



PublicConsultingGroup.com



October 15th Data Submission: New and Inactive Data Elements

Fall 2007





Agenda



- Overview of Inactive and New Data Elements
- Review of Steps Required to Upload a File to NJ SMART Portal
- Demonstration of creating a .csv file
- Questions?



Key Facts for October '07 Submission



- All Districts and Charter Schools are required to submit an October 15th Snapshot file.

- The deadline for this submission is **November 16, 2007**

- Three Data Elements are Inactive
 - Data Element 37: Date of Last Medical Examination
 - Data Element 38: Date of Last Lead Test
 - Data Element 39: Lead Level

- Five Data Elements Are New
 - Data Element 44: Migrant Status
 - Data Element 45: Free and Reduced Lunch Status
 - Data Element 46: Enrollment Type
 - Data Element 47: Special Education Classification
 - Data Element 48: Limited English Proficient Program Enrollment



Important Information



- Help Line: 800-254-0295
- Help Email: NJSMART@pcgus.com
- NJ Student Data Handbook V 2.0 is available for download at www.nj.gov/njded/njsmart



Inactive Data Elements



DateOfLastMedicalExamination

Definition: The year, month, and day of the last medical examination the student received.

Type:

Min Length:

Max Length:

Required Element? ***No. Inactive Data Element***

This field must be left ***NULL*** for all student records.



DateOfLastLeadTest

Definition: The year, month, and day of the last lead test the student received.

Type:

Min Length:

Max Length:

Required Element? ***No. Inactive Data Element***

This field must be left ***NULL*** for all student records.

NJ DOE Number 39 - *INACTIVE*

LeadLevel

Definition: The lead level determined in the student's last lead test.

Type:

Min Length:

Max Length:

Required Element? ***No. Inactive Data Element***

This field must be left ***NULL*** for all student records.



New Data Elements



MigrantStatus

Definition: Student is eligible for migrant education services. (1) The child is younger than 22 and has not graduated from high school or does not hold a high school equivalency certificate; (2) and the child is a migrant agricultural worker or a migrant fisher or has a parent, spouse, or guardian who is a migrant agricultural worker or a migrant fisher; (3) and the child has moved within the preceding 36 months in order to obtain (or Seek) or to accompany (or join) a parent, spouse, or guardian to obtain (or seek), temporary or seasonal employment in qualifying agricultural or fishing work; and (4) such employment is a principal means of livelihood; and (5) the child has moved from one school district to another.

Type: Alpha

Min Length: 1

Max Length: 1

Required Element? **Yes. Mandatory** for all students

Format: Migrant Status should be specified as: “Y” for Migrant Status or “N” for non-Migrant Status.

Additional Notes: Error will occur if field is NULL.



FreeAndReducedRateLunchStatus

Definition: An indication of a student's enrollment in the national school lunch program (free and reduced price breakfast, lunch and milk programs) according to the income guidelines provided by the US Department of Agriculture.

Type: Alpha

Min Length: 1

Max Length: 1

Required Element? **Yes. Mandatory** for all students

Format: Free and Reduced Rate Lunch Status should be specified as: "N" for not enrolled, "F" for enrolled in Free Lunch, or "R" for enrolled in Reduced Rate Lunch.

Error will occur if field is NULL

Additional Notes: Federal and State funding will be calculated using this data in 2008.



EnrollmentType

Definition: The percentage of the school day a student is in attendance at the school listed as “attending school” for the student.

Type: Alpha

Min Length: 1

Max Length: 1

Required Element? **Yes. Mandatory** for all students

Format: Enrollment Type should be specified as: “F” for full-time or “S” for shared time

Additional Notes: Error will occur if field is NULL.

Note: Reporting responsibilities remain the same – shared time students should be reported by the district which has reported them in the past. Shared time students should NOT be reported by multiple districts.



NJ DOE Number 47 - NEW



Special Education Classification

Definition: The category by which the student has been determined eligible for special education and related services.

Type: Alpha

Min Length: 2

Max Length: 2

Required Element? **Yes. Mandatory** for all students with a SPED classification

Format: List of acceptable codes are posted in the Student Data Handbook v 2.0

Additional Notes: Leave NULL if not applicable for a student.

Students who are listed in a Special Education Program Code (codes 18-33) require a Special Education Classification Code or an error will occur.

For additional information about the code description, please see your Director of Special Education Services. The code value, along with Special Education Services, will determine the ASSA tier for state aid purposes.



Limited English Proficient Program Enrollment

Definition: Limited English Proficient Program enrollment refers to students who are:

1. Resident and non-resident students identified as Limited English Proficient (LEP), in accordance with N.J.A.C. 6A:15.1.3(c), who are participating in a bilingual, ESL, or ELS program; and
2. Students who continue to need and participate in bilingual, ESL or ELS program services on the basis of multiple indicators as per N.J.A.C. 6A:15-1.10(b).

Type: Alpha

Min Length: 1

Max Length: 1

Required Element? **Yes. Mandatory** for all students

Format: LEP Program Enrollment should be specified as: “Y” for enrolled in LEP and receiving services or “N” for not enrolled in LEP.

Additional Notes: Error will occur if field is NULL.



Data Elements to Update



NJ DOE Number 41: SchoolYear



SchoolYear

Definition: The school year that the file submission represents.

Type: Alpha

Min Length: 8

Max Length: 8

Required Element? **Yes. Mandatory** for all students

Format: Date must be in YYYY-YYYY format

Additional Notes: For the October 15th snapshot, this data element will be **2007-2008**. Error will occur if field is *NULL*.



NJ DOE Number 42: ReportingPeriodBeginDate



ReportingPeriodBeginDate

Definition: The year, month and day of the first day of the reporting period for the file submission.

Type: Alpha

Min Length: 8

Max Length: 8

Required Element? **Yes. Mandatory** for all students

Format: Date must be in YYYYMMDD format

Additional Notes: For the October 15th snapshot, this data element will be **20070701** (July 1, 2007). Error will occur if field is *NULL*.



NJ DOE Number 43: ReportingPeriodEndDate



ReportingPeriodEndDate

Definition: The year, month and day of the last day of the reporting period for the file submission. This represents the snapshot date.

Type: Alpha

Min Length: 8

Max Length: 8

Required Element? **Yes. Mandatory** for all students

Format: Date must be in YYYYMMDD format

Additional Notes: For the October 15th snapshot, this data element will be **20071015** (October 15, 2007). Error will occur if field is *NULL*.



NJ SMART Steps Required to Upload a File to the Portal

- Step 1: Create .csv file for upload
- Step 2: Upload file to the NJ SMART Portal
- Step 3: View and Download Error Reports
- Step 4: Correct Errors in the Portal
- Step 5: Submit Corrections
- Step 6: Release file to NJ DOE by **November 16, 2007**



Data Upload Refresher Webinars



- Refresher webinars on the Data Upload functionalities in the NJ SMART Portal will be held after the Portal opens on October 15th for data submission
- Districts will receive email invitations to the Data Upload refresher webinars



Important Information



- A copy of this presentation is posted on the NJ SMART website
- Website: www.nj.gov/njded/njsmart
- Help Line: 800-254-0295
- Help Email: NJSMART@pcgus.com



Demonstration



Demonstration of creating a .csv file