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## Department of Public Instruction

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Dr. Wayne G. Sanstead  
State Superintendent

**Reporting of Steps 1-4 will begin with the 2011-12 school year. The reference to the North Dakota Century Code requirement is written below. Reporting for Steps 2-4 is completed at the individual student level.**

### **MIS02 – Fall Report (due September 15)**

#### **1. NDCC 15.1-21-18.3**

Each school district shall notify its high school students that, upon request, a student is entitled to receive a consultative review of the student's individual high school education plan at least once during each high school grade. Upon the request of a student, the school district shall provide the consultative review.

**\*\*\*Before reporting on Steps 2-4 in STARS, determine if the student\*\*\*  
has been identified as having an IEP or Section 504 Plan. If yes, then reporting of career planning activities for these students is not mandatory, as it may not be appropriate services depending on the individual student.**

### **STARS Enrollment Report (due June 30)**

#### **2. NDCC 15.1-21-18.1**

A school district shall administer to students, once during their enrollment in grade seven or eight and once during their enrollment in grade nine or ten, a career interest inventory recommended by the department of career and technical education and approved by the superintendent of public instruction.

- This reporting will be done at the individual student level.
- Determine if the student has an IEP or 504 Plan.
- A drop down box with the approved list of career interest inventories will be available.

**\*\*Please note:** The approved list of career inventories has been revised beginning with the 2011-12 school year.

### 3. NDCC 15.1-21-18.2

At least once during the seventh or eighth grade, each school district shall arrange for students to participate in either an individual consultative process or a nine-week course, for the purpose of discussing the results of their career interest inventory, selecting high school courses appropriate to their educational pursuits and career interests, and developing individual high school education plans.

- This reporting will be done at the individual student level.
- Determine if the student has an IEP or 504 Plan.
- Respond to two questions:
  1. Did the student develop a high school education plan including high school coursework?  
This will be reported with a checkbox.
  2. Which method was used for completion of the career planning requirement:  
A. Individual Consultation or B. Nine-week course

You will be able to select A or B. Both cannot be checked.

### 4. NDCC 15.1-21-19.2

The student's career advisor or guidance counselor shall meet with the student to review the student's ACT or WorkKeys assessment results.

- This reporting will be done at the individual student level.
- Determine if the student has an IEP or 504 Plan.
- This will be reported with a checkbox.

**Questions? Contact DPI at 701-328-2244.**