



Advance Preparation for Installation of YouthStar (For LEAs)

YouthStar requires configuration, consisting of entering some basic information. The required information is listed below. If this information is provided in advance of the installation, YouthStar staff will enter it into the system. This can save quite a bit of time during initial installation and training, and allow your staff to focus more on the parts of YouthStar that they will be using on a daily basis.

The information that is needed in advance includes:

- Your District's CDS Code.
- The Grant ID for any ASES, ASSETS, or 21CLCC grants that will be funding the sites at which you are using YouthStar. You can obtain this number from your grant award letter or your contact at CDE.
- The name of each site, along with the CDS code for that site. This includes satellite sites (sites for which you will be gathering data, but at which YouthStar is not installed). You listed this codes on your application for funding.
- The hours of operation of the After School Program at each site.
- The date the program started in the current school year, and the date the program will end in the current year.
- The name of the after school program coordinator at each site, along with their phone number and email address.
- A list of district holidays.

Another important task that save a lot of time is to prepare your student information in advance. You do this by putting the information into an Excel Spreadsheet. The exact format for the information follows.

When you prepare these spreadsheets consider how you will group students for purpose of taking attendance, and create a separate spreadsheet for each group. For example, if you want to take attendance separately for each grade level, create a separate spreadsheet for each grade level. However, do not include any single student's information on more than one spreadsheet.

Data Dictionary for Importing Student Information from An Excel Spreadsheet

Basic student information may be imported into YouthStar from other student information systems. The first step is to export the data from the other program into an Excel spreadsheet. Sometimes an intermediate step is required; the program from which you are importing data may not export directly to Excel. In this case, export to a delimited text file and then import that file into Excel.

Enter field names in the first row (at the top of each column) of the Excel spreadsheet. This will make it easier to import the spreadsheet. The order of the columns is not fixed, you may organize them in any order.

The fields that you may import are described below.

- Student ID:** Student ID should be numeric, no more than 9 characters in length. Use the same ID used by the school district to uniquely identify each student.
- First Name:** The First Name should be in its own column, separated from middle and last name.E
- Last Name:** The Last Name should be in its own column, separated from first and middle name.
- DOB:** The date of birth should be stored in the format mm/dd/yy or mm/dd/yyyy
- Ethnicity:** You must prepare your spreadsheet so the proper number codes are associated with student's ethnicity. The codes are:
1 = African-American
2 = Asian/Pacific
3 = Caucasian
4 = Latino/Hispanic
5 = Other
- Student Grade:** The student's grade is stored as P for PreSchool, K for Kindergarten, 1 - 12 for other grades.
- Sex:** M for Male, F for Female
- ELL:** ELL is an abbreviation for English Language Learner. It refers to students whose primary language is other than English. The data are stored as the words: "Yes" (the student is ELL); or "No" (the student is English-Proficient .
- Street:** The street address should be in its own field, separate from other information
- City:** The name of the city should be in it's own field, separate from other information

State: Enter standard postal abbreviations for state or province.

Zip/Postal Code: Provide up to 9 characters. Numbers and letters are both accepted.

Phone: Provide the phone number, with or without area code. No formatting is necessary, but (nnn) nnn-nnnn is acceptable.

Social Security Number: Student's Social Security Number. This may be used as an alternative to the student's permanent school ID as a way to link data between YouthStar and other databases.

Sample Excel Spreadsheet Ready for Import

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FirstName	LastName	mi	street	City	ZIP	Gender	DOB	ID	Eth	Sex	Grade	ELL
2	Nicholas	Garza	A	2483 Oak Parkway	River City	99999	F	5/31/98	61291	1	M	1	Yes
3	Donna	Moran	B	9650 Esplanade Avenue	River City	99999	M	3/16/98	88880	1	F	2	No
4	Nallely	Rodriguez	C	9904 Orchard Avenue	River City	99999	M	2/4/98	60738	2	F	2	No
5	Andrew	Williams	D	1331 Broad Street	River City	99999	F	11/30/99	61855	2	M	2	Yes
6	Edward	Samuels	A	8084 Flume Street	River City	99999	M	9/1/99	38968	3	M	2	No
7	Aedon	Licon	B	4246 Main Street	River City	99999	M	8/8/99	46224	4	M	4	Yes
8	Dragon	Gonzalez	C	1577 Oak Parkway	River City	99999	F	7/6/99	63876	5	M	3	No
9	Juan	Garcia	D	6361 Esplanade Avenue	River City	99999		5/25/99	61302	6	M	2	No
10	Saphira	Figueroa	A	9668 Orchard Avenue	River City	99999	F	5/7/99	89930	3	F	1	Yes
11	Zachery	Acevedo	B	5692 Broad Street	River City	99999	F	3/2/99	83793	2	M	1	No
12	Juvenal	Garza	C	5318 Flume Street	River City	99999	F	2/28/99	17380	6	M	1	Yes
13	Octavia	Hughes	D	5729 Main Street	River City	99999	M	2/16/99	95345	2	F	5	No
14	Edali	Thao	A	1569 Oak Parkway	River City	99999	M	2/13/99	63792	2	M	3	No
15	Joseph	Arreola	B	3114 Esplanade Avenue	River City	99999	F	12/19/97	51127	3	M	3	Yes
16	Michelle	Wolf	C	6412 Orchard Avenue	River City	99999	F	11/27/97	29041	4	F	3	No
17	Jennifer	Walker	D	2586 Broad Street	River City	99999	M	10/30/97	16520	5	F	3	Yes
18	Fabian	Carrera	A	9501 Flume Street	River City	99999	M	9/29/97	38907	6	M	3	No
19	Fanny	Delano	B	2026 Main Street	River City	99999	M	9/21/97	17626	1	F	4	No
20	Raymond	Guerrero	E	4275 Oak Parkway	River City	99999	F	7/3/97	94951	5	M	4	Yes
21	Stephanie	Torres	F	3683 Esplanade Avenue	River City	99999	M	6/6/97	84101	6	F	5	No
22	Devena	Morales	G	2310 Oak Parkway	River City	99999	F	6/1/97	46323	2	F	5	Yes
23	Celest	Cisneros	H	1415 Esplanade Avenue	River City	99999	F	4/14/97	28516	2	F	4	No
24	Shirley	Ramos	I	949 Orchard Avenue	River City	99999	F	4/9/97	15842	3	F	5	No
25	Nicholas	Mondragon	H	4690 Broad Street	River City	99999	F	3/8/97	97898	4	M	5	Yes
26	Juan	Mata	I	9967 Flume Street	River City	99999	F	3/5/97	57130	5	M	5	No
27	Rosemary	Ripoyla	H	6683 Main Street	River City	99999	F	1/14/97	58374	6	F	5	No
28	Desmarie	Melendez	I	5741 Oak Parkway	River City	99999	M	1/11/97	83872	5	F	5	Yes
29	Rudy	Razo	J	988 Esplanade Avenue	River City	99999	M	12/7/01	91093	3	M	5	No
30	Crystal	Avina	C	641 Orchard Avenue	River City	99999		10/16/01	16339	6	F	2	Yes
31	Leobardo	Cortez	D	523 Broad Street	River City	99999		9/5/01	31084	2	M	2	No
32	Aleya	Romero	A	872 Flume Street	River City	99999	F	8/9/01	19214	2	F	2	No
33	Aleis	Flores	B	435 Main Street	River City	99999	M	8/8/01	68576	3	F	4	Yes
34	Elisha	Rocha	C	609 Oak Parkway	River City	99999	F	6/7/01	76384	4	F	3	No
35	Angelina	Soto	D	252 Esplanade Avenue	River City	99999	F	5/22/01	10568	5	F	2	Yes
36	Faith	Friend	A	324 Orchard Avenue	River City	99999	F	5/5/01	32027	6	F	1	No
37	Savanna	Zurita	B	500 Broad Street	River City	99999	M	4/28/01	97973	3	F	1	No
38	Sariah	Rudino	C	153 Flume Street	River City	99999	M	4/7/01	11090	3	F	1	Yes
39	Christopher	Ortega	D	158 Main Street	River City	99999	M	3/24/01	15470	6	M	5	No
40	Roxann	Ballard	A	139 Oak Parkway	River City	99999	M	3/20/01	80111	1	F	3	Yes
41	Abraham	Linares	B	489 Esplanade Avenue	River City	99999	M	3/19/01	50856	1	M	3	No
42	Miheaven	Finch	C	967 Oak Parkway	River City	99999	M	1/23/01	46558	1	M	3	No
43	Isis	Troyn	D	824 Esplanade Avenue	River City	99999		1/20/01	19538	1	F	3	Yes
44	Emmanuel	Chavez	A	891 Orchard Avenue	River City	99999	M	1/16/01	41838	1	M	3	No
45	Ernesto	Duran	B	457 Broad Street	River City	99999	F	1/3/01	72084	1	M	4	Yes
46	Chijenda	Daniel	E	795 Flume Street	River City	99999	F	12/26/00	15536	1	F	4	No
47	Axel	Velez	F	613 Main Street	River City	99999	F	11/20/00	55838	5	M	2	Yes