STARS – DIRECT CERTIFICATION MODULE EXTERNAL CHANGES

NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION

Broadcast Notifications page
- Search fields removed
- Instructions added to the top of the page for clarity

STARS Home ▸ Direct Certification ▸ Broadcast Notifications   👥 Shadow Read-Only

Direct Certification Broadcast Student Eligibility Notifications

<u>Please review the list of student(s) provided below.</u>
Students eligible for Directly Certified free meal benefits not matching a district enrollment are displayed on the Broadcast Notification List of the five closest school districts to the student's address.

1. If a student on the Broadcast Notification list is **Not Enrolled** in your district, check the box in front of the student(s) blue underlined name(s) or the mass selection box in the top left of the table and click 'Not Enrolled.'

2. If a student on the Broadcast Notification list **Is Enrolled** in your district, click on the blue underlined name of the student.

    The Enrolled button will be inactive. To activate the Enrolled button, enter the student's name into the simple student search section below the enrollment buttons to find the student in your enrollment.

    If the student's name shows in the search results, the district may click on the student's last name (blue).

    Once the student's name is found, the Enrolled button will be active. Click the Enrolled button to add the student's name to the district's Direct Certification list.

    You will be asked if you want to enroll the student with non-matching information. Click on OK.

To Mass Decline Check the items to edit and click the Link at the top or bottom of the grid.
Use the link below to mass decline selected student notifications.
Not Enrolled

☐	Name	Gender	Date Of Birth	Age	State ID	Address	City	State	Case Number
☐	___	F	6/7/2018	4			BISMARCK	ND	

Matched Notifications
- Data source updated to pull in more accurate data
- Revised filter options to improve search results
  - Date fields are now based on Direct Certification Enrollment instead of Eligibility date
  - End Date defaults to Today's date
- Direct Certification Enrollment date included in search results table
- Included an Export button to pull search results directly from table into excel

STARS Home ▸ Direct Certification ▸ Matched Notifications

Direct Certification Matched Student Eligibility Notifications

Enter search criteria and then click on the search button.
Filter Search Results

First Name Begins With:
[_____] ➔

Last Name Begins With:
[_____] ➔

Date of Birth:
[MM/DD/YYYY] 📅

Direct Cert Enrollment Start Date:
[MM/DD/YYYY] 📅

End Date:
[1/11/2023] 📅

Case Number:
[_____] ➔

School:
[-- ▼]

[Search]

Student Lookup
- Updated name fields from requiring an exact match to search by "Name begins with"
- Included "Application Type" as a new column in search results table

STARS Home ▸ Direct Certification

Direct Certification Student Lookup

Enter the student information and click on search.

1. If the student is found, click on the blue underlined name of the student.
2. The Enrolled button will be inactive. To activate the Enrolled button, enter the student's name into the simple student search section below the enrollment buttons to find the student in your enrollment.
3. If the student's name shows in the Search results, the district may click on the student's last name (blue).
4. Once the student's name is found, the Enrolled button will be active. Click the Enrolled button to add the student's name to the district's Direct Certification list.

You will be asked if you want to enroll the student with non-matching information. Click on OK.

Filter Search Results

First Name Begins With: [_____]
Middle Name Begins With: [_____]
Last Name Begins With: [_____]
Date of Birth: [MM/DD/YYYY] 📅
Start Date: [MM/DD/YYYY] 📅
End Date: [MM/DD/YYYY] 📅
Case Number: [_____]
Gender: [-- ▼]

[Search]