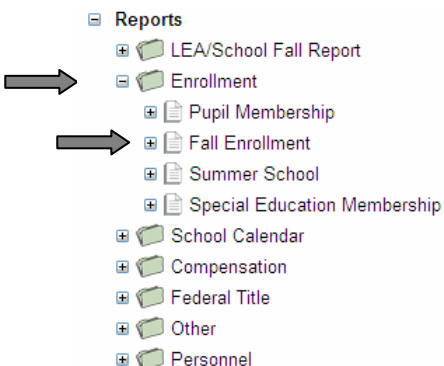
State Automated Reporting System (STARS)

This document is the online reporting directions for identifying migrant students in your school. The State Automated Reporting System (STARS) can be accessed at <https://secure.apps.state.nd.us/dpi/stars/Login.aspx>. A North Dakota state login identification is needed to enter this report. Once you have logged in, the page shows all available reports to which you have been granted access.

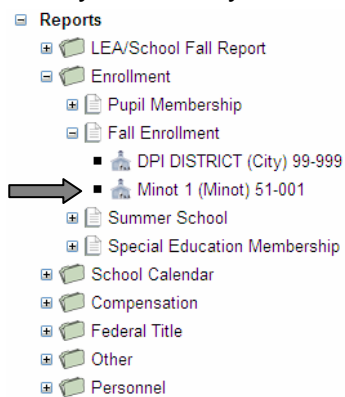
For information regarding navigating and using the different features in the STARS, reference the STARS User Manual at www.dpi.state.nd.us/resource/STARS/Reports/manual.shtml.

1. Reporting Migrant Students

- Click on the plus sign to the left of the folder titled “Enrollment” to expand the tree view
- Then click on the plus sign next to “Fall Enrollment”



- Lastly, click on your authorized school



2. Open the Migrant Report

- A gray box will appear on the right hand side of the screen
- Choose the correct school year
- Once you have selected the school year, click on the “Select” button in the gray box to open


A screenshot of the 'Fall Enrollment' report form. The form is titled 'Fall Enrollment' in red. It contains the following fields and controls:

- Educational Unit: Minot 1
- School Year: 2007-2008 (dropdown menu)
- Select (button)
- Due Date: Sep 15
- Contact Name: Jerry Coleman
- Email: jcoleman@nd.gov
- Phone: 701-328-4051
- Notes:

Two gray arrows point to the '2007-2008' dropdown menu and the 'Select' button.

- Click on the plant dropdown arrow to choose your school
- Click on filter

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:

Alternative Ed:


BIA:

Home School:



- Click on the student that will be marked migrant status


Last Name	First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date
Korsmo	Nicole	Mathea	4	F	Jul 1, 1997	2703168476	Aug 27, 2007	



- Click on "Check Out" on the left-hand side of the screen
- Click on your school district

School Year Details

District	Plant	Grade	Begin Date	End Date
Sterling 35	Sterling Elem School	4	Aug 27, 2007	
Minot 1	Belair Elem School	4	Aug 27, 2007	



- You will enter a screen that looks like the sample below

STARS
State Automated Reporting System

Fall Enrollment 
 Public LEA: Minot 1
 Year: 2007-2008

Exit Report

Welcome Dpi User

Fall Enrollment

District Student Filter

Notification

Tools

State Student Search

Versions

Import/Rollover

Export

Functions

[Print Page](#)

[Help](#)

Resident District:

Enrolled Status:

End Date:

Exit Code:

District Details

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

BIA

Served BIA (BIA Plants Only):

Special Programs

Alternative Education Section 504

NS Lunch Program Title I

21st Century CTE

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

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

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

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

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

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



If students in your school meet the following definition, they will qualify as migrant students:

The term “migratory children” means a student who moves with family members from any school district or any state to another state for temporary or seasonal employment in agriculture. Some of the qualifying agricultural activities in North Dakota are dairy workers, custom combiners, beekeepers, turkey farmers, dairy farmers, meat packing, etc. Please note it does not matter how far the families move, as long as the move is from any school district or any state within a three-year time period. If a migrant family has not made a move from a school district or another state in three years, the family is no longer considered migrant status. **For example, the family is a migrant family if they made a move on April 8, 2007, to come to your community for agricultural related work and left November 8, 2007, to return to their home. As of 2007, the eligibility years to qualify as a migrant student are 2005, 2006, 2007 and any move after September 1, 2004. If a migrant family has not moved within that time frame, the family and children are no longer migrant students.**

- If the student qualifies as a migrant student, check the “Migrant” box; then complete Steps 1-7.

Step 1: Enter “Last Qualifying Move Date” (mm/dd/yyyy). The last qualifying move date is the date the migrant family members left a school district or left a state to enroll in your school. You may also use the date that the students enrolled in your school for the “Last Qualifying Move Date.”

Step 2: Check the box if the student is classified as having “Priority for Services.” See description of services in Appendix A.

- Was this student identified as at "RISK" in the Title I Student Selection Process? Yes__ Or No__
- Was this student’s education interrupted during the regular school year? Yes__ Or No__

If you have answered yes to both of the above questions this student would be identified as "Priority for Services."

Step 3: Check each box that applies to “Services Received.” See description of services in Appendix A.

Step 4: Check if either of the “NCLB School Improvement Options” apply (not applicable to the summer migrant education program).

Step 5: Check each box that applies to the agricultural activities of the migrant parent(s).

Step 6: Click on “Save” on the left side of the screen.

Step 7: Click on “Exit Report” found in the upper right corner.

Welcome Dpi User

Step 7 → Exit Report

- Fall Enrollment
- District Student Filter
- Notification
- Tools
- State Student Search
- Versions
- Import/Rollover
- Export

- Functions
- Check In
- Save
- Validate
- Submit
- Generate PDF

Print Page
Help

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

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

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

Step 1 →

Last Qualifying Move Date:

Step 2 →

Has Priority for Services

Services Received:

Step 3 →

- Any referred service
- Reading instruction
- Any support service
- Counseling service
- Any instructional service
- Mathematics instruction
- High School credit accrual
- Continuation of service

Step 4 ←

NCLB School Improvement Options:
 Enrollment in Public School Choice Supplemental Educational Services

Qualifying Agricultural Activities (Parents):

Step 5 →

- Bee keeper/honey processor
- Chicken farms / processor
- Egg production
- Landscaping/sod or plant grass
- Plant/cultivate trees
- Sugar beet industry
- Transport any agricultural product
- Raw cheese processor
- Custom combining
- General dairy farmwork
- Meat processing plant
- Potato industry
- Turkey farm/processing plant
- Trimming trees

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

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

Appendix A: Description of Migrant Student Services

Reading Instruction: Instruction in reading provided by a teacher for students on a regular or systematic basis, usually for a predetermined period. Includes correspondence courses taken by a student under the supervision of a teacher.

Counseling Services: Services to help a student to better identify and enhance his or her educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; utilize his or her abilities in formulating realistic plans; and achieve satisfying personal and social development. These activities can take place between one or more counselors and one or more students as counselees, between students and students, and between counselors and other staff members. The services can also help the child address life problems or personal crisis that result from the culture of migrancy.

Mathematics Instruction: Instruction in mathematics provided by a teacher for students on a regular or systematic basis, usually for a predetermined period. Includes correspondence courses taken by a student under the supervision of a teacher.

High School Credit Accrual: Instruction in courses that accrue credits needed for high school graduation provided by a teacher for students on a regular or systematic basis, usually for a predetermined period. Includes correspondence courses taken by a student under the supervision of a teacher.

Continuation of Services: (1) A child who ceases to be a migratory child during a school term shall be eligible for services until the end of such term; (2) a child who is no longer a migratory child may continue to receive services for one additional school year, but only if comparable services are not available through other programs; and (3) secondary school students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation.

Enrollment in Public School Choice: ESEA provides parents of children enrolled in Title I schools that have been identified for school improvement, corrective action, or restructuring the opportunity to transfer their children to a school that has not been so identified, even as his or her original school is undergoing improvement.

Supplemental Educational Services: ESEA provides parents of children enrolled in Title I schools that have been identified for school improvement, corrective action, or restructuring the opportunity for their children to receive supplemental educational services. These services are additional academic services designed to increase the academic achievement of low-income students in low-performing schools. These services may include tutoring, remediation, or other educational interventions that are consistent with the content and instruction used by local educational agency (LEA) and are aligned with the State's academic content standards. Supplemental educational services must be provided outside of the regular school day. Supplemental educational services must be high quality, research-based, and specifically designed to increase student academic achievement.

Priority for Services: (1) Migratory children who are failing, or most at risk of failing, to meet the State's challenging academic content standards and student academic achievement standards, and (2) **any** migratory children whose education has been interrupted during the regular school year. **A student must meet both criteria to be considered a priority for services.**

Support Services: This would include but are not limited to, health, nutrition, counseling, and social services for migrant families; necessary educational supplies, and transportation.

Any Instructional Services: If the student received instructional services other than reading and math.

Any Referred Service: This would include Special Education, English as a Second Language (ESL), etc.