

New Jersey Department of Education

Graduation Appeals Data Handbook



State of New Jersey
Department of Education

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Foreword

This handbook provides guidance on collecting and submitting data to the New Jersey Department of Education's (NJDOE) Statewide Longitudinal Education Data System (NJSLEDS). It outlines the required format and specifies the data elements that must be collected. The NJDOE will compile this information into a standardized dataset for various essential purposes.

- Complying with federal and state requirements
- Ensuring that each school district receives the funding it is entitled to
- Identifying trends and areas of focus for future initiatives

The Graduation Appeals Handbook details the procedures for collecting and managing graduation appeal data. The NJDOE collects this data to monitor and report student progress toward graduation across educational stages accurately. These updates and appeals ensure that students' achievements and challenges are fully represented, supporting accountability, resource allocation, continuous educational improvement, and data security, while complying with state and federal mandates for reporting student outcomes.

How to use this handbook

This handbook is a valuable resource to share with your data provider or in-house data administrator to ensure that the information you receive from them matches the data requirements set by the NJDOE. Submitting accurate data now minimizes future errors, therefore saving you time and effort later.

Revision History

Date	Version	Comment
September 2025	1.0	• Updated information from NJ SMART to NJSLEDS • Updated terminology from SID Management to Student Management • Revised the Foreword, Executive Summary, and Privacy and Security Statement • Added the Data Certification Statement

Executive Summary

The need for comprehensive, accurate and timely data on our state's schools, staff and students calls for a technology-based solution that can provide better information to all stakeholders, simplify complicated data reporting requirements, and increase administrative efficiency. The New Jersey Statewide Longitudinal Education Data System (NJSLEDS) was created to meet this need.

The NJSLEDS system enables compliance with the increasingly intensive regulatory requirements driven by Federal and State legislation. The system also provides the data that helps drive improvements and monitor progress towards key goals and ensures that our state's educational institutions receive the funding they need to continue to meet the needs of New Jersey's students.

Periodically, schools are asked to provide specific data sets to ensure that the information in the system remains timely and up to date. This handbook is designed to support administrators and their partners as they gather and submit this information to the system.

Privacy and Security

The NJDOE prioritizes privacy and security. To protect district data, it employs an audit trail to monitor activities, detect breaches, and ensure proper use. Only registered and authorized users, authenticated through a secure login platform can access the system. Data is segmented by districts, so users only see information relevant to their educational interest. All data will be secured to maintain confidentiality and integrity. Illegal access or downloads will result in prosecution.

Reporting Requirements

Reporting Period: The graduation snapshot and the appeals process should capture all student enrollment information through June 30, 2025 and include graduation information for any students who graduated by August 31, 2025. Changes should not be requested to reflect transfers that occurred after the end of the 2024-2025 school year.

- **Validation Checks:** An error will occur if the graduation appeal upload file includes a requested exit date after June 30, 2025, and the School Exit Code is not L. An error will occur if the graduation appeal upload file includes a requested exit date after August 31, 2025, and the School Exit Code is L.

Records Included: Local Education Agencies (LEAs) should download students using the Graduation Appeals Submission Template Report in NJSLEDs. LEAs will be limited to downloading students in selected cohorts and students who were submitted by the LEA. LEAs can only upload students to the Graduation Appeals submission who are available in the Graduation Appeals Submission Template Report. LEAs should only upload records where an appeal is requested. An error will occur if students are uploaded who were not in the Graduation Appeals Submission Template Report or if records are uploaded that do not include a valid appeal.

- **Validation Checks:** An error will occur if all appeal fields (AppealCohort, AppealGender, AppealRaceEthnicity, AppealOverallStudentGroupStatus, AppealSchoolStatus, AppealSchoolExitDate, AppealSchoolExitWithdrawalCode, AppealPathwayIndicators, AppealInDistrictPlacement, AppealEPFields, AppealCDSCodes, AppealSIDMerge, and AppealRemoveStudent) are blank.

Records not included: LEAs should not include students with no requested appeal in the graduation appeal upload file. LEAs should not add additional students to the graduation appeal upload file who were not included in the Graduation Appeals Submission Template Report. If a student is accountable to your district but was submitted by another district, then the submitting district must submit the appeal to correct the record.

- **Validation Checks:** An error will also occur if the values in the CurrentCohort, StateIdentificationNumber, FirstName, LastName, and DateOfBirth fields do not match records in the Graduation Appeal Download.

Count per unit: Both the initial download template and the graduation appeal upload file should have one record per StateIdentificationNumber (SID). If an LEA needs to request multiple changes to a student record, all changes should be included in the single record.

- **Validation Checks:** An error will occur if the graduation appeal upload file has multiple records for the same StateIdentificationNumber.

Data Certification Statement

By submitting data to the New Jersey Department of Education (NJDOE), districts acknowledge and confirm the following:

- The submitted data has been thoroughly reviewed for accuracy and approved by all appropriate district and local staff.
- All known issues and discrepancies have been resolved or documented, and the data reflects the most accurate and complete information available at the time of submission.
- The district understands that certified data will be used for official NJDOE purposes, including federal, state, and public reporting; accountability determinations; and funding decisions.
- Submission of data is considered a formal certification that the information is accurate.

Knowingly submitting inaccurate or incomplete data may result in follow-up or corrective actions by the NJDOE.

Data Elements and Definitions

This Graduation Appeals Data Handbook includes data elements that are currently collected and maintained by schools, districts, and the NJDOE. 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 NJSLEDS so that a collaborative resolution can be reached.

The following information is provided for each data element in the Graduation Appeals Data Handbook:

- **Name of Data Element:** The data element name used within the NJDOE longitudinal education data system (NJSLEDS).
- **Definition of Data Elements:** 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.
- **CEDS Mapping:** An indication of how the NJSLEDS data element maps to Common Education Data Standards (CEDS).
- **Is This Data Element Required:** Indication of whether the data element is required for file submission.
- **Acceptable Values:** Indication of the data type, minimum and maximum number of characters permitted, and lists values and ranges accepted for each element.
- **Validation Checks:** Specific data validation that will occur with respect to each data element.
- **Additional Notes:** Additional relevant notes about the data element.
- **Common Errors:** Guidance on how to resolve common errors within NJSLEDS.
- **Warnings:** (if applicable) The warning message indicating that the data entered does not meet the standards outline by the NJDOE. Warnings are not considered validation errors.

AppealCohort

Definition of Data Element

An indicator of whether the LEA is appealing to change the student's graduation cohort.

Functional, Policy, or Legal Document

State and federal accountability.

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory if the LEA is requesting to change the student's cohort.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y=Yes, the LEA is requesting to change the student's graduation cohort.

Validation Checks

- An error will occur if the value entered is anything other than "Y" or blank.
- If AppealCohort is blank, then RevisedCohort must be blank.
- If AppealCohort = "Y", then RevisedCohort must have a different value from CurrentCohort.
- An error will occur if AppealCohort = "Y" and RevisedCohort is blank.

Additional Notes

- If the LEA is requesting a change to the student's cohort, this field should be "Y" and the RevisedCohort field should have the requested cohort year. The CurrentCohort year should not be changed.
- If no change is requested to the student's cohort, this field should be left blank and the RevisedCohort field should have the same value as the download template.
- If a student is not yet in high school and was assigned a graduation cohort in error, then the AppealRemoveStudent option should be used, not the AppealCohort option. In the upload file, AppealRemoveStudent should = "Y" and AppealCohort and RevisedCohort should be blank
- Cohort years are assigned to students based on the first school year in which they are submitted with a high school grade level. Once a student is assigned a cohort year, they stay in that same cohort year for the remainder of their student career.
- A student's cohort does not change if they graduate early or are retained in a grade while in high school. Requests to change cohort based on these reasons will not be approved.
- The most frequent reason for this type of appeal is user error initially assigning the student's grade level as 09.

- LEAs cannot change a student's cohort year on their own, it can only be changed through a graduation appeal.
- If your appeal is approved, the student's cohort year will be permanently changed in NJSLEDS, affecting all other iterations of graduation reports.
- If AppealCohort = Y, please indicate in the DescriptionofRequest field when the student entered high school and what grade they were in when they entered high school.
- Requests to change a student's cohort will require additional documentation from the LEA. Review the appeals guidance document for acceptable documentation.

Common Errors

N/A

Warnings

N/A

CurrentCohort

Definition of Data Element

The current assigned graduation cohort in NJSLEDS based on the first time a student is uploaded into a New Jersey longitudinal data system in a high school grade level (grades 9 through 12) and captured on the Student Management Snapshot. It represents the year the student would graduate if they graduated at the end of four years of high school.

Functional, Policy, or Legal Document

This data element is used to calculate adjusted cohort graduation rates.

CEDS Mapping

Cohort Graduation Year

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 4

Validation Checks

- An error will occur if the CurrentCohort field does not match the value in the Graduation Download file.

Additional Notes

- A student's cohort year can only be changed if the student was incorrectly assigned to the wrong cohort year. The student longitudinal data in NJSLEDS must reflect that the student belonged in a different cohort year. For example, the student's assessment record should clearly show that the student completed grade-level assessments that align to a different cohort year.
- A student's cohort year can only be changed through the graduation appeals process after the NJDOE has confirmed that the student was assigned to the incorrect cohort year.

Common Errors

N/A

Warnings

N/A

RevisedCohort

Definition of Data Element

The requested updated graduation cohort.

Functional, Policy, or Legal Document

This data element is used to calculate adjusted cohort graduation rates.

CEDS Mapping

Cohort Graduation Year

Is this Data Element Required?

This field is mandatory if the LEA is appealing to change a student's cohort.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 4

Validation Checks

- If AppealCohort = "Y", then RevisedCohort must be different from CurrentCohort and must not be blank.
- If AppealCohort is blank, then RevisedCohort must be blank.

Additional Notes

- A student's cohort year can only be changed if the student was incorrectly assigned to the wrong cohort year. The student longitudinal data in NJSLEDS must reflect that the student belonged in a different cohort year. For example, the student's assessment record should clearly show that the student completed grade-level assessments that align to a different cohort year.
- In the download template, the student's current assigned cohort will be populated in the CurrentCohort field and the RevisedCohort field will be blank.
- If the LEA is appealing to change the student's cohort, then RevisedCohort should equal the requested cohort year.
- If the LEA is not appealing to change the student's cohort, then the RevisedCohort field should be blank.
- If a student is not yet in high school and was assigned a graduation cohort in error, then the AppealRemoveStudent option should be used, not the AppealCohort option. In the upload file, AppealRemoveStudent should = "Y" and AppealCohort and RevisedCohort should be blank.

Common Errors

N/A

Warnings

N/A

AppealSIDMerge

Definition of Data Element

Indicator of whether the LEA is requesting a SID merge for the given SID.

Functional, Policy, or Legal Document

State and federal accountability.

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory if the LEA is requesting a SID merge for the student.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y=Yes, the LEA is requesting to merge this SID with another SID record.

Validation Checks

- An error will occur if the value entered is anything other than "Y" or blank.
- If AppealSIDMerge=Y, then SIDMergetoKeep cannot be blank.
- If AppealSIDMerge is blank, then SIDtoMergeKeep must be blank.

Additional Notes

- An LEA may request a SID merge if two SIDs exist in NJSLEDS for the same student. This may be two SIDs in different LEAs or two SIDs within the same LEA.
- The appeal should be submitted for the record that will not be retained, and the SIDtoMergeKeep field should indicate the SID to merge with and the SID that should remain in the system.

Common Errors

N/A

Warnings

N/A

StateIdentificationNumber

Definition of Data Element

A unique number assigned and maintained by the NJDOE that is unique for each student over time and across districts.

Functional, Policy, or Legal Document

In order to track students within and across districts over time, NJDOE assigns a unique 10-digit number through NJSLEDS to all students enrolled in New Jersey public schools. After the initial assignment of identification numbers, districts are required to verify or obtain an identification number when a new student enrolls in the district and to annually resolve all duplicate students within the district prior to the beginning of the school year.

CEDS Mapping

Student Identifier

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 10

Maximum Length: 10

Validation Checks

- SIDs must be valid 10-digit state identification number, as issued by NJSLEDS.
- An error will occur if this field is blank.
- An error will occur if the upload file includes two or more records with matching SID Numbers.
- An error will occur if StateIdentificationNumber is not included in the downloaded template .

Additional Notes

- The uploaded file should only include records for students where an appeal is requested and should only include StateIdentificationNumbers that were included in the download template.

Common Errors

N/A

Warnings

N/A

SIDtoMergeKeep

Definition of Data Element

Indicator of the SID that the LEA is requesting to merge the student's record with and keep as the existing SID in the system.

Functional, Policy, or Legal Document

State and federal accountability.

CEDS Mapping

N/A

Is this Data Element Required?

This Field is mandatory if AppealSIDMerge=Y

Acceptable Values

Type: Numeric

Minimum Length: 10

Maximum Length: 10

Validation Checks

- SIDs must be valid 10-digit state identification number, as issued by NJSLEDS.
- If AppealSIDMerge = Y, then SIDtoMergeKeep cannot be blank.
- If AppealSIDMerge is blank, then SIDtoMergeKeep must be blank.

Additional Notes

- N/A

Common Errors

N/A

Warnings

N/A

FirstName

Definition of Data Element

A name given to an individual.

Functional, Policy, or Legal Document

This data element is used to verify the unique identification of the student.

CEDS Mapping

First Name

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 30

Validation Checks

- An error will occur if this field is left blank.
- An error will occur if the value in FirstName is longer than 30 characters.
- An error will occur if the value in FirstName is different from the value in the download template.

Additional Notes

- FirstName cannot be appealed or changed through the graduation appeals process, it is included only for reference. FirstName does not impact graduation calculations.

Common Errors

N/A

Warnings

N/A

LastName

Definition of Data Element

The name borne in common by members of a family.

Functional, Policy, or Legal Document

This data element is used to verify the unique identification of the student.

CEDS Mapping

Last or Surname

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 50

Validation Checks

- An error will occur if this field is left blank.
- An error will occur if the value in LastName is longer than 50 characters.
- An error will occur if the value in LastName is different from the value in the download template.

Additional Notes

- LastName cannot be appealed or changed through the graduation appeals process, it is included only for reference. LastName does not impact graduation calculations.

Common Errors

N/A

Warnings

N/A

DateOfBirth

Definition of Data Element

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 Document

This data element is used to verify the unique identification of the student.

CEDS Mapping

Birthdate

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- An error will occur if this field is left blank.
- An error code will occur if the value in DateOfBirth is not equal to 8 characters.
- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
- An error will occur if the value in DateOfBirth is different from the value in the download template.

Additional Notes

- DateOfBirth cannot be appealed or changed through the graduation appeals process, it is included only for reference. DateOfBirth does not impact graduation calculations.

Common Errors

N/A

Warnings

N/A

AppealGender

Definition of Data Element

An indicator of whether the LEA is appealing to change the student's gender.

Functional, Policy, or Legal Document

State and federal accountability.

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory if the LEA is requesting to change the student's gender.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y=Yes, the LEA is requesting to change the value of the student's gender field.

Validation Checks

- An error will occur if the value entered is anything other than "Y" or blank.
- If AppealGender is blank, then Gender must be the same as in the download template.
- If AppealGender = "Y", then Gender must have a different value from the download template.

Additional Notes

- If the LEA is requesting a change to the student's gender, this field should be "Y" and the Gender field should be updated to reflect the requested value.
- If no change is requested to the student's gender, this field should be left blank and the Gender field should have the same value as in the download template.
- The gender used for the graduation rates by gender is based on most recent gender starting in 2025. Prior to 2025, the graduation rates by gender were based on a student's entering value of gender when they were first assigned to the cohort (usually in grade 9).
- Before making an appeal request to change a student's gender, the LEA must first update the student's gender field in NJSLEDS Student Management with the appropriate value. The NJDOE will verify the request against the student's current gender in NJSLEDS before approving the appeal request. If the request does not match the student's current value, it will not be approved.
- Documentation is not required for appeals to the race/ethnicity fields.

Common Errors

N/A

Warnings

N/A

Gender

Definition of Data Element

The student's identified gender.

Functional, Policy, or Legal Document

New Jersey Law (N.J.S.A. 26:8-40.12) This data element is used to verify the unique identification of the student.

CEDS Mapping

Sex

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- M = Male
- F = Female
- X = Non-Binary/Undesignated

Validation Checks

- An error will occur if the value entered does not correspond to "F" for Female, "M" for Male, or "X" for Non-Binary/Undesignated or if the field is left blank..
- If AppealGender is blank, then Gender must be the same as in the download template.
- If AppealGender = "Y", then Gender must have a different value from the download template.

Additional Notes

- The value in this field in the graduation snapshot will be used to calculate the graduation rates by gender that are reported in the School Performance Reports.
- In the download template, the Gender field will be populated with the Gender reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change the student's Gender, then AppealGender should equal Y and the LEA should change the Gender field in the upload file to the requested value.
- If the LEA is not appealing to change the student's Gender, then the Gender field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

AppealRaceEthnicity

Definition of Data Element

An indicator of whether the LEA is appealing to change one or more of the student's race or ethnicity fields.

Functional, Policy, or Legal Document

State and federal accountability.

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory if the LEA is requesting to change the student's race or ethnicity.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y=Yes, the LEA is requesting to change one or more of the student's race or ethnicity fields.

Validation Checks

- An error will occur if the value entered is anything other than "Y" or blank.
- If AppealRaceEthnicity is blank, then Ethnicity, RaceAmericanIndian, RaceAsian, RaceBlack, RacePacific, and RaceWhite must be the same as in the download template.
- If AppealRaceEthnicity = "Y", then either Ethnicity, RaceAmericanIndian, RaceAsian, RaceBlack, RacePacific, or RaceWhite must have a different value from the download template.

Additional Notes

- If the LEA is requesting a change to the student's ethnicity or race fields, this field should be "Y" and the Ethnicity and/or Race fields should be updated to reflect the requested values.
- If no change is requested to the student's Ethnicity or Race fields, this field should be left blank and the Ethnicity and Race fields should have the same values as in the download template.
- The race/ethnicity used for the graduation rates by race/ethnicity is based on most recent race/ethnicity starting in 2025. Prior to 2025, the graduation rates by race/ethnicity were based on a student's entering values when they were first assigned to the cohort (usually in grade 9).
- Before making an appeal request to change a student's ethnicity or race fields, the LEA must first update the student's ethnicity and race fields in NJSLEDS Student Management with the appropriate values. The NJDOE will verify the request against the student's current values in NJSLEDS before approving the appeal request. If the request does not match the student's current values, it may not be approved.
- Documentation is not required for appeals to the race/ethnicity fields.

Common Errors

N/A

Warnings

N/A

Ethnicity

Definition of Data Element

The ethnic category that most clearly reflects the student's recognition of their community or with which the student identifies.

Functional, Policy, or Legal Document

In 2007, [USED issued guidance](#) on how education institutions and other recipients must collect and maintain race and ethnicity data on students and staff, and on how these data must be aggregated and reported to USED.

CEDS Mapping

Hispanic or Latino Ethnicity

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- 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.

Validation Checks

- An error will occur if the value entered is not "Y" or "N" or if the field is left blank.
- If AppealRaceEthnicity is blank, then Ethnicity must be the same as in the download template.
- If AppealRaceEthnicity = "Y", then either Ethnicity, RaceAmericanIndian, RaceAsian, RaceBlack, RacePacific, or RaceWhite must have a different value from the download template.

Additional Notes

- If Ethnicity = "N," at least one Race category must be identified as "Y."
- The value in this field in the graduation snapshot will be used to calculate the graduation rates by race and ethnicity that are used for federal and state accountability and reported in the School Performance Reports.
- In the download template, the Ethnicity field will be populated with the Ethnicity reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change the student's Ethnicity, then AppealRaceEthnicity should equal Y and the LEA should change the Ethnicity field in the upload file to the requested value.
- If the LEA is not appealing to change the student's Ethnicity, then the Ethnicity field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

RaceAmericanIndian

Definition of Data Element

The racial category that clearly reflects the student's recognition of their community or with which the student most identifies. More than one race category may be reported for a student.

Functional, Policy, or Legal Document

In 2007, [USED issued guidance](#) on how education institutions and other recipients must collect and maintain race and ethnicity data on students and staff, and on how these data must be aggregated and reported to USED.

CEDS Mapping

American Indian or Alaska Native

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- 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.

Validation Checks

- An error will occur if the value entered is not "Y" or "N" or if the field is left blank.
- If AppealRaceEthnicity is blank, then RaceAmericanIndian must be the same as in the download template.
- If AppealRaceEthnicity = "Y", then either Ethnicity, RaceAmericanIndian, RaceAsian, RaceBlack, RacePacific, or RaceWhite must have a different value from the download template.

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".
- If Ethnicity = "N," at least one Race category must be identified as "Y."
- The value in this field in the graduation snapshot will be used to calculate the graduation rates by race and ethnicity that are used for federal and state accountability and reported in the School Performance Reports.
- In the download template, the RaceAmericanIndian field will be populated with the RaceAmericanIndian reported in the student's most recent graduation snapshot.

- If the LEA is appealing to change the student's RaceAmericanIndian, then AppealRaceEthnicity should equal Y and the LEA should change the RaceAmericanIndian field in the upload file to the requested value.
- If the LEA is not appealing to change the student's RaceAmericanIndian, then the RaceAmericanIndian field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

RaceAsian

Definition of Data Element

The racial category that clearly reflects the student's recognition of their community or with which the student most identifies. More than one race category may be reported for a student.

Functional, Policy, or Legal Document

In 2007, [USED issued guidance](#) on how education institutions and other recipients must collect and maintain race and ethnicity data on students and staff, and on how these data must be aggregated and reported to USED.

CEDS Mapping

Asian

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- 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 V
- N = No to Asian.

Validation Checks

- An error will occur if the value entered is not "Y" or "N" or if the field is left blank.
- If AppealRaceEthnicity is blank, then RaceAsian must be the same as in the download template.
- If AppealRaceEthnicity = "Y", then either Ethnicity, RaceAmericanIndian, RaceAsian, RaceBlack, RacePacific, or RaceWhite must have a different value from the download template.

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".
- If Ethnicity = "N," at least one Race category must be identified as "Y."
- The value in this field in the graduation snapshot will be used to calculate the graduation rates by race and ethnicity that are used for federal and state accountability and reported in the School Performance Reports.
- In the download template, the RaceAsian field will be populated with the RaceAsian reported in the student's most recent graduation snapshot.

- If the LEA is appealing to change the student’s RaceAsian, then AppealRaceEthnicity should equal Y and the LEA should change the RaceAsian field in the upload file to the requested value.
- If the LEA is not appealing to change the student’s RaceAsian, then the RaceAsian field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

RaceBlack

Definition of Data Element

The racial category that clearly reflects the student's recognition of their community or with which the student most identifies. More than one race category may be reported for a student.

Functional, Policy, or Legal Document

In 2007, [USED issued guidance](#) on how education institutions and other recipients must collect and maintain race and ethnicity data on students and staff, and on how these data must be aggregated and reported to USED.

CEDS Mapping

Black or African American

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- 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.

Validation Checks

- An error will occur if the value entered is not "Y" or "N" or if the field is left blank.
- If AppealRaceEthnicity is blank, then RaceBlack must be the same as in the download template.
- If AppealRaceEthnicity = "Y", then either Ethnicity, RaceAmericanIndian, RaceAsian, RaceBlack, RacePacific, or RaceWhite must have a different value from the download template.

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".
- If Ethnicity = "N," at least one Race category must be identified as "Y."
- The value in this field in the graduation snapshot will be used to calculate the graduation rates by race and ethnicity that are used for federal and state accountability and reported in the School Performance Reports.
- In the download template, the RaceBlack field will be populated with the RaceBlack reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change the student's RaceBlack, then AppealRaceEthnicity should equal Y and the LEA should change the RaceBlack field in the upload file to the requested value.

- If the LEA is not appealing to change the student's RaceBlack, then the RaceBlack field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

RacePacific

Definition of Data Element

The racial category that clearly reflects the student's recognition of their community or with which the student most identifies. More than one race category may be reported for a student.

Functional, Policy, or Legal Document

In 2007, [USED issued guidance](#) on how education institutions and other recipients must collect and maintain race and ethnicity data on students and staff, and on how these data must be aggregated and reported to USED.

CEDS Mapping

Native Hawaiian or Other Pacific Islander

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- 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.

Validation Checks

- An error will occur if the value entered is not "Y" or "N" or if the field is left blank.
- If AppealRaceEthnicity is blank, then RacePacific must be the same as in the download template.
- If AppealRaceEthnicity = "Y", then either Ethnicity, RaceAmericanIndian, RaceAsian, RaceBlack, RacePacific, or RaceWhite must have a different value from the download template.

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".
- If Ethnicity = "N," at least one Race category must be identified as "Y."
- The value in this field in the graduation snapshot will be used to calculate the graduation rates by race and ethnicity that are used for federal and state accountability and reported in the School Performance Reports.
- In the download template, the RacePacific field will be populated with the RacePacific reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change the student's RacePacific, then AppealRaceEthnicity should equal Y and the LEA should change the RacePacific field in the upload file to the requested value.

- If the LEA is not appealing to change the student's RacePacific, then the RacePacific field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

RaceWhite

Definition of Data Element

The racial category that clearly reflects the student's recognition of their community or with which the student most identifies. More than one race category may be reported for a student.

Functional, Policy, or Legal Document

In 2007, [USED issued guidance](#) on how education institutions and other recipients must collect and maintain race and ethnicity data on students and staff, and on how these data must be aggregated and reported to USED.

CEDS Mapping

White

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes to White - A person having origins of the original peoples of Europe, the Middle East or North Africa.
- N = No to White.

Validation Checks

- An error will occur if the value entered is not "Y" or "N" or if the field is left blank.
- If AppealRaceEthnicity is blank, then RaceWhite must be the same as in the download template.
- If AppealRaceEthnicity = "Y", then either Ethnicity, RaceAmericanIndian, RaceAsian, RaceBlack, RacePacific, or RaceWhite must have a different value from the download template.

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".
- If Ethnicity = "N," at least one Race category must be identified as "Y."
- The value in this field in the graduation snapshot will be used to calculate the graduation rates by race and ethnicity that are used for federal and state accountability and reported in the School Performance Reports.
- In the download template, the RaceWhite field will be populated with the RaceWhite reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change the student's RaceWhite, then AppealRaceEthnicity should equal Y and the LEA should change the RaceWhite field in the upload file to the requested value.

- If the LEA is not appealing to change the student's RaceWhite, then the RaceWhite field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

AppealOverallStudentGroupStatus

Definition of Data Element

An indicator of whether the LEA is appealing to change the student's overall student group status.

Functional, Policy, or Legal Document

State and federal accountability.

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory if the LEA is requesting to change one or more of the student's overall student group statuses.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y=Yes, the LEA is requesting to change one or more of the overall student group status fields.

Validation Checks

- An error will occur if the value entered is anything other than "Y" or blank.
- If AppealOverallStudentGroupStatus is blank, then OverallEconomicallyDisadvantagedStatus, OverallStudentswithDisabilitiesStatus, OverallMultilingualLearnersStatus, OverallHomelessStatus, OverallFosterStatus, OverallMilitaryStatus, and OverallMigrantStatus must be the same as in the download template.
- If AppealOverallStudentGroupStatus = "Y", then either OverallEconomicallyDisadvantagedStatus, OverallStudentswithDisabilitiesStatus, OverallMultilingualLearnersStatus, OverallHomelessStatus, OverallFosterStatus, OverallMilitaryStatus, or OverallMigrantStatus must have a different value from the download template.

Additional Notes

- For graduation rates for economically disadvantaged students, students with disabilities, multilingual learners, students experiencing homelessness, students in foster care, military-connected students, and migrant students, a student's inclusion in the group is based on whether the student was reported in the group at any time since entering high school.
- LEAs cannot change a student's overall student group status on their own since it may be based on multiple years of snapshots. It can only be changed through a graduation appeal.
- If your appeal is approved, the student's overall student group status will be permanently changed in NJSLEDS, affecting all other iterations of graduation reports.

- If AppealOverallStudentGroupStatus = Y, the overall student group status fields should be updated to reflect the requested values.
- Documentation is not required for changes to the overall student group status fields.

Common Errors

N/A

Warnings

N/A

OverallEconomicallyDisadvantagedStatus

Definition of Data Element

An indicator of whether or not a student was identified as economically disadvantaged (eligible for free or reduced lunch based on federal definitions) at any point since entering the high school cohort.

Functional, Policy, or Legal Document

Graduation rates for economically disadvantaged students used for federal and state purposes are based on a student's status in the student group at any point since entering the high school cohort.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes, student was identified as economically disadvantaged (based on federal definitions for free or reduced lunch) at any point while enrolled in a New Jersey public high school.
- N = No, student was not identified as economically disadvantaged at any point while enrolled in a New Jersey public high school.

Validation Checks

- An error will occur if value entered is not "Y" or "N" or if the field is left blank.
- If AppealOverallStudentGroupStatus is blank, then OverallEconomicallyDisadvantagedStatus must be the same as in the download template.
- If AppealOverallStudentGroupStatus = "Y", then either OverallEconomicallyDisadvantagedStatus, OverallStudentswithDisabilitiesStatus, OverallMultilingualLearnersStatus, OverallHomelessStatus, OverallFosterStatus, OverallMilitaryStatus, or OverallMigrantStatus must have a different value from the download template.
- If the LEA is appealing to change OverallEconomicallyDisadvantagedStatus, then AppealOverallStudentGroupStatus should equal Y and the LEA should change the OverallEconomicallyDisadvantagedStatus field in the upload file to the requested value.
- If the LEA is not appealing to change the OverallEconomicallyDisadvantagedStatus, then the OverallEconomicallyDisadvantagedStatus field should match the value in the download template.

Additional Notes

- The value in this field in the graduation snapshot will be used to calculate the graduation rates for economically disadvantaged students that are used for federal and state accountability and reported in the School Performance Reports.
- In the download template, the OverallEconomicallyDisadvantagedStatus field will be populated with the calculated value based on FreeandReducedRateLunchStatus in all snapshots since the student entered high school. If the student had a value of “F” or “R” in any snapshot, the student’s overall value will be “Y”.
- This field is based on the federal definitions of free and reduced lunch. A reported value of “S”, which means the student qualified under New Jersey definitions, but not state definitions, will not be considered in the calculation of this field.

Common Errors

N/A

Warnings

N/A

OverallStudentswithDisabilitiesStatus

Definition of Data Element

An indicator of whether or not a student was identified with a special education classification at any point since entering the high school cohort.

Functional, Policy, or Legal Document

Graduation rates for students with disabilities used for federal and state purposes are based on a student's status in the student group at any point since entering the high school cohort.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes, student was identified with a special education classification at any point while enrolled in a New Jersey public high school.
- N = No, student was not identified with a special education classification at any point while enrolled in a New Jersey public high school.

Validation Checks

- An error will occur if value entered is not "Y" or "N" or if the field is left blank.
- If AppealOverallStudentGroupStatus is blank, then OverallStudentswithDisabilitiesStatus must be the same as in the download template.
- If AppealOverallStudentGroupStatus = "Y", then either OverallEconomicallyDisadvantagedStatus, OverallStudentswithDisabilitiesStatus, OverallMultilingualLearnersStatus, OverallHomelessStatus, OverallFosterStatus, OverallMilitaryStatus, or OverallMigrantStatus must have a different value from the download template.
- If the LEA is appealing to change OverallStudentswithDisabilitiesStatus, then AppealOverallStudentGroupStatus should equal Y and the LEA should change the OverallStudentswithDisabilitiesStatus field in the upload file to the requested value.
- If the LEA is not appealing to change OverallStudentswithDisabilitiesStatus, then the OverallStudentswithDisabilitiesStatus field should match the value in the download template.

Additional Notes

- The value in this field in the graduation snapshot will be used to calculate the graduation rates for students with disabilities that are used for federal and state accountability and reported in the School Performance Reports.
- In the download template, the OverallStudentswithDisabilitiesStatus field will be populated with the calculated value based on SpecialEducationClassification in all snapshots since the student entered high school. If the student had a value in that field, other than “99” or “00”, the student’s overall value will be “Y”.

Common Errors

N/A

Warnings

N/A

OverallMultilingualLearnerStatus

Definition of Data Element

An indicator of whether or not a student was identified as eligible for placement in a language instruction educational program (LIEP) at any point since entering the high school cohort.

Functional, Policy, or Legal Document

Graduation rates for multilingual learners used for federal and state purposes are based on a student's status in the student group at any point since entering the high school cohort.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes, student was identified as eligible for placement in an LIEP at any point in high school.
- N = No, student was not identified as eligible for placement in an LIEP at any point in high school.

Validation Checks

- An error will occur if value entered is not "Y" or "N" or if the field is left blank.
- If AppealOverallStudentGroupStatus is blank, then OverallMultilingualLearnersStatus must be the same as in the download template.
- If AppealOverallStudentGroupStatus = "Y", then either OverallEconomicallyDisadvantagedStatus, OverallStudentswithDisabilitiesStatus, OverallMultilingualLearnersStatus, OverallHomelessStatus, OverallFosterStatus, OverallMilitaryStatus, or OverallMigrantStatus must have a different value from the download template.
- If the LEA is appealing to change OverallMultilingualLearnerStatus, then AppealOverallStudentGroupStatus should equal Y and the LEA should change the OverallMultilingualLearnerStatus field in the upload file to the requested value.
- If the LEA is not appealing to change OverallMultilingualLearnerStatus, then the OverallMultilingualLearnerStatus field should match the value in the download template.

Additional Notes

- The value in this field in the graduation snapshot will be used to calculate the graduation rates for multilingual learners that are used for federal and state accountability and reported in the School Performance Reports.

- In the download template, the OverallMultilingualLearnerStatus field will be populated with the calculated value based on EligibleforLIEP, LIEPStartDate, and LIEPEndDate (ELLIdentificationDate and ELLExitDate in years prior to 2024-2025) in all snapshots since the student entered high school. If the student had either EligibleforLIEP = Y or an LIEP StartDate on or after the date the student entered the high school cohort the student’s overall value will be “Y”.

Common Errors

N/A

Warnings

N/A

OverallHomelessStatus

Definition of Data Element

An indicator of whether or not a student was identified as homeless at any time since entering the high school cohort.

Functional, Policy, or Legal Document

Graduation rates for students experiencing homelessness used for federal and state purposes are based on a student's status in the student group at any point since entering the high school cohort.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes, student was identified as homeless (Y1 or Y2) any point while enrolled in a New Jersey public high school.
- N = No, student was not identified as homeless (Y1 or Y2) at any point while enrolled in a New Jersey public high school.

Validation Checks

- An error will occur if value entered is not "Y" or "N" or if the field is left blank.
- If AppealOverallStudentGroupStatus is blank, then OverallHomelessStatus must be the same as in the download template.
- If AppealOverallStudentGroupStatus = "Y", then either OverallEconomicallyDisadvantagedStatus, OverallStudentswithDisabilitiesStatus, OverallMultilingualLearnersStatus, OverallHomelessStatus, OverallFosterStatus, OverallMilitaryStatus, or OverallMigrantStatus must have a different value from the download template.
- If the LEA is appealing to change OverallHomelessStatus, then AppealOverallStudentGroupStatus should equal Y and the LEA should change the OverallHomelessStatus field in the upload file to the requested value.
- If the LEA is not appealing to change OverallHomelessStatus, then the OverallHomelessStatus field should match the value in the download template.

Additional Notes

- The value in this field in the graduation snapshot will be used to calculate the graduation rates for students experiencing homelessness that are reported in the School Performance Reports.

- In the download template, the OverallHomelessStatus field will be populated with the calculated value based on the Homeless field in all snapshots since the student entered high school. If the student had Homeless = Y1 or Y2 in any snapshot, the student’s overall value will be “Y”.

Common Errors

N/A

Warnings

N/A

OverallFosterStatus

Definition of Data Element

An indicator of whether or not a student was identified as being in foster care at any time since entering the high school cohort.

Functional, Policy, or Legal Document

Graduation rates for students in foster care used for federal and state purposes are based on a student's status in the student group at any point since entering the high school cohort.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes, student was identified in foster care any point while enrolled in a New Jersey public high school.
- N = No, student was not identified in foster care at any point while enrolled in a New Jersey public high school.

Validation Checks

- An error will occur if value entered is not "Y" or "N" or if the field is left blank.
- If AppealOverallStudentGroupStatus is blank, then OverallFosterStatus must be the same as in the download template.
- If AppealOverallStudentGroupStatus = "Y", then either OverallEconomicallyDisadvantagedStatus, OverallStudentswithDisabilitiesStatus, OverallMultilingualLearnersStatus, OverallHomelessStatus, OverallFosterStatus, OverallMilitaryStatus, or OverallMigrantStatus must have a different value from the download template.
- If the LEA is appealing to change OverallFosterStatus, then AppealOverallStudentGroupStatus should equal Y and the LEA should change the OverallFosterStatus field in the upload file to the requested value.
- If the LEA is not appealing to change OverallFosterStatus, then the OverallFosterStatus field should match the value in the download template.

Additional Notes

- The value in this field in the graduation snapshot will be used to calculate the graduation rates for students in foster care that are reported in the School Performance Reports.

- In the download template, the OverallFosterStatus field will be populated with the calculated value based on student foster status since the student entered high school. If the student was identified in foster care at any point, the student’s overall value will be “Y”.

Common Errors

N/A

Warnings

N/A

OverallMilitaryStatus

Definition of Data Element

An indicator of whether or not a student was identified as "Active Military Connected" at any time since entering the high school cohort.

Functional, Policy, or Legal Document

Graduation rates for military-connected students used for federal and state purposes are based on a student's status in the student group at any point since entering the high school cohort.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes, student was identified as "Active Military Connected" (MilitaryConnectedStudentIndicator = 2) at any point while enrolled in a New Jersey public high school.
- N = No, student was not identified as "Active Military Connected" (MilitaryConnectedStudentIndicator = 2) at any point while enrolled in a New Jersey public high school.

Validation Checks

- An error will occur if value entered is not "Y" or "N" or if the field is left blank.
- If AppealOverallStudentGroupStatus is blank, then OverallMilitaryStatus must be the same as in the download template.
- If AppealOverallStudentGroupStatus = "Y", then either OverallEconomicallyDisadvantagedStatus, OverallStudentswithDisabilitiesStatus, OverallMultilingualLearnersStatus, OverallHomelessStatus, OverallFosterStatus, OverallMilitaryStatus, or OverallMigrantStatus must have a different value from the download template.
- If the LEA is appealing to change OverallMilitaryStatus, then AppealOverallStudentGroupStatus should equal Y and the LEA should change the OverallMilitaryStatus field in the upload file to the requested value.
- If the LEA is not appealing to change OverallMilitaryStatus, then the OverallMilitaryStatus field should match the value in the download template.

Additional Notes

- The value in this field in the graduation snapshot will be used to calculate the graduation rates for military-connected students that are reported in the School Performance Reports.

- In the download template, the OverallMilitaryStatus field will be populated with the calculated value based on the MilitaryConnectedStudentIndicator in any snapshot since the student entered high school. If the student was reported with MilitaryConnectedStudentIndicator = 2 (Active Military Connected) in any snapshot, the student’s overall value will be “Y”.

Common Errors

N/A

Warnings

N/A

OverallMigrantStatus

Definition of Data Element

An indicator of whether or not a student was identified as a migrant student at any time since entering the high school cohort.

Functional, Policy, or Legal Document

Graduation rates for migrant students used for federal and state purposes are based on a student's status in the student group at any point since entering the high school cohort.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes, student was identified as a migrant student at any point while enrolled in a New Jersey public high school.
- N = No, student was not identified as a migrant student at any point while enrolled in a New Jersey public high school.

Validation Checks

- An error will occur if value entered is not "Y" or "N" or if the field is left blank.
- If AppealOverallStudentGroupStatus is blank, then OverallMigrantStatus must be the same as in the download template.
- If AppealOverallStudentGroupStatus = "Y", then either OverallEconomicallyDisadvantagedStatus, OverallStudentswithDisabilitiesStatus, OverallMultilingualLearnersStatus, OverallHomelessStatus, OverallFosterStatus, OverallMilitaryStatus, or OverallMigrantStatus must have a different value from the download template.
- If the LEA is appealing to change OverallMigrantStatus, then AppealOverallStudentGroupStatus should equal Y and the LEA should change the OverallMigrantStatus field in the upload file to the requested value.
- If the LEA is not appealing to change OverallMigrantStatus, then the OverallMigrantStatus field should match the value in the download template.

Additional Notes

- The value in this field in the graduation snapshot will be used to calculate the graduation rates for migrant students that are reported in the School Performance Reports.

- In the download template, the OverallMigrantStatus field will be populated with the calculated value based on the MigrantStatus in any snapshot since the student entered high school. If the student was reported with MigrantStatus = Y (Yes) in any snapshot, the student’s overall value will be “Y”.

Common Errors

N/A

Warnings

N/A

AppealSchoolStatus

Definition of Data Element

An indicator of whether the LEA is appealing to change the student's School Status.

Functional, Policy, or Legal Document

State and federal accountability.

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory if the LEA is requesting to change the student's School Status.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y=Yes, the LEA is requesting to change the student's School Status.

Validation Checks

- An error will occur if the value entered is anything other than "Y" or blank.
- If AppealSchoolStatus is blank, then SchoolStatus must be the same as in the download template.
- If AppealSchoolStatus = "Y", then SchoolStatus must have a different value from the download template.

Additional Notes

- Before making an appeal request to change a student's school status, the LEA must first update the student's school status in NJSLEDS Student Management with the appropriate value. The NJDOE will verify the request against the student's current value in NJSLEDS before approving the appeal request. If the request does not match the student's current values, it will not be approved.
- If AppealSchoolStatus = Y, the SchoolStatus field should be updated to reflect the requested values.
- Requests to change a student's SchoolStatus will require additional documentation from the LEA. Review the appeals guidance document for acceptable documentation.

Common Errors

N/A

Warnings

N/A

SchoolStatus

Definition of Data Element

The student's current enrollment status within a school.

Functional, Policy, or Legal Document

NJDOE, Division of Finance

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- A = Active
- I = Inactive

Validation Checks

- An error will occur if the value entered is not "A" or "I" or if the field is left blank.
- If SchoolStatus = I, then SchoolExitDate and SchoolExitWithdrawalCode cannot be blank.
- If SchoolStatus = A, then SchoolExitDate and SchoolExitWithdrawalCode must be blank.
- If AppealSchoolStatus is blank, then SchoolStatus must be the same as in the download template.
- If AppealSchoolStatus = "Y", then SchoolStatus must have a different value than the download template.

Additional Notes

- In the download template, the SchoolStatus field will be populated with the SchoolStatus reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change SchoolStatus, then AppealStatus should equal Y and the LEA should change the SchoolStatus field in the upload file to the requested value.
- If the LEA is not appealing to change SchoolStatus, then the SchoolStatus field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

AppealSchoolExitDate

Definition of Data Element

An indicator of whether the LEA is appealing to change the student's School Exit Date.

Functional, Policy, or Legal Document

State and federal accountability.

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory if the LEA is requesting to change the student's school exit date.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y=Yes, the LEA is requesting to change the student's School Exit Date.

Validation Checks

- An error will occur if the value entered is anything other than "Y" or blank.
- If AppealSchoolExitDate is blank, then SchoolExitDate must be the same as in the download template.
- If AppealSchoolExitDate = "Y", then SchoolExitDate must have a different value from the download template.

Additional Notes

- Before making an appeal request to change a student's exit date, the LEA must first update the student's SchoolExitDate in NJSLEDS Student Management with the appropriate value. The NJDOE will verify the request against the student's current value in NJSLEDS before approving the appeal request. If the request does not match the student's current values, it will not be approved.
- If AppealSchoolExitDate = Y, the SchoolExitDate field should be updated to reflect the requested values.
- Requests to change a student's SchoolExitDate may require additional documentation from the LEA. Review the appeals guidance document for acceptable documentation.

Common Errors

N/A

Warnings

N/A

SchoolExitDate

Definition of Data Element

The year, month and day of the first day after the date the student last attended school when the student exits during the school year.

Functional, Policy, or Legal Document

New Jersey Administrative Code (N.J.A.C. 6A:32)

CEDS Mapping

Enrollment Exit Date

Is this Data Element Required?

This field is mandatory for all students with SchoolStatus = "I".

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- Date must be in YYYYMMDD format.
- If SchoolStatus = I, then SchoolExitDate cannot be blank.
- If SchoolStatus = A, then SchoolExitDate must be blank.
- SchoolExitDate cannot be after August 31, 2025.
- If SchoolExitWithdrawalCode is not blank and not equal to L, then SchoolExitDate cannot be after July 1, 2025 (20250701) when AppealSchoolExitDate = "Y". If AppealSchoolExitDate is blank, then SchoolExitDate must be the same as in the download template.
- If AppealSchoolExitDate = "Y", then SchoolExitDate must have a different value from the download template.

Additional Notes

- Field should be blank for students reported with SchoolStatus = "A".
- In the download template, the SchoolExitDate field will be populated with the SchoolExitDate reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change SchoolExitDate, then AppealExitDate should equal Y and the LEA should change the SchoolExitDate field in the upload file to the requested value.
- If the LEA is not appealing to change SchoolExitDate, then the SchoolExitDate field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

AppealSchoolExitWithdrawalCode

Definition of Data Element

An indicator of whether the LEA is appealing to change the student's School Exit Withdrawal Code.

Functional, Policy, or Legal Document

State and federal accountability.

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory if the LEA is requesting to change the student's school exit withdrawal code.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y=Yes, the LEA is requesting a change to the student's SchoolExitWithdrawalCode.

Validation Checks

- An error will occur if the value entered is anything other than "Y" or blank.
- If AppealSchoolExitWithdrawalCode is blank, then SchoolExitWithdrawalCode must be the same as in the download template.
- If AppealSchoolExitWithdrawalCode="Y", then SchoolExitWithdrawalCode must have a different value from the download template.

Additional Notes

- Before making an appeal request to change a student's exit withdrawal code, the LEA must first update the student's SchoolExitWithdrawalCode in NJSLEDS Student Management with the appropriate value. The NJDOE will verify the request against the student's current value in NJSLEDS before approving the appeal request. If the request does not match the student's current values, it will not be approved.
- If AppealSchoolExitWithdrawalCode = Y, the SchoolExitWithdrawalCode field should be updated to reflect the requested values.
- Requests to change a student's SchoolExitWithdrawalCode may require additional documentation from the LEA. Review the appeals guidance document for acceptable documentation.

Common Errors

N/A

Warnings

N/A

SchoolExitWithdrawalCode

Definition of Data Element

An indicator of the reason why the student exited membership of the school during the school year.

Functional, Policy, or Legal Document

N.J.A.C. 6A:32. NJDOE, Division of Finance

CEDS Mapping

Exit or Withdrawal Type

Is this Data Element Required?

This field is mandatory for all students with SchoolStatus = "I".

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 3

- T2= Transfer to another public school within the district—A student transferred to any other public school within the same district.
- 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 Juvenile Justice Commission (not including Juvenile Detention Centers) or Department of Corrections institution for incarceration where individual instruction will be provided by the institution.
- T7 = Transfer to a Department of Children and Families institution for treatment of a physical, mental or emotional disability 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.
- T10 = Transfer to a Juvenile Detention Center for incarceration where instruction will be coordinated with the student's LEA.
- TC = Transfer to charter school – A student transferred to charter school upon official notification of attendance.
- TR – Transfer to a renaissance school – A student transferred to a renaissance school upon official notice of attendance.
- TD = Transfer to choice school – A student transferred to an approved choice school.
- TA = Transfer to an adult high school – A student aged 20 years or younger who transfers to an adult high school to pursue a locally-issued, state-endorsed high school diploma.

- TP = Transfer to a private facility. A student transferred to a private facility where individual instruction is provided by the facility.
- 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.
- 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 cannot continue their 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.
- PPE = Parentally Placed Exited – This code is used for a student who was parentally placed in a sectarian or non-sectarian private school within the submitting district and was eligible for special education and related services. The code should be used when the student is no longer eligible for special education and related services or is no longer attending the sectarian/non-sectarian school within the submitting district.

Validation Checks

- Codes must conform to NJDOE codes above or error will occur.
- If SchoolStatus = I, then SchoolExitWithdrawalCode cannot be blank.
- If SchoolStatus = A, then SchoolExitWithdrawalCode must be blank.

- If AppealSchoolExitWithdrawalCode is blank, then SchoolExitWithdrawalCode must be the same as in the download template.
- If AppealSchoolExitWithdrawalCode = “Y”, then SchoolExitWithdrawalCode must have a different value from the download template.

Additional Notes

- T9 should be reported if a student transfers out of state and it is known that they will be homeschooled outside of New Jersey.
- TA should only be used for students transferring to an adult high school program to pursue a locally-issued, State-endorsed high school diploma. A locally-issued, State-endorsed diploma is awarded to students who meet all local and state graduation requirements. TA should not be used for students who drop out to attend an adult education program to pursue a state-issued diploma by passing a high school equivalency assessment (e.g. GED, TASC, HISET) or other continuing education. A dropout code (D1-D8 or D11) should be used in that scenario.
- In the download template, SchoolExitWithdrawalCode will be populated with the SchoolExitWithdrawalCode reported in the student’s most recent graduation snapshot.
- If the LEA is appealing to change SchoolExitWithdrawalCode, then AppealExitCode should equal Y and the LEA should change the SchoolExitWithdrawalCode field in the upload file to the requested value.
- If the LEA is not appealing to change SchoolExitWithdrawalCode, then the SchoolExitWithdrawalCode field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

AppealPathwayIndicators

Definition of Data Element

An indicator of whether the LEA is appealing to change the student's ELA or Math Graduation Pathway Indicator.

Functional, Policy, or Legal Document

State and federal accountability.

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory if the LEA is requesting to change the student's ELA or Math Graduation Pathway Indicators.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y=Yes, the LEA is requesting a change to the ELA and/or Math Graduation Pathway Indicators.

Validation Checks

- An error will occur if the value entered is anything other than "Y" or blank.
- If AppealPathwayIndicators is blank, then ELAGraduationPathwayIndicator and MathGraduationPathwayIndicator must be the same as in the download template.
- If AppealPathwayIndicators="Y", then either ELAGraduationPathwayIndicator or MathGraduationPathwayIndicator must have a different value from the download template.

Additional Notes

- Before making an appeal request to change a student's Pathway Indicators, the LEA must first update the student's ELAGraduationPathwayIndicator and/or MathGraduationPathwayIndicator in NJSLEDS Student Management with the appropriate values. The NJDOE will verify the request against the student's current values in NJSLEDS before approving the appeal request. If the request does not match the student's current values, it will not be approved.
- If AppealPathwayIndicators=Y, the ELAGraduationPathwayIndicator and/or MathGraduationPathwayIndicator fields should be updated to reflect the requested values.

Common Errors

N/A

Warnings

N/A

ELAGraduationPathwayIndicator

Definition of Data Element

An indicator of if and how a student met the English Language Arts (ELA) graduation assessment requirements. Districts are required to annually report this information under N.J.A.C. 6A:8-5.2(f).

Functional, Policy, or Legal Document

N.J.A.C. 6A:8-5.2(f): The chief school administrator or lead person in a charter school must report data on recent graduates' pathway to graduation and those denied graduation.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all inactive students with the School Exit Withdrawal Code = L.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- A = NJSLA/PARCC Grade 9 (Class of 2022 or earlier only)
- B = NJSLA/PARCC Grade 10 (Class of 2022 or earlier only)
- C = NJSLA/PARCC Grade 11 (Class of 2022 or earlier only)
- D = SAT
- E = ACT
- F = ACT PLAN (Class of 2022 or earlier only)
- G = ACT Aspire (Class of 2022 or earlier only)
- H = AccuPlacer WritePlacer
- I = AccuPlacer WritePlacer ESL
- J = PSAT10
- K = PSAT/NMSQT
- L = ASVAB-AFQT (Class of 2022 or earlier only)
- M = Alternate requirements specified in IEP
- N = Portfolio appeals
- O = Denied graduation because of failure to satisfy the NJGPA sitting requirement despite an opportunity to do so; or failure to demonstrate proficiency on the NJGPA, substitute competency tests, or portfolio appeals
- P = Denied graduation for any other reason
- Q = Historical Statewide Assessment (MBS, HSPT 9, HSPT 11, SRA, HSPA, AHSA, NJSLA) for adult high school students only
- R = Graduation assessment requirements not yet met

- S = New Jersey Graduation Proficiency Assessment (NJGPA)
- W = No graduation assessment requirements (Class of 2023) or requirements waived under Executive Order (Class of 2020 or 2021)

Validation Checks

- If student's SchoolExitWithdrawalCode = L and SchoolExitDate is on or after September 1, 2023, regardless of grade level, ELAGraduationPathwayIndicator must be D, E, H, I, J, K, M, N, Q, or S.
- If student's SchoolExitWithdrawalCode = L and SchoolExitDate is between September 1, 2022 and August 31, 2023, ELAGraduationPathwayIndicator must be W.
- If SchoolExitWithdrawalCode = L and ELAGraduationPathwayIndicator = A, B, C, F, G, or L, SchoolExitDate must be August 31, 2022 or earlier.
- If ELAGraduationPathwayIndicator = W, SchoolExitDate must be between September 1, 2019 and August 31, 2021 or between September 1, 2022 and August 31, 2023.
- If ELAGraduationPathwayIndicator = S, SchoolExitDate must be September 1, 2023 or after.
- If ELAGraduationPathwayIndicator = M, OverallStudentswithDisabilitiesStatus must be Y.
- If ELAGraduationPathwayIndicator is O, P, or R, SchoolExitWithdrawalCode cannot be L.
- If AppealPathwayIndicators is blank, then ELAGraduationPathwayIndicator must be the same as in the download template.
- If AppealPathwayIndicators = "Y", then either ELAGraduationPathwayIndicator or MathGraduationPathwayIndicator must have a different value from the download template.

Additional Notes

- See the [NJDOE Graduation Assessment Requirements webpage](#) for details on the high school graduation assessment requirements.
 - For students who were eligible to take the NJGPA but did not do so, these students have not met the graduation assessment requirements and may not be reported as graduates. The value of O must be selected since these students did not meet the sitting requirement for NJGPA despite multiple opportunities to do so.
 - Values of D, E, H, I, J, K, M, or N may be used for Class of 2025 students who did not take the NJGPA if they meet all of the following criteria:
 - i. Enrolled in a New Jersey public school from another state, country, or private school after the Spring 2025 administration of NJGPA.
 - ii. Met all other requirements for graduation (e.g., credit, curriculum, attendance, etc.); and
 - iii. Will graduate prior to the Summer 2025 NJGPA administration.
- Graduation assessment requirements for the Class of 2025 apply to any student graduating between September 1, 2024 and August 31, 2025, regardless of grade level. The graduation ready cut score for the ELA and mathematics components of the NJGPA and the menu of alternative assessments and aligned cut scores were approved by the State Board of Education on May 3, 2023.
- Graduates reported with ELAGraduationPathwayIndicator = M will not be included as graduates in the federal version of the adjusted cohort graduation rate. They will be included in the state version of the

graduation rate. See [An Introduction to the Adjusted Cohort Graduation Rate](#) in New Jersey for more details.

- In the download template, ELAGraduationPathwayIndicator will be populated with the ELAGraduationPathwayIndicator reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change ELAGraduationPathwayIndicator, then AppealPathways should equal Y and the LEA should change the ELAGraduationPathwayIndicator field in the upload file to the requested value.
- If the LEA is not appealing to change ELAGraduationPathwayIndicator, then the ELAGraduationPathwayIndicator field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

Math Graduation Pathway Indicator

Definition of Data Element

An indicator of if and how a student met the Math graduation assessment requirements. Districts are required to annually report this information under N.J.A.C. 6A:8-5.2(f).

Functional, Policy, or Legal Document

N.J.A.C. 6A:8-5.2(f): The chief school administrator or lead person in a charter school must report data on recent graduates' pathway to graduation and those denied graduation.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all inactive students with the School Exit Withdrawal Code = L.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- A = NJSLA/PARCC Algebra I (Class of 2022 or earlier only)
- B = NJSLA/PARCC Geometry (Class of 2022 or earlier only)
- C = NJSLA/PARCC Algebra II (Class of 2022 or earlier only)
- D = SAT
- E = ACT
- F = ACT PLAN (Class of 2022 or earlier only)
- G = ACT Aspire (Class of 2022 or earlier only)
- H = AccuPlacer Elementary Algebra
- I = AccuPlacer Next Generation QAS
- J = PSAT10
- K = PSAT/NMSQT
- L = ASVAB-AFQT (Class of 2022 or earlier only)
- M = Alternate requirements specified in IEP
- N = Portfolio appeals
- O = Denied graduation because of failure to satisfy the NJGPA sitting requirement despite an opportunity to do so; or failure to demonstrate proficiency on the NJGPA, substitute competency tests, or portfolio appeals
- P = Denied graduation for any other reason
- Q = Historical Statewide Assessment (MBS, HSPT 9, HSPT 11, SRA, HSPA, AHSA, NJSLA) for adult high school students only
- R = Graduation assessment requirements not yet met

- S = New Jersey Graduation Proficiency Assessment (NJGPA)
- W = No graduation assessment requirements (Class of 2023) or requirements waived under Executive Order (Class of 2020 or 2021)

Validation Checks

- If student's SchoolExitWithdrawalCode = L and SchoolExitDate is on or after September 1, 2023 MathGraduationPathwayIndicator must be D, E, H, I, J, K, M, N, Q, or S.
- If student's SchoolExitWithdrawalCode = L and SchoolExitDate is between September 1, 2022 and August 31, 2023, MathGraduationPathwayIndicator must be W.
- If SchoolExitWithdrawalCode = L and MathGraduationPathwayIndicator = A, B, C, F, G, or L, SchoolExitDate must be August 31, 2022 or earlier.
- If MathGraduationPathwayIndicator = W, SchoolExitDate must be between September 1, 2019 and August 31, 2021 or between September 1, 2022 and August 31, 2023.
- If MathGraduationPathwayIndicator = S, SchoolExitDate must be September 1, 2023 or after.
- If MathGraduationPathwayIndicator = M, OverallStudentswithDisabilitiesStatus must be "Y".
- If MathGraduationPathwayIndicator is O, P, or R, SchoolExitWithdrawalCode cannot be L.
- If AppealPathwayIndicators is blank, then MathGraduationPathwayIndicator must be the same as in the download template.
- If AppealPathwayIndicators = "Y", then either ELAGraduationPathwayIndicator or MathGraduationPathwayIndicator must have a different value from the download template.

Additional Notes

- See the [NJDOE Graduation Assessment Requirements webpage](#) for details on the high school graduation assessment requirements.
 - For students who were eligible to take the NJGPA but did not do so, these students have not met the graduation assessment requirements and may not be reported as graduates. The value of O must be selected since these students did not meet the sitting requirement for NJGPA despite multiple opportunities to do so.
 - Values of D, E, H, I, J, K, M, or N may be used for Class of 2025 students who did not take the NJGPA if they meet all of the following criteria:
 - i. Enrolled in a New Jersey public school from another state, country, or private school after the Spring 2025 administration of NJGPA.
 - ii. Met all other requirements for graduation (e.g., credit, curriculum, attendance, etc.); and
 - iii. Will graduate prior to the Summer 2025 NJGPA administration.
- Graduation assessment requirements for the Class of 2025 apply to any student graduating between September 1, 2024 and August 31, 2025, regardless of grade level. The graduation ready cut score for the ELA and mathematics components of the NJGPA and the menu of alternative assessments and aligned cut scores were approved by the State Board of Education on May 3, 2023.
- Graduates reported with MathGraduationPathwayIndicator = M will not be included as graduates in the federal version of the adjusted cohort graduation rate. They will be included in the state version of the graduation rate. See the [An Introduction to the Adjusted Cohort Graduation Rate](#) for more details.

- In the download template, MathGraduationPathwayIndicator will be populated with the MathGraduationPathwayIndicator reported in the student’s most recent graduation snapshot.
- If the LEA is appealing to change MathGraduationPathwayIndicator, then AppealPathways should equal Y and the LEA should change the MathGraduationPathwayIndicator field in the upload file to the requested value.
- If the LEA is not appealing to change MathGraduationPathwayIndicator, then the MathGraduationPathwayIndicator field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

AppealInDistrictPlacement

Definition of Data Element

An indicator of whether the LEA is appealing to change the student's In-District placement field.

Functional, Policy, or Legal Document

State and federal accountability.

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory if the LEA is requesting to change the student's InDistrictPlacement field.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y=Yes, the LEA is requesting a change to the student's InDistrictPlacement field.

Validation Checks

- An error will occur if the value entered is anything other than "Y" or blank.
- If AppealInDistrictPlacement is blank, then InDistrictPlacement must be the same as in the download template.
- If AppealInDistrictPlacement="Y", then InDistrictPlacement must have a different value from the download template.

Additional Notes

- Before making an appeal request to change a student's in-district placement code, the LEA must first update the student's InDistrictPlacement in NJSLEDS Student Management with the appropriate value. The NJDOE will verify the request against the student's current value in NJSLEDS before approving the appeal request. If the request does not match the student's current value, it will not be approved.
- If AppealInDistrictPlacement="Y", then InDistrictPlacement should be updated to reflect the requested value.

Common Errors

N/A

Warnings

N/A

InDistrictPlacement

Definition of Data Element

In district placement type to indicate the reason for the placement when a student is attending a school that is not their resident school within their resident district.

Functional, Policy, or Legal Document

Accountability

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory if a student is attending a non-resident school within their resident district and their resident school offers the student's Grade Level.

Acceptable Values

Type: Alpha

Minimum Length: 2

Maximum Length: 6

- SPECED = Student attends a specialized program for special education in a school that is not their resident school within their resident school district
- ML = Student attends a language instruction educational program (LIEP) in a school that is not their resident school within their resident school district (Current option for students who were active during the 2024-2025 school year)
- ELL = Student attends a language instruction educational program (LIEP) in a school that is not their resident school within their resident school district (Option only for students who were only active prior to the 2024-2025 school year)
- ALTREC = Student attends an alternative education program or a recovery high school program in a school that is not their resident school within their resident school district
- ADULT = Student attends an adult high school for students pursuing a locally-issued, state-endorsed diploma in a school that is not their resident school within their resident school district
- OTHER = Student attends a school that is not their resident school within their resident school district for any other reason

Validation Checks

- If SPECED is reported and OverallStudentswithDisabilitiesStatus = "N", an error will occur.
- If ML is reported and OverallMultilingualLearnerStatus = "N", an error will occur.
- If ADULT is reported and the student's most recent reported grade level in the graduation snapshot is not "A1" or "A2", an error will occur.

- If AppealInDistrictPlacement is blank, then InDistrictPlacement must be the same as in the download template.
- If AppealInDistrictPlacement = “Y”, then InDistrictPlacement must have a different value from the download template.

Additional Notes

- This field is used to derive accountability.
- This field is used to determine why the student is attending the InDistrictPlacement. Examples: Within your district, you have two schools that offer grade 04: School A and School B.
 - Based on the student’s home address, a student would attend School A but the student has been placed in School B because of district choice. Therefore, OTHER should be reported for the InDistrictPlacement even if the student has an ML Status or Special Education Classification.
 - Based on the student’s home address, a student would attend School B but the student has been placed in School A because the student attends a special education program offered at that school. Therefore, SPECED should be reported for the InDistrictPlacement.
- In the download template, InDistrictPlacement will be populated with the InDistrictPlacement reported in the student’s most recent graduation snapshot.
- If the LEA is appealing to change InDistrictPlacement, then AppealInDistrictPlacement should equal Y and the LEA should change the InDistrictPlacement field in the upload file to the requested value.
- If the LEA is not appealing to change InDistrictPlacement, then the InDistrictPlacement field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

AppealIEPFields

Definition of Data Element

An indicator of whether the LEA is appealing to change the student's IEP Graduation Course Requirement or IEP Graduation Attendance fields.

Functional, Policy, or Legal Document

State and federal accountability.

CEDS Mapping

N/A

Is this Data Element Required?

This field is required if the LEA is requesting to change the student's IEP Graduation Course Requirement or IEP Graduation attendance fields.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y=Yes, the LEA is requesting a change to the student's IEPGraduationCourseRequirement and/or IEPGraduationAttendance fields.

Validation Checks

- An error will occur if a value is entered other than "Y" or blank.
- If AppealIEPFields is blank, then IEPGraduationCourseRequirement and IEPGraduationAttendance must be the same as the download template.
- If AppealIEPFields="Y", then either IEPGraduationCourseRequirement or IEPGraduationAttendance must have a different value from the download template.

Additional Notes

- Before making an appeal request to change a student's IEP graduation course requirement or IEP graduation attendance fields, the LEA must first update the student's IEPGraduationCourseRequirement and/or IEPGraduationAttendance in NJSLEDS Student Management with the appropriate values. The NJDOE will verify the request against the student's current values in NJSLEDS before approving the appeal request. If the request does not match the student's current values, it will not be approved.
- If AppealIEPFields = Y, the IEPGraduationCourseRequirement and/or IEPGraduationAttendance fields should be updated to reflect the requested values.
- Requests to change a student's IEPGraduationCourseRequirement and/or IEPGraduationAttendance field will require additional documentation from the LEA. Review the appeals guidance document for acceptable documentation.

Common Errors

N/A

Warnings

N/A

IEPGraduationCourseRequirement

Definition of Data Element

An indicator of whether a student with a disability did not meet the state course requirement component of the NJDOE graduation requirements because of an exemption or modification contained in their Individualized Education Program (IEP).

Functional, Policy, or Legal Document

Every Student Succeeds Act (ESSA) requirements for Adjusted Cohort Graduation Rate (ACGR).

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is required if the student's most recent grade level is 12 and the student's most recent special education classification is 01-17. This field is not required for Non-Public students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 1= The student did not meet the state course requirements for graduation because of an exemption or modification in their IEP.
- 2 = The student did meet the state course requirements.

Validation Checks

- If AppealIEPFields is blank, then IEPGraduationCourseRequirement must be the same as in the download template.
- If AppealIEPFields = "Y", then either IEPGraduationCourseRequirement or IEPGraduationAttendance must have a different value from the download template.

Additional Notes

- New Jersey laws (e.g. N.J.A.C. 6A:14-4.11) permit students with IEPs that include modifications or exemptions to specific graduation requirements to be granted diplomas. However, ESSA requires that only those students who meet standard graduation requirements can be counted in the Adjusted Cohort Graduation Rate (ACGR). Students with IEPs who did not meet the state course requirements because of a modification or exemption to the course requirements in their IEP will be removed from the numerator when calculating the federal version of the ACGR.
- In the download template, IEPGraduationCourseRequirement will be populated with the IEPGraduationCourseRequirement reported in the student's most recent graduation snapshot.

- If the LEA is appealing to change IEPGraduationCourseRequirement, then AppealIEPFields should equal Y and the LEA should change the IEPGraduationCourseRequirement field in the upload file to the requested value.
- If the LEA is not appealing to change IEPGraduationCourseRequirement, then the IEPGraduationCourseRequirement field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

IEPGraduationAttendance

Definition of Data Element

An indicator of whether a student with a disability did not meet the local attendance requirement component of the NJDOE graduation requirements because of an exemption or modification contained in their Individualized Education Program (IEP).

Functional, Policy, or Legal Document

Every Student Succeeds Act (ESSA) requirements for Adjusted Cohort Graduation Rate (ACGR).

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is required if the student's most recent grade level is 12 and the student's most recent special education classification is 01-17. This field is not required for Non-Public students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 1= The student did not meet the local attendance requirements for graduation because of an exemption or modification in their IEP.
- 2 = The student did meet the local attendance requirements.

Validation Checks

- If AppealIEPFields is blank, then IEPGraduationAttendance must be the same as in the download template.
- If AppealIEPFields = "Y", then either IEPGraduationCourseRequirement or IEPGraduationAttendance must have a different value from the download template.

Additional Notes

- New Jersey laws (e.g. N.J.A.C. 6A:14-4.11) permit students with IEPs that include modifications or exemptions to specific graduation requirements to be granted diplomas. However, ESSA requires that only those students who meet standard graduation requirements can be counted in the Adjusted Cohort Graduation Rate (ACGR). Students with IEPs who did not meet the local attendance requirements because of a modification or exemption to the local attendance requirements in their IEP will be removed from the numerator when calculating the federal version of the ACGR.
- In the download template, IEPGraduationAttendance will be populated with the IEPGraduationAttendance reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change IEPGraduationAttendance, then AppealIEPFields should equal Y and the LEA should change the IEPGraduationAttendance field in the upload file to the requested value.

- If the LEA is not appealing to change IEPGraduationAttendance, then the IEPGraduationAttendance field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

AppealCDSCodes

Definition of Data Element

Indicator of whether the LEA is appealing to change the student's resident, receiving, or attending CDS codes.

Functional, Policy, or Legal Document

State and federal accountability.

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory if the LEA is requesting to change one or more of the student's resident, receiving, or attending CDS codes.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y=Yes, the LEA is requesting changes to the student's resident, receiving, and/or attending CDS codes.

Validation Checks

- An error will occur if a value is entered other than "Y" or blank.
- If AppealCDSCodes is blank, then CountyCodeResident, DistrictCodeResident, SchoolCodeResident, CountyCodeReceiving, DistrictCodeReceiving, SchoolCodeReceiving, CountyCodeAttending, DistrictCodeAttending, and SchoolCodeAttending must be the same as in the download template.
- If AppealCDSCodes="Y", then at least one of CountyCodeResident, DistrictCodeResident, SchoolCodeResident, CountyCodeReceiving, DistrictCodeReceiving, SchoolCodeReceiving, CountyCodeAttending, DistrictCodeAttending, and SchoolCodeAttending must have a different value from the download template.
- If AppealCDSCodes = "Y", the CountyCodeResident, DistrictCodeResident, SchoolCodeResident, CountyCodeReceiving, DistrictCodeReceiving, SchoolCodeReceiving, CountyCodeAttending, DistrictCodeAttending, and SchoolCodeAttending fields should be updated to reflect the requested values.

Additional Notes

- Before making an appeal request to change a student's resident, receiving, or attending CDS codes, the LEA must first update the student's data in NJSLEDS Student Management with the appropriate values. The NJDOE will verify the request against the student's current values in NJSLEDS before approving the appeal request. If the request does not match the student's current values, it will not be approved.

Common Errors

N/A

Warnings

N/A

CountyCodeResident

Definition of Data Element

The New Jersey county in which the student resides.

Functional, Policy, or Legal Document

NJDOE, Division of Finance

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students, including Non-Public students.

Acceptable Values

Type: Character

Minimum Length: 2

Maximum Length: 2

- For County Codes, please refer to the [NJSLEDS County District School Codes](#) document.

Validation Checks

- An error will occur if the codes do not conform to the codes listed in the CDS list.
- An error will occur if the field is left blank.
- If AppealCDSCodes is blank, then CountyCodeResident must be the same as in the download template.
- If AppealCDSCodes = "Y", then at least one of CountyCodeResident, DistrictCodeResident, SchoolCodeResident, CountyCodeReceiving, DistrictCodeReceiving, SchoolCodeReceiving, CountyCodeAttending, DistrictCodeAttending, or SchoolCodeAttending must have a different value from the download template.

Additional Notes

- If the student resides in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for the Out-of-State school are not listed in the posted document, use ZZ as the County Code, 0000 as the District Code, and 000 as the School Code.
- In the download template, CountyCodeResident will be populated with the CountyCodeResident reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change CountyCodeResident, then AppealCDSFields should equal Y and the LEA should change the CountyCodeResident field in the upload file to the requested value.
- If the LEA is not appealing to change CountyCodeResident, then the CountyCodeResident field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

DistrictCodeResident

Definition of Data Element

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

Functional, Policy, or Legal Document

NJDOE, Division of Finance

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students, including Non-Public students.

Acceptable Values

Type: Character

Minimum Length: 4

Maximum Length: 4

- For District Codes, please refer to the [NJSLEDS County District School Codes](#) document.

Validation Checks

- An error will occur if the codes do not conform to the codes listed in the CDS list.
- An error will occur if the field is left blank.
- If AppealCDSCodes is blank, then DistrictCodeResident must be the same as in the download template.
- If AppealCDSCodes = "Y", then at least one of CountyCodeResident, DistrictCodeResident, SchoolCodeResident, CountyCodeReceiving, DistrictCodeReceiving, SchoolCodeReceiving, CountyCodeAttending, DistrictCodeAttending, or SchoolCodeAttending must have a different value from the download template.

Additional Notes

- If the student resides in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for the Out-of-State school are not listed in the posted document, use ZZ as the County Code, 0000 as the District Code, and 0000 as the School Code.
- In the download template, DistrictCodeResident will be populated with the DistrictCodeResident reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change DistrictCodeResident, then AppealCDSFields should equal Y and the LEA should change the DistrictCodeResident field in the upload file to the requested value.
- If the LEA is not appealing to change DistrictCodeResident, then the DistrictCodeResident field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

SchoolCodeResident

Definition of Data Element

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 Document

NJDOE, Office of Special Education

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students, including Non-Public students.

Acceptable Values

Type: Character

Minimum Length: 3

Maximum Length: 3

- For School Codes, please refer to the [NJSLEDS County District School Codes](#) document.

Validation Checks

- An error will occur if the codes do not conform to the codes listed in the CDS list.
- An error will occur if the field is left blank.
- If AppealCDSCodes is blank, then SchoolCodeResident must be the same as in the download template.
- If AppealCDSCodes = "Y", then at least one of CountyCodeResident, DistrictCodeResident, SchoolCodeResident, CountyCodeReceiving, DistrictCodeReceiving, SchoolCodeReceiving, CountyCodeAttending, DistrictCodeAttending, or SchoolCodeAttending must have a different value from the download template.

Additional Notes

- If the student resides in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for the Out-of-State school are not listed in the posted document, use ZZ as the County Code, 0000 as the District Code, and 0000 as the School Code.
- Only school codes designated for regular public schools can be used for SchoolCodeResident.
- In the download template, SchoolCodeResident will be populated with the SchoolCodeResident reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change SchoolCodeResident, then AppealCDSFields should equal Y and the LEA should change the SchoolCodeResident field in the upload file to the requested value.
- If the LEA is not appealing to change SchoolCodeResident, then the SchoolCodeResident field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

CountyCodeReceiving

Definition of Data Element

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

Functional, Policy, or Legal Document

NJDOE, Division of Finance, Office of Special Education

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students, including Non-Public students.

Acceptable Values

Type: Character

Minimum Length: 2

Maximum Length: 2

- For County Codes, please refer to the [NJSLEDS County District School Codes](#) document.

Validation Checks

- An error will occur if the codes do not conform to the codes listed in the CDS list.
- An error will occur if the field is left blank.
- If AppealCDSCodes is blank, then CountyCodeReceiving must be the same as in the download template.
- If AppealCDSCodes = "Y", then at least one of CountyCodeResident, DistrictCodeResident, SchoolCodeResident, CountyCodeReceiving, DistrictCodeReceiving, SchoolCodeReceiving, CountyCodeAttending, DistrictCodeAttending, or SchoolCodeAttending must have a different value from the download template.

Additional Notes

- The Receiving school may often be the same as the Attending school information.
- If the Receiving school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State receiving school are not listed in the posted document, please contact the NJSLEDS Help Desk for the proper code.
- In the download template, CountyCodeReceiving will be populated with the CountyCodeReceiving reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change CountyCodeReceiving, then AppealCDSFields should equal Y and the LEA should change the CountyCodeReceiving field in the upload file to the requested value.
- If the LEA is not appealing to change CountyCodeReceiving, then the CountyCodeReceiving field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

DistrictCodeReceiving

Definition of Data Element

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

Functional, Policy, or Legal Document

NJDOE, Division of Finance, Office of Special Education

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students, including Non-Public students.

Acceptable Values

Type: Character

Minimum Length: 4

Maximum Length: 4

- For District Codes, please refer to the [NJSLEDS County District School Codes](#) document.

Validation Checks

- An error will occur if the codes do not conform to the codes listed in the CDS list.
- An error will occur if the field is left blank.
- If AppealCDSCodes is blank, then DistrictCodeReceiving must be the same as in the download template.
- If AppealCDSCodes = "Y", then at least one of CountyCodeResident, DistrictCodeResident, SchoolCodeResident, CountyCodeReceiving, DistrictCodeReceiving, SchoolCodeReceiving, CountyCodeAttending, DistrictCodeAttending, or SchoolCodeAttending must have a different value from the download template.

Additional Notes

- The Receiving school may often be the same as the Attending school information.
- If the Receiving school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State receiving school are not listed in the posted document, please contact the NJSLEDS Help Desk for the proper code.
- In the download template, DistrictCodeReceiving will be populated with the DistrictCodeReceiving reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change DistrictCodeReceiving, then AppealCDSFields should equal Y and the LEA should change the DistrictCodeReceiving field in the upload file to the requested value.
- If the LEA is not appealing to change DistrictCodeReceiving, then the DistrictCodeReceiving field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

SchoolCodeReceiving

Definition of Data Element

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

Functional, Policy, or Legal Document

NJDOE, Division of Finance, Office of Special Education

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students, including Non-Public students.

Acceptable Values

Type: Character

Minimum Length: 3

Maximum Length: 3

- For School Codes, please refer to the [NJSLEDS County District School Codes](#) document.

Validation Checks

- An error will occur if the codes do not conform to the codes listed in the CDS list.
- An error will occur if the field is left blank.
- If AppealCDSCodes is blank, then SchoolCodeReceiving must be the same as in the download template.
- If AppealCDSCodes = "Y", then at least one of CountyCodeResident, DistrictCodeResident, SchoolCodeResident, CountyCodeReceiving, DistrictCodeReceiving, SchoolCodeReceiving, CountyCodeAttending, DistrictCodeAttending, or SchoolCodeAttending must have a different value from the download template.
- An error will occur if school codes designated for non-operational schools are used for SchoolCodeReceiving.

Additional Notes

- The Receiving school may often be the same as the Attending school information.
- If the Receiving school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State receiving school are not listed in the posted document, please contact the NJSLEDS Help Desk for the proper code.
- In the download template, SchoolCodeReceiving will be populated with the SchoolCodeReceiving reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change SchoolCodeReceiving, then AppealCDSFields should equal Y and the LEA should change the SchoolCodeReceiving field in the upload file to the requested value.

- If the LEA is not appealing to change SchoolCodeReceiving, then the SchoolCodeReceiving field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

CountyCodeAttending

Definition of Data Element

The New Jersey county in which the student is attending school.

Functional, Policy, or Legal Document

NJDOE, Division of Finance

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students, including Non-Public students.

Acceptable Values

Type: Character

Minimum Length: 2

Maximum Length: 2

- For County Codes, please refer to the [NJSLEDS County District School Codes](#) document.

Validation Checks

- An error will occur if the codes do not conform to the codes listed in the CDS list.
- An error will occur if the field is left blank.
- If AppealCDSCodes is blank, then CountyCodeAttending must be the same as in the download template.
- If AppealCDSCodes = "Y", then at least one of CountyCodeResident, DistrictCodeResident, SchoolCodeResident, CountyCodeReceiving, DistrictCodeReceiving, SchoolCodeReceiving, CountyCodeAttending, DistrictCodeAttending, or SchoolCodeAttending must have a different value from the download template.

Additional Notes

- If the Attending school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State attending school are not listed in the posted document, please contact the NJSLEDS Help Desk for the proper code.
- In the download template, CountyCodeAttending will be populated with the CountyCodeAttending reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change CountyCodeAttending, then AppealCDSFields should equal Y and the LEA should change the CountyCodeAttending field in the upload file to the requested value.
- If the LEA is not appealing to change CountyCodeAttending, then the CountyCodeAttending field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

DistrictCodeAttending

Definition of Data Element

The district in which the student is currently attending.

Functional, Policy, or Legal Document

NJDOE, Division of Finance

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students, including Non-Public students.

Acceptable Values

Type: Character

Minimum Length: 4

Maximum Length: 4

- For District Codes, please refer to the [NJSLEDS County District School Codes](#) document.

Validation Checks

- An error will occur if the codes do not conform to the codes listed in the CDS list.
- An error will occur if the field is left blank.
- If AppealCDSCodes is blank, then DistrictCodeAttending must be the same as in the download template.
- If AppealCDSCodes = "Y", then at least one of CountyCodeResident, DistrictCodeResident, SchoolCodeResident, CountyCodeReceiving, DistrictCodeReceiving, SchoolCodeReceiving, CountyCodeAttending, DistrictCodeAttending, or SchoolCodeAttending must have a different value from the download template.

Additional Notes

- If the Attending school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State attending school are not listed in the posted document, please contact the NJSLEDS Help Desk for the proper code.
- In the download template, DistrictCodeAttending will be populated with the DistrictCodeAttending reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change DistrictCodeAttending, then AppealCDSFields should equal Y and the LEA should change the DistrictCodeAttending field in the upload file to the requested value.
- If the LEA is not appealing to change DistrictCodeAttending, then the DistrictCodeAttending field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

SchoolCodeAttending

Definition of Data Element

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

Functional, Policy, or Legal Document

NJDOE, Division of Finance

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students, including Non-Public students.

Acceptable Values

Type: Character

Minimum Length: 3

Maximum Length: 3

- For School Codes, please refer to the [NJSLEDS County District School Codes](#) document.

Validation Checks

- An error will occur if the codes do not conform to the codes listed in the CDS list.
- An error will occur if the field is left blank.
- If AppealCDSCodes is blank, then SchoolCodeAttending must be the same as in the download template.
- If AppealCDSCodes = "Y", then at least one of CountyCodeResident, DistrictCodeResident, SchoolCodeResident, CountyCodeReceiving, DistrictCodeReceiving, SchoolCodeReceiving, CountyCodeAttending, DistrictCodeAttending, or SchoolCodeAttending must have a different value from the download template.
- An error will occur if school codes designated for non-operational schools are used for SchoolCodeAttending.

Additional Notes

- If the Attending school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State attending school are not listed in the posted document, please contact the NJSLEDS Help Desk for the proper code.
- In the download template, SchoolCodeAttending will be populated with the SchoolCodeAttending reported in the student's most recent graduation snapshot.
- If the LEA is appealing to change SchoolCodeAttending, then AppealCDSFields should equal Y and the LEA should change the SchoolCodeAttending field in the upload file to the requested value.
- If the LEA is not appealing to change SchoolCodeAttending, then the SchoolCodeAttending field should match the value in the download template.

Common Errors

N/A

Warnings

N/A

AppealRemoveStudent

Definition of Data Element

An indicator of whether the LEA is requesting that a student be removed from their cohort data.

Functional, Policy, or Legal Document

State and federal accountability.

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory if the LEA is requesting for the student to be removed from their data

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes, the LEA is requesting that a student should be removed from their graduation cohort data.

Validation Checks

- An error will occur if value entered is anything other than “Y” or blank.

Additional Notes

- If an LEA believes that a student was included in their graduation cohort data in error, either due to a submission error or an error in the calculation of the accountable school, they may submit an appeal to remove a student from graduation cohort data.
- These types of appeals are rare and are generally the result of a data reporting error.
- This type of request should only be submitted if it is not possible to solve the issue by correcting other data elements, such as reported CDS codes, SID merges, exit codes, etc.

Common Errors

N/A

Warnings

N/A

DescriptionOfRequest

Definition of Data Element

The description of the requested changes included in the appeal.

Functional, Policy, or Legal Document

N/A

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 500

Validation Checks

- An error will occur if the field is left blank.

Additional Notes

- The description of the request should explain what the LEA is requesting to change and why the change is needed. Please also indicate why this change was not made by the August 31 deadline, if applicable.

Common Errors

N/A

Warnings

N/A

ContactName

Definition of Data Element

The first and last name of the LEA contact person who the NJDOE should contact if additional information is needed.

Functional, Policy, or Legal Document

N/A

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 100

Validation Checks

- An error will occur if the field is left blank.

Additional Notes

- Provide the first and last name of the contact person who is responsible for monitoring this appeal and who should be contacted if additional information is required.
- If the person listed in the contact field will not be available to answer questions at some point during the appeals period, please provide an alternate contact in the DescriptionofRequest field.

Common Errors

N/A

Warnings

N/A

ContactPhone

Definition of Data Element

The phone number of the LEA contact person who the NJDOE should contact if additional information is needed.

Functional, Policy, or Legal Document

N/A

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alphanumeric

Minimum Length: 12

Maximum Length: 20

Validation Checks

- An error will occur if the field is left blank.

Additional Notes

- Phone numbers should be entered in ###-###-#### format and may include an extension if that will help NJDOE staff in contacting the LEA.
- Provide the phone number of the contact person who is responsible for monitoring this appeal and who should be contacted if additional information is required.
- If the person listed in the contact field will not be available to answer questions at some point during the appeals period, please provide an alternate contact in the DescriptionofRequest field.

Common Errors

N/A

Warnings

N/A

ContactEmail

Definition of Data Element

The email address/phone number of the LEA contact person who the NJDOE should contact if additional information is needed.

Functional, Policy, or Legal Document

N/A

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory for all students.

Acceptable Values

Type: Alphanumeric

Minimum Length: 7

Maximum Length: 60

Validation Checks

- An error will occur if the field is left blank.
- An error will occur if the field does not contain "@".

Additional Notes

- Provide the email address of the contact person who is responsible for monitoring this appeal and who should be contacted if additional information is required.
- If the person listed in the contact field will not be available to answer questions at some point during the appeals period, please provide an alternate contact in the DescriptionofRequest field.

Common Errors

N/A

Warnings

N/A

DocumentationAttached

Definition of Data Element

An indication of whether the LEA will be uploading documentation for the appeal.

Functional, Policy, or Legal Document

N/A

CEDS Mapping

N/A

Is this Data Element Required?

This field is mandatory if the LEA is attaching documentation to support a student's appeal.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y=Yes, the LEA will attach documentation for the student's appeal.

Validation Checks

- An error will occur if the value entered is anything other than "Y" or blank.

Additional Notes

N/A

Common Errors

N/A

Warnings

N/A

DeleteRecord

Definition of Data Element

An indication the appeal record should be deleted.

Functional, Policy, or Legal Document

N/A

CEDS Mapping

N/A

Is this Data Element Required?

This field not required.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- D = Delete appeal record for the student's appeal.
- Blank

Validation Checks

- An error will occur if the value entered is anything other than "D" or blank.
- In order to delete an original record, all key fields must be provided.

Additional Notes

- Marking a record with the Delete option will remove the record from being appealed.
- Once deleted, the record will not display in the LEA or DOE Appeal Views, Submission Records or Error Reports

Common Errors

N/A

Warnings

N/A