

Greetings!

Another school year is drawing to a close and we need your district's Career and Technical Education information. As in the past seven years, all secondary data related to CTE reporting will be collected in the STARS Enrollment Report **Due June 30, (of Current Year)**. Accurate and complete information is essential as the data provides the outcomes for our state and consortium Perkins accountability measures. We require that data be entered for each student taking an eligible CTE course including the grade received in the course.

I am pleased to announce the Automated File Transfer process of CTE course data from PowerSchool directly into STARS is now fully functional and operational. It is up to individual school district's discretion if they wish to participate in this automation process. To participate you will need to turn on the Automated File Transfer process for CTE Course Data and CTE Student Course Details in STARS every new school year.

School Districts who do not wish to participate in this program will still need to manually enter the data into STARS as they have done in previous years.

School Districts, **who want** to participate in this process and have completed the task of turning on the Automated File Transfer in STARS for CTE Course Data and CTE Student Course Details, **do not need** to enter the data manually in STARS or we will run a great risk of duplicated data or data counted twice. School District's still need to validate the data in STARS to ensure that the data comes over cleanly and accurately from PowerSchool. The result will be less work for school districts now and in the future, along with data that is more accurate.

Required to be completed in PowerSchool **first** before turning on the process in STARS.

- Local course codes must be correctly mapped to state course codes
- Course must have potential credit hours in PowerSchool
- Students must have a grade in PowerSchool
- Must have a course section in PowerSchool
- Earned credits need to be greater than 0 in PowerSchool

Grades must be stored in PowerSchool before coming to an End of Year workshop or your students' CTE grades will NOT upload into STARS. As a result, you will have to manually enter all CTE students' info in STARS.

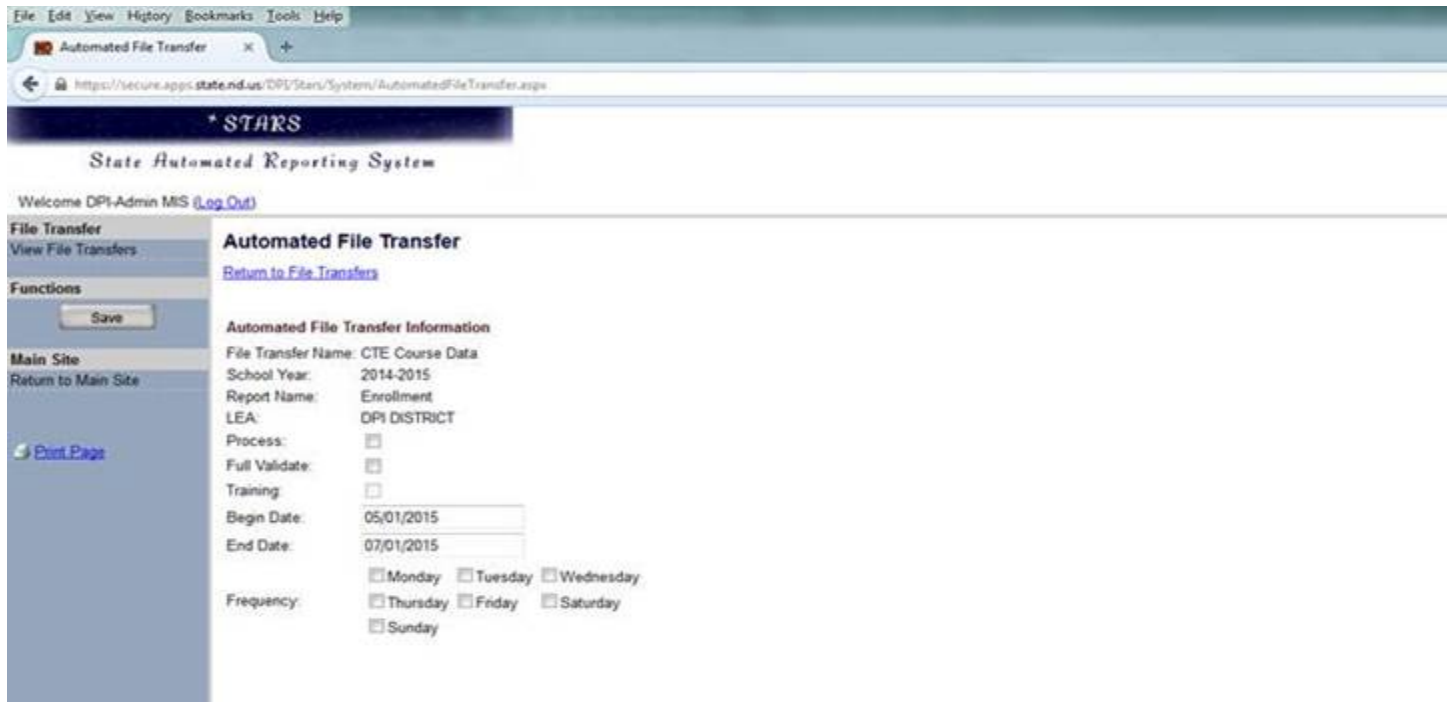
If a school district is having problems with completing the steps successfully, they will need to contact the EduTech Help Desk.

Here is a refresher on how to turn on the CTE processes in STARS or if you are new to this process, please complete the following steps:

1. Log into STARS.
2. Select the "Automated File Transfer" function. If you do not see Automated File Transfer listed, you do not have the required permissions and should contact your Superintendent.

Report Name	File Transfer Name	School Year	LEA	Begin Date	End Date
Enrollment	PopData	2015	DPI DISTRICT	Sep 1, 2014	Jul 1, 2015
Enrollment	LEA	2015	DPI DISTRICT	Sep 1, 2014	Jul 1, 2015
Enrollment	Trk	2015	DPI DISTRICT	Sep 1, 2014	Jul 1, 2015
Enrollment	LEA Assessment	2015	DPI DISTRICT	Sep 1, 2014	Jul 1, 2015
Enrollment	CTE Course Data	2015	DPI DISTRICT	May 1, 2015	Jul 1, 2015
Enrollment	CTE Student Course Details	2015	DPI DISTRICT	May 1, 2015	Jul 1, 2015

3. From the table of file transfer processes, select "CTE Course Data"



4. Enter a date between 1/1 - 5/1 (of current year) for the Beginning Date and enter 7/1/ (of current year) for End Date. Using this range of dates will ensure that all of the current/updated information from Power School will be uploaded into STARS when the final import file is run on 7/1 (of current year).

5. Specify the Frequency of how often to run the import file. Users can specify a daily or weekly import. Choose the frequency, based upon how often changes/updates are made in PowerSchool. The import file may need to run more frequently if there are multiple changes/updates made in PowerSchool. The import will be part of the nightly vertical upload process.

6. Enter a check in the **Process box** to turn the process on

7. Click the Save button in the upper left.

8. Repeat steps 2-7 for turning on the next process, "**CTE Student Course Details**". Be sure to save this process by clicking on the Save button.

You have now successfully turned the required processes on in STARS and data will now populate automatically from Power School to STARS.

It is **extremely important** to log into STARS after the import file has completed/run in order to validate the data. It is your discretion as to how frequently the data is to be validated. Again, this is to ensure that data uploads cleanly and accurately from Power School and that data has not duplicated in STARS. The data would need to be validated for the final time by the **deadline date of June 30, (of current year)**.

It is highly recommended and an excellent practice from this point forward to log into STARS and validate the data each year to ensure that both semesters of data will be true and accurate. **Important-** pay very close attention that courses and students are accounted for in STARS when validating your CTE data, as not all errors or discrepancies may be caught during the upload process. Each course and student will be accounted for in STARS with your continued assistance.

If you decide to manually enter the information, directions for providing CTE with this data are located at https://www.cte.nd.gov/sites/www/files/documents/STARS/CTE_STARS_Instructions.pdf

To find the listing of CTE Courses Reportable in STARS it is located at https://www.cte.nd.gov/sites/www/files/documents/STARS/CTE_Courses_Reportable_STARS.pdf

Please direct any questions/issues with this process to, Paula Marschner at (701) 328-3196 or email at pmarschn@nd.gov. If you need technical assistance with this process, please contact Edu Tech helpdesk.

As always you can contact me with questions and concerns, Mark Wagner at (701) 328-2711 or email at mawagner@nd.gov.

Thank you for all your cooperation and support of Career and Technical Education!

Mark Wagner

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