

UPDATE PROGRESS FOR EXISTING REACH SCHOLAR

Step 1:

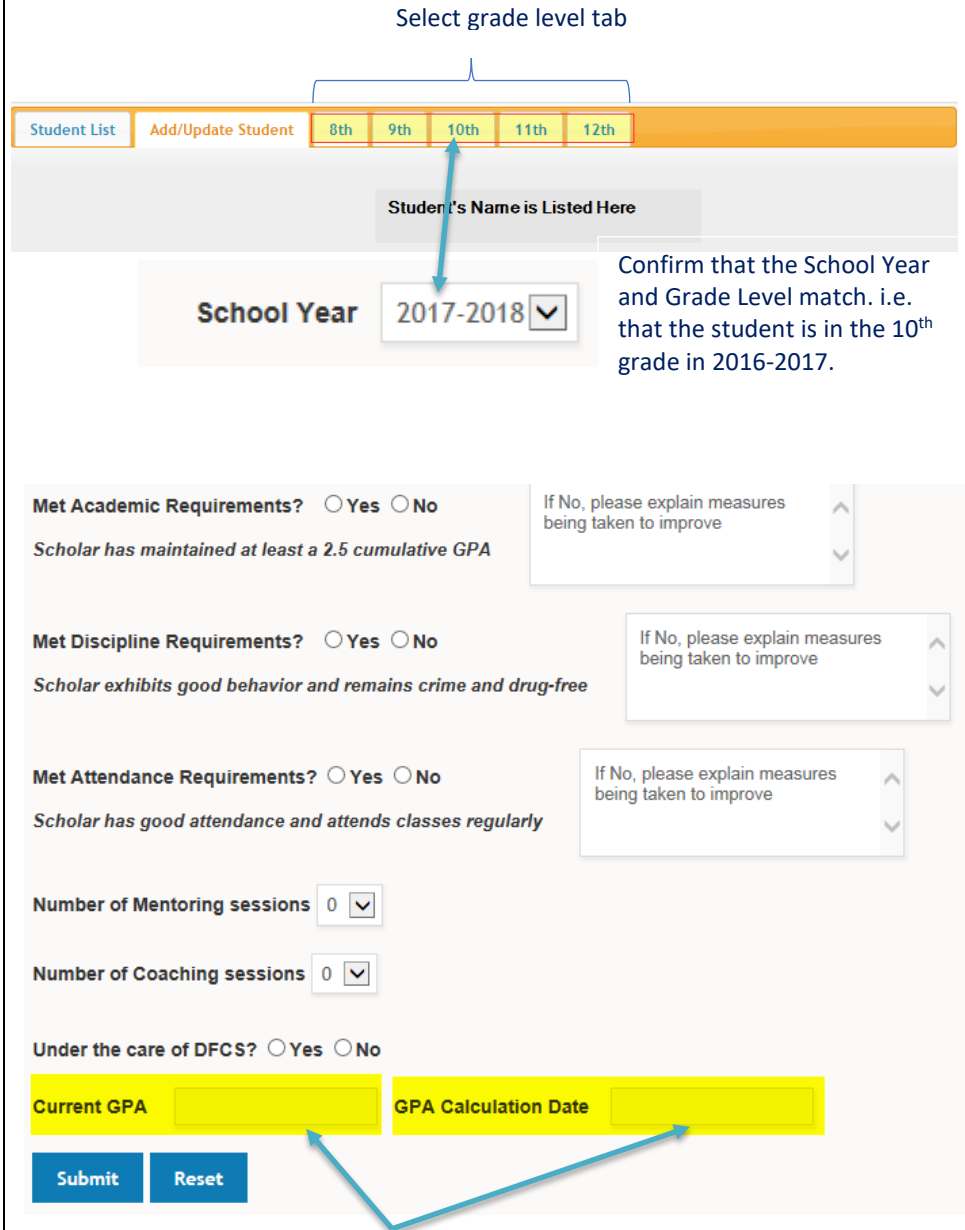
From the Student List, **double click on the student's name** for whom you intend to update with their biannual academic and behavioral data.

*Note: Prior to adding academic and behavioral progress for the **June 30th** deadline, electronic transcripts must be successfully uploaded to STARS for **all high school** scholars.*

Step 2:

1. Select appropriate **Grade Level** tab for the student's current grade. (For 8th graders, type School Name and leave CEEB field blank.)
2. Select Yes/No in identifying whether Academic, Discipline and Attendance Requirements were met.
 - If an area is identified as "No", please enter step(s) being taken to improve in this area.
3. Enter number of Mentoring and Coaching sessions completed.
4. Identify whether student is under the care of DFCS (Department of Family & Children Services).
5. **For 8th graders**, manually enter numerical average in Current GPA and the date the "GPA" was calculated. **The GPA is not a part of the mid-year updates.**
6. **For high schoolers**, the GPA is auto-populated after a successful end-of-year transcript submission to STARS. **The GPA is not a part of the mid-year updates.**
7. Select the Submit button to save.

Select grade level tab



Student List Add/Update Student 8th 9th 10th 11th 12th

Student's Name is Listed Here

School Year 2017-2018

Confirm that the School Year and Grade Level match. i.e. that the student is in the 10th grade in 2016-2017.

Met Academic Requirements? Yes No
Scholar has maintained at least a 2.5 cumulative GPA

Met Discipline Requirements? Yes No
Scholar exhibits good behavior and remains crime and drug-free

Met Attendance Requirements? Yes No
Scholar has good attendance and attends classes regularly

Number of Mentoring sessions 0

Number of Coaching sessions 0

Under the care of DFCS? Yes No

Current GPA GPA Calculation Date

Submit Reset

For end-of-year updates ONLY, GPA fields are to be completed prior to updating a scholar's academic/behavioral progress

REACH Coordinator STARS Data Portal Guide



<p style="text-align: center;">Step 1</p> <p style="text-align: center;">CREATE A GAfutures Account</p> <p>GAfutures account is needed to access STARS</p> <p>Note: Only create a new account if you do not already have a GAfutures account.</p> <ul style="list-style-type: none"> • Go to www.gafutures.org • Select <i>Create an Account</i> link • Select the middle group, as "Educational Professional". • On Step 2, select the radio button for "<i>I work at a Georgia High School</i>". • Enter remaining information and select to <i>Create Account</i> <ul style="list-style-type: none"> ○ If supporting 5 or fewer high schools, it is recommended to create a username specific to each high school ○ If supporting 6 or more high schools, create one account and complete the Administrator Access Request Form provided by REACH 	<p style="text-align: center;">Step 2</p> <p style="text-align: center;">REQUEST STARS ACCESS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="2" style="text-align: left; padding: 5px;">Follow option below based on the number of high schools supporting</th> </tr> <tr> <th style="text-align: center; padding: 5px;">5 or less high schools</th> <th style="text-align: center; padding: 5px;">6 or more high schools</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <ul style="list-style-type: none"> • Contact your District Administrator or contact us at REACH@gsfc.org </td> <td style="padding: 5px;"> <ul style="list-style-type: none"> • Complete the Administrator Access Request Form (contact us at REACH@gsfc.org) </td> </tr> <tr> <td style="padding: 5px;"> <ul style="list-style-type: none"> • Provide DA with your GAfutures username </td> <td style="padding: 5px;"> <ul style="list-style-type: none"> • Have the form signed by an Authorized Official (Principal, Supervisor, etc.) </td> </tr> <tr> <td style="padding: 5px;"> <ul style="list-style-type: none"> • Request full access to the REACH section of STARS & read only access to HOPE GPA & Transcripts sections of STARS </td> <td style="padding: 5px;"> <ul style="list-style-type: none"> • Return the form to GSFC </td> </tr> </tbody> </table>	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 District Administrator or contact us at REACH@gsfc.org 	<ul style="list-style-type: none"> • Complete the Administrator Access Request Form (contact us 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 Authorized Official (Principal, Supervisor, etc.) 	<ul style="list-style-type: none"> • Request full access to the REACH section of STARS & read only access to HOPE GPA & Transcripts sections of STARS 	<ul style="list-style-type: none"> • Return the form to GSFC
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<p style="text-align: center;">Step 3</p> <p style="text-align: center;">ENTER NEW STUDENT DATA</p> <ul style="list-style-type: none"> • Sign in to <i>GAfutures</i> <ul style="list-style-type: none"> ○ For Coordinators with 5 or less high schools, enter the username of the school for which you wish to enter/update students • Select the <i>High School Functions</i> button and the <i>STARS</i> link • Select the <i>REACH</i> link from the menu to the left of the page <ul style="list-style-type: none"> ○ 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 • View the <i>Student List</i> to ensure the student is not currently listed • Select the <i>Enter New Student</i> tab • Enter all requested student data and <i>Submit</i> 	<p style="text-align: center;">Step 4</p> <p style="text-align: center;">UPDATE DATA FOR EXISTING STUDENT</p> <p>Note: GPA data is not required for Mid-Year (February 15) updates. GPA data is required for End of Year (June 30) updates.</p> <ul style="list-style-type: none"> • GPA data is required for end-of-year (June 30th) updates only. <u>High Schoolers'</u> GPAs are auto-populated after a successful transcript upload. You must manually enter the numerical average for <u>8th Graders</u>. • From the REACH link, in the <i>Student List</i> tab, double click on the <i>student's name</i> for whom you wish to update data • Select the appropriate grade level tab • Enter academic/behavioral progress data for the student • Submit 										