



getting **STAR** ted:

STAFF AUTOMATED REPORT (STAR) PRIMER



PROFESSIONAL EDUCATOR
LICENSING AND STANDARDS BOARD

STAR primer	L_A employment file	L_B assignment file	N_A non-licensed file
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Staff Automated Report (STAR) Guidance Series



**FY 2025-26
EDITION**



The mission of the Professional Educator Licensing and Standards Board (PELSB) is to ensure that all Minnesota students have high quality educators in their schools.

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All STAR-related resources are published by PELSB at: mn.gov/pelsb/districts/star/

Minnesota Statutes 2024, section 122A.18, subdivision 11 requires that the Professional Educator Licensing and Standards Board (PELSB) shall collect data on educators' employment and assignments from all school districts and charter schools. The report may include data on educators' demographics and licensure.

Contents

Definitions4

Acronyms.....5

Introduction.....7

STAR Overview: Who, What, Where, and When8

 Who is required to submit information to STAR?8

 What information is submitted in STAR?8

 Where is STAR information submitted?8

 When is STAR open for district submissions?9

 Who uses STAR information and for what purposes?9

 Implications of Incomplete, Inaccurate Data9

STAR Roles: EDIAM IOwA and STAR Coordinator..... 11

 EDIAM Identified Official with Authority (IOwA)..... 11

 STAR Coordinator 11

STAR Process: A Summary 12

Data Submission Phase..... 12

 Stage 1: Adding Records 12

 Stage 2: Validating and Editing Records 12

 Stage 3: Submitting Files 13

 Data Clean-Up Phase 13

 Stage 4: Consultations with Districts..... 13

 Stage 5: Correcting Submissions 13

 Violation Notifications..... 13

Appendix A: STAR Process Guidance..... 14

 Preparing for STAR 14

 Authorizing the EDIAM IOwA and STAR Coordinators 14

Accessing STAR	15
Completing STAR	15
Data Submission Phase.....	15
Data Clean-Up Phase	17

Definitions

Assignment: For this publication, an individual required to hold a PELSB-issued license when providing instruction or related service support, and or acting as an administrator in a Minnesota public school district.

Assignment (LB) File: Designated as the LB file in STARWES, each person holding a PELSB-issued license and providing instruction, related service support, or who is a licensed administrator effective October 1 of the reporting year will have a record in this file. A person may have an assignment record even if they are not on the reporting district's payroll.

District: For this publication, the term district includes public school districts, charter schools, and other educational organizations that are required to fill open assignments with licensed educators.

Education Identity and Access Management (EDIAM): The EDIAM Security system manages user accounts and authorization to secure website systems for the Minnesota Department of Education (MDE), Professional Educator Licensing and Standards Board (PELSB), and P20W.

Employment (LA) File: Designated as the LA file in STARWES, each person holding a PELSB-issued license who was on that district's payroll anytime between October 1 of the previous year and October 1 of the reporting year will have a record in this file.

Identified Official with Authority (IOwA): Only the IOwA (e.g., superintendent, executive director, director, or board chair) is allowed to authorize access to MDE secure website systems on behalf of their organization.

License: For this publication, authorization conferred by PELSB for an individual to provide instruction, related service support, or act as an administrator in the content area and grade scope indicated on the licensure document.

Minnesota Automated Reporting Student System (MARSS): An individual student record system that serves as the Minnesota Department of Education's primary reporting system for student data. Districts required to report to MARSS must also submit to STAR.

Minnesota Department of Education Organization Reference Glossary (MDE-ORG): This is a searchable database. It includes a variety of Minnesota school, district and education-related organization directories. This database contains contact information for a district's EDIAM IOwA and STAR Coordinator.

Non-Licensed (NA) File: Designated as the NA file in STARWES, each person on the reporting district's payroll not required to hold a PELSB-issued license will have a record in this file.

Permissions: Collectively referred to as special permissions, an Out-of-Field Permission (OFP), Cross-Curricular Delivery Permission (CCDP) and a Discretionary Variance (DV), allows a person to teach outside of their licensure field and or grade scope for one academic school year.

Sandbox: The three files of STAR: Employment, Assignment, and Non-Licensed each have a corresponding sandbox. Best conceptualized as a test environment, or contained environment, where records can be modified, or corrected, prior to official submission.

Snapshot Date: Used to document the status of licensed and non-licensed staff on a particular date, October 1 of each year. Since some districts have variable schedules, a district may use the first week of October to provide the most accurate reflection of a person's assignment. The Snapshot Date is not the System Close Date, or when a district's submission is due.

Staff Automated Report (STAR): Annual report of licensed and non-licensed staff employed by any public school district.

Staff Automated Report Web Edit System (STARWES): Districts submit required STAR data through an Education Identity and Access Management (EDIAM) user account.

STAR Coordinator: The persons responsible for submitting required information into STARWES.

System Close Date, or Due Date: The date that STARWES closes for collection. STARWES is open for a minimum of seven (7) weeks.

System Open Date: The date that STARWES opens for collection. This date is on, or a few business days prior to October 1 each year.

Validation Error: A validation error is generated when a record does not meet system parameters or when a discrepancy exists between district-entered data and the information provided by an educator on their license application. All validations must be cleared before a district is able to submit their files. Validations for not check for licensure violations. It is possible to clear all validations and subsequently have licensure violations in submitted files.

Workforce Data: For this publication, workforce data is understood to be someone required to hold a PELSB-issued license reported with an assignment in a district's STAR submission.

Acronyms

BOSA: Minnesota Board of School Administrators

DCS: Data and Compliance Specialist

EDIAM: Education Identity and Access Management

IOWA: Identified Official with Authority

LA: Licensed Employment file

LB: Licensed Assignment file

MARSS: Minnesota Automated Reporting Student System

MDE: Minnesota Department of Education

MDE-ORG: Minnesota Department of Education Organization Reference Glossary

MNIT: Minnesota IT Services

NA: Non-Licensed file

PELSB: Professional Educator Licensing and Standards Board

STAR: Staff Automated Report

STARWES: Staff Automated Report Web Edit System

Introduction

Each year PELSB surveys Minnesota’s school districts, charter schools, and other educational organizations, collectively called “districts,” to ensure each educator holds the appropriate license for their assignment. Educators holding the appropriate license for their assignment are deemed in compliance with state law. Licensure compliance is an essential part of the state’s work to ensure all of Minnesota’s students have high quality educators in their schools.

This reference guide was created specifically for district staff whose jobs include STAR-related responsibilities. PELSB’s goal is to transmit essential information to as many STAR users as possible. Recognizing that individuals may selectively navigate sections of this publication rather than read in its entirety, critically important information has been deliberately repeated throughout. PELSB recommends reviewing this publication, and its companion publications, annually.¹

PELSB has created a guidance handbook for each of the three STAR files. These individual handbooks include detailed information specific to each respective STAR file. [STAR handbooks](#) are published online.

The STAR process itself is best understood as a set of activities, undertaken by district staff and PELSB staff, to review and whenever possible correct workforce data before it becomes available for public use. ***Once STAR data has been finalized and made public it cannot be retroactively corrected.***

STAR is a Validation Process

Overall, STAR is *not* an initial diagnostic tool to “find” violations.

Rather, it is a final validation of districts’ staffing information, with a limited ability to make corrections, before data is made publicly available.

¹ In addition to the *Getting Started: Staff Automated Report (STAR) Primer*, PELSB has also published a dedicated guidance handbook for each of the respective STAR files: Employment, Assignment, and Non-Licensed. Available for download at: mn.gov/pelsb/districts/star/

STAR Overview: Who, What, Where, and When

This section answers the basic Who, What, Where, When, and Why questions of the Staff Automated Report (STAR) process.

Who is required to submit information to STAR?

All Minnesota public school districts required to submit to the Minnesota Automated Reporting Student System (MARSS) are also required to annually submit information about licensed and non-licensed staff via the Staff Automated Report Web Edit System (STARWES). Districts not required to complete MARSS may voluntarily choose to submit to STAR.²

What information is submitted in STAR?

A STAR submission ultimately consists of three files:

- **Employment.** Designated as the LA file in STARWES, each person required to hold a PELSB-issued license who was on that district's payroll anytime between October 1 of the previous year and October 1 of the reporting year will have a record in this file.
- **Assignment.** Designated as the LB file in STARWES, each person holding a PELSB-issued license and providing instruction, related service support, or who is a licensed administrator effective October 1 of the *reporting* year will have a record in this file. A person may have an assignment record even if they are not on the reporting district's payroll.³
- **Non-Licensed.** Designated as the NA file in STARWES, each person on the reporting district's payroll effective October 1 of the reporting year and not required to hold a PELSB-issued license will have a record in this file.

Where is STAR information submitted?

The Staff Automated Report Web Edit System (STARWES) is a user account of the Minnesota Department of Education's (MDE) Education Identity and Access Management (EDIAM) system.

The screenshot shows the login interface for the Minnesota Department of Education's (MDE) Education Identity & Access Management (EDIAM) system. At the top is the MDE logo. Below it, the text reads "Education Identity & Access Management (EDIAM) User Account Login". There are two input fields: "User ID:" and "Password:". Below the password field is a green "LOGIN" button. At the bottom, there are links for "Don't have an account? Create Account" and "Can't access your account? Get Login Help". A small disclaimer at the very bottom states: "The system you are attempting to use is for authorized users only. This system is monitored for unauthorized access and use. Use of this system is expressed consent to such monitoring and recording. Any illegal or unauthorized use could be subject to federal, civil, criminal sanctions/penalties, disciplinary action, and/or other appropriate action."

² Some districts do not submit to MARSS but do provide services to other districts. They may voluntarily choose to submit to STAR. Reasons include eligibility for specific MDE funds and/or licensed staff have requested so that their employment is reported to PELSB.

³ For example, if your district contracts with another organization or district to provide services or instruction to your district's students. The receiving district reports the assignment only.

When is STAR open for district submissions?

There are three (3) incredibly important dates to mark on your calendar, the Snapshot Date, System Open Date, and System Close Date. All these dates are published on PELSB's website mn.gov/pelsb/districts/star/.

Snapshot Date. Documents the status of licensed and non-licensed staff on a particular date, **October 1** of each year. Since some districts have variable schedules, a district may use the first week of October to provide the most accurate reflection of a person's assignment. The Snapshot Date is not the date STAR is due.

System Open Date. The date that STARWES opens for collection. This date is on, or a few business days prior to October 1 each year. The official System Open Date is published at mn.gov/pelsb/districts/star/.

System Close Date. The deadline for district submissions. STARWES is open for a minimum of seven (7) weeks. The official System Close Date is published at mn.gov/pelsb/districts/star/.

Extension Requests

Extension requests must be made by a district's EDIAM IOwA and may be submitted after November 1 of each year.

Requests will be considered on a case-by-case basis. If granted, an extension will provide one (1) additional week of time to submit to STARWES.

Extension requests should be submitted to the dedicated licensure compliance email star.PELSB@state.mn.us

If the System Open and or System Close dates are modified after publication on PELSB's website, notification will be sent to all individuals registered at [MDE ORGS](https://mde.orgs) as both the EDIAM Identified Official with Authority (IOwA) and STAR Coordinator(s). PELSB's Data and Compliance Specialist uses the agency's pelsb@public.govdelivery.com account and or the dedicated licensure compliance email account star.PELSB@state.mn.us for all such notices.

Who uses STAR information and for what purposes?

STAR is the primary source of Minnesota's educator workforce data. As such, it is used by both state and federal agencies to identify educational needs, determine funding levels, and assess compliance with applicable laws. Users of STAR data include, but are not limited to PELSB, national associations, the Minnesota Department of Education (MDE), and the U.S. Department of Education (USDOE).

Implications of Incomplete, Inaccurate Data

The implications of a district not submitting STAR information, or reporting inaccurate information, are easy to infer. A district may miss out on special funds appropriated by the legislature. Their staffing data is not available to the public. Federal reports are not complete which may result in being ineligible for certain grant monies.

Further when a district fails to submit to STAR, in the following year that district must recreate records for all licensed staff. Each of these licensed staff must be reported with an employment status of “02 – Staff returning after a break in service.” This employment status requires that years of experience be reported for each impacted individual. Failure to submit STAR information then necessitates a district to allot increased staff time, and commensurate increased salary costs, to meet submission requirements.

STAR Data Usage

Users of STAR data include, but are not limited to:

PELSB. Critical to several staffing reports prepared for the legislature and the public including the *Licensure Compliance Report* and *Tiered Licensure and Permissions Report*.

MDE. Populates staffing data for the Minnesota report Card. May also be used to determine funding levels when the legislature appropriates certain monies to be disbursed by MDE.

U.S. Department of Education. Used for determining compliance with Every Student Succeeds Act (ESSA), for various other reports, and determining eligibility for certain grant monies.

American Federation of Teachers and National Education Association. These organizations produce state-by-state comparisons on selected topics like number of classroom teachers and teachers’ salaries.

STAR Roles: EDIAM IOwA and STAR Coordinator



From the Minnesota Department of Education (MDE), “The Education Identity and Access Management (EDIAM) security system manages user accounts and authorization to secure website systems for MDE, PELSB, and P2OW.”⁴

The following information has been taken directly from MDE’s [Data Submission webpage](#).

EDIAM Identified Official with Authority (IOwA)

Only the Identified Official with Authority (IOwA), typically a superintendent, executive director, director, or board chair, is allowed to authorize access to MDE secure website systems. A school board or equivalent governing board must designate an IOwA via a board resolution. The IOwA in turn is then able to authorize user access in EDIAM to appropriate staff. A district may have more than one IOwA.

Specific to STAR, the IOwA:

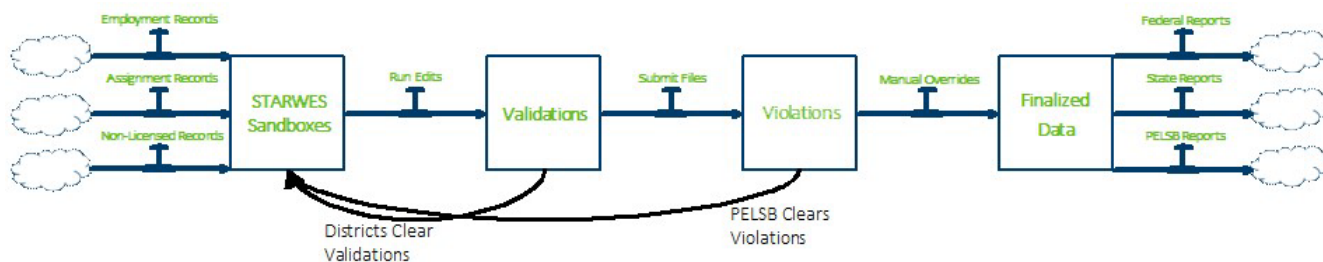
1. Authorizes initial user access for what EDIAM has named the STAR Coordinator.
2. Reauthorizes access for STAR Coordinators annually.

An EDIAM IOwA does not have data entry access for STARWES. If the EDIAM IOwA requires such access they must authorize themselves as a STAR Coordinator. Detailed information about authorizing access in EDIAM is published by MDE on their [Data Submissions webpage](#).

STAR Coordinator

PELSB recognizes that within a district, STAR Coordinator is most often not a unique job title. Rather, it is used to designate the person or persons responsible for entering staff information into STARWES. A district may authorize multiple staff persons to act as STAR Coordinators. The STAR Coordinator is responsible for submitting required information into STARWES.

⁴ Minnesota Department of Education Data Submissions. [Data Submissions](#) A sample EDIAM board resolution is available for download.



STAR Process: A Summary

The STAR process itself is best understood as a set of activities, undertaken by district staff and PELSB staff, to review and whenever possible correct workforce data before it becomes available for public use. ***Once STAR data has been finalized and made public it cannot be retroactively corrected.***

Sign in to EDIAM is necessary to complete STAR-related tasks.

Data Submission Phase

The data submission phase has three stages: adding records; validating and editing records; and submitting files. Districts are actively engaged in all three stages of data submission. In fact, districts are the primary driver of activity, with PELSB providing content expertise and technical support.

Stage 1: Adding Records

There are three methods of adding records into STARWES sandboxes: vendor-provided upload, district-created upload, and or manually created records.

Stage 2: Validating and Editing Records

Once all records are entered, districts run edits in each of the respective STAR sandboxes: Employment (LA), Assignment (LB), and Non-Licensed (NA)⁵. The editing, or validating, stage ensures that records meet basic system parameters.⁶ This stage also detects discrepancies between district-entered data and the information provided by the educator on their license application.⁷ A district corrects records and reruns edits until all validation errors are cleared.

⁵ Records review for non-licensed staff is specific to meeting basic system parameters. Non-licensed staff data is collected by PELSB and subsequently transferred to the Minnesota Department of Education (MDE).

⁶ For instance, if an Employment (LA) record indicates a person works full-time in the district but there is no corresponding Assignment (LB) record, then a validation error occurs.

⁷ For example, if a district enters a birthdate as May 3, 1992, but the educator indicated May 2, 1992, on their license application, a validation error occurs.

Stage 3: Submitting Files

Once all three sandboxes are free of validation errors, districts officially submit the three files. Violations, if they exist, are identified in the next stage of the STAR process, the data clean-up phase.

Data Clean-Up Phase

There are two stages of data clean up: consultations with districts; and correction of data. Districts actively participate in the first stage, the consultation with PELSB. The actual correction of submissions falls solely to PELSB.

Stage 4: Consultations with Districts

Submitted files are subjected to the next level of review, checking reported assignments against an educator's license(s) and or permission(s) to determine compliance with licensure requirements. Any assignments outside of compliance parameters generate a violation. PELSB's Data and Compliance Specialist (DCS) is responsible for reviewing each licensure violation. The DCS consults the respective districts' STAR Coordinator with the goal of clearing as many violations as possible.⁸

Stage 5: Correcting Submissions

Once all possible violations have been cleared, the DCS finalizes the collection including completing manual overrides of system errors. At this point, PELSB's DCS notifies the state of Minnesota's IT Services (MNIT) that STAR data is now available for public use. ***No corrections can be made to data after this point.***

Violation Notifications

Sometime after STAR data has been finalized, PELSB's Data and Compliance Specialist will provide a summary of each district's final violations to PELSB's Ethics Committee, charter school authorizers, the Minnesota Department of Education (MDE), and the Minnesota Board of School Administrators (BOSA). District superintendents and or charter school directors will be provided with a list containing the file folder number, name, assignment, and related violation information. Charter school authorizers will receive a summary indicating compliance status for each school falling under their oversight. Authorizers may request a copy of individual violation information.

⁸ For example, a person who holds a Special Education: Academic and Behavioral Strategist (SPED: ABS) license is reported with assignment 190202 Autism Spectrum Disorder (ASD). The DCS will inquire if it is possible this person is a member of a Special Education (SPED) Multidisciplinary Team where at least one member holds a valid Special Education: Autism Spectrum Disorder (SPED: ASD) license. If the district affirms the person is a member of a SPED Multidisciplinary Team, then the DCS will correct the Assignment (LB) record to show Mode of Teaching as 'S' for SPED Multidisciplinary Team.

Appendix A: STAR Process Guidance

Significant effort has been expended to provide the following detailed guidance for completing the Staff Automated Report (STAR). Yet, PELSB acknowledges that no handbook can be exhaustive enough to address the learning needs of all district staff tasked with STAR-related duties. Supplemental support provided by PELSB includes, but is not limited to, additional guidance handbooks, webinar trainings, and drop-in work sessions.

All STAR-related resources can be found online at: mn.gov/pelsb/districts/star/

Preparing for STAR

The Staff Automated Report Web Edit System (STARWES) is accessed through the Education Identity and Access Management (EDIAM) security system maintained by the Minnesota Department of Education (MDE). Access to a district's account must be authorized by the EDIAM Identified Official with Authority (IOwA). Contact information for each district's IOwA is published by MDE in its Organization Reference Glossary ([MDE-ORG](#)).

Bookmark MDE ORG. This searchable database includes a variety of Minnesota school, district and education-related organization directories. Use the search field to pull up your district's record. Click on the 'Contact View' button to display the various staff designations like EDIAM Identified Official(s) with Authority (IOwA) and STAR Coordinator(s).

Authorizing the EDIAM IOwA and STAR Coordinators

The following information is taken directly from MDE's [Data Submission webpage](#).

EDIAM IOwA(s). Only the IOwA (e.g., superintendent, executive director, director, or board chair) is allowed to authorize access to MDE secure website systems on behalf of their organization.

A district's school board or equivalent governing board must designate an IOwA to authorize access to the State of Minnesota Education secure websites for your organization. MDE provides a resolution template for your convenience. A resolution with this language must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

An EDIAM IOwA does not have data entry access for STARWES. If the EDIAM IOwA requires such access they must authorize themselves as a STAR Coordinator.

STAR Coordinator(s). The STAR Coordinator is responsible for submitting required information into STARWES. A district may authorize multiple coordinators.

If your district has assigned you to be a STAR Coordinator and you do not yet have an EDIAM account, you must create one before you may proceed. Follow the 'Creating a New EDIAM User Account' instructions published by MDE on their [Data Submissions webpage](#).

In EDIAM, all user access is granted with an expiration date. By default, all user roles will expire after 365 days of being granted. Users will receive an automated email notification two weeks before their access is scheduled to expire. The email notification directs the user to contact the designated IOWA for their organization with any questions. NOTE: The IOWA does NOT receive the same notification as the user. It is contingent on the user, the STAR Coordinator, to connect with the IOWA to ensure their access is reauthorized.

Accessing STAR

For your convenience, PELSB provides a link to the Staff Automated Report Web Edit System (STARWES) on its [STAR webpage](#).

Completing STAR

The STAR process itself is best understood as a set of activities, undertaken by district staff and PELSB staff, to review and whenever possible correct workforce data before it becomes available for public use. ***Once STAR data has been finalized and made public it cannot be retroactively corrected.***

Data Submission Phase

The data submission phase has three stages: adding records; validating and editing records; and submitting files. Districts are actively engaged in all three stages of data submission. In fact, they are the primary driver of activity, with PELSB providing content expertise and technical support.

Stage 1: Adding Records. An important first step for submitting to STARWES is verifying which method or combination of methods your district uses to load records into STARWES. There are three methods of adding records into STARWES sandboxes:

- Vendor-provided upload
- District-created upload
- Manually created records

Vendor-provided upload. Some districts contract with vendors who help in meeting mandatory reporting requirements like STAR. If your district holds such a contract, confer with vendor to ensure accurate records are uploaded into STARWES prior to or no later than the published System Close Date. Reference the textbox entitled, “How the Clear/ Upload Option Works” for guidance on how to upload text file.

District-created upload. A district may choose to create their own upload for STARWES. This option allows a district to aggregate the required information into a single document as opposed to manually creating unique records for all staff and assignments. Districts choosing this option use the Excel template provided by PELSB and then follow the instructions for converting into a text file for upload. Template available for download at: mn.gov/pelsb/districts/star/ Reference the textbox entitled, “How the Clear/Upload Option Works” for guidance on how to upload text file.

How the Clear/ Upload Option Works

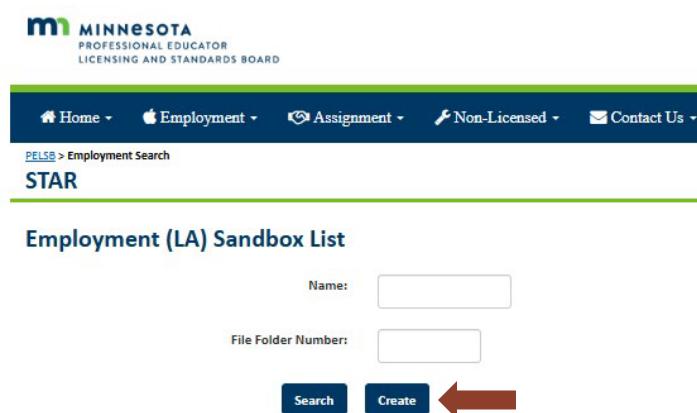
This method is applicable only to districts adding records via a vendor-provided or district-created text file.

Districts manually creating records within the STARWES sandboxes should NOT use the Clear/ Upload function.

1. Click on either the ‘Employment,’ ‘Assignment,’ or ‘Non-Licensed’ option on the navigation bar.
2. Click on the ‘Clear/ Upload’ option.
3. Click on the button next to applicable file you are uploading Employment, Assignment, or Non-Licensed.
4. Next, click on the ‘Choose File’ button to find and select the appropriate file from your computer.
5. Finally, click on the ‘Upload File’ button to complete your file upload.

NOTE: Clicking on the ‘Upload File’ button simultaneously *clears all records* in the selected sandbox while uploading the selected file. To reiterate, you are not adding records to those in the sandbox. This step *clears* all existing records in the sandbox and uploads a completely new set of records.

It is recommended that districts download sandbox contents prior to completing Clear/ Upload process. *PELSB is unable to retrieve cleared files.*



Manually Creating Records. All districts may choose to manually create records within the respective sandboxes in STARWES. This is the recommended method for districts with small staff rosters or for districts that experience low staff turnover from year-to-year. Districts manually creating records within the STARWES sandboxes should NOT use the Clear/Upload function.

All districts may manually add, edit, and or delete records within the Employment, Assignment, and Non-Licensed sandboxes even if they initially add

those records by means of an upload. Corrections can and should be made to data held in the sandboxes. **Keep in mind data in the sandboxes is unsubmitted data.** STAR Coordinators must complete the validation process prior to submitting the three (3) files.

Stage 2 Edit and Validate. For each individual sandbox, once all required records are accounted for, and made as accurate as possible, choose the Run Edits option from the menu. Employment and Assignment records are inter-related. Be sure to have a complete set of records in each of the respective sandboxes before preceding to the validating and editing stage.

Click on either 'Employment,' 'Assignment,' or 'Non-Licensed' button.

Then, click on the 'Run Edits' button. Repeat this process until edits have been run on each of the three sandboxes.

Once the edit process has finished, choose the 'Validations' option from the menu. The desired result is a message reading "No records found." If you receive the "No records found" message, congratulations. Proceed to the submitting your files stage.

Editing Records. If the run edits step generated any validations those errors will need to be cleared before submitting files. Validation errors are cleared within the STARWES sandbox.

Validation errors display in a table. Each error in its own row. For each error, click on the 'Edit' link to open the affected record. At the top of the opened record there will be a text box filled with a golden yellow color. Carefully read the message in the text box. This message provides prompts for how to clear the validation error.

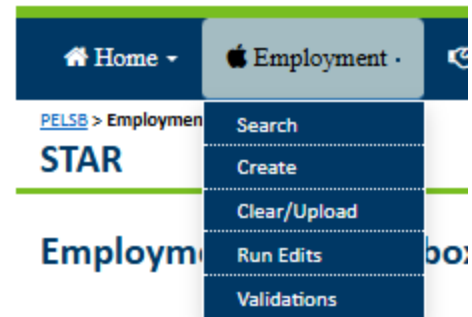
With the affected record open, STAR Coordinators must correct the information causing the validation error. Be sure to click on the 'Save' button located at the bottom of each record. After saving the corrected information, rerun edits. Repeat the run edits/correct errors cycle as often as needed until all validation errors are cleared.

PELSB has created a guidance handbook for each of the three STAR files. Each handbook contains information about the various errors and how to correct them.

Stage 3 Submitting Files. Once all three sandboxes are free of validation errors, districts officially submit the three files. Violations, if they exist, are identified in the next stage of the STAR process, the data clean-up phase.

Data Clean-Up Phase

There are two stages of data clean up: consultations with districts; and correction of data. Districts actively participate in the first stage, the consultation with PELSB. Correcting submissions falls solely to PELSB.



Stage 4: Consultations with Districts. Due to the sheer number of violations, personal telephone calls are not possible. Instead, PELSB staff uses the star.PELSB@state.mn.us email account to communicate with districts about violation clean up.

Submitted files are subjected to the next level of review, checking reported assignments against an educator's license(s) and or permission(s) to determine compliance with licensure requirements. Any assignments outside of compliance parameters generate a violation. PELSB's Data and Compliance Specialist (DCS) is responsible for reviewing each licensure violation. The DCS consults the respective districts' STAR Coordinator with the goal of clearing as many violations as possible.⁹

Stage 5: Correcting Submissions. Once all possible violations have been cleared, the DCS finalizes the collection including completing manual overrides of system errors. At this point, PELSB's DCS notifies the state of Minnesota's IT Services (MNIT) that STAR data is now available for public use. ***No corrections can be made to data after this point.***

STAR Hack

At the time of handbook publication, STARWES does not generate an email confirmation for files submission. PELSB recommends that upon successful submission of STAR files, the STAR Coordinator does the following:

1. Under the Home option on the navigation bar, select the 'Submit' option.
2. Take a screenshot of the Submitted Results table.
3. Download both the Submitted Licensed FTE and Submitted Non-Licensed FTE files.
4. Save these items as documentation and or future reference.

⁹ For example, a person who holds a Special Education: Academic and Behavioral Strategist (SPED: ABS) license is reported with assignment 190202 Autism Spectrum Disorder (ASD). The DCS will inquire if it is possible this person is a member of a Special Education (SPED) Multidisciplinary Team where at least one member holds a valid Special Education: Autism Spectrum Disorder (SPED: ASD) license. If the district affirms the person is a member of a SPED Multidisciplinary Team, then the DCS will correct the Assignment (LB) record to show Mode of Teaching as 'S' for SPED Multidisciplinary Team.