

REACH Coordinator STARS Data Portal Reference



Important Due Dates

1. **December 30** – New scholars must be entered following REACH Signing Day.
2. **February 15** – Mid-term scholar behavior progression data must be entered for all scholars.
3. **June 30** – End of year GPA/transcripts and scholar behavior progression data due for all scholars. Scholarship eligibility status verified for high school graduates upon submission of final transcript.

ADD A STUDENT TO STARS

Step 1:

1. **Sign in** to GAfutures.org.

Note: If you do not have a GAfutures account, Refer to [Create a GAfutures Account](#) (Step 1) in the orange boxed section below.

GAfutures
Explore. Plan. Succeed.

Create an Account Sign In Help ?

Step 2:

1. From the My GAfutures page, select the **High School Functions** tab.
2. Click on the **STARS** link.

High School Functions

User Info & Messages

Admin Functions

STARS

Step 3:

[GAfutures login with one school](#)

If assigned to one school per GAfutures account login, you will be routed to the STARS home page for that high school.

On the STARS home page view the menu listing on the left of the page.

1. Click on the **REACH** link and the **Student's** page will be displayed.
2. Ensure that the school you are entering/updating data for is listed correctly.

[GAfutures login with 6 or more schools](#)

If assigned to 6 or more schools per GAfutures login, you will be routed to a listing of high schools in which you are assigned.

1. Double click on the school name you wish to view. Follow numbers 1 & 2 above.

Screen view of one high school per GAfutures account

Screen view of more than one high school per GAfutures account

Name	Code
A R Johnson High School	110281
Academe Of The Oaks	111036
Academy Of Richmond County	110275
Adairsville High School	110010

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Step 3:

STARS will default to the Student List tab.

1. Review the list to ensure that all current scholars are listed and that the information (Cohort Year, Graduation Date, etc.) is accurate. If a student is missing or a student is listed that does not attend the high school, email REACH at reach@gsfc.org
2. To add a new student, select the **Enter New Student** tab.

The screenshot shows the STARS Students portal interface. At the top, there is a 'Back' link and the title 'STARS Students'. Below this is a navigation bar with tabs for 'Student List', 'Enter New Student', '8th', '9th', '10th', '11th', and '12th'. The 'Enter New Student' tab is highlighted with a yellow circle. Below the navigation bar, there is a search instruction: 'Double click on the student name or graduation year or search by entering all or part of their name.' There is a 'Show' dropdown menu set to '50' entries and a 'Search:' input field. Below this is a table with two columns: 'Grad Year' and 'Name'. The first row shows '2017' and 'Student One'.

Step 4:

Enter the SSN, Last Name and DOB of the student.

If the student has been involved with programs other than REACH, such as Dual Enrollment (formerly Move On When Ready), data for the student will prepopulate in the additional data fields. If no prior data is available, enter the data for the students as shown below.

The screenshot shows a form for entering student information. At the top, there is a prompt: 'Please enter SSN, Last Name and DOB to begin new student entry.' Below this are three input fields: 'SSN', 'Last Name', and 'DOB'.

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Step 5:

Enter the following information. Fields identified below with an asterisk (*) indicate a required field.

- First Name*
- MI (Middle Initial)
- GTID
- Address*
- Gender*
- City*
- State (will auto-populate to Georgia)
- Zip*
- Race*
- Ethnicity*
- Tier
- Cohort Year*
- Citizenship Status*
- Alien Registration (if applicable) *
- Category (if applicable)
- Anticipated Grad Year*
- FERPA Release Form Received*
- Media Consent Provided*
- Postsecondary Student Plans to Attend*
- (select Unknown if no information available)

Note: Indication of the student being a REACH Connection Scholar will be identified by REACH staff after the student has been entered.

First Name	<input type="text"/>	MI	<input type="text"/>	GTID	<input type="text"/>
Address	<input type="text"/>			Gender	<input type="text" value="Select"/>
City	<input type="text"/>	State	<input type="text" value="Georgia"/>	Zip	<input type="text"/>
Race	<input type="text" value="Select"/>			Ethnicity	<input type="text" value="Select"/>
Tier	<input type="text" value="Select"/>	Cohort Year	<input type="text" value="Select"/>		
Citizenship Status	<input type="text" value="Select"/>				
Anticipated Grad Year	<input type="text" value="Select"/>	<input type="checkbox"/> FERPA Release Form Received <input type="checkbox"/> Media Consent Provided			
Postsecondary Student Plans to Attend	<input type="text" value="Select"/>				

(Choose Unknown if information is not available)

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Step 6:

Certify REACH Eligibility

When first entering student's data, you will need to certify that the student's application has been reviewed and is complete. Other certifications will be completed later.

1. Select the first checkbox identifying that the student's REACH application has been reviewed and is complete.
2. Select the **Submit** button to save.

You will complete additional certifications during the student's 12th grade year, or prior based on year of graduation or loss of REACH eligibility.

Note: If a box is checked and saved in error, you will not be able to update. Contact REACH at reach@gsfc.org to request an update.

Select to certify that the REACH application has been reviewed and is complete.

- REACH School System (Coordinator/School Official) certifies that the student's application has been reviewed and is complete.**
- REACH School System (Coordinator/School Official) certifies that the student has graduated from high school in accordance with REACH eligibility requirements.**

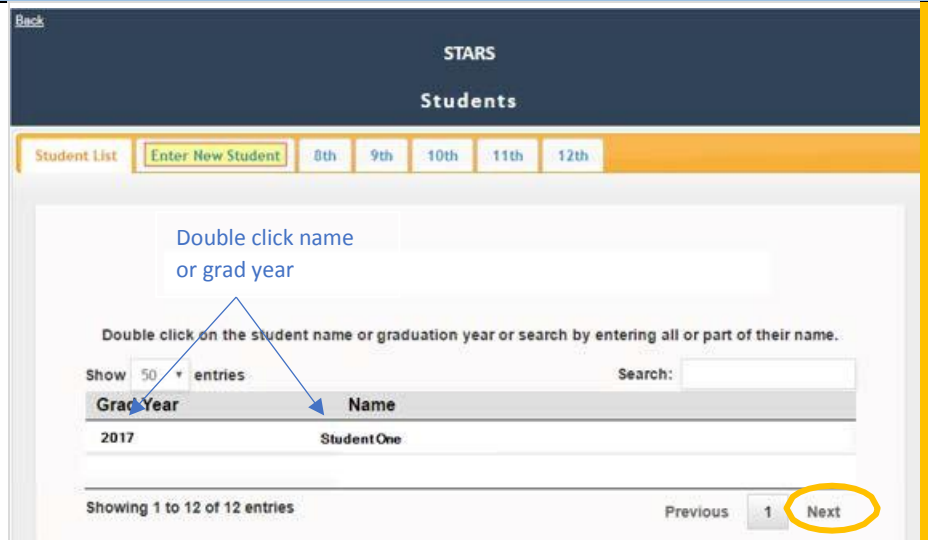
UPDATE STUDENT DATA

Step 1:

From the **Student List**, double click on the student name or graduation year for the student whose academic and/or behavioral data you are updating.

Note: If the student is not listed, enter the student's name in the **Search** box or select the **Next** link to view the next page. If the student is not found, confirm that the student is a student at the high school.

1. If confirmed, select the **Enter New Student** tab to add the student.



Step 2:

Once the student is selected you will be routed to the **Add/Update Student** page.

1. Update any demographic and program information, as needed.

If updates have been made to the student's account by REACH, the updates will be shown. This includes the identification of the student if they are a REACH Connection Scholar. Additional certifications will also be listed.

A REACH School System (Coordinator/School Official) certifies that the student's application has been reviewed and is complete.

B REACH School System (Coordinator/School Official) certifies that the student has graduated from high school in accordance with REACH eligibility requirements.

C Student is not eligible for REACH.

D REACH Georgia identifies student as a REACH Connection Scholar.

A – certification of student's application being complete **by School Staff**

B – certification of student graduating from high school and meeting REACH eligibility requirements **by School Staff**

C – indication of student not being eligible to receive the REACH scholarship **by School Staff**

D – indication of student being a REACH Connection Scholar **by REACH Staff**

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Step 3:

Prior to adding academic and behavioral data, electronic transcripts must have been submitted. You will not be able to save data for student records that do not contain a GPA, with the exception of 8th grade.

To add **academic** and **behavioral data**, select the appropriate **grade level tab**. If data already entered needs to be updated, contact REACH at reach@gsfc.org.

1. Select appropriate **Grade Level** tab by School Year.
2. Verify that the school year coincides with the grade level; update the school year if needed.
 - i. For 8th grade, type School Name and leave CEEB field blank.
3. Select Yes/No in identifying whether Academic, Discipline and Attendance Requirements were met.
 - i. If an area is identified as "No", enter step(s) being taken to improve in this area.
4. Select number of Mentoring and Coaching sessions completed.
5. Identify whether student is under the care of DFCS (Department of Family & Children Services).
6. For 8th grade, manually enter Current GPA and the date the GPA was calculated. For all other grades, GPA is added electronically from the transcript submission.
7. Select the Submit button to save.
8. If entering information for a graduating student, proceed to the **Add/Update Student** tab. Otherwise, your entry for this student is complete.

The screenshot shows the data entry interface with several annotations:

- 1** Select grade level tab: A bracket points to the grade level tabs (8th, 9th, 10th, 11th, 12th) at the top of the page.
- 2**: A box labeled "Student's Name is Listed Here" is shown above the "School Year" dropdown menu.
- 3-7**: A large bracket encompasses the requirement sections: "Met Academic Requirements?", "Met Discipline Requirements?", "Met Attendance Requirements?", "Number of Mentoring sessions", and "Number of Coaching sessions".
- Confirm that the School Year and Grade Level match. i.e. that the student is in the 10th grade in 2016-2017.**: A blue text annotation with an arrow pointing to the "2017-2018" dropdown in the "School Year" field.
- GPA must be entered prior to adding data**: A blue text annotation with arrows pointing to the "Current GPA" and "GPA Calculation Date" input fields.

The form includes sections for:

- Met Academic Requirements?** (Yes/No) with a text box for "If No, please explain measures being taken to improve". Below it: "Scholar has maintained at least a 2.5 cumulative GPA".
- Met Discipline Requirements?** (Yes/No) with a text box for "If No, please explain measures being taken to improve". Below it: "Scholar exhibits good behavior and remains crime and drug-free".
- Met Attendance Requirements?** (Yes/No) with a text box for "If No, please explain measures being taken to improve". Below it: "Scholar has good attendance and attends classes regularly".
- Number of Mentoring sessions** (dropdown menu, currently 0)
- Number of Coaching sessions** (dropdown menu, currently 0)
- Under the care of DFCS?** (Yes/No)
- Current GPA** (input field)
- GPA Calculation Date** (input field)
- Submit** and **Reset** buttons.

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Step 4:

Students graduating or are no longer eligible to receive the REACH scholarship are identified in the student's record.

1. Select the **Add/Update Student** tab.
2. At the bottom of the page;
 - i. If student is **eligible**; check the box for *REACH School System (Coordinator/School Official) certifies that the student has graduated from high school in accordance with REACH eligibility requirements.*
 - ii. If at any point the student becomes ineligible, check the box for *Student is not eligible for REACH* and select the reason for ineligibility from the drop down menu.
3. Select the **Update** button to save.

The screenshot shows a form with two radio button options. The first option is "REACH School System (Coordinator/School Official) certifies that the student has graduated from high school in accordance with REACH eligibility requirements." An arrow points to this option with the text "Select if eligible". The second option is "Student is not eligible for REACH." followed by a "Why?" dropdown menu and a checkmark icon. An arrow points to this option with the text "Select if not eligible".

Identify why student is not eligible

The screenshot shows a dropdown menu with the text "Why?" at the top. Below it, a list of reasons for ineligibility is displayed: "Why?", "Did not meet academic requirements", "Did not meet discipline requirements", "Did not meet attendance requirements", "Transferred out-of-state", "Transferred to non-participating REACH System", and "Did not sign REACH commitment form".

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Step 1

CREATE A GAfutures Account

GAfutures account is needed to access STARS

Note: Only create a new account if you do not already have a GAfutures account.

- Go to www.gafutures.org
- Select *Create an Account* link
- Select the Group for *I attend or work at a High School in Georgia* (first group in blue)
- Select the radio button for *I work at a High School*
- Enter remaining information and select to *Create Account*
 - If supporting 5 or less high schools, it is recommended to create a username specific to each high school
- If you support 5 or less high schools, repeat this step in creating up to 4 more accounts

Step 2

REQUEST STARS ACCESS

Follow option below based on the number of high schools supporting

5 or less high schools	6 or more high schools
<ul style="list-style-type: none"> • Contact your DA (refer to DA list provided by REACH) 	<ul style="list-style-type: none"> • Complete the <i>Administrator Access Request Form</i> (request from REACH at reach@gsfc.org)
<ul style="list-style-type: none"> • Provide DA with your GAfutures username 	<ul style="list-style-type: none"> • Have the form signed by an <i>Authorized Official</i> (Principal, Supervisor, etc.)
<ul style="list-style-type: none"> • Request full access to the <i>REACH</i> section & read only access to <i>HOPE GPA & Transcripts</i> sections of STARS 	<ul style="list-style-type: none"> • Return the form to GSFC

Step 3

ENTER NEW STUDENT DATA

- Sign in to *GAfutures*
 - For Coordinators with 5 or less high schools, enter the username of the school for which you wish to enter/update students
- Select the *High School Functions* tab and then *STARS* link
- Select the *REACH* link
 - For Coordinators with 6 or more schools, you will be routed to a school listing prior to the REACH link. Select the school from the list that you wish to enter students and then select the REACH link
- Select the *Enter New Student* tab
- Enter all requested student data and *Submit*

Step 4

ADD/UPDATE DATA TO EXISTING STUDENT

Note: Data for 9-12th grade can only be entered if a GPA is listed. The GPA for 8th grade is manually entered.

- In REACH, from the *Student List* tab, double click on the *student's name* you wish to add data
- Select the 8th grade tab (or appropriate grade tab)
- Enter progress data for the student
- If the student is *Graduating* or *No longer Eligible*, select the *Add/Update Student Graduates*: select the box to certify student as a REACH program eligible graduate
Not Eligible: check the *Student is not eligible for REACH* box and select reason.