



PowerSchool (PS) to STARS:

Data Sync & Accuracy Guide

It is best practice to always make changes and updates in PowerSchool (PS) and let the data flow into STARS. It is also very important that data in STARS matches PS! STARS is what NDDPI uses for all reports and accountability rosters and is considered the source of truth for student status, dates, enrollment, accountability, fiscal processes, etc. Please do not assume that all student data will automatically update if changed in PS.

Ensuring this document, and the documents linked within, are understood by districts and schools can improve accountability data and data reporting overall. Simply removing students who are going to create a 0/1 scenario or negative count in almost all indicators used in accountability is important.

There are fields that will not update automatically and must be manually changed in both PS and STARS the same day. If this is not done, the flow from PS to STARS does not occur.

- o First name
- o Last name
- o DOB
- o Ethnicity/Race
- o Gender
- o Entry Date
- o Entry Code
- o Grade Level
- o District of Residence
- o SSID

Below are other common reasons why records don't transfer or update from PS to STARS:

- o Automated File Transfer is not turned on
- o Enrollment Dates are not within the school calendar date range
- o No lunch status was chosen in PS
- o Error in the data transfer process (can be statewide)
- o "Exclude from State Reporting" is checked in PS

If a mismatch error occurs, an alert email is sent to whomever is identified in the "notification" section in STARS. Also, one can go to Export – PS Staging Area in STARS.

The Fall Enrollment is very important. This is a GREAT time to check to ensure that all your students are in PS as well as STARS and the data is accurate. Cleaning up the validation or mismatch errors mentioned isn't enough, as that is data in both PS and STARS.

The different enrollment report periods, common occurrences, and school year rollovers (like a student marked continued, but transferring over the summer) are covered in detail in the [STARS Enrollment Report Reference Guide](#) - please read, save, and use as reference.



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Minimally, a district/school should check and clear mismatch errors, validation errors, PS waiting for SSID, and ensuring PS matches STARS before the Fall Report, before the Spring Report, and before the Summer School Report. Some process examples:

- o Smaller schools, with less daily changes, could simply ensure the students' record is the same in PS and STARS the same day the update is made in PS.
- o Medium sized schools might want to check this weekly, if daily is too much.
- o Large schools, at a minimum, at least before the reports are due for submission.

The most common "catch" of the PS to STARS student record sync not occurring seems to be graduation rate calculations. However, enrollment being inaccurate has wide-ranging effects as discussed in the intro to this document.

- o With graduation rate (4-year cohort model) the only way a student is removed from the denominator is with a "transferred" or "deceased" code. If PS is showing transferred, but this didn't update in STARS, that student will be a 0/1 (instead of a 0/0) in the calculation of the rate.
- o Student with a "graduated" code in PS, but not transferring to STARS, should be a 1/1 but will be a 0/1 as its likely the code will remain "continued."
- o Two documents were created to specifically help with reporting for graduation rate.
- o [Graduation and Dropout Rate](#)
- o [Graduation Rate Report STARS Help Manual](#)

Many schools and districts have asked about correcting historical/submitted student data during the accountability review period. The accountability review period involves checking data on ND Insights and in STARS Reporting and Analytics, based on previously submitted data from schools/districts. This data should have already been reviewed and validated. For example, student level data to build the graduation rate dataset is submitted with the Spring Enrollment report. A large amount of time and resources would be involved in making changes to previously submitted and validated student data.

The review period covers the calculations of previously submitted/validated data, not the data itself. This should be completed before a district or school submits the data/report.

Understanding and correcting sync issues, building a process to clean up errors and mismatches, and ensuring PS and STARS match before submitting/validating reports is crucial.