

NEW JERSEY DEPARTMENT OF EDUCATION

SID MANAGEMENT

STUDENT DATA HANDBOOK

VERSION 1.1



State of New Jersey
Department of Education

100 River View Executive Plaza
P.O. Box 500
Trenton, New Jersey 08652

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FOREWORD

The New Jersey Department of Education is pleased to publish the *2009 SID Management Student Data Handbook v1.1*. Because quality information requires student data elements that are uniform, consistent and easy to understand, this reference guide defines and maintains a set of standards for educational data. The *SID Management Student Data Handbook* is intended to support the year round management of Statewide Student Identifiers (SID) and is intended for school, district, and state educators who must have data that are reliable and valid over time to make appropriate, cost-effective and timely decisions about student and school performance.

Two documents serve as important models for the continual development of this *Handbook*. Those documents are the *Student Data Handbook for Elementary, Secondary and Early Childhood Education* developed by the U.S. Department of Education's National Center for Education Statistics (NCES) and the *Schools Interoperability Framework Implementation Specification Version 1.5r1* developed by the Schools Interoperability Framework. Many of the terms and definitions included in this *Handbook* are consistent with those in the two documents.

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Executive Summary

Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system. The *2009 SID Management Student Data Handbook* was developed to assist school districts in providing education information to the New Jersey Department of Education (NJ DOE) in a standardized format to comply with state and federal requirements. For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured. This *SID Management Student Data Handbook (Handbook)* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

NJ Standards Measurement and Resource for Teaching (NJ SMART) was developed for three primary reasons. First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored. To achieve this goal, education data must be collected, managed and reported in a fashion that is more useful, accurate, consistent and timely. Second, major regulatory changes, such as the federal *No Child Left Behind Act* (NCLB) and the *Individuals with Disabilities Education Act* (IDEA), are compelling Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements. The NJ DOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way. Third, the NJ DOE is committed to becoming more service-oriented to LEAs and the public. By providing better information to LEAs and other stakeholders, and by simplifying the burdensome data reports to the state, the NJ DOE hopes to increase administrative efficiency through the use of technology.

Data Elements and Definitions

This *Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJ DOE. Not all data elements are relevant to each student (e.g., students born outside of the US will not have a State of Birth). It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJ SMART so that a collaborative resolution can be reached.

The following information is provided for each data element in the *Handbook*:

Name of Data Element	The data element name used within the NJ SMART system.
NJ DOE Number	The numerical identification of the data element, which will remain in effect over time regardless of data elements retired or added.
Definition	A brief description of the data element.
Functional, Policy or Legal Description	The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
Snapshot Dates	The date when each data element must be reported in accordance with NJ DOE requirements. Data elements required for SID Management can be submitted throughout the year. State Submission core data elements will be collected twice during the year (October 15 snapshot and End of Year snapshot). A December 1 st snapshot file will be submitted containing Special Education data only.
Type	Data element type such as Alpha, Numeric, or Date indicates how the field should be treated in order to meet formatting requirements.
Min Length	The minimum number of characters permitted.
Max Length	The maximum number of characters permitted.
Range of Values	The value options of each data element.
Required Element?	Indication of whether the data element is required for file submission.
NCES / SIF	Indicates National Center for Education Statistics (NCES) and/or Schools Interoperability Framework (SIF) standard.
Format	Requirement for how each data element must be arranged/reported.
Additional Notes	Additional relevant notes about the data element, including specifics on data validation to occur with respect to each data element.

Privacy and Security

Privacy of student records is required by the *Family Educational Rights and Privacy Act (FERPA)*. *FERPA* requires state and local education agencies to protect the privacy of education records that contain “information directly related to a student” and which are maintained by an educational agency or institution. Education data stored in NJ SMART qualify as education records within the limits of *FERPA*. Absent written consent from the parent or student, or a valid court order, *FERPA* prohibits the release of education records to anyone other than local school officials, or federal and state education agencies with legitimate educational interests for the information.

NJ DOE takes privacy and security concerns extremely seriously. To ensure confidentiality of student records, NJ SMART is designed with the following features: First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student information since all activities on NJ SMART are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information in NJ SMART is segmented or compartmentalized with security rights set up by the district so that only registered and authorized users have access to information where they have a legitimate educational interest.

Data Elements Outline

The following is an outline of the data elements included in the *SID Management Student Data Handbook*, categorized by their appropriate headings. Note that some data elements apply to certain students only (Active, US-born, etc.).

STUDENT INFORMATION

Identification:

- Local Identification Number (LID)
- State Identification Number (SID)
- First Name
- Middle Name
- Last Name
- Generation Code Suffix
- Gender
- Date of Birth
- City of Birth
- State of Birth
- Country of Birth

Background:

- Ethnicity
- Race

ENROLLMENT INFORMATION

- Status
- County Code – Resident
- District Code – Resident
- School Code – Resident
- District Entry Date
- County Code – Receiving
- District Code – Receiving
- School Code – Receiving
- County Code – Attending
- District Code – Attending
- School Code – Attending
- School Entry Date
- School Exit Date
- School Exit/Withdrawal Code

PROGRAM INFORMATION

- Year of Graduation

DATA ELEMENTS

Name of Data Element: LocalIdentificationNumber

NJ DOE Number: 1

Definition: A number assigned and maintained by the local school district that is unique for each student in the district (LID) and is consistently used by the district across all of its data systems.

Functional, Policy or Legal Description: A local student identifier is assigned by the district and used to track students within a district over time and to keep student information secure and confidential. Districts must assign the Local Identification Number for each student in order to receive a State Identification Number (SID). This provides an additional matching field and an efficient way for NJ DOE to provide SIDs to districts. This data element is used to verify the unique identification of the student.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Alphanumeric

Min Length: 1

Max Length: 20

Range of Values: N/A

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

NCES

Format: Type and length can vary based on a series of numbers and letters used by a school district. A student's LID must be unique throughout the student's enrollment in the district. For school districts without a LID, a LID scheme must be created and assigned for all students so that DOE can uniquely identify all students in a particular district.

Additional Notes: For a LID that includes leading zeros, be sure when extracting and storing the data for transmission that the zeros are maintained. This is accomplished by creating the field as an alphanumeric data element.

It is important that for confidentiality purposes, the local identification numbers do not contain any embedded meaning linked to student-specific information.

Error will occur if multiple students within the district with the same LID are reported.

Error will occur if field is *NULL*.

Name of Data Element:
StateIdentificationNumber

NJ DOE Number: 2

Definition: A unique number (SID) assigned and maintained by the New Jersey Department of Education that is unique for each student over time and across districts.

Functional, Policy or Legal Description: In order to track students within and across districts over time, NJ DOE will assign a unique 10-digit number to all students enrolled in New Jersey public schools. After the initial assignment of identification numbers, districts will be required to verify or obtain an identification number whenever a new student enrolls in the district.

SID will be a new number assigned by NJ SMART. The initial batch assignment of the SID occurred in March 2007. After initial assignment, districts must use the SID on all student-level data submitted to the New Jersey Department of Education and annually resolve all duplicate students within the district prior to the beginning of the school year.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Numeric

Min Length: 10

Max Length: 10

Range of Values: N/A

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

NCES

Format: 10-digit state identification number. SIDs must be valid numbers as issued by NJ SMART or an error will occur.

Additional Notes: All submission files must include SIDs for students who have had SIDs issued; if a file submission does not include SIDs, it will not be accepted by NJ SMART.

Name of Data Element: FirstName

NJ DOE Number: 3

Definition: A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Alpha

Min Length: 1

Max Length: 30

Range of Values: N/A

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

NCES

Format: First name and last name must be reported as separate fields.

Additional Notes: No nicknames or abbreviated names should be reported. Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphen are accepted.

Error will occur if field is *NULL*.

Name of Data Element: MiddleName

NJ DOE Number: 4

Definition: A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: Year-round

Type: Alpha

Min Length: 1

Max Length: 30

Range of Values: N/A

Required Element? No. **Optional** for all students

NCES

Format: First Name, Middle Name and Last Name must be reported as three separate fields. Middle initial (no period permitted) or full middle name are accepted.

Additional Notes: While Middle Name is an optional field, if the district maintains this data element it should be reported to support unique identification of the student.

Name of Data Element: LastName

NJ DOE Number: 5

Definition: The name borne in common by members of a family. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Alpha

Min Length: 1

Max Length: 50

Range of Values: N/A

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

NCES

Format: First name and last name must be reported as separate fields.

Students with multiple last names should include multiple last names in this field. Hyphens are acceptable if they are part of the student's legal name; place both last names in this field. Example: Jenny R. Smith-Jones would be last name = "Smith-Jones" while John F. Kennedy Smyth would be last name = "Kennedy Smyth".

Additional Notes: Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.

Error will occur if field is *NULL*.

Name of Data Element:
GenerationCodeSuffix

NJ DOE Number: 6

Definition: An appendage, if any, used to denote an individual's generation in his family (e.g., Jr, Sr, III). This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: Year-round

Type: Alpha

Min Length: 1

Max Length: 3

Range of Values: N/A

Required Element? No. **Optional** for all students

NCES

Format: No punctuation should be included.

Additional Notes: Leave *NULL* if not available or does not exist.

While Generation Code/Suffix is an optional data element, the district should use this data element to differentiate among students who would otherwise have the same name and birth information such as twins, triplets, *etc.*

Name of Data Element: Gender

NJ DOE Number: 7

Definition: The student's gender.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: Year-round

Type: Alpha

Min Length: 1

Max Length: 1

Range of Values:

M = Male

F = Female

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

NCES

Format: Gender should be specified as: "F" for Female, "M" for Male.

Additional Notes: Error will occur if field is *NULL*.

Name of Data Element: DateOfBirth

NJ DOE Number: 8

Definition: The year, month and day on which an individual was born. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Alpha

Min Length: 8

Max Length: 8

Range of Values: N/A

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

NCES

Format: Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

Additional Notes: Error will occur if format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).

Error will occur if data element falls outside of reasonable parameters (i.e. date occurs in future, date ages student outside legal limits of education system).

Error will occur if field is *NULL*.

Name of Data Element: CityOfBirth

NJ DOE Number: 9

Definition: The name of the city or town (or comparable unit) in which the student was born. This data element should correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: Year-round

Type: Alpha

Min Length: 1

Max Length: 30

Range of Values: N/A

Required Element? Yes, **Mandatory for all US-born students. Optional for all foreign-born students.**

NCES

Format: N/A

Additional Notes: This attribute should contain the name of the city where the student was born (typically recorded on a birth certificate or passport). The city may be within the US or any country. Do not include country of birth or state of birth in this field. Do not include any abbreviations.

An error will occur if CityOfBirth, StateOfBirth, and CountryOfBirth are left *NULL*, for a student. For US-born students, CityOfBirth and StateOfBirth are required. For foreign-born students CountryOfBirth is required and CityOfBirth is optional. StateOfBirth must be left *NULL* for foreign-born students.

An error will occur if punctuation is included in CityOfBirth.

Name of Data Element: StateOfBirth

NJ DOE Number: 10

Definition: The name of the state (within the United States) or extra-state jurisdiction (e.g. province, territory) in which an individual was born. This data element should correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: Year-round

Type: Alpha

Min Length: 2

Max Length: 2

Range of Values:

AL = ALABAMA
AK = ALASKA
AS = AMERICAN SAMOA
AZ = ARIZONA
AR = ARKANSAS
CA = CALIFORNIA
CO = COLORADO
CT = CONNECTICUT
DE = DELAWARE
DC = DISTRICT OF COLUMBIA
FM = FEDERATED STATES OF MICRONESIA
FL = FLORIDA
GA = GEORGIA
GU = GUAM
HI = HAWAII
ID = IDAHO
IL = ILLINOIS
IN = INDIANA
IA = IOWA
KS = KANSAS
KY = KENTUCKY
LA = LOUISIANA
ME = MAINE
MH = MARSHALL ISLANDS
MD = MARYLAND
MA = MASSACHUSETTS
MI = MICHIGAN
MN = MINNESOTA
MS = MISSISSIPPI
MO = MISSOURI

Name of Data Element: StateOfBirth

NJ DOE Number: 10

MT = MONTANA
NE = NEBRASKA
NV = NEVADA
NH = NEW HAMPSHIRE
NJ = NEW JERSEY
NM = NEW MEXICO
NY = NEW YORK
NC = NORTH CAROLINA
ND = NORTH DAKOTA
MP = NORTHERN MARIANA ISLANDS
OH = OHIO
OK = OKLAHOMA
OR = OREGON
PW = PALAU
PA = PENNSYLVANIA
PR = PUERTO RICO
RI = RHODE ISLAND
SC = SOUTH CAROLINA
SD = SOUTH DAKOTA
TN = TENNESSEE
TX = TEXAS
UT = UTAH
VT = VERMONT
VI = VIRGIN ISLANDS
VA = VIRGINIA
WA = WASHINGTON
WV = WEST VIRGINIA
WI = WISCONSIN
WY = WYOMING

Military "States"

AE = Armed Forces Africa
AA = Armed Forces Americas (except Canada)
AE = Armed Forces Canada
AE = Armed Forces Europe
AE = Armed Forces Middle East
AP = Armed Forces Pacific

Required Element? Yes, **Mandatory for all US-born students.** Should not be used for foreign-born students unless associated with a military "state."

NCES

Format: Two character postal code required. Codes listed above must be used or error will occur.

Additional Notes: No state should be listed for foreign-born students, except for students from AS, FM, GU, MH, MP, PW, PR and VI.

An error will occur if CityOfBirth, StateOfBirth, and CountryOfBirth are all left *NULL* for a student. For US-born students, CityOfBirth and StateOfBirth are required. For foreign-born students CountryOfBirth is required and CityOfBirth is optional. StateOfBirth must be left *NULL* for foreign-born students.

Name of Data Element: CountryOfBirth

NJ DOE Number: 11

Definition: The name of the country in which an individual was born. This data element should correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: Year-round

Type: Alpha

Min Length: 4

Max Length: 4

Range of Values: For a current list of NCES Country Codes please refer to:

<http://www.nj.gov/education/njsmart/download/Countrycode.pdf>

Required Element? Yes, **Mandatory for all foreign-born students.** Not required for US-born students.

NCES

Format: Codes must conform to the NCES list cited above or an error will occur.

Additional Notes: Enter country of birth as it appears on a birth certificate or other legal document presented at time of enrollment. Do not include the foreign city of birth in this field; it should be entered in the CityofBirth field if available. Foreign born students must have a country of birth listed but do not require CityofBirth or StateofBirth.

An error will occur if CityOfBirth, StateOfBirth, and CountryOfBirth are all left *NULL* for a student. For US-born students, CityOfBirth and StateOfBirth are required. For foreign-born students CountryOfBirth is required and CityOfBirth is optional. StateOfBirth must be left *NULL* for foreign-born students.

Name of Data Element: Ethnicity

NJ DOE Number: 13

Definition: The ethnic category which most clearly reflects the individual's recognition of his or her community or with which the individual identifies.

Functional, Policy or Legal Description: The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have two categories for data on ethnicity. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

Hispanic or Latino
Not Hispanic or Latino

Snapshot Dates: Year-round

Type: Alpha

Min Length: 1

Max Length: 1

Range of Values:

Y = Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

N = Not Hispanic or Latino

Required element? Yes, **Mandatory** for all students

NCES

Format: Only “Y” or “N” responses will be accepted. Each student must have a Y or an N response.

Additional Notes: If positive identification of Hispanic or Latino is not possible, “N” should be entered.

If Ethnicity = “N,” at least one Race category must be identified as “Y.”

Error will occur if field is left *NULL*.

Name of Data Element:
RaceAmericanIndian

NJ DOE Number: 14

Definition: The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Description: The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native

Asian

White

Black or African American

Native Hawaiian or Other Pacific Islander

Snapshot Dates: Year-round

Type: Alpha

Min Length: 1

Max Length: 1

Range of Values:

Y = Yes to American Indian or Alaska Native - A person having origins in any of the original people of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.

N = No to American Indian or Alaska Native

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

NCES

Format: Only “Y” or “N” responses will be accepted. Each student must have a Y or an N response.

Additional Notes: Multiple race categories may be identified for a student. All race categories that are not applicable to a student should be marked as “N”.

Error will occur if field is left *NULL*.

Name of Data Element: RaceAsian

NJ DOE Number: 15

Definition: The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Description: The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native
Asian
White

Black or African American
Native Hawaiian or Other Pacific Islander

Snapshot Dates: Year-round

Type: Alpha

Min Length: 1

Max Length: 1

Range of Values:

Y = Yes to Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

N = No to Asian

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

NCES

Format: Only “Y” or “N” responses will be accepted. Each student must have a Y or an N response.

Additional Notes: Multiple race categories may be identified for a student. All race categories that are not applicable to a student should be marked as “N”.

Error will occur if field is left *NULL*.

Name of Data Element: RaceBlack

NJ DOE Number: 16

Definition: The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Description: The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native
Asian
White

Black or African American
Native Hawaiian or Other Pacific Islander

Snapshot Dates: Year-round

Type: Alpha

Min Length: 1

Max Length: 1

Range of Values:

Y = Yes to Black or African American - A person having origins in any of the black racial groups of Africa.

N = No to Black or African American

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

NCES

Format: Only “Y” or “N” responses will be accepted. Each student must have a Y or an N response.

Additional Notes: Multiple race categories may be identified for a student. All race categories that are not applicable to a student should be marked as “N”.

Error will occur if field is left *NULL*.

Name of Data Element: RacePacific

NJ DOE Number: 17

Definition: The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Description: The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native
Asian
White

Black or African American
Native Hawaiian or Other Pacific Islander

Snapshot Dates: Year-round

Type: Alpha

Min Length: 1

Max Length: 1

Range of Values:

Y = Yes to Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

N = No to Native Hawaiian or Other Pacific Islander

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

NCES

Format: Only “Y” or “N” responses will be accepted. Each student must have a Y or an N response.

Additional Notes: Multiple race categories may be identified for a student. All race categories that are not applicable to a student should be marked as “N”.

Error will occur if field is left *NULL*.

Name of Data Element: RaceWhite

NJ DOE Number: 18

Definition: The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Description: The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native
Asian
White

Black or African American
Native Hawaiian or Other Pacific Islander

Snapshot Dates: Year-round

Type: Alpha

Min Length: 1

Max Length: 1

Range of Values:

Y = Yes to White - A person having origins of the original peoples of Europe, the Middle East or North Africa.

N = No to White

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

NCES

Format: Only “Y” or “N” responses will be accepted. Each student must have a Y or an N response.

Additional Notes: Multiple race categories may be identified for a student. All race categories that are not applicable to a student should be marked as “N”.

Error will occur if field is left *NULL*.

Name of Data Element: Status

NJ DOE Number: 21

Definition: The student's current enrollment status.

Functional, Policy or Legal Description: NJ DOE, Division of Finance

Snapshot Dates: Year-round

Type: Alpha

Min Length: 1

Max Length: 1

Range of Values:

A = Active

I = Inactive

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

Format: N/A

Additional Notes: A descriptor for the current status of the student as a member of the district. A student is either an 'Active' or 'Inactive' student. Active students are those who are kept on the current roster of the district, including special education classified students who are "sent" to other districts or specialized placements. Inactive students are students who are no longer attending the district or have left for some reason.

All students with status = "I" require SchoolExitDate and SchoolExitWithdrawalCode or error will occur.

Error will occur if field is left *NULL*.

Name of Data Element:
CountyCodeResident

NJ DOE Number: 22

Definition: The New Jersey county in which the student resides.

Functional, Policy or Legal Description: NJDOE, Division of Finance

Snapshot Dates: Year-round

Type: Alpha

Min Length: 2

Max Length: 2

Range of Values:

For County Codes, please refer to:

<http://www.nj.gov/education/njsmart/download/#13>

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

Format: Codes must conform to codes listed or error will occur.

Additional Notes: If the student is a resident of a state or country outside of New Jersey, enter "99".

Error if field is left *NULL*.

Name of Data Element:
DistrictCodeResident

NJ DOE Number: 23

Definition: The resident district of the student. The code is unique to the district.

Functional, Policy or Legal Description: NJDOE, Division of Finance

Snapshot Dates: Year-round

Type: Alpha

Min Length: 4

Max Length: 4

Range of Values:

For District Codes, please refer to:

<http://www.nj.gov/education/njsmart/download/#13>

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

Format: Codes must conform to NJ DOE codes listed or error will occur.

Additional Notes: If the student is a resident of a state or country outside of New Jersey, enter "9999".

Error if field is left *NULL*.

Name of Data Element:
SchoolCodeResident

NJ DOE Number: 24

Definition: The resident school in which a student would attend based upon their permanent or other home address. This school code is unique for each school within each district.

Functional, Policy or Legal Description: NJDOE, Office of Special Education

Snapshot Dates: Year-round

Type: Alpha

Min Length: 3

Max Length: 3

Range of Values:

For School Codes please refer to:

<http://www.nj.gov/education/njsmart/download/#13>

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

Format: Codes must conform to NJ DOE codes listed or error will occur.

Additional Notes: If the student is a resident of a state or country outside of New Jersey, enter "999".

Error if field is left *NULL*.

Name of Data Element: DistrictEntryDate

NJ DOE Number: 25

Definition: The year, month, and day on which a student is enrolled in the district.

Functional, Policy or Legal Description: NJ DOE, No Child Left Behind Act of 2001
This element is used for monitoring enrollment and mobility of students. Used in the determination of time in district for AYP purposes.

Snapshot Dates: Year-round

Type: Alpha

Min Length: 8

Max Length: 8

Range of Values: N/A

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

Format: Date must be in YYYYMMDD format.

Additional Notes: This date represents the first date of attendance for the student (as opposed to registration date). This date represents the most **recent** entry date into the district, in the case of students who have entered, left, and re-entered the district.

This date is not automatically the first day of school each school year for every student.

Error will occur if field is left *NULL*.

Name of Data Element:
CountyCodeReceiving

NJ DOE Number: 64

Definition: The New Jersey county in which the student is received in a sending/receiving relationship.

Functional, Policy or Legal Description: NJDOE, Division of Finance, Office of Special Education

Snapshot Dates: Year-round

Type: Alpha

Min Length: 2

Max Length: 2

Range of Values:

For County Codes, please refer to:

<http://www.nj.gov/education/njsmart/download/#13>

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

Format: Codes must conform to codes listed or error will occur.

Additional Notes: If the receiving county is outside of the State of New Jersey and the school is not included in the list above, enter "99".

The Receiving school may often be the same as the Attending school information.

Error if field is left *NULL*.

Example: A student residing in a K-8 district, but is in 9th grade or above and is in Special Education, will have the resident code corresponding to the place where the student resides. The attending codes correspond to the district where the student is physically attending school. The receiving codes correspond to the district that receives the student from a K-8 district, but sends the student out-of-district for special services.

Name of Data Element:
DistrictCodeReceiving

NJ DOE Number: 65

Definition: The receiving district of the student in a sending/receiving relationship.

Functional, Policy or Legal Description: NJDOE, Division of Finance, Office of Special Education

Snapshot Dates: Year-round

Type: Alpha

Min Length: 4

Max Length: 4

Range of Values:

For District Codes, please refer to:

<http://www.nj.gov/education/njsmart/download/#13>

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

Format: Codes must conform to NJ DOE codes listed or error will occur.

Additional Notes: If the receiving district is outside of the State of New Jersey and the school is not included in the list above, enter "9999".

The Receiving school may often be the same as the Attending school information.

Error if field is left *NULL*.

Example: A student residing in a K-8 district, but is in 9th grade or above and is in Special Education, will have the resident code corresponding to the place where the student resides. The attending codes correspond to the district where the student is physically attending school. The receiving codes correspond to the district that receives the student from a K-8 district, but sends the student out-of-district for special services.

Name of Data Element:
SchoolCodeReceiving

NJ DOE Number: 66

Definition: The receiving school in a sending – receiving relationship. This school code is unique for each school within each district.

Functional, Policy or Legal Description: NJDOE, Division of Finance, Office of Special Education

Snapshot Dates: Year-round

Type: Alpha

Min Length: 3

Max Length: 3

Range of Values:

For School Codes please refer to:

<http://www.nj.gov/education/njsmart/download/#13>

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

Format: Codes must conform to NJ DOE codes listed or error will occur.

Additional Notes: If the receiving school is outside of the State of New Jersey and the school is not included in the list above, enter “999”.

The Receiving school may often be the same as the Attending school information.

Error if field is left *NULL*.

Example: A student residing in a K-8 district, but is in 9th grade or above and is in Special Education, will have the resident code corresponding to the place where the student resides. The attending codes correspond to the district where the student is physically attending school. The receiving codes correspond to the district that receives the student from a K-8 district, but sends the student out-of-district for special services.

Name of Data Element:
CountyCodeAttending

NJ DOE Number: 26

Definition: The county in which the student is attending school.

Functional, Policy or Legal Description: NJ DOE, Division of Finance

Snapshot Dates: Year-round

Type: Alpha

Min Length: 2

Max Length: 2

Range of Values:

For County Codes, please refer to:

<http://www.nj.gov/education/njsmart/download/#13>

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

Format: Codes must conform to NJ DOE codes listed or error will occur.

Additional Notes: Error will occur if field is left *NULL*.

If the student is attending in a state or country outside of New Jersey, enter "99".

Name of Data Element:
DistrictCodeAttending

NJ DOE Number: 27

Definition: The district in which the student is currently attending.

Functional, Policy or Legal Description: NJ DOE, Division of Finance

Snapshot Dates: Year-round

Type: Alpha

Min Length: 4

Max Length: 4

Range of Values:

For District Codes, please refer to:

<http://www.nj.gov/education/njsmart/download/#13>

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

Format: Codes must conform to NJ DOE codes listed or error will occur.

Additional Notes: Error will occur if field is left *NULL*.

If the student is attending in a state or country outside of New Jersey, enter "9999".

Name of Data Element:
SchoolCodeAttending

NJ DOE Number: 28

Definition: The school in which a student is attending. This school code is unique for each school within each district.

Functional, Policy or Legal Description: NJ DOE, Division of Finance

Snapshot Dates: Year-round

Type: Alpha

Min Length: 3

Max Length: 3

Range of Values:

For School Codes please refer to:

<http://www.nj.gov/education/njsmart/download/#13>

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

Format: Codes must conform to NJ DOE codes listed or error will occur.

Additional Notes: Error will occur if field is *NULL*.

If the student is attending in a state or country outside of New Jersey, enter "999".

Name of Data Element: SchoolEntryDate

NJ DOE Number: 29

Definition: The year, month, and day on which a student is enrolled in their attending school.

Functional, Policy or Legal Description: NJ DOE, No Child Left Behind Act of 2001
This element is used for monitoring enrollment and mobility of students. Used in the determination of time in school for AYP purposes.

Snapshot Dates: Year-round

Type: Alpha

Min Length: 8

Max Length: 8

Range of Values: N/A

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

Format: Date must be in YYYYMMDD format.

Additional Notes: This date represents the first date of attendance for the student (as opposed to registration date). This date represents the most **recent** entry date into the school, in the case of students who have entered, left, and re-entered the school.

This should **not** necessarily be the first day of school each school year for each student.

Error will occur if field is left *NULL*.

Name of Data Element: SchoolExitDate

NJ DOE Number: 30

Definition: The year, month, and day of the first day after the date of a student's last attendance in a school.

Functional, Policy or Legal Description: New Jersey Administrative Code (NJAC 6:3)

Snapshot Dates: Year-round

Type: Alpha

Min Length: 8

Max Length: 8

Range of Values: N/A

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

Format: Date must be in YYYYMMDD format.

Additional Notes: Field should be left *NULL* for ACTIVE students.

Error will occur if field is left *NULL* for an INACTIVE student.

Error will occur if SchoolExitDate is listed without a SchoolExitWithdrawalCode.

Name of Data Element:
SchoolExitWithdrawalCode

NJ DOE Number: 31

Definition: Describes the type of exit/withdrawal of a student from a school. This code is one of the transfer or dropout codes described in the school register.

Functional, Policy or Legal Description: N.J.A.C. 6:3. NJ DOE, Division of Finance

Snapshot Dates: Year-round

Type: Alpha

Min Length: 1

Max Length: 3

Range of Values:

T3 = Transfer to a nonpublic school within the state – A student transferred to a nonpublic school within the state.

T4 = Transfer to any public school outside the district – A student transferred to any other public school outside the district and within the state.

T6 = Transfer to a state or county institution for incarceration – A student transferred to a state of county institution where individual instruction will be provided by the institution.

T7 = Transfer to a state or county institution for treatment of a physical, mental or emotional disability – A student transferred to a state or county institution where individual instruction will be provided by the institution.

T8 = Transfer out of the state or country – A student transferred to a public or nonpublic school or institution out of the state or country.

T9 = Transfer to parental instruction – A student transferred to an equivalent program of instruction provided by parents.

TC = Transfer to charter school – A student transferred to charter school upon official notification of attendance.

TD = Transfer to choice school – A student transferred to choice school upon notification of attendance.

TA = Transfer to alternative adult education for high school diploma – The student must be 20 years of age or younger.

TP = Transfer to a private facility. A student transferred to a private facility where individual instruction is provided by the facility.

Name of Data Element: **SchoolExitWithdrawalCode**

NJ DOE Number: 31

D1 = Expulsion by the board of education – A student who is ordered to leave school based on a legal action by the board of education.

D2 = Incarceration – A legal action which placed the student in the custody of a state or county institution.

D3 = Dropout: Physical, mental or emotional disability – A student who ceases to attend due to a physical, mental or emotional disability who is not transferring to a state or county institution for individual instruction in order to continue or complete the prescribed program of studies for graduation.

D4 = Dropout: Dissatisfied with school – A student who ceases to attend because of a behavioral or academic difficulty before completing the prescribed program of studies for graduation. The reasons include difficult student/staff relationships, lack of appropriate curriculum, or dislike of one or more aspects of the school experience.

D5 = Dropout: Economic necessity and/or entered employment – A student who ceases to attend school for economic or employment reasons before completing the prescribed program of studies for graduation. The reasons may be one or more of the following: needed at home, encouraged by parents to leave school, inability to pay expenses associated with school attendance, seeking employment or had accepted employment.

D6 = Dropout: Married and/or pregnant – A student who ceases to attend because of marriage or pregnancy before completing the prescribed program of students for graduation.

D7 = Dropout: New residence, school status unknown – A student who requested a transfer to a new school for relocation to a new residence but whose school status is unknown because the student did not attend the new school.

D8 = Dropout: Reason Unknown – A student who ceases to attend, is absent for more than ten days and whose whereabouts and school status is unknown.

D9 = Death of a student.

D10 = Not of legal school age – A preschool student is no longer attending school because of a preschool handicap declassification or a child whose age is below the compulsory attendance age ceases to attend for any reason.

D11 = Reached maximum age – A student can not continue his/her education in a public school for the following school year if they have reached the age of 21.

L = Graduation – The code is used to officially remove a student from the register because the required program of instruction for graduation has been completed. **This code only applies to students graduating from High School.**

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

NCES

Format: Codes must conform to NJ DOE codes above or error will occur. Note: T1 is NOT a valid code for NJ SMART submission. T5 is NOT a valid NJ DOE code at this time. **T2 is no longer a valid code to be used for NJ SMART.**

Additional Notes: Field should be left *NULL* for ACTIVE students.
Error will occur if field is left *NULL* for an INACTIVE student.
Error will occur if SchoolExitWithdrawalCode is listed without a SchoolExitDate.

Name of Data Element: YearOfGraduation

NJ DOE Number: 34

Definition: The projected year of the student's high school graduation.

Functional, Policy or Legal Description: This data element is used to establish the foundation for cohort tracking in support of graduation rate calculation.

Snapshot Dates: Year-round

Type: Numeric

Min Length: 4

Max Length: 4

Range of Values: N/A

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

Format: YYYY

Appendix A – Reporting Responsibilities

Under normal circumstances, the resident district is responsible for reporting data elements on all students outlined in the NJ SMART Student Data Handbook as the district maintaining overall responsibility for the education of the student. Unique situations exist that require clarification regarding reporting responsibilities. Below are some examples of these situations along with explanations on how to report these students.

In all cases, the school the student is physically attending is reported as the county, district, and school code **attending** and the geographical residence of the student determines the county, district, and school code **resident**.

1. **Students attending a district grade 7-12 or 9-12 only who are being sent by a K-6 or K-8 district are reported by the 7-12 or 9-12 district they are attending.**
 - a. The resident district is the sending district and the school should have a code “000”.
 - b. The receiving and attending codes will correspond to the 7-12 or 9-12 district and school the student is attending.
 - c. In the event that the 7-12 or 9-12 district has to send one of these students out to another district for special services, the reporting responsibility will remain with the 7-12 or 9-12 district . However, the attending district and school codes should now correspond to the district providing the special services.
 - d. Students received from a K-6 or K-8 district do not need to enter a Tuition Code unless their tuition is paid by another entity other than the district of residence. In this case, a Tuition Code is required. However, it is important that that resident district information reflects the actual district the student lives in and attending information is the school of attendance.

2. **Charter School students are reported by the Charter School and not by the resident district.**
 - a. The Charter School would be reported as the receiving/attending district and the receiving/attending school. Charter Schools should use a county code of “80”. No students should have a Charter School listed as the resident school. The resident school information should be the public school district the student would normally attend if they were not attending a Charter School.
 - b. The receiving codes will be the Charter School codes.
 - c. Students that are new to a charter school and are coming from a non-public school must have Tuition Code “03” filled in for the first year. Once that student completes the first school year of attendance at the charter, the tuition code should be changed to “07”.

3. **Students attending an out of district school because of a need for specialized services would be reported by the resident school district only.**
 - a. The receiving and attending codes will be the school the student is attending for specialized services.

- b. A Tuition Code is not required.
4. **Parent-paid tuition students and students attending public schools tuition-free where a parent teaches are reported by the public school district they are attending.**
 - a. The receiving/attending codes will be the public school the student is attending. The resident codes should correspond to where the student lives.
 - b. A Tuition Code is required.
 5. **Students attending an in-county vocational school on a *full-time basis* are reported by the county vocational school.**
 - a. For a full-time student, the county vocational school would be reported as the attending district and the attending school.
 - b. The receiving codes will be the county vocational school the student is attending.
 - c. The resident codes should correspond to where the student lives.
 - d. A Tuition Code is not required
 - e. Enrollment Type of full-time “F” should be reported

Shared-time students will be reported by their resident school district.

- a. For shared-time students, the non-vocational school would be the attending district and the attending school.
 - b. The receiving codes will be the county vocational school the student is attending.
 - c. The resident codes should correspond to where the student lives.
 - d. A Tuition Code is not required.
 - e. Enrollment Type of shared-time “S” MUST be reported in order to accurately determine enrollment at each school where the student is shared.
6. **Students attending out-of-county vocational schools are reported by the resident school district.**
 - a. County vocational schools accepting tuition students should be prepared to submit all NJ SMART-required data elements to the resident district for reporting purposes. County vocational schools should not be reporting out-of-county tuition students to NJSMART.
 - b. The receiving codes will be the county vocational school the student is attending.
 - c. A Tuition Code is required.
 7. **Students age 21 and under receiving educational services from state agencies, such as Marie H. Katzenbach School for the Deaf, A. Harry Moore School, and the Commission for the Blind and Visually Impaired would be reported to NJ SMART by the district of residence.**
 - a. The Katzenbach School and A. Harry Moore School would be listed as the attending school. The students that are *placed by the Department of Children*

and Families in a state facility are reported by the Department of Children and Families.

- b. The receiving codes will be the state agency the student is attending.
- c. A Tuition Code is required.

8. Students receiving special education and related services in county detention facilities are reported by the district of residence.

- a. The attending codes will be the detention facility the student is attending.
- b. The receiving codes will be the detention facility the student is attending.
- c. A Tuition Code is not required.

Incarcerated students receiving special education and related services in state facilities operated or contracted by the Juvenile Justice Commission or by the Department of Corrections are reported by those state agencies, respectively.

9. Students that reside in a non-operating district are reported by the district they are attending.

- a. As there is no “school” in the district, a code of “000” should be reported for the resident school code.
- b. The receiving and attending codes will be the public school the student is attending.
- c. A Tuition Code is not required.

10. Students who attend ESCs, SSSDs, or Jointure Commissions are reported by the resident school district only. This is true for both full time and shared time students at the ESC, SSSD, or Jointure Commission.

- a. The receiving codes will be the ESC, SSSD, or Jointure Commission the student is attending.
- b. A Tuition Code is not required.

11. Students who are enrolled in private schools by the district, attend private schools for the disabled or private agencies and clinics are reported by the resident district. This is true in the case that the student is attending full time or shared time at the private school/agency/clinic.

- a. The receiving codes will be the private school the student is attending.
- b. A Tuition Code is not required.

12. Students sent to contracted privately-operated community-based preschools will be reported by the resident school district only.

- a. The receiving codes will be the preschool the student is attending.
- b. A Tuition Code is not required.

13. Home schooled students are not reported by the resident district.

- a. If a student exits during the reporting period to be home schooled, the district would report the student as Inactive, with a School Exit Date and a School Exit Withdrawal Code of T9 = Transfer to Parental Instruction.

14. Students receiving services supplied by the school at home and are not attending school are to be reported by the resident school district.

- a. The geographical location of the home should be used as the attending county and district. An attending school code of “000” should be reported.
- b. The receiving codes will be the same as the attending codes.
- c. A Tuition Code is not required.

15. Homeless students are reported by the attending district, as determined by the County Superintendent.

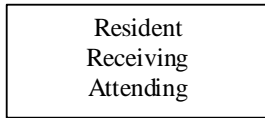
- a. The most recently known residing district that holds financial responsibility of the student should be reported as the residing school and district.
- b. The receiving codes will be the public school the student is attending.
- c. A Tuition Code is not required.

16. Adult high school students should be reported to NJ SMART by the resident district.

- a. The receiving and attending codes will be the public adult high school the student is attending.
- b. The resident codes must correspond to the high school the student would be attending if they were below the age of 21.
- c. A Tuition Code is not required.

General Case

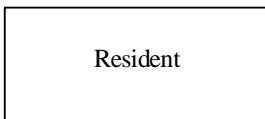
District A



Submitting

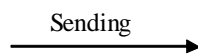
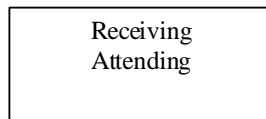
Special Education student sent out-of-district

District A



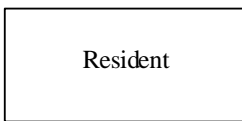
Submitting

District B (private school for the disabled)

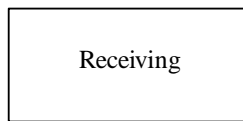


Special Education student residing in K-8, but is in 9th grade

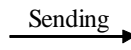
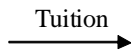
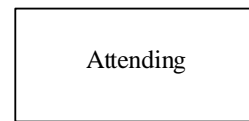
District A (K-8)



District C (9-12 school)



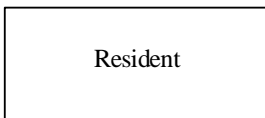
District B (private school for the disabled)



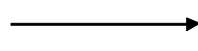
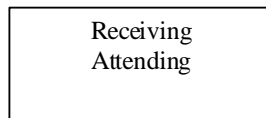
Submitting

Charter School General Case

District A (public, non-charter school)



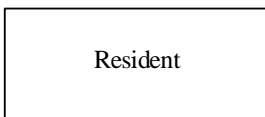
District D (Charter School)



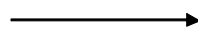
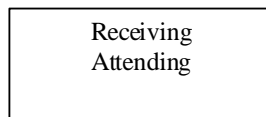
Submitting

Full-Time Vocational – In County

District A

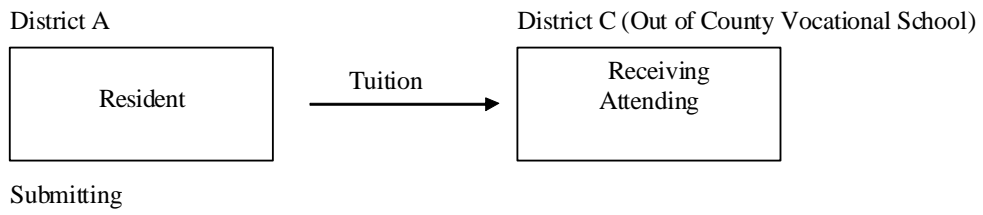


District C (In County Vocational School)

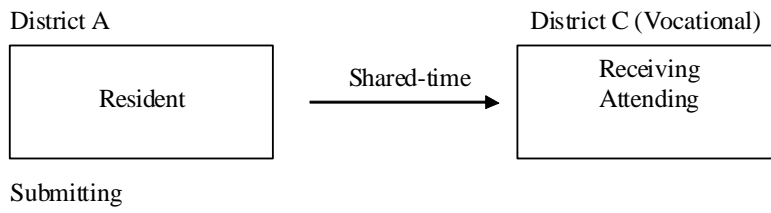


Submitting

Full-Time Vocational – Out of County



Shared-Time Vocational



Special Services Commissions/Districts

