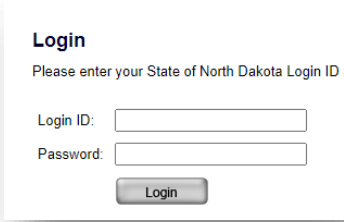
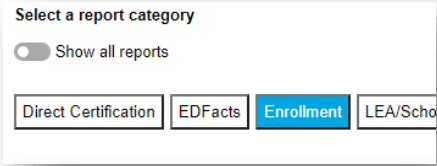
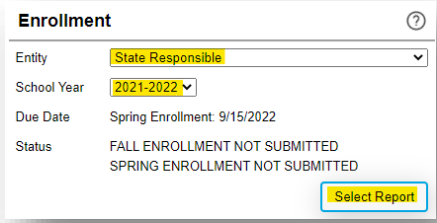
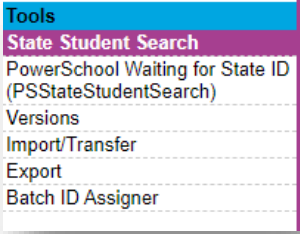


In most instances, we recommend adding students to PowerSchool and letting the data flow to STARS. There are instances where you may want to add a student directly to STARS (i.e. to send a PreK student to TieNet for evaluation)

This guide covers the manually adding a student directly to STARS

Narrative	Screenshot
Log into STARS Enter login ID and Password Hit Login	
Select the Enrollment report group	
On the Enrollment report, select your school from the 'Entity' dropdown Select the current school year from the 'School Year' dropdown Hit 'Select Report'	
Select 'State Student Search' from the Tools menu on the right side	



Narrative

Screenshot

Enter the State ID (if you have it)

Otherwise, Enter legal first and last name
(middle name is optional)

Enter Date of Birth

Enter Gender

Enter Ethnicity

Select one or more of the races

State ID:

First Name:

Middle Name:

Last Name:

Date of Birth:

Gender:

Ethnicity:

Race (check all that apply):

- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ Black or African American
- ☐ White

Select Search at the bottom

Search

STARS searches for possible matches
The results have a score indicating the
probability of a match
It also provides date of birth and last school
attended, grade and age

Score
56.63
40.96
40.96
40.96
40.96
40.96
40.96

If one of the students has a high 'score' and you
decide this is the student you searched for,
select the state ID
Otherwise, select 'Add New Student'

Add New Student

StateID

3954001741



Narrative

Screenshot

Enter the Plant Serving
Enter the Begin Date
Enter the Grade
Enter the Resident District
Enter the Enroll Status
Enter the End Date
Enter the Exit code

Select any special programs they are receiving

Note: you can enroll student under age 3 and mark as 'send to TieNet', but can mark them as SpecEd until they qualify for services

Vader, Darth
State ID: 3954001741
DOB: Jan 9, 2008
Age: 14
Gender: Male
Ethnicity: Not Hispanic or Latino
Race: Black or African American

Enrollment

Plant Serving: *
[Dropdown menu]

Begin Date: *
[MM/DD/YYYY date picker]

Grade: *
[Dropdown menu]

Resident District:
[DPI DISTRICT]

Enrolled Status:
[Resident]

End Date: *
[06/15/2022 date picker]

Exit Code:
[Continued]

**This record was last updated in Stars.

Hit 'Save' in the upper right corner

Once done, you should see 'save complete'

Undo Save Validate Submit

Save Complete