

## **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 may 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:

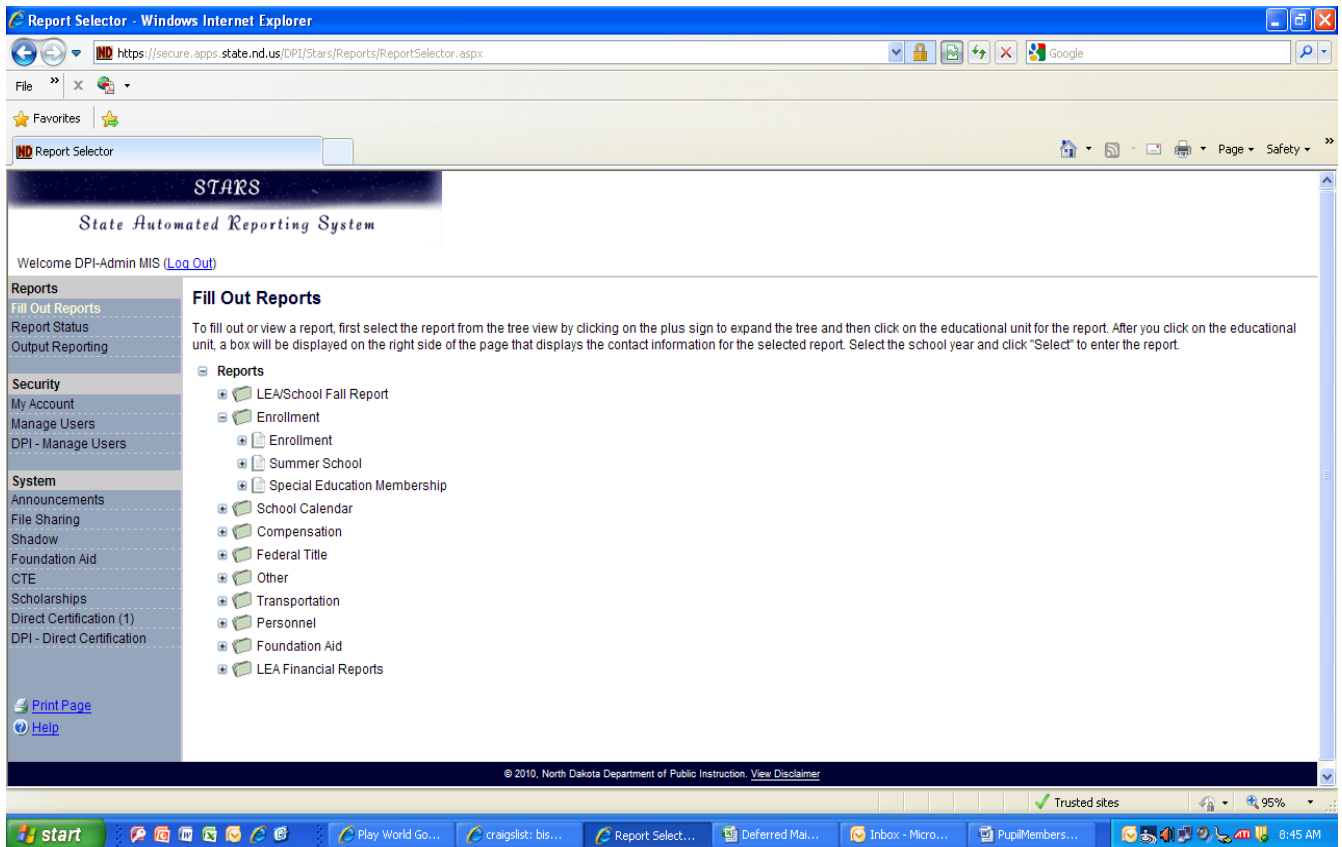
<http://www.dpi.state.nd.us/resource/STARS/Reports/manual.shtm>

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)**

## **TABLE OF CONTENTS Page Specific Help**

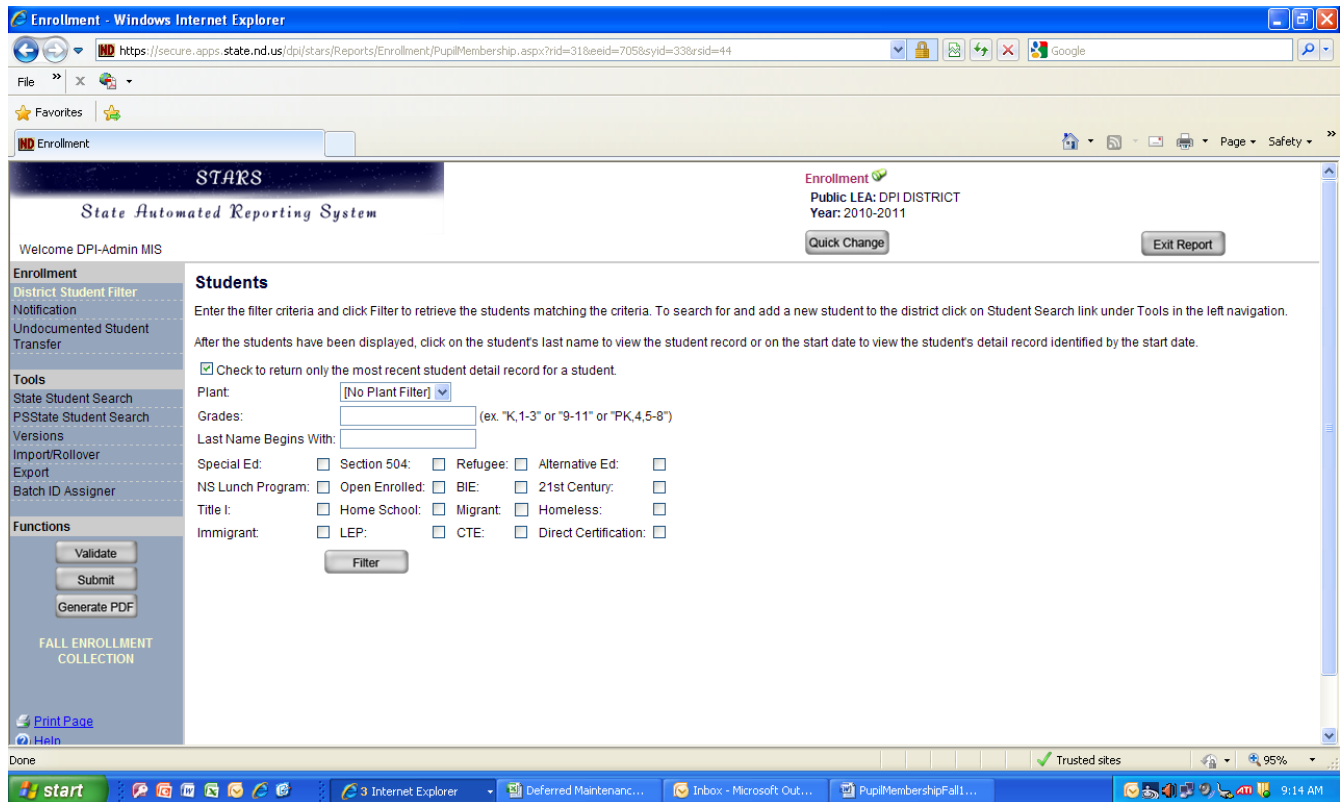
- 1. Enrollment Report Location (Figure 1)**
  - a. District Student Filter & Left Menu (Figure 1a)**
  - b. Import/Rollover (Figure 1b)**
- 2. Results of Student Filter (Figure 2)**
- 3. Student Permanent Record – Checked Out (Figure 3)**
  - a. Student Permanent Record - Checked Out (Figure 3a)**
- 4. Student Year Detail (Figure 4)**
  - a. Student Year Detail (Figure 4a)**



### FIGURE 1: Pupil Membership Report - location

All reports that need to be completed will be located somewhere within this screen. We no longer complete a Special Education Membership report. Once you have found and selected a report, a gray box will appear on 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, the due date, the DPI contact person, and their e-mail address and phone number are listed.
- Once you have selected the school year, click on the “Select” button in the gray box to open the 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**

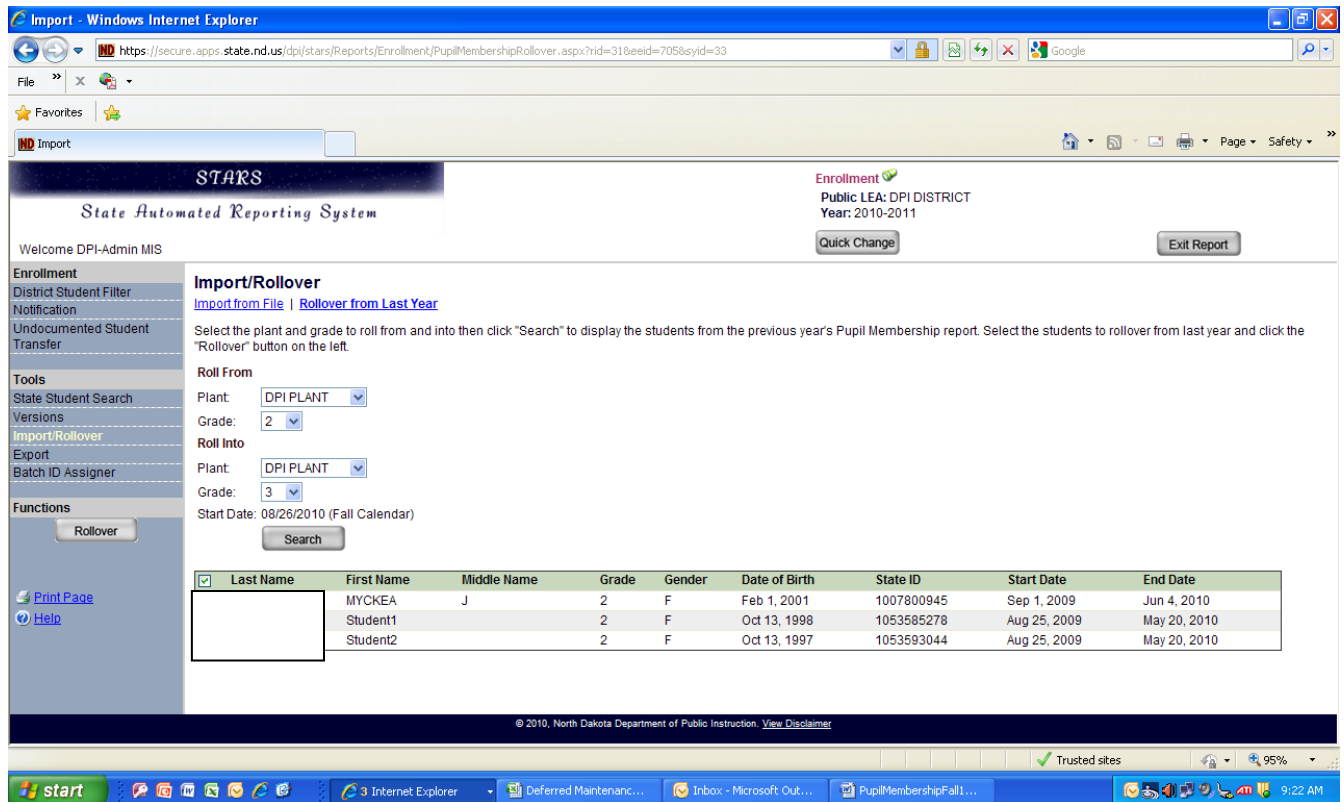
The filter is used to find a student(s) within your district for purposes of changing their file. This function is NOT how you bring individual or larger groups of students into your district when you are first beginning to use STARS or when you are adding students to your district throughout the school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

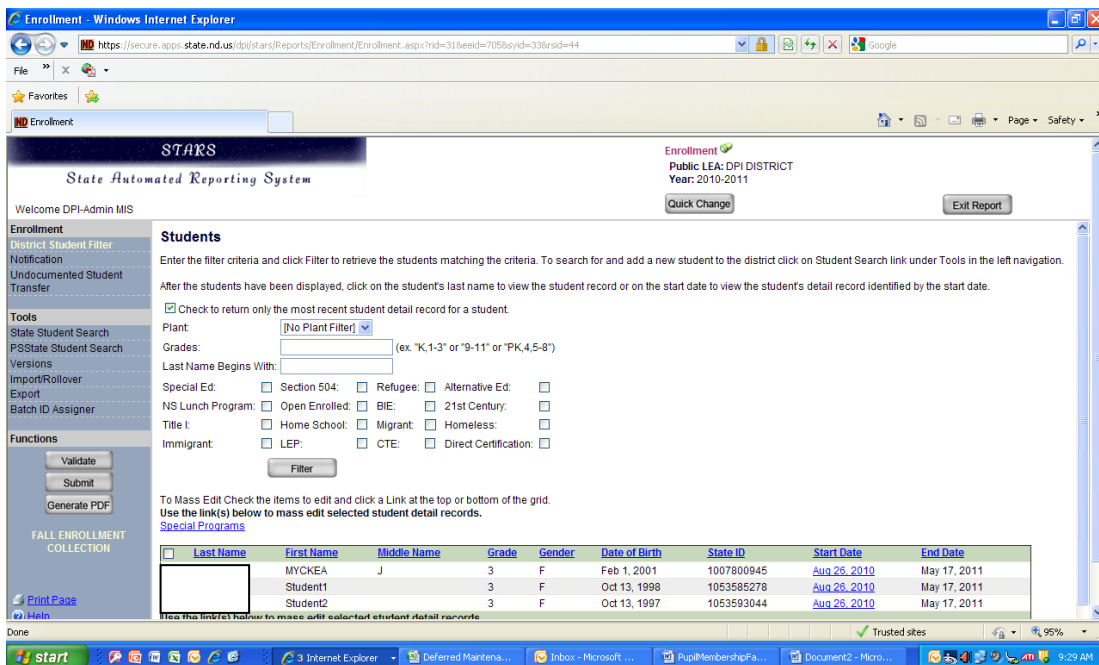
- State Student Search**, which is used to locate students that need to be added to your district who are currently not located in your district (e.g. transfer student)
- PSSState Student Search** – function being designed for Power School users to assign State IDs to students, find students, and resolve conflicts found with State IDs. Not sure of exact availability.
- 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/Rollover** – 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.
- Batch ID Assigner** – used to assign new State IDs to a larger group of students, typically kindergarten students



**FIGURE 1b: Import & Transfer within District**

The Import/Rollover function is how you move your students from the previous school year (spring) to the current school year (fall). The summer school report has NO impact on fall enrollment. You pick a plant and a grade (Roll From) and pick a plant and a grade (Roll Into) and click SEARCH. The ROLLOVER button is in the bottom left of the screen. Until you ROLLOVER, you have not moved students anywhere. You can click off this page after searching without moving any students. Once you ROLLOVER, changing the plant and grade for students can be time consuming. The Start Date is set from your Fall Calendar, which was already completed. The process of rolling students from one school year to the next is critical to be sure you have the correct students listed in the correct plants and the correct grade levels. You can roll a student from one grade to the same grade (e.g. if student did not pass previous year) or from one grade to two grades higher (e.g. advanced student). You have to be mindful of this process, as the clean-up process can be a bit time consuming. You can also roll over your home school students here. If you do not do that in the fall, you will have to use the State Student Search later in the year.

If you are able to import the data from a file, use this function to bring new students into the district or to move your students from year to year. If you cannot import the data from a file, the State Student Search option is the way to add new students to your district. For example, you have a student who transferred into your district over the summer. You will not be able to roll over that student. You will need to use the State Student Search feature.



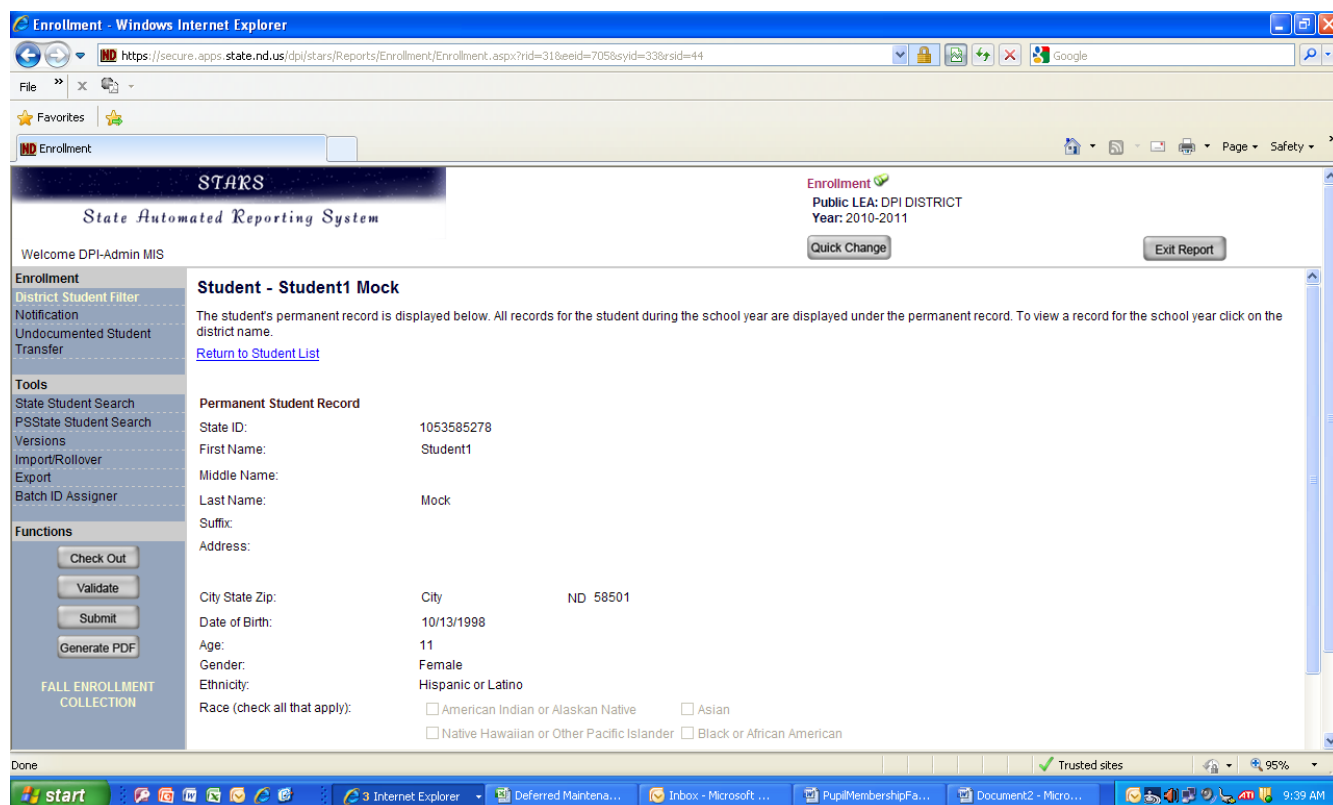
**FIGURE 2: RESULTS OF STUDENT FILTER**

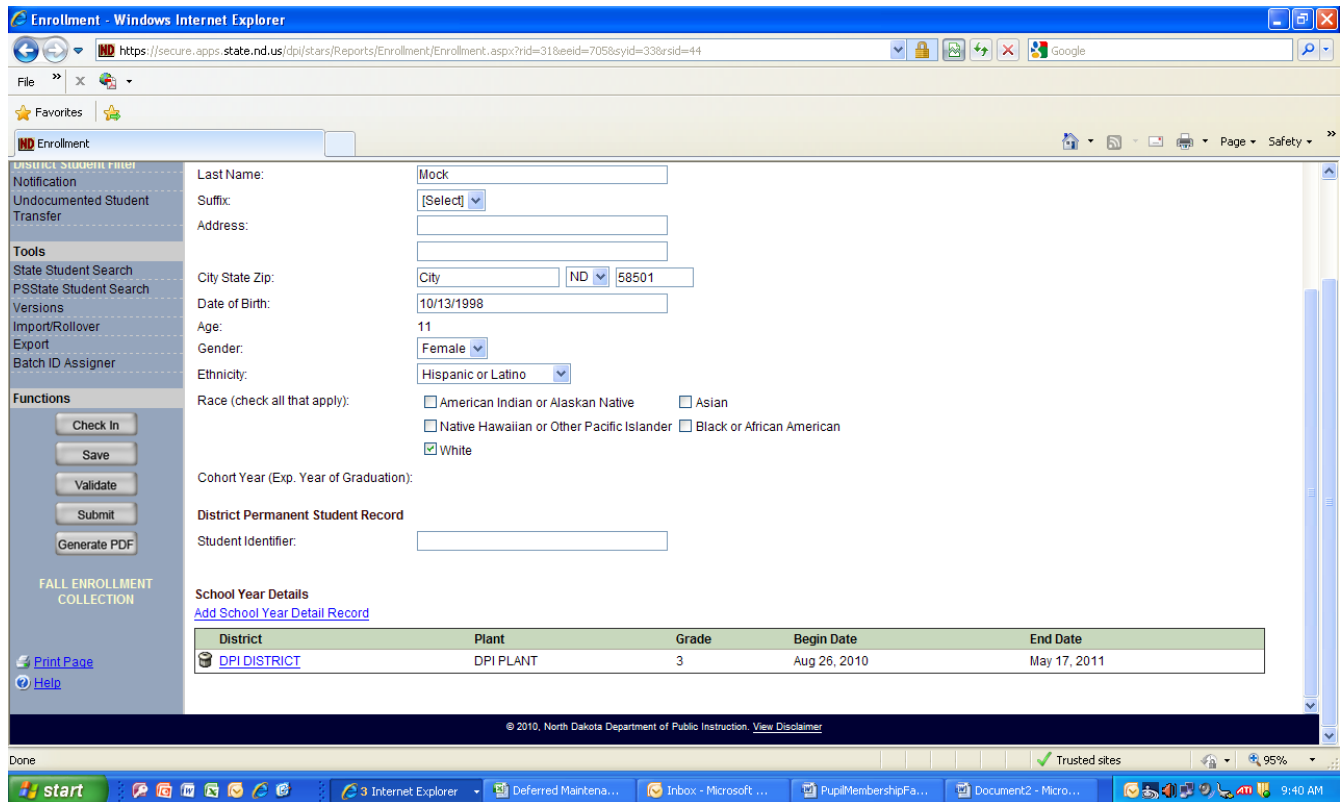
Student records will include a permanent student record and a school year details record. Both sections for each student need to be reviewed for accuracy prior to submitting the report to the Department of Public Instruction. After the students have been displayed, click on a student's last name (blacked out above for privacy) to view the student permanent record or on the start date to view the student's school year detail record (faster way to access the 2<sup>nd</sup> page of the record – little green check mark at top of page). Only the most recent School Year Detail record is displayed on this window. Clicking on the student's last name will bring up all School Year Detail records for this student. Clicking on the Start Date will bring up the current/most recent School Year Detail.

The State ID is a permanently assigned number 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 State ID cannot be changed. The age is automatically calculated by the STARS program.

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](#) will be the **School Year Details (Figure 3a)**.

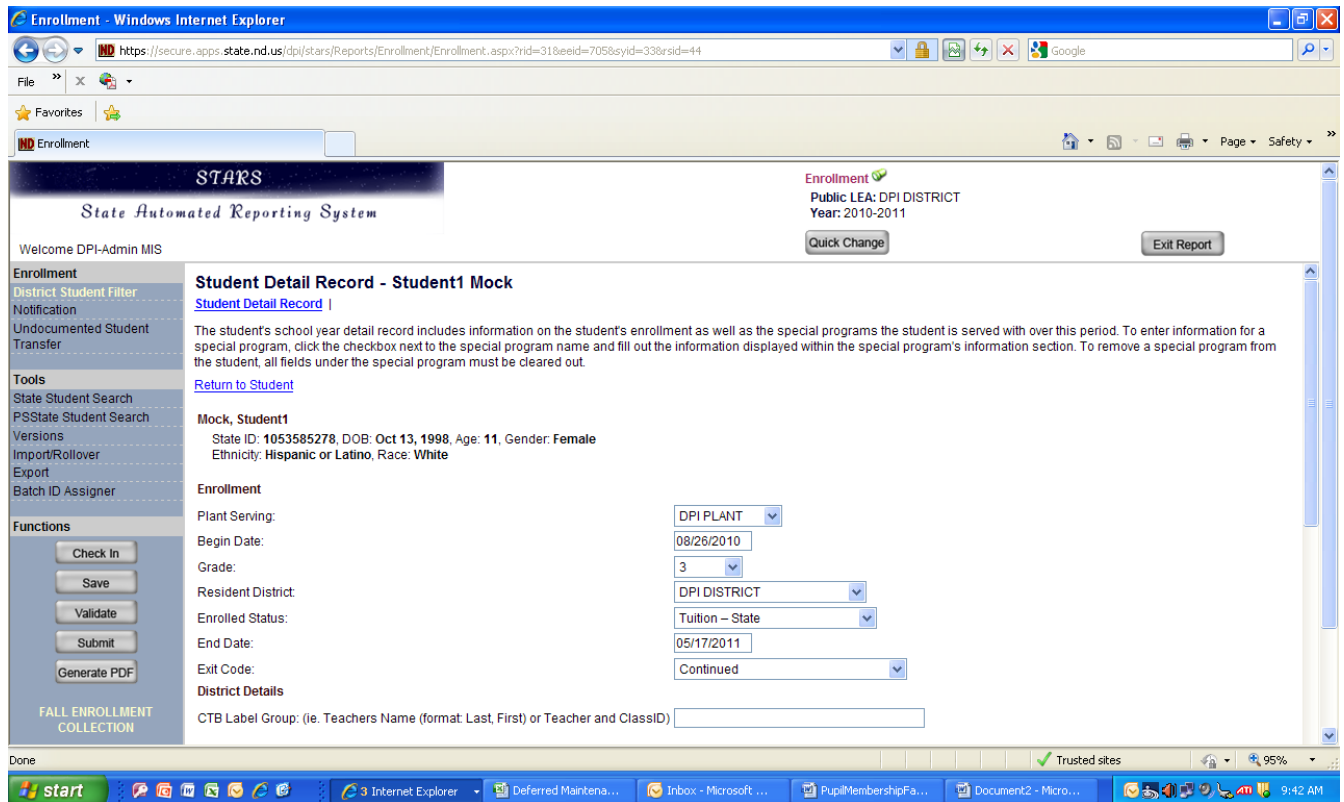




**FIGURE 3a: Student Permanent Record – Checked Out (bottom of page)**

Every student who was imported into the district records will have a record listed. The system requires a new file to be created in certain situations (Add School Year Detail Record). 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 record for the student. 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. Beach would add the student's record with the appropriate 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 a NEW School Year Detail record for the student, not changing the original record with a new start date (exit code – Continued; exit date – defaults to the end of the school year).

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](#).



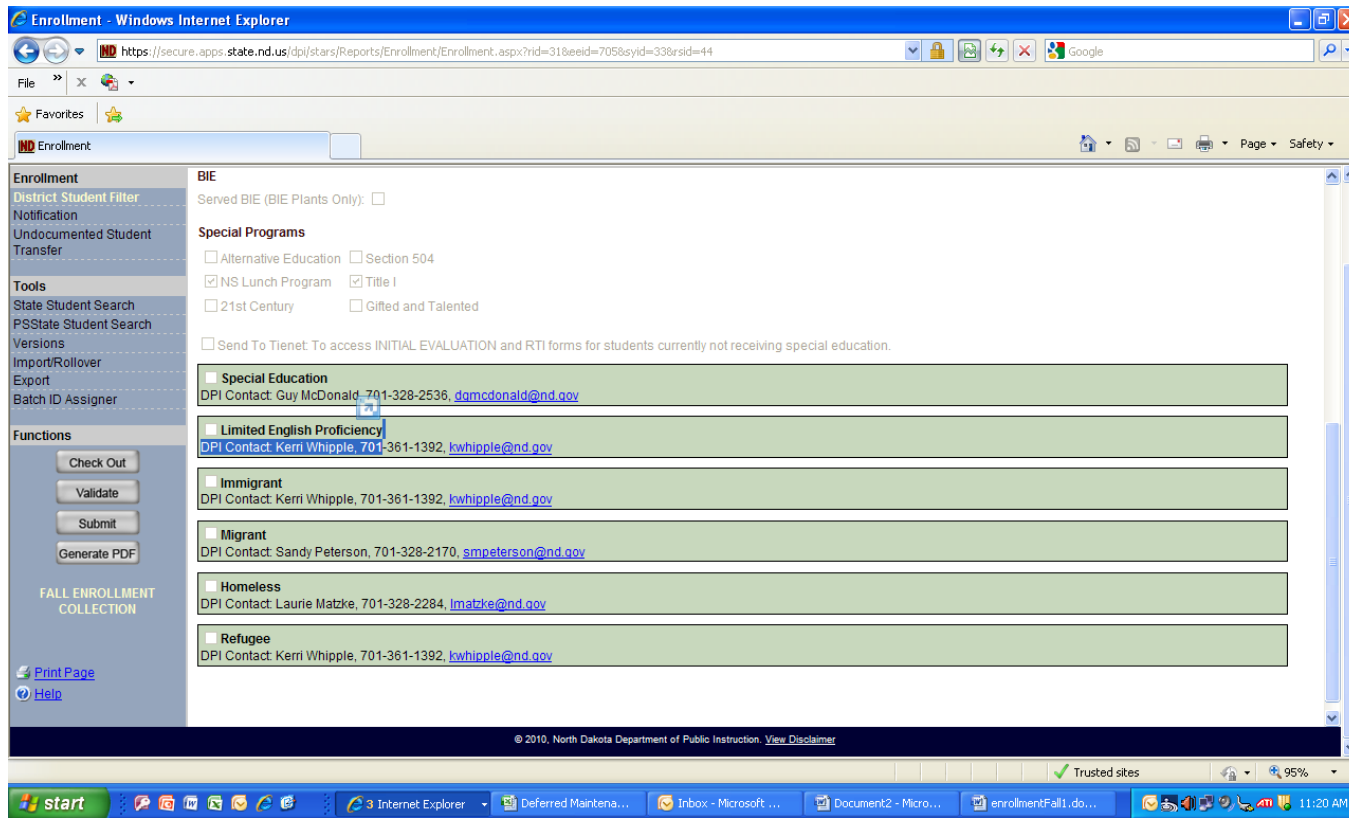
**FIGURE 4: Student Year Detail (top of page)**

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** (CTB Label Group). 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
  
- Enrolled Status** – typically Resident for most students. Open enrolled or Tuition – PAID BY SOMEONE ELSE are other options for students being educated in one of your district plants. Tuition – State – for State Responsible Students with resident district State Responsible (not DPI District). All Non-enrolled something status is for students from your district being educated somewhere else – home school, non-public, out-of-state, or in placement.
  
- 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)**

**SEND TO TIENET**

The “Send to TIENET” checkbox should be used for all students that are starting the special education assessment phase or for student referred for Response to Intervention (RTI) supports. When the “Send to TIENET checkbox is checked, students demographic data will populate TIENET allowing access to the appropriate assessment and RTI documents. If a student is found, “not eligible” for special education services the checkmark should be removed, however, the evaluation data will remain in TIENET for data monitoring purposes.

Once the student is found eligible for special education services, the district needs to remove the “send to TIENET checkmark” and **then check the special education box** immediately below the send to TIENET checkbox. Additionally, district personnel must select the appropriate special education unit. Once this is done, student data will flow into the STARS Special Education Membership Report for data collection purposes.

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.

Additional green boxes appear in certain situations: CTE if a student is marked as having took CTE courses during the year (for spring) and Home School if a student is marked home school.

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 district can continue to work with the data without the Department of Public Instruction doing anything until DPI locks the report. 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.