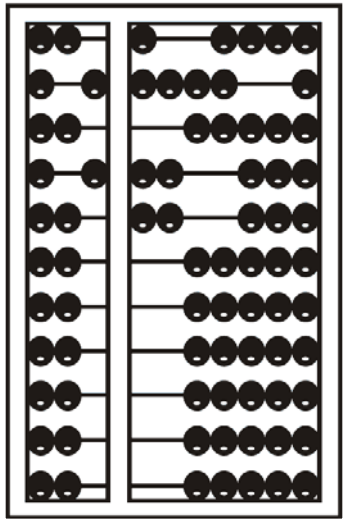
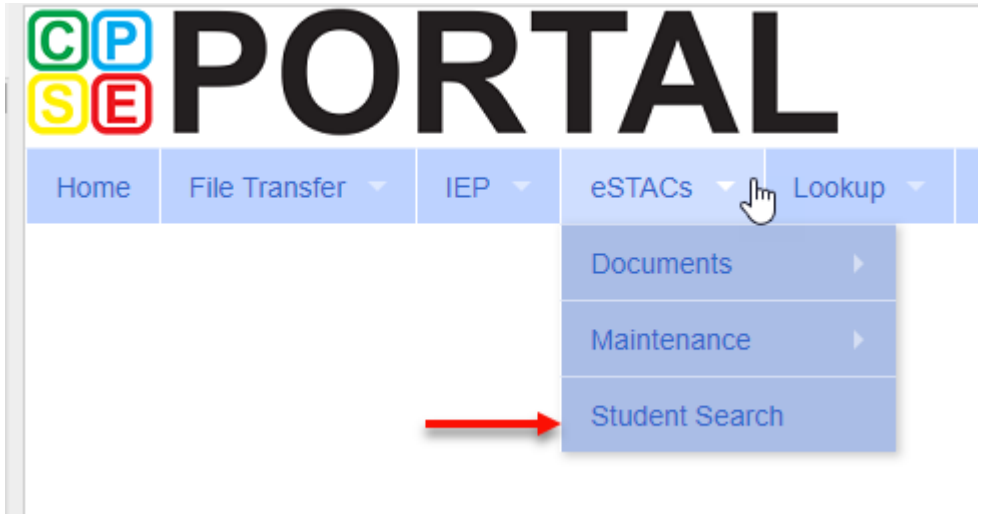
JAMES McGUINNESS & ASSOCIATES INC.
Consultants



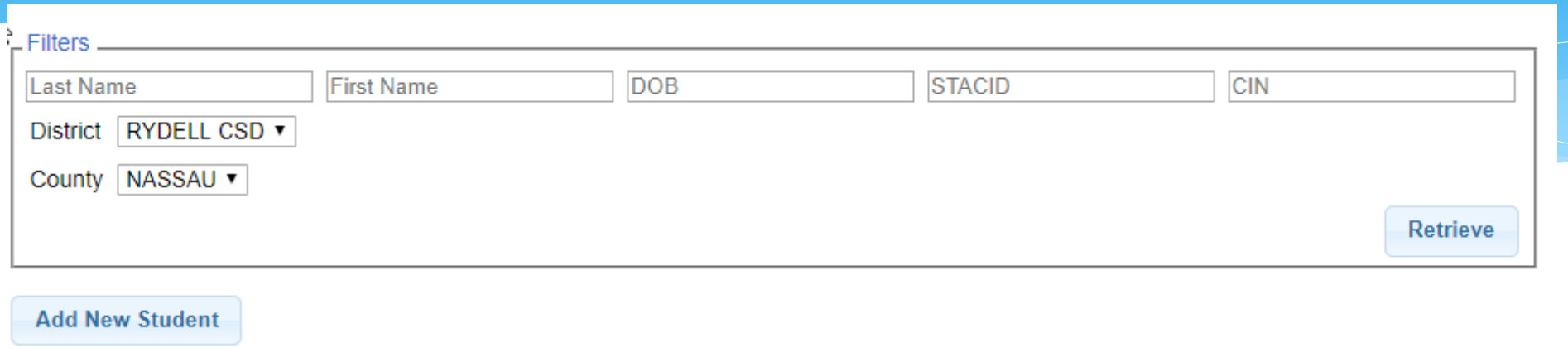
eSTACs Entering Students

eSTACs Student

* Click the Student Search option under the eSTACs menu



Student Search



* Top of the screen is fields for searching for an existing child
* Those fields are used as filters to find a specific child. You can search based on any combination of fields
* Searching with no filters specified returns all children
* It is good practice to search to make sure child isn't already in system

Student Search – no filters

Filters

Last Name | First Name | DOB | STACID | CIN

District RYDELL CSD

County NASSAU

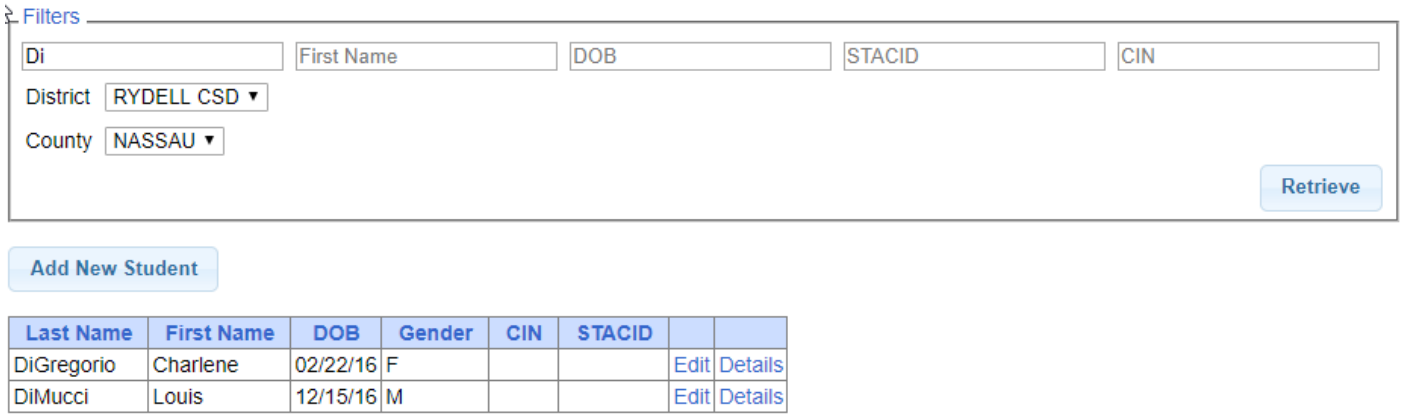
Retrieve

Add New Student

Last Name	First Name	DOB	Gender	CIN	STACID		
Balmudo	Leo	03/19/16	M			Edit	Details
Carrington	Michael	04/04/16	M			Edit	Details
Chisum	Tom	12/31/16	M			Edit	Details
DelFuego	Anthony	03/12/16	M			Edit	Details
DiGregorio	Charlene	02/22/16	F			Edit	Details
DiMucci	Louis	12/15/16	M			Edit	Details
Facciano	Franchesca	09/09/16	F			Edit	Details
Jaworski	David	05/18/16	M			Edit	Details
LaTierri	Sonny	08/13/16	M			Edit	Details
Maraschino	Marty	07/22/16	F			Edit	Details
McKenzie	Bradley	12/05/16	M			Edit	Details
Misner	Martin	11/11/16	M			Edit	Details
Murdoch	Kenickie	10/10/16	M			Edit	Details
Nogerelli	John	06/14/16	M			Edit	Details
Rebchuck	Paulette	08/22/16	F			Edit	Details
Rizzo	Betty	09/09/16	F			Edit	Details
Willard	Willie	05/11/16	M			Edit	Details
Zinone	Stephanie	01/21/16	F			Edit	Details

Student Search – Partial Name

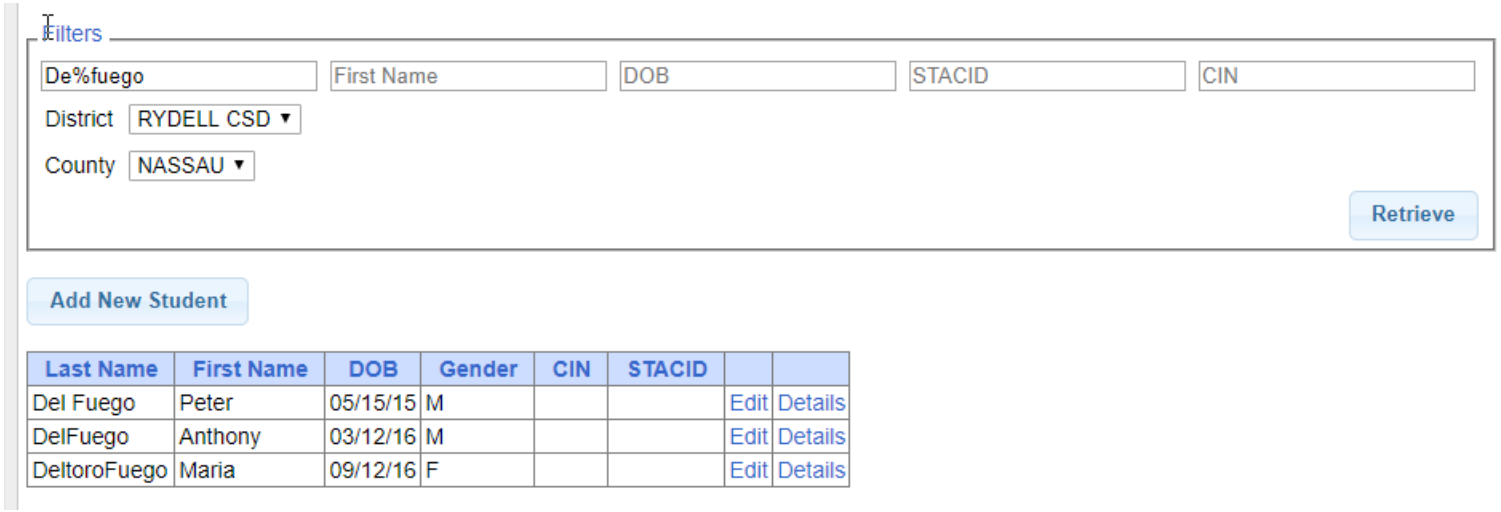
* For the first and last name you can enter the first few letters and search to find all students that name start with those letters



Last Name	First Name	DOB	Gender	CIN	STACID		
DiGregorio	Charlene	02/22/16	F			Edit	Details
DiMucci	Louis	12/15/16	M			Edit	Details

Student Search Wildcard

* Use the percent sign (%) as a wildcard



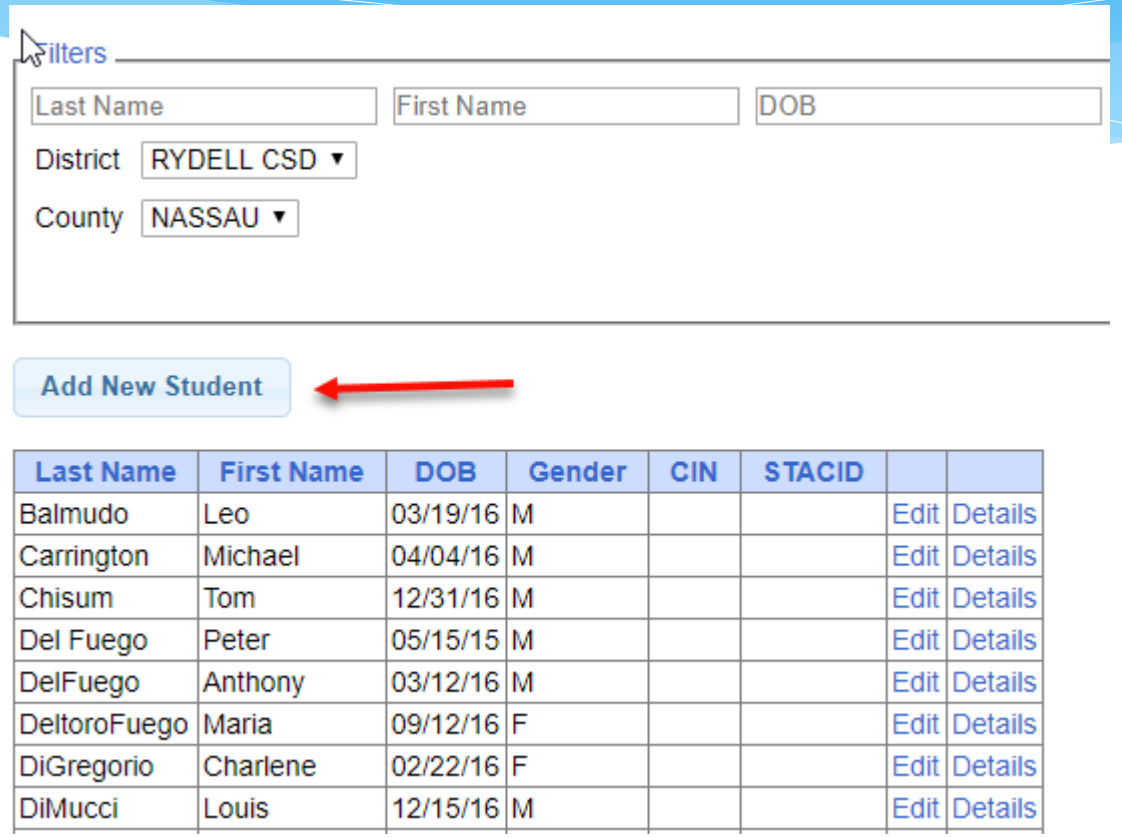
Last Name	First Name	DOB	Gender	CIN	STACID		
Del Fuego	Peter	05/15/15	M			Edit	Details
DelFuego	Anthony	03/12/16	M			Edit	Details
DeltoroFuego	Maria	09/12/16	F			Edit	Details

Multiple field search

* You can search for both first and last name as well as partial first and last names

Adding a student

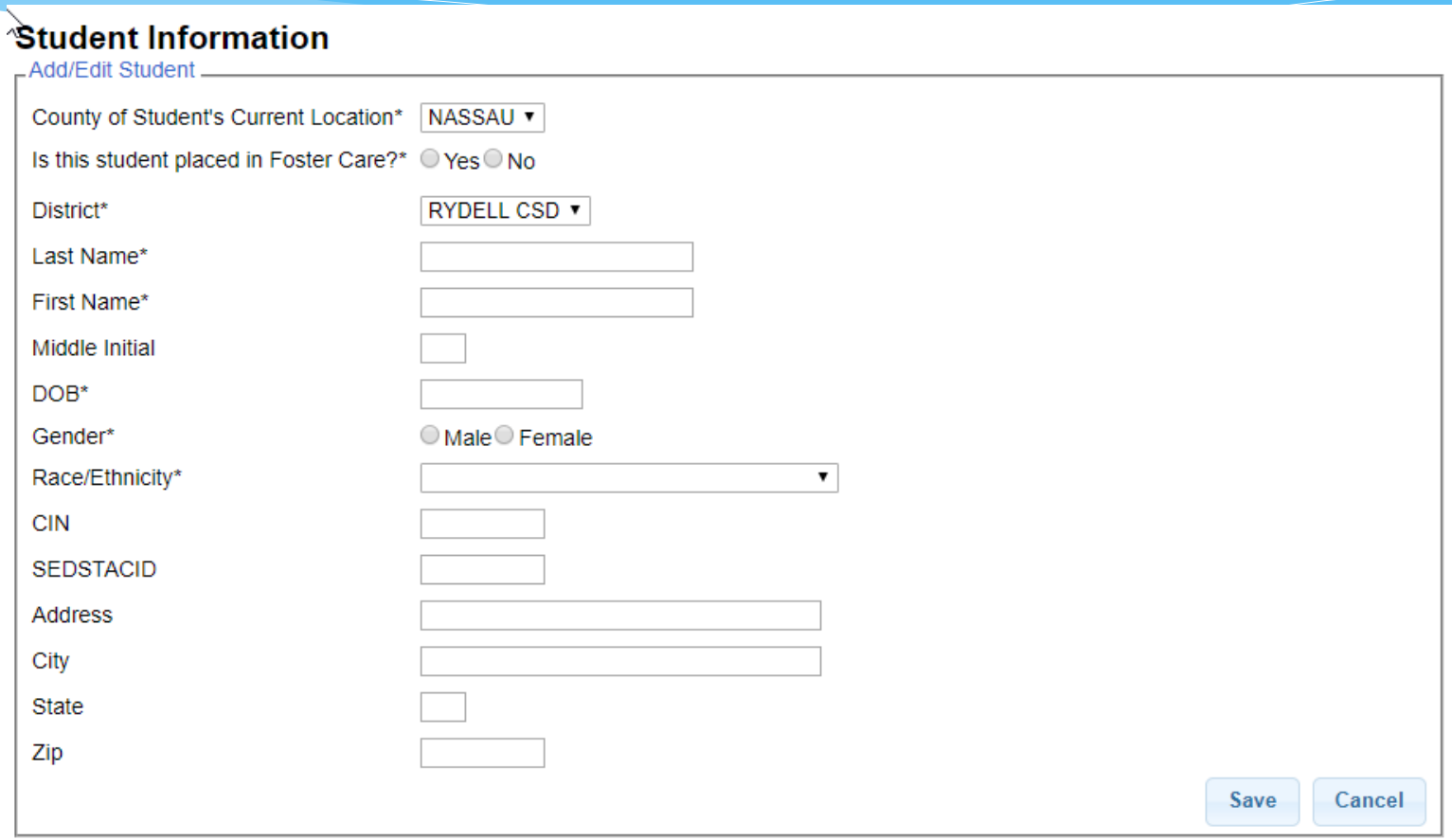
* Go to Student Search screen
* Verify student is not already in system
* Click on Add New Student button



Last Name	First Name	DOB	Gender	CIN	STACID		
Balmudo	Leo	03/19/16	M			Edit	Details
Carrington	Michael	04/04/16	M			Edit	Details
Chisum	Tom	12/31/16	M			Edit	Details
Del Fuego	Peter	05/15/15	M			Edit	Details
DelFuego	Anthony	03/12/16	M			Edit	Details
DeltoroFuego	Maria	09/12/16	F			Edit	Details
DiGregorio	Charlene	02/22/16	F			Edit	Details
DiMucci	Louis	12/15/16	M			Edit	Details

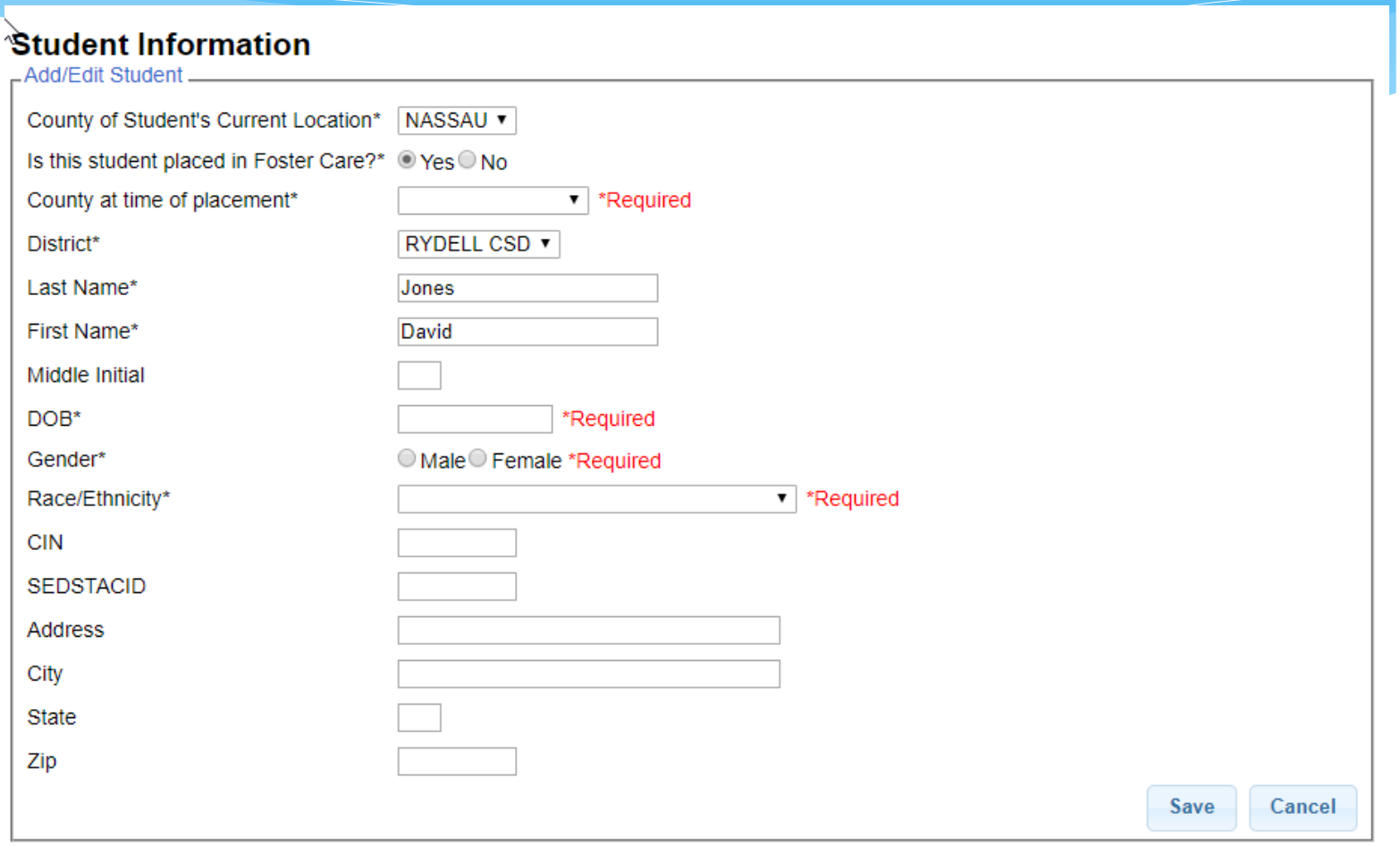
Student Information

* Field with an asterisk (*) next to their label are required in order to save
* Other fields should be entered if the information is known



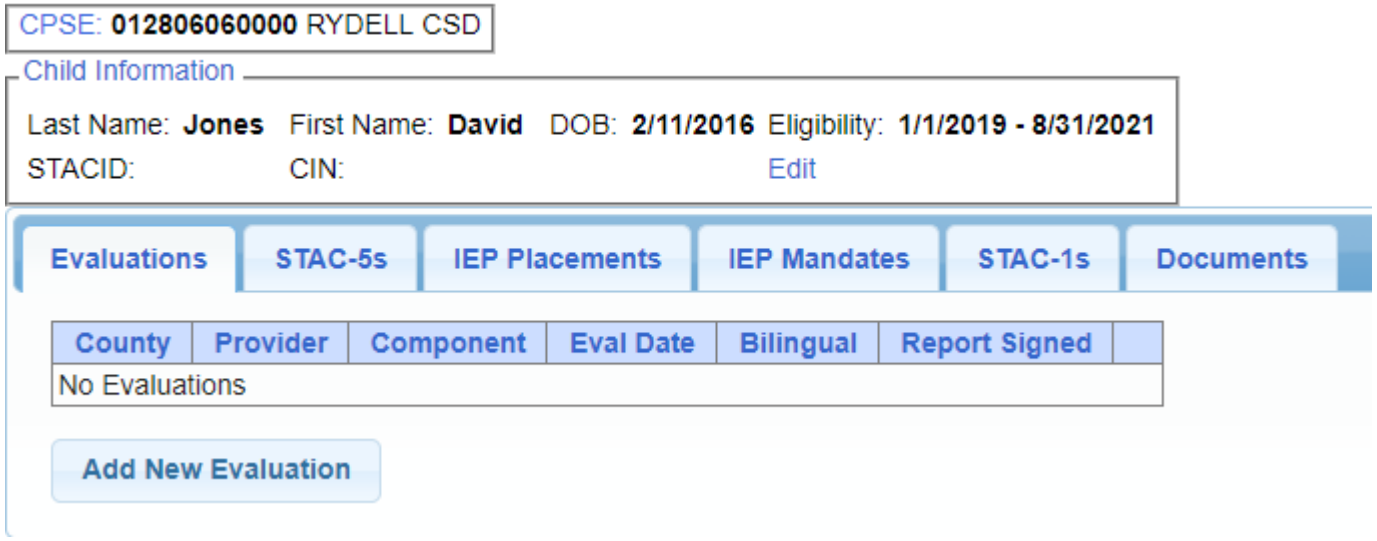
Saving incomplete entry

* Clicking “Save” without all mandatory fields entered will result in labels indicating the missing data



Student Details

* Upon saving a new student, the system will take you to the student details page

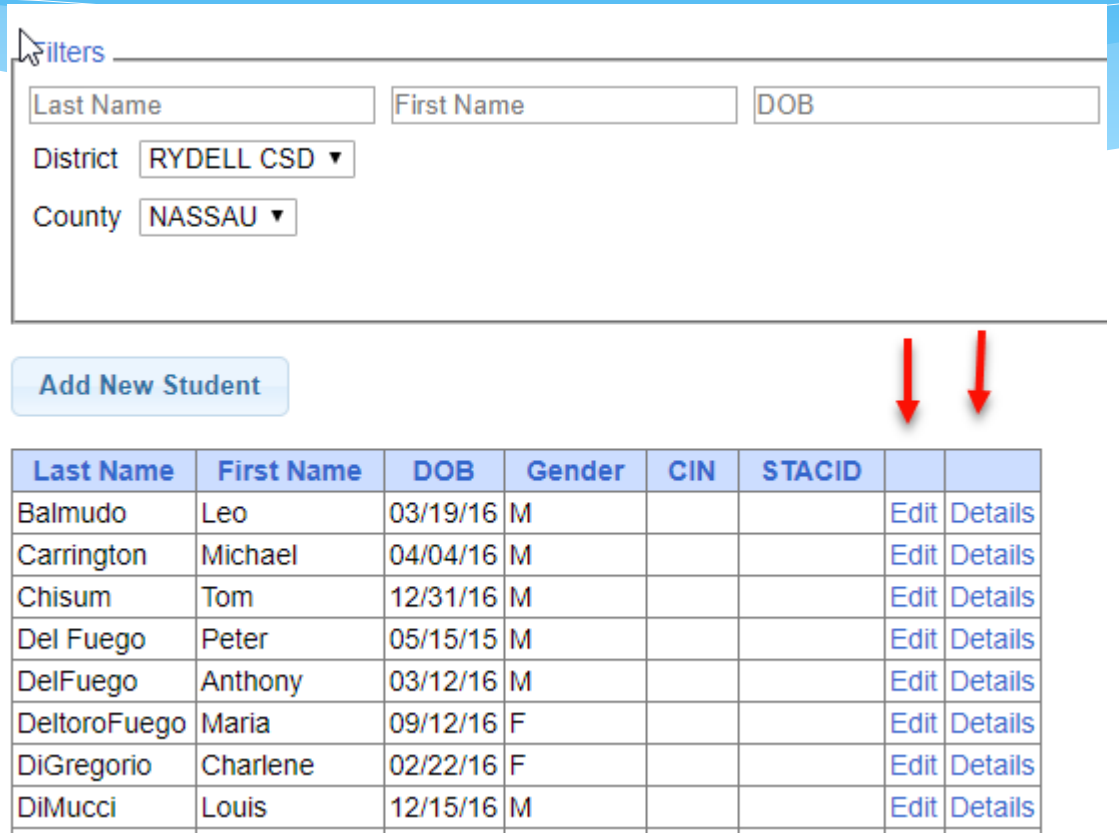


Student Details

* Top section shows child demographic information
* Lower section has tabs for
  * Evaluations (one row per evaluation component)
  * STAC-5s (one row per STAC-5)
  * IEP Placements (one row per STAC-1)
  * IEP Mandates (one row per mandated service on IEP)
  * Documents (uploaded documents for student)

Editing existing Student

* Search for student
* Click “Edit” to edit student demographics (name, address, etc.)
* Click “Details” to get to student details page with evaluations, services, documents, etc.



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