

## **INSTRUCTIONS FOR CHANGING TEACHER STATUS FROM ACTIVE TO INACTIVE:**

Login to Star Student:

USERNAME: \_\_\_\_\_

PASSWORD: \_\_\_\_\_

1. Go to GLOBAL Module (*Click + Sign or Double Click on Link*)
2. Go to MAINTENANCE
3. Go to GLOBAL TEACHER TABLE
4. Scroll Down to correct Teacher in List (Sorted Alphabetically by Active/Inactive)
5. Change ACTIVE status from Y to N
6. Save the File (Click "Disk" in Upper Left Corner or Prompted when Exiting)
7. Note: Teachers who taught or were teacher of record for any portion of the school year should not be inactivated until the following school year.