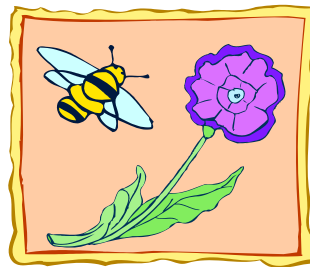


STARS

State Automated Reporting System

STARS  Calendar

Help Manual



State Automated Reporting System (STARS)

This document is the online reporting directions for the Spring Calendar which annually collects the actual school calendar for the school district at the end of the school year. The State Automated Reporting System (STARS) can be entered at <https://secure.apps.state.nd.us/dpi/stars/Login.aspx> and a North Dakota state login 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.

For more information regarding navigating and using the different features in the STARS system, reference the STARS user manual at <http://www.dpi.state.nd.us/resource/STARS/Reports/manual.shtm>.

This help document will provide assistance in reporting the school's Spring Calendar report. ND Century Code 15.1-06 identifies all school calendar requirements (<http://www.legis.nd.gov/cencode/t151c06.pdf>).

- Select the Spring Calendar Report.
- Click on the plus sign to the left of the folder titled School Calendar to expand the treeview (*Figure 1*).
- Then click on the plus sign next to the Spring Calendar Report to reveal the educational units for which you have permission to complete the Spring Calendar (*Figure 1*).
- Last, click on the desired educational unit.

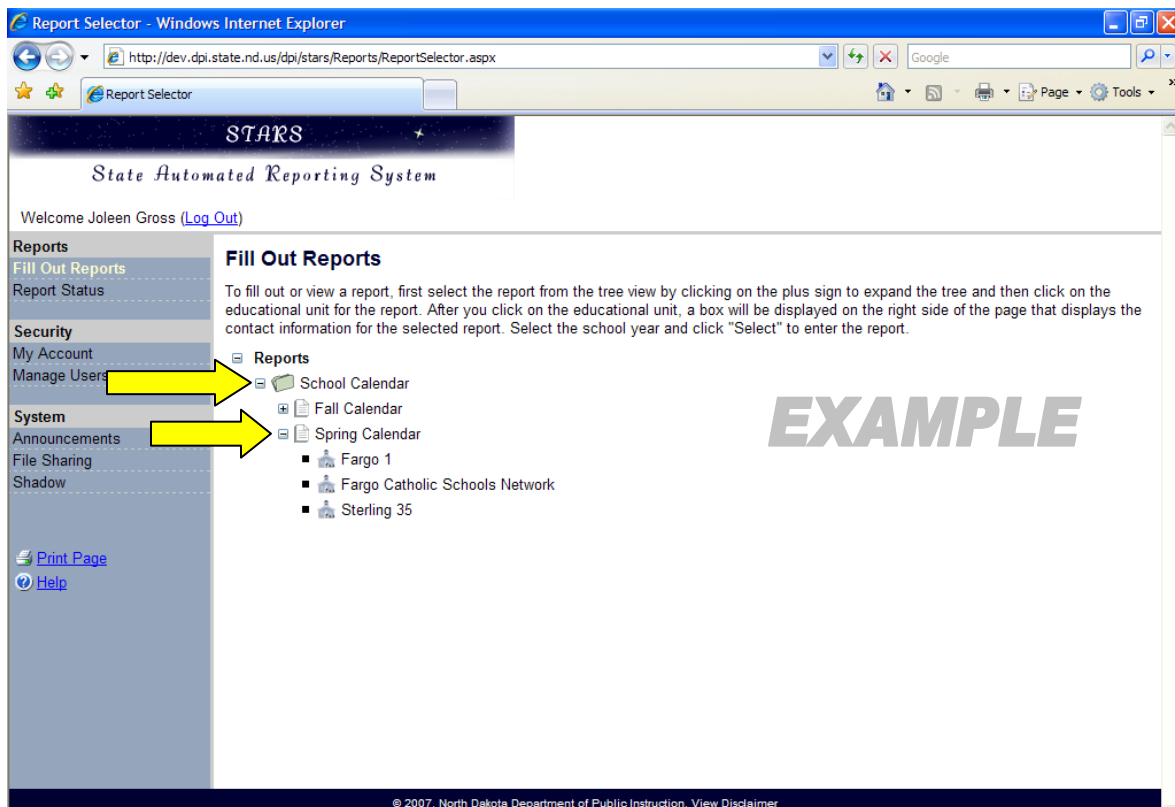


Figure 1: Select the Spring Calendar Report.

2. Open the Spring Calendar Report.

- A gray box will appear on the right hand side of the screen.
- In the gray box, there is information regarding the report due date along with the DPI contact person.
- Choose the school year to complete or review for the Spring Calendar report.
- Once you have selected the school year, click on the “Select” button in the gray box to open the Spring Calendar report (Figure 2).

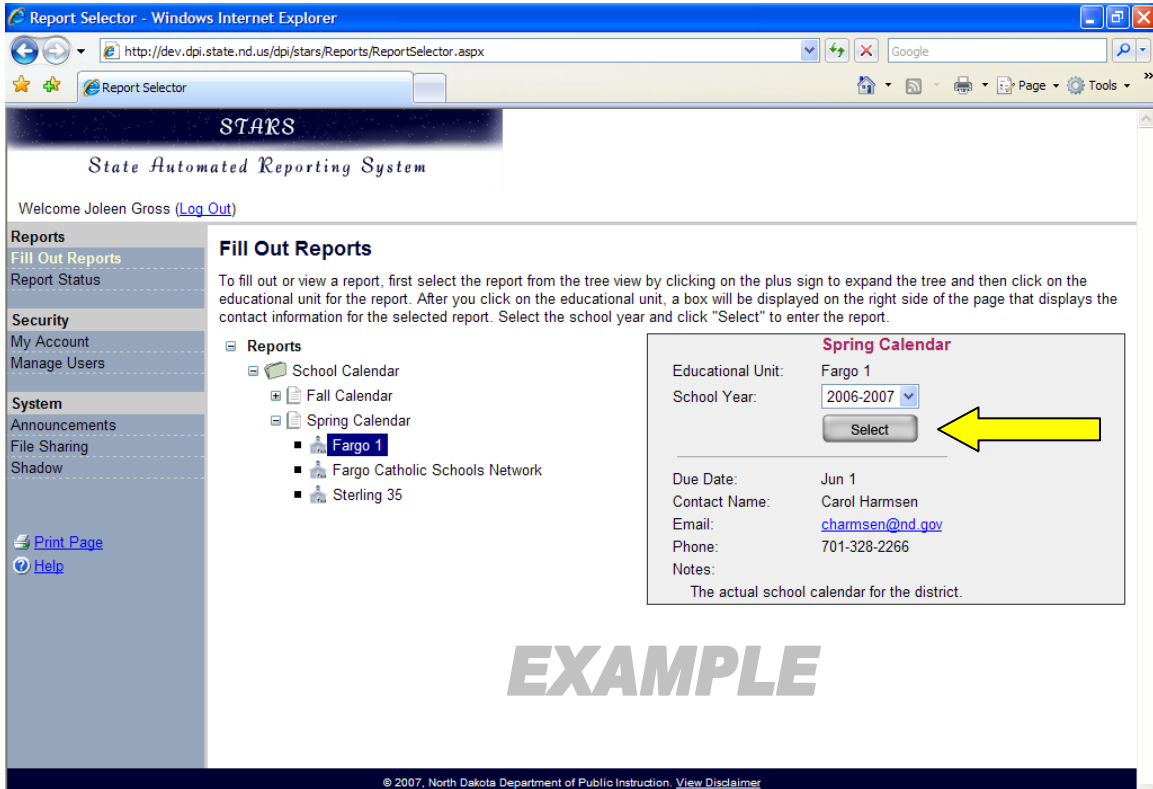



Figure 2: Open the Spring Calendar Report.

3. “Check Out” the Spring Calendar Report and Other Functions.

- The district Spring Calendar will open to display the projected school calendar from fall which has been rolled into the Spring Calendar. You can review the calendar to verify the accuracy of the information.
- In order to edit information on the Spring Calendar, click on the “Check Out” button which is found on the left side of the screen (Figure 3).
- The “Check Out” button opens the report for editing. Before clicking on that button the report is in a read-only state. Once a report is checked out the “Check Out” button will be replaced with a “Check In” button. The purpose of this button is to make sure only one person can work on this report at a time and avoid conflicting changes to the report.
- Selecting the “Check Out” button opens the calendar for entry. Verify that the calendar is “Checked Out” by noting the Check Out icon  beside the word calendar.
- Figure 3 shows the opening screen for completing the Spring Calendar Report. The DPI contact information can be viewed by moving the mouse over the flashlight icon in the upper right hand corner of the window. Any information pertaining to the status of this report is also found in this corner of the screen (Figure 3).
- This Spring Calendar Help document that you are currently using is available at anytime while completing the Spring Calendar Report by clicking on the “Help” link in the left navigation (Figure 3).
- To leave the report, click on the check out/check in button under Functions. The report will be checked in and the green check mark beside the word calendar will disappear. Then click on the “Exit Report” button located in the upper right corner of the screen (Figure 3).

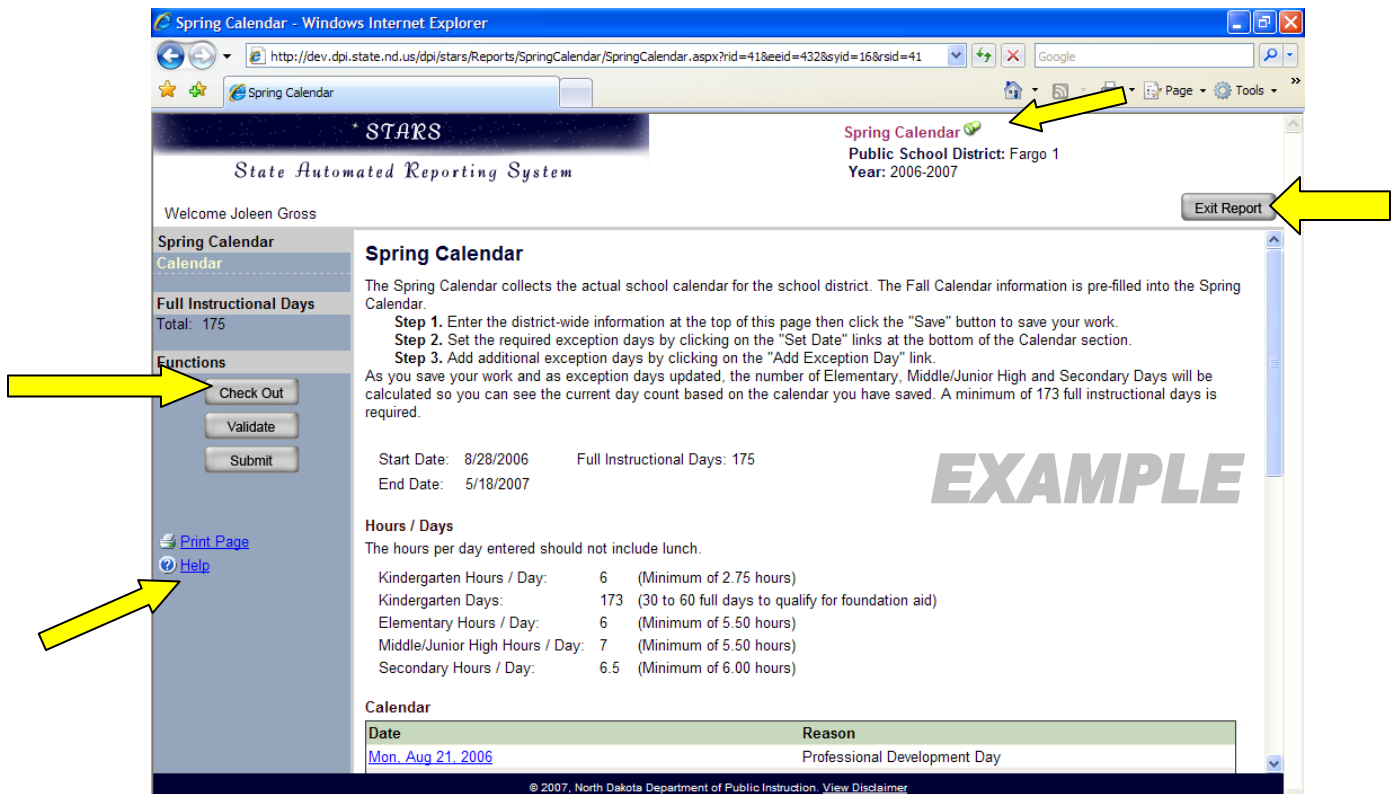


Figure 3: “Check Out” the Spring Calendar Report and Other Functions.

4. Verify the Spring Calendar Report.

- The Spring Calendar collects the actual school calendar for the school district during the current school year. The Fall Calendar information was pre-filled into this Spring Calendar. The district needs to verify the Spring Calendar and report any changes during the current school year (*Figure 4*).
- **Print the “Help” document link in the left navigation.**
- **Confirm and/or edit Exception Days to show the actual Exception Days.**
- **Identify any additional Exception Days that were previously a school day by selecting the “Add Exception Day” link.**
- **Submit the completed school calendar within a week of the last day of school.**
- The total number of school days is calculated under “Full Instructional Days”. This collection program calculates the total number of possible school days between the reported start and end dates. All reported Exception Days are subtracted from that total instructional day calculation. A minimum of 175 instructional days is required.
- Dates can be entered in any of the following formats: mm/dd/yyyy or m/d/yyyy or m/d/yy.
- If you are unable to edit on the calendar, you have not properly “Checked Out” the report as described in Section 3.
- Click on the “Save” button in the left navigation to save information entered after each entry (*Figure 4*). A “Save Completed” box appears in green in the upper right corner of the screen verifying that you saved the report.
- NDCC 15.01-06-04 defines a school day as
 - “(1) At least five and one-half hours for elementary students, during which time the students are required to be in attendance for the purpose of receiving curricular instruction; and
 - (2) At least six hours for high school students, during which time the students are required to be in attendance for the purpose of receiving curricular instruction.”

Spring Calendar - Windows Internet Explorer

http://dev.dpi.state.nd.us/dpi/stars/Reports/SpringCalendar/SpringCalendar.aspx?rid=41&seid=432&syid=16&rsid=41

Spring Calendar

STARS
State Automated Reporting System

Spring Calendar
Public School District: Fargo 1
Year: 2006-2007

Welcome Joleen Gross

Exit Report

Spring Calendar
Calendar

Full Instructional Days
Total: 175

Functions

Check In

Save

Validate

Submit

Spring Calendar

The Spring Calendar collects the actual school calendar for the school district. The Fall Calendar information is pre-filled into the Spring Calendar.

Step 1. Enter the district-wide information at the top of this page then click the "Save" button to save your work.

Step 2. Set the required exception days by clicking on the "Set Date" links at the bottom of the Calendar section.

Step 3. Add additional exception days by clicking on the "Add Exception Day" link.

As you save your work and as exception days updated, the number of Elementary, Middle/Junior High and Secondary Days will be calculated so you can see the current day count based on the calendar you have saved. A minimum of 173 full instructional days is required.

Start Date: 8/28/2006 Full Instructional Days: 175

End Date: 5/18/2007

EXAMPLE

Hours / Days

The hours per day entered should not include lunch.

Kindergarten Hours / Day: 6 (Minimum of 2.75 hours)

Kindergarten Days: 173 (30 to 60 full days to qualify for foundation aid)

Elementary Hours / Day: 6 (Minimum of 5.50 hours)

Middle/Junior High Hours / Day: 7 (Minimum of 5.50 hours)

Secondary Hours / Day: 6.5 (Minimum of 6.00 hours)

Calendar

Add Exception Day

Date	Reason
------	--------

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Figure 4: Verify the Spring Calendar Report.

5. Edit Reported Exception Days.

- All Exception Days projected in the fall are pre-filled into the Spring Calendar report. Confirm and/or edit Exception Days from the projected fall calendar to actual Exception Days.
- To edit a reported Exception Day, click on the blue, underlined date to open the Exception Day screen (Figure 5a).

Functions <input type="button" value="Check In"/> <input type="button" value="Save"/> <input type="button" value="Validate"/> <input type="button" value="Submit"/>	Mon, Sep 4, 2006	Labor Day
	Mon, Oct 2, 2006	School Break
	Thu, Oct 19, 2006	NDEA Conference
	Fri, Oct 20, 2006	NDEA Conference
	Fri, Nov 10, 2006	Veterans Day
	Thu, Nov 23, 2006	Thanksgiving
	Tue, Nov 28, 2006	School Break
	Fri, Dec 1, 2006	Other

Figure 5a: Edit Reported Exception Days.

- A “Spring Calendar – Exception Day” screen will appear identifying date, reason, instructional hours, makeup day check box, and comments (Figure 5b).
- Instructional Hours are required to identify instruction time provided during the day. If no time is entered, the program assumes a full instructional day.
- The Makeup Day check box is used to identify if an Exception Day was used to makeup a cancelled school day.(Figure 5b)

State Automated Reporting System

PUBLIC LEA - DISTRICT
Year: 2010-2011

Welcome Carol Harmsen

Spring Calendar

Calendar

PK/Kindergarten

Student Performance Strategist

Full Instructional Days

Total: 175

Functions

Spring Calendar - Exception Day

The Spring Calendar collects the actual school calendar for the school district. Enter the information for the exception day below.

[Return to Spring Calendar](#)

Exception Day

Date:

Reason:

Instructional Hours:

Make Up Day

Comments:

Figure 5b: Makeup Day check box

- Comments can be added in the box on the screen and are only visible from this screen. **A comment is needed for each Exception Day that you identify as a “School Break” or “Other”**. If no comment is made, it will show as an error when validating and you will not be permitted to submit the report.
- Projected Storms Days will request the user to identify the “correct reason” on the Spring Calendar. Correctly identify if the Projected Storm Day was a School Break or Makeup Day.
- Once all information is reviewed and completed, click on the “Save” button in the left navigation which will take

you back to the Spring Calendar report screen. Clicking on “Return to Spring Calendar” will also return you to the Spring Calendar report screen (Figure 5b).

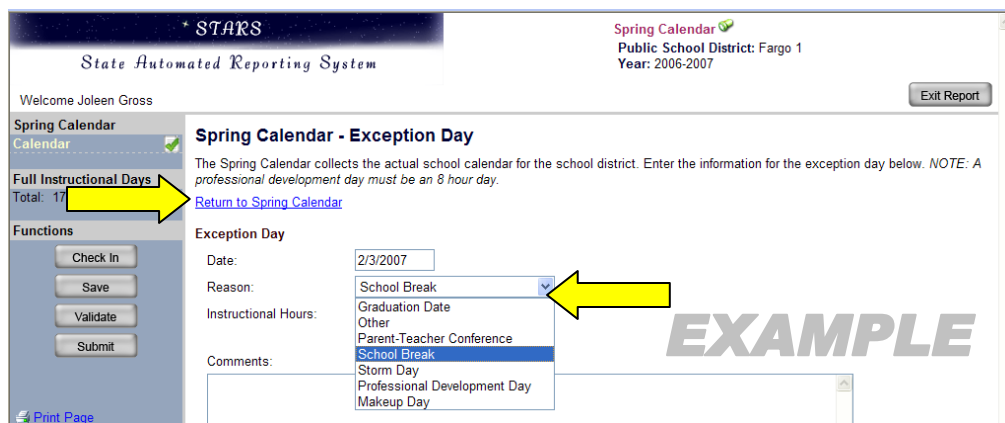


Figure 5c: Edit Exception Days.

- Editing Exception Days could include rescheduled Professional Development Days, or Parent Teacher Conferences, or using a School Break for a Makeup Day. The following section provides specific directions for each Exception Day option which includes Graduation, School Break, Other, Parent Teacher Conferences, and Professional Development (Figure 5c).
- Edit “Graduation Date”
 - If the instructional hours textbox is left blank and the day falls between start and end date, then the day is added to the total number of instructional days.
 - If the entry in the instructional hours textbox is less than the minimum hours per day or the date is after the school end term, then the day is *not* counted towards the total number of instructional days.
 - If instructional hours entered are greater than or equal to minimum hours per day and the day falls between begin and end date, then the day is added to the total number of instructional days.
 - The graduation date is only required for high school districts. If this does not apply to your district/school, please do not identify a date. You will receive a “Warning” when validating, however you will be able to submit the report.
- **Edit “School Break”**
 - School break exceptions must fall between begin and end date.
 - If the instructional hours textbox is left blank, it is *not* counted towards the total number of instructional days.
 - If the Makeup Day checkbox is checked and no time is entered in the instructional hours, then that day is added to the total instructional hours.
 - If the Makeup Day checkbox is checked and the number of hours entered in the instructional hours box is less than the minimum hours per day, then that day is *not* added to the total instructional hours.
 - If the Makeup Day checkbox is checked and the number of hours entered in the instructional hours box is greater than or equal to the minimum hours per day, then that day is added to the total instructional hours.
 - If the Makeup Day is *not* checked but hours are entered in the instructional hours box are greater than or equal to the minimum hours per day, then that day is added to the total instructional hours.
 - If the Makeup Day is *not* checked and the hours entered in the instructional hours box are less than the minimum hours per day, then that day is *not* added to the total instructional hours.
 - Comments are required.

- **Edit “Other”**

- Other exceptions must fall between start and end date.
- If the instructional hours textbox is left blank or instructional hours textbox and the Makeup Day checkbox is blank, then it is *not* counted towards the total number of instructional days.
- If the Makeup Day checkbox is checked and no time is entered in the instructional hours, then that day is added to the total instructional hours.
- If the Makeup Day checkbox is checked and the number of hours entered in the instructional hours box is less than the minimum hours per day, then that day is *not* added to the total instructional hours.
- If the Makeup Day checkbox is checked and the number of hours entered in the instructional hours box is greater than or equal to the minimum hours per day, then that day is added to the total instructional hours.
- If the Makeup Day is *not* checked but hours are entered in the instructional hours box are greater than or equal to the minimum hours per day, then that day is added to the total instructional hours.
- If the Makeup Day is *not* checked and the hours entered in the instructional hours box are less than the minimum hours per day, then that day is *not* added to the total instructional hours.
- Comments are required.

- **Edit “Parent-Teacher Conference”**

- A minimum of two Parent Teacher Conferences must be reported.
- If instructional hours are left blank, a full instructional day is assumed and the day is included in the total number of instructional days.
- If instructional hours are greater than or equal to the minimum hours required, the day is included in the total number of instructional days.
- If instructional hours are less than the minimum hours required, the day is *not* included in the total number of instructional days.
- Start and End times are required.
- Start and End times are *not* used to calculate instructional hours. Instructional hours must be manually entered.
- End time cannot be before start time.

- **Edit “Professional Development Day”**

- A minimum of two days for Professional Development Days must be reported.
- **NDCC 15.06-04-2 - “a. In meeting the requirements for two days of professional development activities under subsection 1, a school district may require that its teachers attend the North Dakota education association instructional conference and may pay teachers for attending the conference, provided attendance is verified. b. In meeting the requirements for two days of professional development activities under subsection 1, a school district may consider attendance at the North Dakota education association instructional conference to be optional, elect not to pay teachers for attending the instructional conference, and instead direct any resulting savings toward providing alternate professional development opportunities. c. For purposes of this section, a "day for professional development activities" means: (1) Six hours of professional development activities, exclusive of meals and other breaks, conducted within a single day; or (2) Two four-hour periods of professional development activities, exclusive of meals and other breaks, conducted over two days. 3. If a school district offers a four-hour period of professional development activities, as permitted in subdivision c of subsection 2, the school district may schedule instruction during other available hours on that same day and be credited**

with providing one-half day of instruction to students. The provisions of this subsection do not apply unless the one-half day of instruction equals at least one-half of the time required for a full day of instruction, as defined in this section.”

- Must be held within the school year from July 1 through June 30.
- If the date of a professional development day occurs on a weekday during the school term, the day is *not* included in the total number of instructional days.
- If the date of a professional development day occurs on a weekend during the school term, after the school term ends or before the school term begins the day is *not* figured into the total number of instructional days.
- To “Delete” an Exception Day you must have the calendar “checked out”. Click on the trash can icon to the left of the Exception Date in the calendar to delete that day (Figure 5d).

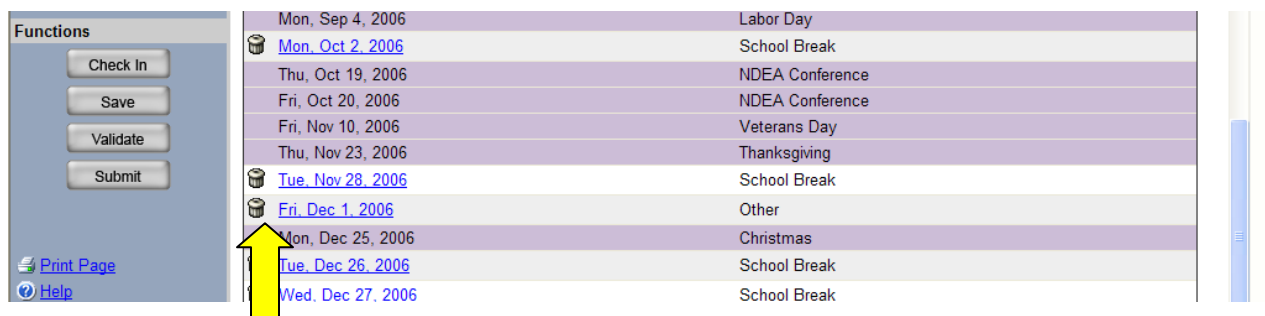


Figure 5d: Delete Exception Days.

- A popup box will appear to confirm the delete. Choose “OK” to complete or “Cancel” to retain information (Figure 5e).

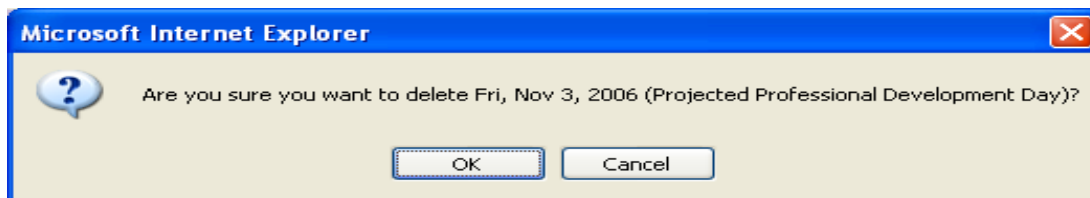


Figure 5e: Confirmation box for deleted Exception Day.

6. Add Exception Days.

- Add additional Exception Days for days that were scheduled as school days and classes were cancelled due to weather or other reason.
- Clicking on the “Add Exception Day” link below the Calendar heading (Figure 6a).

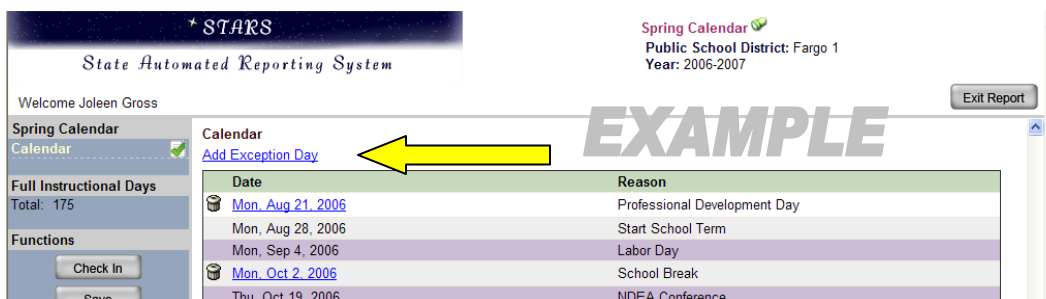


Figure 6a: Add Exception Days.

- A “Spring Calendar – Exception Day” screen will appear to identify date, reason, instructional hours, makeup day

check box, and comments (Figure 6b).

- o Adding an Exception Day will identify a Storm Day or Makeup Day that occurred during the school year.
- o Once all information is entered, click on the “Save” button in the left navigation to go back to the Spring Calendar report screen. Clicking on “Return to Spring Calendar” will also return you to the Spring Calendar report screen (Figure 6b).

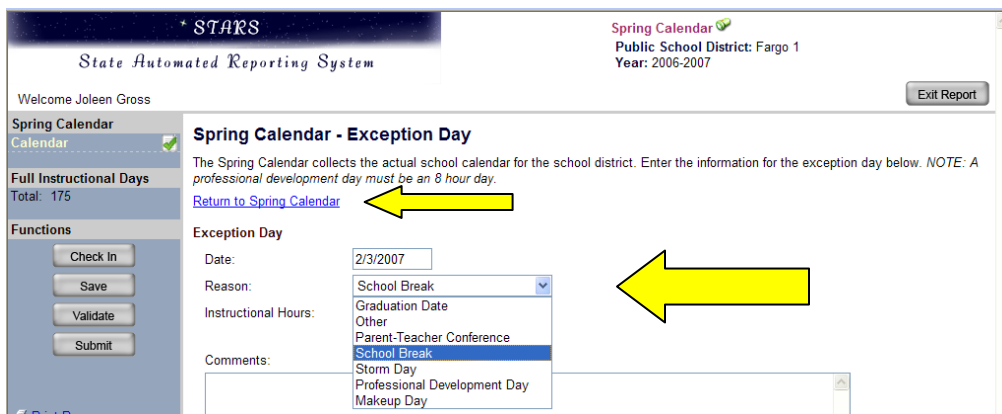


Figure 6b: Add Exception Day.

Add “Makeup Day”

- o Makeup Day must fall between start and end date. (To identify a Makeup Day on a previously reported “School Break” or “Other”, use the Makeup Day checkbox on those exceptions.)
- o If the instructional hours are left blank, the day is added to the total instructional hours.
- o If the instructional hours are less than the minimum hours required, the day is *not* added to the total instructional hours.
- o If the instructional hours are greater than or equal to the minimum hours required, the day is added to the total instructional hours.

Add “Storm Day”

- o If no instructional hours are filled in, the day is subtracted from the total number of instructional days.
- o If instructional hours are entered and are less than the minimum hours required, the day is *not* added to the total number of instructional days.
- o If the district/school received approval by the governor of a storm forgiveness day, check the “**Forgiven by governor**” checkbox. The day is added to the total number of instructional days regardless of the instructional hours entered. The Request for Emergency Declaration Foundation Aid Eligibility (SFN 51826) is available on the Department website and is submitted to the governor’s office for approval during the school year. If approval from the governor is received, send a copy of the governor’s letter to: ND Department of Public Instruction, Teacher and School Effectiveness Unit, 600 E. Boulevard Ave., Dept 201, Bismarck, ND 58505-0440.
- As changes are made and the work is saved, the number of days is calculated under the total instructional day count located in the left navigation. The collection program calculates the total number of possible school days between the starting and ending dates reported. All reported Exception Days are subtracted from that total instructional day calculation identifying when students would not be in school.

- Schools are required to report the following Exception Days: two Professional Development Days, two Parent Teacher Conference Days, and one Graduation Day. School Holidays are automatically identified as Exception Days for public schools and nonpublic schools can choose the same holidays for their calendar.
- For all schools, all instructional days, including storm make up days, must precede the graduation date.
- The system will automatically recognize any Exception Days scheduled on the weekend. The dates will be highlighted in pink and also be flagged with a warning symbol ⚠️ (Figure 6c).

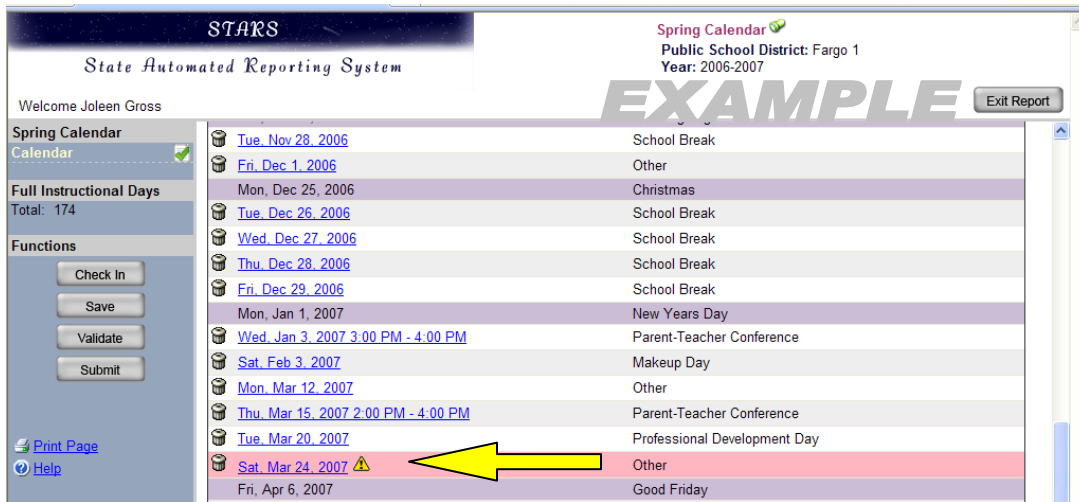


Figure 6c: Exception Days scheduled on weekends are flagged in pink.

7. Validate the Spring Calendar Report.

- “Save” changes when finished entering the calendar Exception Days. Before you can submit the report you must validate the entries by clicking on the “Validate” button in the left navigation (Figure 7a).
- The Full Instructional Days calculation can be found in the left navigation as well as on the top of the screen. A school is required by law to have 175 instructional days for their school calendar year (Figure 7a).

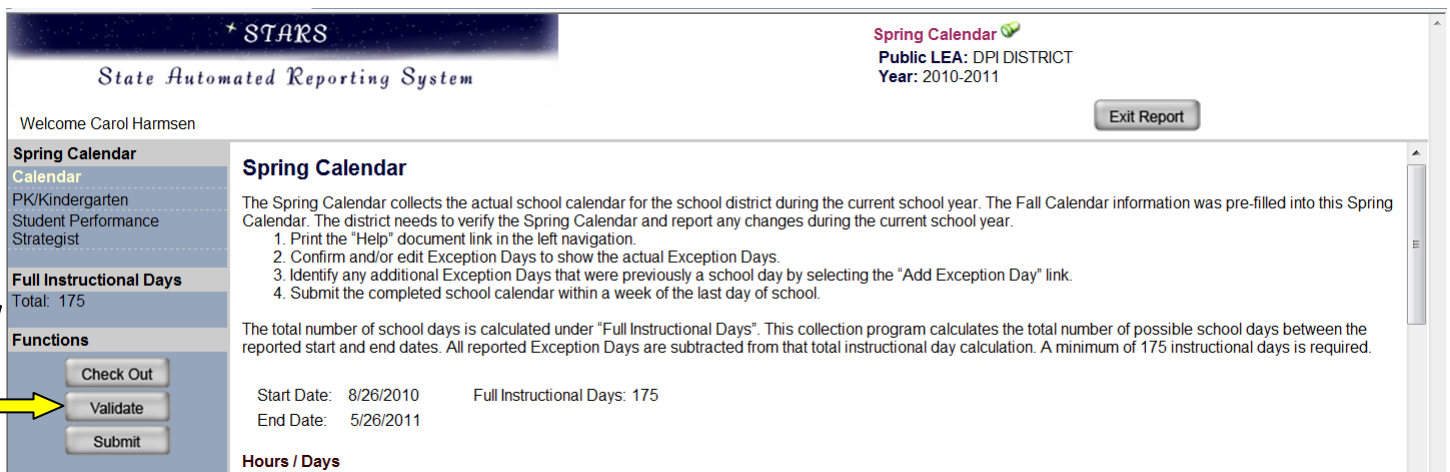





Figure 7a: Validate the Spring Calendar Report.

- Validation errors are denoted by a  symbol. Validation warnings are denoted by a  symbol. The validation summary screen by default will list any errors or warnings that need to be addressed. All validation errors identified with the  symbol must be corrected before the calendar can be submitted. Click the “View” drop down list and choose to view only errors, only warnings, or the default of errors and warnings (Figure 7b).

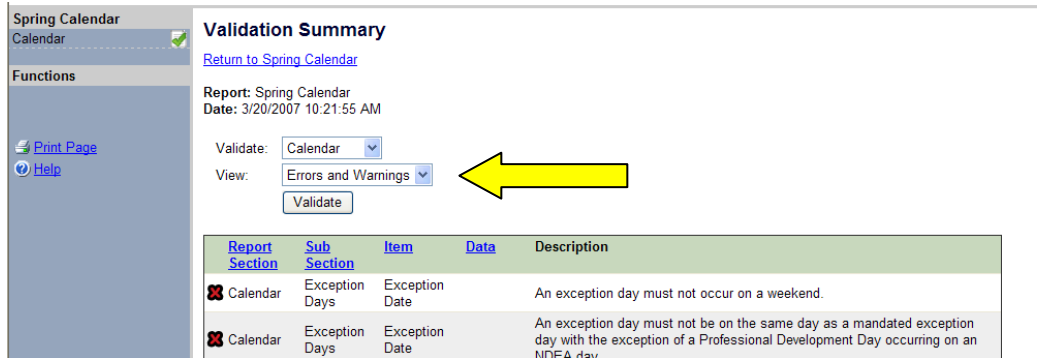


Figure 7b: Validation summary.

- The validation summary can also be sorted by the report section, sub section, item, or data. To sort a column on the validation summary click on the blue, underlined heading to sort. Click on the blue, underlined heading once to sort in ascending order, click again to sort in descending order (Figure 7c).

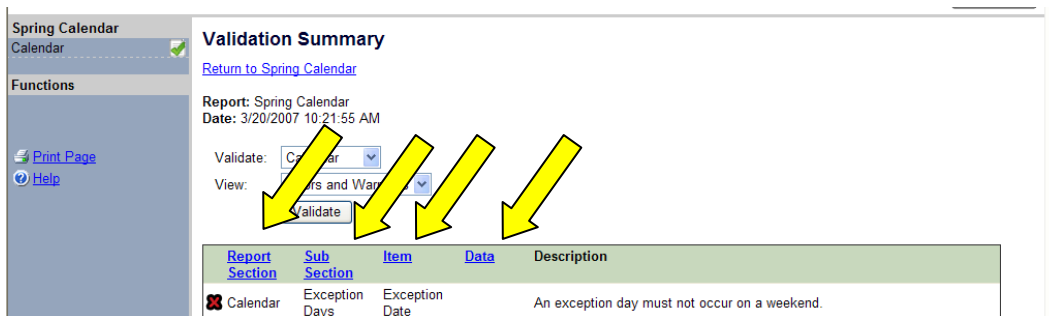


Figure 7c: Sort information on the validation summary screen.

- To return to the Spring Calendar to edit any validation errors, click on the “Return to Spring Calendar” link (7d).

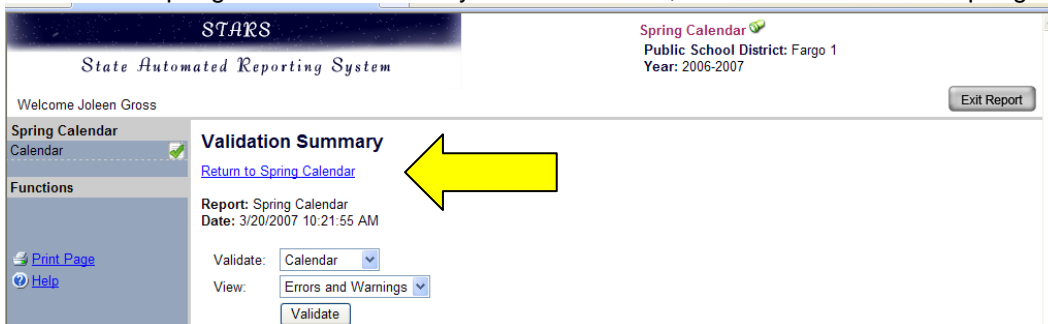


Figure 7d: Return to the Spring Calendar.

- When the validation errors have been corrected, click on the Validate button again to confirm the validation is successful. If the validation is successful, a popup box will appear (Figure 7e).

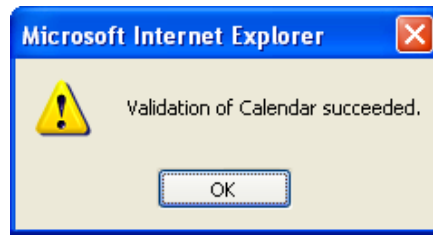


Figure 7e: Validation of Calendar succeeded message box.

- When you return to the initial calendar page, please print a copy of the calendar for the school records by clicking on the “Print Page” link found in the lower left navigation (Figure 7f).

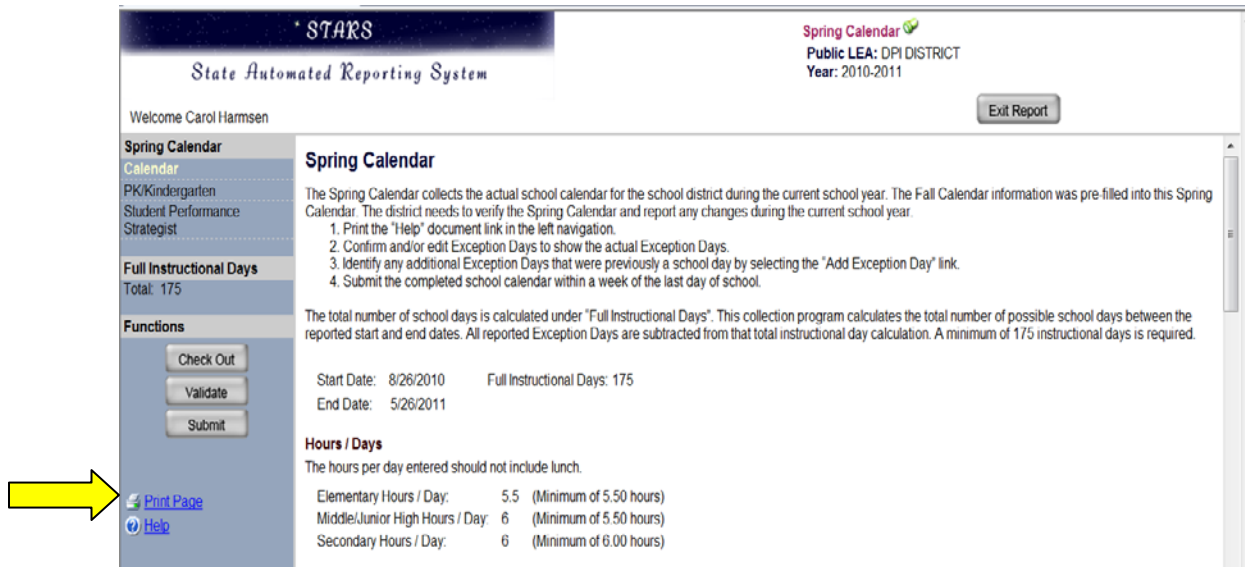


Figure 7f: Print page.

8. Pre-kindergarten/Kindergarten Report.

- If the district offers a pre-kindergarten and/or kindergarten program within the district, click on the PK/Kindergarten report at the top left navigation to view the programs reported in the fall (Figure 8). This information was submitted with the Fall Calendar and shared with the Fall Enrollment Report.
- The PK/Kindergarten report collects the types of pre-kindergarten and kindergarten programs offered in the district.
 - “Check Out” the PK/Kindergarten report and make any revisions to the reported programs.
 - Click the “Save” button to save your work on the PK/Kindergarten report.
 - Click the “Validate” and “Check In” buttons on the PK/Kindergarten report when completed. The Spring Calendar and PK/Kindergarten section are submitted together when you click “Submit”.
- When reporting pre-kindergarten programs, place a check in the special education box if the district is offering a special education pre-kindergarten program.
- The kindergarten course offerings identified on this collection program will be used on the student enrollment report and each student will need to be associated with the appropriate program. The ADM will be calculated as the number of days attending. For a kindergarten program to qualify for foundation aid, the program has to meet an equivalent of thirty full days minimum of instruction. Pre-kindergarten will be collected using attendance hours

per course. The pre-kindergarten student enrollment will not be used for ADM since there is no foundation aid available for these programs.

STARS
State Automated Reporting System

Welcome Carol Harmsen

Spring Calendar

Public LEA: DPI DISTRICT
Year: 2010-2011

[Exit Report](#)

PK/Kindergarten

The PK/Kindergarten report collects the types of pre-kindergarten and kindergarten programs offered in the district.

1. "Check Out" the PK/Kindergarten report and make any revisions to the reported programs.
2. Click the "Save" button to save your work on the PK/Kindergarten report.
3. Click the "Validate" and "Check In" buttons on the PK/Kindergarten report when completed. The Spring Calendar and PK/Kindergarten section are submitted to together when you click "Submit".

Section Name	Section Code	Grade	Program Section Type	Minutes/Week	Weeks	Start Date	End Date	Special Education
KindB	12300	K	Half Day	825	36	08/26/2010	05/26/2011	No
Kindergarten	K1	K	Full Day	1650	36	05/26/2010	05/26/2011	No

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Figure 8: PK/Kindergarten Report.

9. "Check In" the Spring Calendar Report.

- Make sure you have "Checked In" the report before trying to submit (Figure 9a). If the report is "Checked Out" you will receive a message instructing you to "Check In" the report first (Figure 9b). The green check mark only appears when the report is checked out.

STARS
State Automated Reporting System

Welcome Carol Harmsen

Spring Calendar

Public LEA: DPI DISTRICT
Year: 2010-2011

[Exit Report](#)

Spring Calendar

The Spring Calendar collects the actual school calendar for the school district during the current school year. The Fall Calendar information was pre-filled into this Spring Calendar. The district needs to verify the Spring Calendar and report any changes during the current school year.

1. Print the "Help" document link in the left navigation.
2. Confirm and/or edit Exception Days to show the actual Exception Days.
3. Identify any additional Exception Days that were previously a school day by selecting the "Add Exception Day" link.
4. Submit the completed school calendar within a week of the last day of school.

The total number of school days is calculated under "Full Instructional Days". This collection program calculates the total number of possible school days between the reported start and end dates. All reported Exception Days are subtracted from that total instructional day calculation. A minimum of 175 instructional days is required.

Start Date: 8/26/2010 Full Instructional Days: 175
End Date: 5/26/2011

Hours / Days
The hours per day entered should not include lunch.

Elementary Hours / Day:	5.5	(Minimum of 5.50 hours)
Middle/Junior High Hours / Day:	6	(Minimum of 5.50 hours)
Secondary Hours / Day:	6	(Minimum of 6.00 hours)

Calendar

Figure 9a: "Check In" the Spring Calendar Report

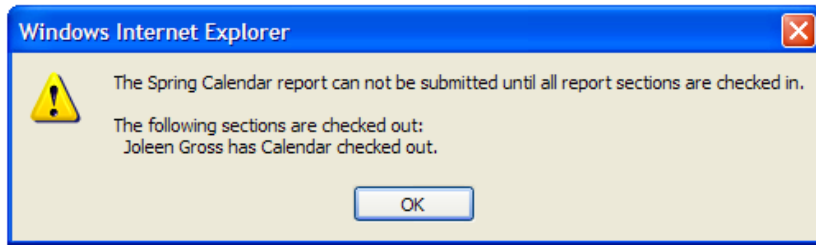


Figure 9b: Error message when Spring Calendar Report is checked out.

10. Reporting the Student Performance Strategist.

- Each (public) school district is required to report the staff member or members fulfilling the student performance position on the spring calendar (Figure 10a).
- The amount of time the strategist expended in tutoring students on a one-to-one basis.
- Time spent tutoring students in groups ranging from two to five students.
- Or, the amount of time spent during the year providing instructional coaching to teachers.

State Automated Reporting System

Public LEA: DPI DISTRICT
Year: 2010-2011

Welcome Carol Harmsen Exit Report

Spring Calendar

Calendar

PK/Kindergarten

Student Performance Strategist

Full Instructional Days

Functions

Check In

Save

Validate

Submit

[Print Page](#)

[Help](#)

Student Performance Strategist

A new provision in NDCC 15.1-07-32 requires that each school district shall submit documentation to the superintendent of public instruction, at the time and in the manner directed by the superintendent, verifying the amount of time that each student performance strategist expended in tutoring students on a one-to-one basis or in groups ranging from two to five, or in providing instructional coaching to teachers.

NOTE: NDCC 15.1-07-32 does not require nonpublic schools to employ a student performance strategist. Therefore, this report is not required to be completed for any nonpublic school. In the event that a nonpublic school did employ a student performance strategist, complete this report.

[Add New Student Performance Strategist](#)

License Number	Name	Total minutes during the school year for one-to-one tutoring	Total minutes during the school year for tutoring groups of 2-5 students	Total minutes during the school year for Instructional Coaching
2	GENEVIEVE ROCAN	0.00	0.00	10800.00
6	JEAN BUCHOLZ	0.00	10550.00	0.00
12345	LORRAINE THOMPSON	16250.00	0.00	0.00
16278	MARY SLICHO	6500.00	6500.00	0.00

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Figure 10a: Student Performance Strategist

- After time is entered for each staff member that performs the duties of the student performance strategist, click “Save”.
- “Validate” and check for errors. Click “Check In” to return to the calendar report.

11. Submit the Spring Calendar Report.

- Only submit the report when all the changes to the report have been made. Make sure you have completed all sections of the report and “checked in” each section. To submit the completed Spring Calendar report to DPI, click on the “Submit” button found in the left navigation (Figure 11a).

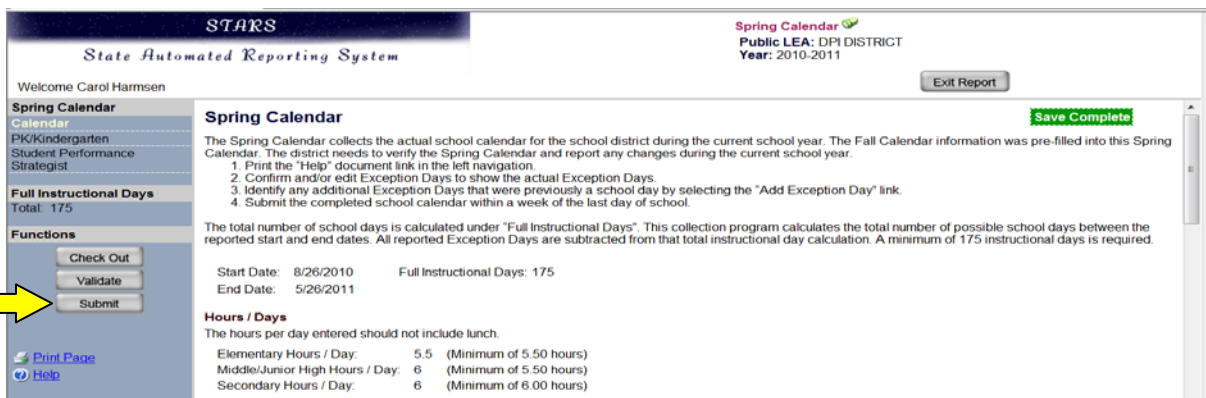



Figure 11a: Submit the Spring Calendar Report.

- When the report has been successfully submitted, a message will appear at the top of the screen reading “You have successfully submitted the Spring Calendar” (Figure 11b).
- Please print this page for your records by clicking on the “Print Page” link found on the left side of the screen. This page is the confirmation that the report has been successfully received by the Department of Public Instruction. Also note when the report has been submitted a new icon  is added to the report information in the upper left portion of the screen. This icon denotes the report has been submitted (Figure 11b).

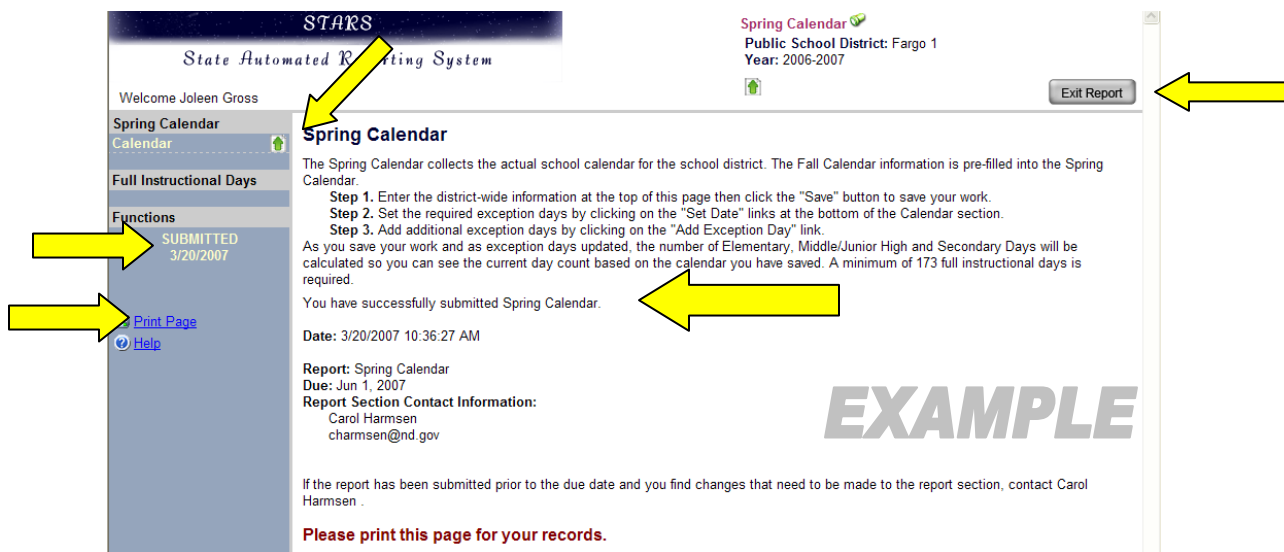


Figure 11b: Successful submission of the Spring Calendar.

12. Exit Report and Log Out of STARS.

- Exit the Spring Calendar report by clicking on the “Exit Report” on the top right part of the screen.
- Log out when you have finished working on the STARS reports by clicking on the “Log Out” link located by your name on the top left part of the screen.

➤ **Department Contact**

Once the report has been submitted changes cannot be made. If the Spring Calendar report was submitted in error, please contact our office to unsubmit the report. The Spring Calendar contact personnel are Carol Harmsen at (701) 328-2266 or email at charmsen@nd.gov and Karla Mittleider at (701) 328-2597 or email at kjmittleider@nd.gov.