

School Performance Reports: Course Roster Guidance

The NJSLEDS Course Roster submission collects student transcript data and created a student-teacher link. Local education agencies (LEAs) submit course roster data once a year in NJSLEDS during the end-of-year submission period. More information on the Course Roster submission can be found on the [NJSLEDS Course Roster User Resources page](#).

The New Jersey School Performance Reports use NJSLEDS Course Roster Submission data to identify whether students are taking advanced coursework, participating in structured learning experiences, and enrolling in certain types of courses by subject and discipline area.

Accurate NJSLEDS Course Roster Reporting

To ensure that the course roster data in the School Performance Reports is as accurate as possible, LEAs should:

1. Review the [NJSLEDS SCED Course Code List](#), available on the [Key Documents](#) page of the [NJSLEDS User Resources Website](#), each year to check for updates, new courses, NJDOE Guidance, and updated information.
 - For 2025-26, we have added the information that was previously available in the School Performance Reports SCED Code Mapping document directly into the NJSLEDS SCED Course Code List. This provides information on which SCED codes are Advanced Placement (AP) or International Baccalaureate (IB) courses, and whether the School Performance reports include each SCED code for the Course Participation and Visual and Performing Arts data.
2. Use the Course Roster Practice period, starting in April, to identify errors or issues with your data. If your LEA uploads data during the practice period, the Office of Performance Management can help review your data to make sure your data will be accurate in the School Performance Reports. Contact reportcard@doe.nj.gov if you have question or would like a review during the practice period.
3. Review final data to make sure it is accurate:
 - Verify that student and staff identifying information (SID/SMID, first name, last name, and date of birth) in the Course Roster Submission match data submitted in Student Management and Staff Management.
 - Use appropriate SCED codes based on the content and type of courses offered:
 - i. Use secondary SCED codes for students in grades 9-12, and prior-to-secondary SCED codes for students in grades PK-8.
 - ii. If AP or IB courses are offered, make sure to use SCED codes flagged as AP or IB in the SCED Course Code list.
 - iii. If students participate in structured learning experiences, use Workplace Experience SCED codes (ending in 48 or 98) for those students.
 - iv. Select SCED codes that best correspond to the content of the course instead of generic SCED codes, where possible.

School Performance Reports: How Course Roster Data is Used

Much of the data included in the College and Career Readiness section of the School Performance Reports is based on data reported in the Course Roster submission.

Advanced Placement (AP) and International Baccalaureate (IB) Courses

The AP and IB course participation rates in the School Performance Reports are based on the SCED codes that LEAs report in the Course Roster Submission. AP and IB courses have unique SCED codes. The NJSLEDS SCED Course Codes document indicates which secondary codes are AP and IB courses.

The School Performance Reports also include the number of students enrolled in each AP/IB course offered in the school. The list of AP/IB courses offered is based on which SCED codes the LEA reports in the Course Roster Submission.

Dual Enrollment Participation

The Dual Enrollment participation rates in the School Performance Reports are based on data collected through the Course Roster Submission. The NJDOE uses the course type field in the student course roster submission to identify college level/dual enrollment courses. LEAs should only report a course type of “C” if there is an existing articulating agreement between the high school and a college or university. It should not be used for AP/IB courses when there is just the possibility of earning college credit.

Structured Learning Experiences Participation

The Structured Learning Experiences participation rates in the School Performance Reports are based on students reported with a Workplace Experience SCED code that ends in 48 or 98. The NJSLEDS SCED Course Codes document indicates which secondary codes count as Structured Learning Experiences.

Course Participation Tables

The course participation tables for Mathematics, Science, Social Studies, World Languages, Computer Science/IT, and Visual and Performing Arts are all based on the SCED codes reported in the Course Roster Submission. The NJSLEDS SCED Course Codes document lists if a course is included in one of the course participation tables: Mathematics, Science, Social Studies and History, World Languages, Computer Science/IT, or Visual and Performing Arts. There is also a column that indicates which subject area within that table the course will be included in.

Questions

If you have any questions about how the NJDOE uses Course Roster data in the School Performance Reports, please contact reportcard@doe.nj.gov.