

New Jersey Department of Education Student Course Roster Submission Handbook

SOFT LAUNCH VERSION



**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 (SLEDs). 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 Student Course Roster Submission Handbook establishes standards for course roster data. The handbook provides definitions and standards for educational data, aiming to ensure that course roster student information is uniform, consistent, and easy to understand, as quality information relies on these elements. It is important to use the Student Course Roster Submission Handbook in conjunction with the Staff Course Roster Submission Handbook for a complete Course Roster Submission.

The NJDOE collects student and staff roster data to ensure accurate student-teacher assignments, comply with state and federal requirements, monitor educational effectiveness, allocate resources, improve equity in education, and support long-term planning. This data is crucial for maintaining the quality and accessibility of education across New Jersey, fostering data-driven decision-making, and ensuring that students receive the support they need to succeed.

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, thereby saving time and effort later.

Revision History

Date	Version	Comment
Soft Launch Version	1.0	<ul style="list-style-type: none"> Updated Pilot information to Soft Launch Information.
Pilot Version	1.0	<ul style="list-style-type: none"> Updated information from NJ SMART to NJSLEDS Revised the Forward, Executive Summary, and Privacy and Security statement

NJSMART Revision History

Date	Version	Comment
February 12, 2025	Future Version	<ul style="list-style-type: none"> The Acceptable Value Type has been updated to Character: <ul style="list-style-type: none"> CountyCodeAssigned DistrictCodeAssigned SchoolCodeAssigned Updated the Common Errors section for StateIdentificationNumber to reflect the current Student Management validation process.
March 28, 2023	2.6	<ul style="list-style-type: none"> Updated the Common Errors section for StateIdentificationNumber to offer more guidance on how to resolve the combination error.
April 5, 2022	2.5	<ul style="list-style-type: none"> Clarification added to GradeSpan requirements for data elements NumericGradeEarned, AlphaGradeEarned, and CompletionStatus. Updated validation rules for data elements SectionEntryDate and SectionExitDate to provide more detail on existing validation rules. Common Errors section added to the Handbook.
December 17, 2020	2.4	<ul style="list-style-type: none"> Added a new data element of DualInstitution. Validation rules for NumericGradeEarned, AlphaGradeEarned, and CompletionStatus have been restored and are required for students enrolled in credit bearing Secondary Courses and Prior-to-secondary courses with a GradeSpan of 060X or higher.
July 6, 2020	2.3	<ul style="list-style-type: none"> Validation rules for NumericGradeEarned, AlphaGradeEarned, and CompletionStatus have been relaxed to allow these fields to be optional for the 2019-2020SY.
April 1, 2020	2.2	<ul style="list-style-type: none"> Updated all data elements to include CEDS Mapping.

		<ul style="list-style-type: none"> Added Additional Note for Course Type: "Course Type of C should only be used if there is an existing articulation agreement between the high school and a college or university."
December 14, 2017	2.1	<ul style="list-style-type: none"> Updated definitions for FirstName and LastName. Updated reference to Every Student Succeeds Act in Executive Summary.
April 12, 2017	2.0	<ul style="list-style-type: none"> Added mSGP guidance to SectionEntryDate, SectionExitDate, and SubjectArea.
April 25, 2014	1.9	<ul style="list-style-type: none"> Added clarification to the CourseType data element.
December 3, 2013	1.8	<ul style="list-style-type: none"> Updated notes and validation rules for CourseType.
February 19, 2013	1.7	<ul style="list-style-type: none"> CourseType added to the elements captured in the Student Course Roster Submission.
July 3, 2012	1.6	<ul style="list-style-type: none"> LocalIdentification removed from matching validation. AvailableCredit and EarnedCredit ranges increased. LocalCourseCode and LocalSectionCode ranges increased. Additional notes added to
April 11, 2012	1.5	<ul style="list-style-type: none"> Additional Note added to SectionExitDate.
April 2, 2012	1.4	<ul style="list-style-type: none"> All links have been updated for the handbook. SectionEntryDate and SectionExitDate have had their definitions clarified and have been indicated as Date in the Acceptable Values section for each element. CDS Attending codes have been changed to CDS Assigned codes. The acceptable value for SchoolCode has been changed to AlphaNumeric. Additional clarification has been provided for AlphaGradeEarned, NumericGradeEarned, and CompletionStatus elements.

Executive Summary

The growing need for comprehensive, accurate, 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 NJ statewide longitudinal education data system was created to meet this need.

The 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 toward 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.

Data Elements and Definitions

This Student Course Submission Handbook includes data elements that are currently collected and maintained by schools, districts, and the NJDOE. Not all data elements are relevant to each staff member (e.g., a person may not have a middle name). 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 Student Course Submission Handbook:

- **Name of Data Element:** The data element name used within the NJSLEDS system.
- **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.

Local Identification Number (LID)

Definition of Data Element

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

Functional, Policy or Legal Document

A local student identifier is assigned by the district and used to track students within a district over time and to keep student information secure and confidential. Districts must assign the Local Identification Number for each student in order to receive a State Identification Number (SID). This provides an additional matching field and an efficient way for NJDOE to provide SIDs to districts. For the Course Roster Submission, this data element is not used to verify the unique identification of the student. The LID may potentially differ from the LID that was submitted to Student Management if the district responsible for submitting a student to Course Roster Submission is not the same district responsible for reporting to Student Management.

CEDS Mapping

Local Education Agency Identifier

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 20

Validation Checks

- Error will occur if field is left blank.

Additional Notes

- Type and length can vary based on a series of numbers and letters used by a school district. A student's LID must be unique throughout the student's enrollment in the district. For school districts without a LID, a LID scheme must be created and assigned for all students so that DOE can uniquely identify all students in a particular district.
- For a LID that includes leading zeros, be sure when extracting and storing the data for transmission that the zeros are maintained. This is accomplished by creating the field as an alphanumeric data element.
- It is important for confidentiality purposes that the local identification numbers do not contain any embedded meaning linked to student-specific information.

Common Errors

Error Message: Duplicate student record with the same information exists in the LEA.

Resolution: Review the student's course records to identify which courses are duplicated. To resolve, complete a full file upload with each course record listed once for each student.

State Identification Number (SID)

Definition of Data Element

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

Functional, Policy or Legal Document

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

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

CEDS Mapping

Student Identifier

Is this Data Element Required?

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 numbers as issued by NJSLEDS.

Additional Notes

- All submission files must include SIDs for students who have had SIDs issued.

Common Errors

Error Message: Combination of State ID, First Name, Last Name, and Date of Birth does not match data submitted during Student Management.

Resolution: To resolve this error, click on the Snapshot page in Student Management. Compare the values of all four fields (SID, First Name, Last Name, and Date of Birth) in the record against the fields in Student Course Roster Submission. All four fields in Student Course Roster Submission must match exactly to the SID Snapshot page, and the record on the Snapshot must be free of Error, Sync, Conflict - Ongoing, and Unresolved. Make the necessary changes within your Student Information System (SIS) and then reupload to the Student Course Roster Submission to resolve the combination error.

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?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 30

Validation Checks

- Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphens are accepted.
- If the student's only form of ID is their passport (no birth certificate or state ID available) and their first name is presented as "FNU" or "Unknown" on the passport, then "Unknown" should be reported as the student's first name. If the student has one name on another form of ID, the student's one name should be reported in the correct field, and the other field should be reported as "Unknown."
- An error will occur if field is left blank.

Additional Notes

- No nicknames or abbreviated names should be reported.
- First name and last name must be reported as separate fields.
- This field must be reported exactly as reported in Student Management.

Common Errors

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?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 50

Validation Checks

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

Additional Notes

- First name and last name must be reported as separate fields.
- Students with multiple last names should include multiple last names in this field. Hyphens are acceptable if they are part of the student's legal name, place both last names in this field. Example: Jenny R. Smith-Jones would be last name = "Smith-Jones" while John F. Davis Smyth would be last name = "Davis Smyth". First name and last name must be reported as separate fields.
- This field must be reported exactly as reported in Student Management.
- If the student's only form of ID is their passport (no birth certificate or state ID available) and their last name is presented as "LNU" or "Unknown" on the passport, then "Unknown" should be reported as the student's last name. If the student has one name on another form of ID, the student's one name should be reported in the correct field, and the other field should be reported as "Unknown."

Common Errors

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?

Field is mandatory for all students.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- Error will occur if format does not include a four-digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20150128).
- Error will occur if data element falls outside of reasonable parameters (i.e. date occurs in future, date ages student outside legal limits of education system).

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
- This field must be reported exactly as reported in Student Management.

Common Errors

N/A

CountyCodeAssigned

Definition of Data Element

The New Jersey County in which the student is currently assigned to the course.

Functional, Policy or Legal Document

NJDOE, Division of Finance.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Character

Minimum Length: 2

Maximum Length: 2

For County Codes, please refer to [NJSLEDS County District School Codes](#) document found under the Resources & Trainings page.

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- The CountyCodeAssigned should reflect the accurate County Code for the specific course section.

Common Errors

N/A

DistrictCodeAssigned

Definition of Data Element

The district in which the student is currently assigned to the course.

Functional, Policy or Legal Document

NJDOE, Division of Finance.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Character

Minimum Length: 4

Maximum Length: 4

For District Codes, please refer to [NJSLEDS County District School Codes](#) document found under the Resources & Trainings page.

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- The DistrictCodeAssigned should reflect the accurate District Code for the specific course section.

Common Errors

N/A

SchoolCodeAssigned

Definition of Data Element

The school in which the student is currently assigned to the course. 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?

Field is mandatory for all students.

Acceptable Values

Type: Character

Minimum Length: 3

Maximum Length: 3

For School Codes, please refer to [NJSLEDS County District School Codes](#) document found under the Resources & Trainings page.

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- The SchoolCodeAssigned should reflect the accurate School Code for the specific course section.
- Error will occur if a School Code designated for Non-operational school is used.

Common Errors

N/A

SectionEntryDate

Definition of Data Element

The date the student was assigned to the specific course section.

Functional, Policy or Legal Document

The Section Entry Date should be the date the student started attending a course section and should align with the local attendance roster.

CEDS Mapping

Course Section Enrollment Status Start Date

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- An error will occur if format does not include a four-digit year followed by a zero-filled two-position month, followed by a zero-filled two-position day (i.e. 20240128).
- An error will occur if this field is left blank.
- An error will occur if the student course entry date occurs after the student course exit date.

Additional Notes

- Student Course SectionEntryDate should occur in the current school year.
- If a student enters, exits, and then re-enters the same course section, use the latest (or most recent) entry date.
- SectionEntryDate cannot be left blank.
- Section Entry and Section Exit dates are used in the mSGP calculation to determine the time in course for the student.

Common Errors

Error Message: Date must be in the current school year.

Resolution: Courses should only be reported for the current school year. If a course from the previous or future school year was reported in error, complete a full file upload without the course record to remove it from the Student Course Roster Submission. If the SectionEntryDate reported is incorrect, update the value in your Student Information System and reupload to the submission to resolve the error.

SectionExitDate

Definition of Data Element

The date the student exited the specific course section.

Functional, Policy or Legal Document

The Section Exit Date should be the date the student stopped attending a course section and should align with the local attendance roster.

CEDS Mapping

Course Section Enrollment Status End Date

Is this Data Element Required?

Field is mandatory for all students who are no longer active in the course.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- An error will occur if format does not include a four-digit year followed by a zero-filled two-position month, followed by a zero-filled two-position day (i.e. 20240128).
- An error will occur if this field is left blank.
- An error will occur if the student course exit date occurs before the student course entry date.

Additional Notes

- Student SectionExitDate should occur in the current school year.
- If a student enters, exits, and then re-enters and exits the same course section again, use the latest (or most recent) exit date.
- Student SectionExitDate cannot be in the future.
- Section Entry and Section Exit dates are used in the mSGP calculation to determine the time in course for the student.

Common Errors

N/A

SubjectArea

Definition of Data Element

The general content code per the NCES SCED code listing.

Functional, Policy or Legal Document

NCES SCED codes

CEDS Mapping

School Courses for the Exchange of Data Course Subject Area

Is this Data Element Required?

Field is mandatory for all courses.

Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 2

For NCES Subject Area Codes, please refer to the MR document.

Validation Checks

- Error will occur if value is not a valid SCED Subject Area code.
- Error will occur if field is left blank.

Additional Notes

- You will need to work cooperatively with your curriculum coordinator to assign the appropriate subject area code. Some courses will require your professional judgment.
- Prior-to-secondary course codes should be used for all courses that do not have Available Credit. Secondary course codes should be used for all courses that have an Available Credit of greater than 0.000.
- Students reported with a Subject Area of 51, 52, or 73 may affect a staff member's mSGP.

Common Errors

N/A

CourseIdentifier

Definition of Data Element

Course codes within a subject area as identified by the NCES SCED codes.

Functional, Policy or Legal Document

NCES SCED codes

CEDS Mapping

Course Identifier

Is this Data Element Required?

Field is mandatory for all courses.

Acceptable Values

Type: Numeric

Minimum Length: 3

Maximum Length: 3

For NCES Course Identifier Codes, please refer to the [NJSLEDS SCED Course Codes](#) document.

Validation Checks

- Error will occur if value is not a valid SCED Course Identifier code.
- Error will occur if field is left blank.

Additional Notes

- You will need to work cooperatively with your curriculum coordinator to assign the appropriate Course Identifier code. Some courses will require your professional judgment.
- Prior-to-secondary course codes should be used for all courses that do not have Available Credit. Secondary course codes should be used for all courses that have an Available Credit of greater than 0.000.

Common Errors

N/A

CourseLevel

Definition of Data Element

Conveys the course's level of rigor.

Functional, Policy or Legal Document

NCES SCED codes

CEDS Mapping

School Courses for the Exchange of Data Course Level

Is this Data Element Required?

Field is mandatory for all courses.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- B = Basic or remedial. A course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social sciences. These courses are typically less rigorous than standard courses and may be intended to prepare a student for a general course.
- G = General or regular. A course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level. General courses typically meet the state's or district's expectations of scope and difficulty for mastery of the content.
- E = Enriched or advanced. A course that augments the content and/or rigor of a general course but does not carry an honors designation.
- H = Honors. An advanced level course designed for students who have earned honors status according to educational requirements.
- X = No specified level of rigor.

Validation Checks

- Error will occur if value is not a valid Course Level code.
- Error will occur if field is left blank.

Additional Notes

- You will need to work cooperatively with your curriculum coordinator to assign the appropriate Course Level. Some courses will require your professional judgment.

Common Errors

N/A

GradeSpan

Definition of Data Element

Identifies the intended grade span for a Prior-to-secondary course.

Functional, Policy or Legal Document

NCES SCED codes

CEDS Mapping

School Courses for the Exchange of Data Grade Span

Is this Data Element Required?

Field is mandatory for all **Prior-to-secondary** courses.

Acceptable Values

Type: Alphanumeric

Minimum Length: 4

Maximum Length: 4

- 4-character alphanumeric code with no decimals.
- Each grade level from PK through 12 is represented by a two-digit code, ranging from PK to 12; kindergarten is represented by the letters KG, and prekindergarten by the letters PK.

Validation Checks

- Error will occur if field is left blank for a course with a Prior-to-secondary course code.
- Error will occur if value does not match the acceptable range of values.
- Field can be left blank for courses with Secondary course codes.

Additional Notes

- For example, a course appropriate for kindergarten and first grade would be assigned a Grade Span of KG01.

Common Errors

N/A

AvailableCredit

Definition of Data Element

Identifies the amount of credits available toward graduation to a student who successfully meets the objectives of the course.

Functional, Policy or Legal Document

NCES SCED codes

CEDS Mapping

Number of Credits Attempted

Is this Data Element Required?

Field is mandatory for all **Secondary** courses.

Acceptable Values

Type: Numeric with decimal point

Minimum Length: 5

Maximum Length: 6

0.000-35.000

Validation Checks

- Error will occur if field is left blank for a course with a Secondary course code.
- Error will occur if value does not match the acceptable range of values.
- Field can be left blank for courses with Prior-to-Secondary course codes.

Additional Notes

- Decimal points rounded up to the nearest thousandths are accepted in this field.
- 0.000 means the course does not carry any credits.

Common Errors

Error Message: Field must be a value in the range 0.000 to 35.000.

Resolution: Verify that the value reported to this data element falls in the appropriate range and includes three decimal places and reupload the record to the Student Course Roster Submission to resolve the error.

CourseSequence

Definition of Data Element

Two-character element where the first digit indicates the sequence of a course section in relation to a multi-part course and the second digit indicates the total number of courses in the multi-part course sequence. The two characters should be interpreted as “part n of whole m.”

Functional, Policy or Legal Document

NCES SCED codes

CEDS Mapping

School Courses for the Exchange of Data Sequence of Course

Is this Data Element Required?

Field is mandatory for all courses.

Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 2

11-99

Validation Checks

- Error will occur if the field is left blank.
- Error will occur if value of the first digit is greater than the second digit.

Additional Notes

- For single section courses, Course Sequence will equal 11 which means 1 of 1 in a course sequence. Example of a Course with multiple sections: a science course that includes a lecture and lab section. Lecture would be coded with a Course Sequence of 12 (1 of 2), the lab would be coded with a Course Sequence of 22 (2 of 2).

Common Errors

N/A

LocalCourseTitle

Definition of Data Element

District's local title for the specific course.

Functional, Policy or Legal Document

The Local Course Title should correspond with the local title used for the course section within your district.

CEDS Mapping

Course Title

Is this Data Element Required?

Field is mandatory for all courses.

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 50

Validation Checks

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

Additional Notes

- There is no state-wide standardized list of local course titles. Enter the local course title currently used in your district. You do not need to change your local course title.

Common Errors

N/A

LocalCourseCode

Definition of Data Element

Local code assigned by a district for a specific course.

Functional, Policy or Legal Document

The Local Course Code should correspond with the local course code used for the course section within your district.

CEDS Mapping

Session Code

Is this Data Element Required?

Field is mandatory for all courses.

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 20

Validation Checks

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

Additional Notes

- There is no state-wide standardized list of local course codes. Enter the local course code currently used in your district. You do not need to change your local course codes.

Common Errors

N/A

LocalSectionCode

Definition of Data Element

Local code assigned by a district for a specific course section.

Functional, Policy or Legal Document

The Local Course Section should correspond with the local course section used for the course section within your district.

CEDS Mapping

Course Section Identifier

Is this Data Element Required?

Field is mandatory for all courses.

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 20

Validation Checks

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

Additional Notes

- There is no state-wide standardized list of local section codes. Enter the local section code currently used in your district. You do not need to change your local section codes.

Common Errors

N/A

CreditsEarned

Definition of Data Element

Total number of credits this student received towards graduation upon completion of the course.

Functional, Policy or Legal Document

Student's transcript

CEDS Mapping

Number of Credits Earned

Is this Data Element Required?

Field is mandatory for all students in courses with **Secondary course codes** who are no longer active in the course and have been assigned a SectionExitDate.

Acceptable Values

Type: Numeric with decimal point

Minimum Length: 5

Maximum Length: 6

0.000-35.000

Validation Checks

- An error will occur if value does not match the acceptable range of values.
- Error will occur if value is not entered for students who have a SectionExitDate and a Secondary course code.
- CreditsEarned cannot be greater than AvailableCredit.

Additional Notes

- Decimal points are accepted in this field.

Common Errors

Error Message: Field must be a value in the range 0.000 to 35.000.

Resolution: Verify that the value reported to this data element falls in the appropriate range and includes three decimal places and reupload the record to the Student Course Roster Submission to resolve the error.

Grades Earned and Completion Status Overview

The following data elements are used to collect the Grades earned by a student for the specific course section. In order to accommodate the different ways, the grades are being collected, NJSLEDS has allowed for 3 elements:

- NumericGradeEarned
- AlphaGradeEarned
- CompletionStatus

Grades **OR** Completion Status are required to be collected for all students in courses with Secondary course codes and an available credit of greater than 0.000. Grades **OR** Completion Status are also required for students with Prior-to-secondary course codes that have a grade span of 060X and higher (where X is replaced with full Grade Span such as 0606, 0607, 0608, and so on). One or more of the above-mentioned elements must be entered based on how the grades are currently being assigned in a school. Users are NOT required to enter all three grade data elements.

NumericGradeEarned

Definition of Data Element

Numeric grade the student received upon completion of the course section.

Functional, Policy or Legal Document

CEDS Mapping

Student Course Section Grade Earned

Is this Data Element Required?

- All students with a **SectionExitDate** entered for **Secondary course codes with an available credit of greater than 0.000** must have EITHER the NumericGradeEarned, AlphaGradeEarned, or CompletionStatus field filled in.
- All students with a **SectionExitDate** entered for **Prior-to-secondary course codes with a grade span of 060X** or higher (where X is replaced with full GradeSpan such as 0606, 0607, 0608, and so on) must have EITHER the NumericGradeEarned, AlphaGradeEarned, or CompletionStatus field filled in.
- NumericGradeEarned field is mandatory for the aforementioned students if AlphaGradeEarned and CompletionStatus are left blank.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 3

0-100

Validation Checks

- An error will occur if value does not match the acceptable range of values.

Additional Notes

- NumericGradeEarned is NOT a weighted value. If the highest allowed numeric grade is greater than 100, convert it to a percentage grade that falls within the acceptable values.
- Numeric Grade Earned must be entered as a whole number. Round all decimals to the nearest whole number.
- Range of Values provided for CompletionStatus, NumericGradeEarned, and AlphaGradeEarned will not be expanded for the current collection. Continue to maintain your local records to account for any necessary data that is not collected in the Course Roster Submission.

Common Errors

N/A

AlphaGradeEarned

Definition of Data Element

Letter grade the student received upon completion of the course section.

Functional, Policy or Legal Document

CEDS Mapping

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Is this Data Element Required?

- All students with a **SectionExitDate** entered for **Secondary course codes with an available credit of greater than 0.000** must have EITHER the NumericGradeEarned, AlphaGradeEarned, or CompletionStatus field filled in.
- All students with a **SectionExitDate** entered for **Prior-to-secondary course codes with a grade span of 060X** or higher (where X is replaced with full GradeSpan such as 0606, 0607, 0608, and so on) must have EITHER the NumericGradeEarned, AlphaGradeEarned, or CompletionStatus field filled in.
- AlphaGradeEarned field is mandatory for the aforementioned students if NumericGradeEarned and CompletionStatus are left blank.

Acceptable Values

Type: Character

Minimum Length: 1

Maximum Length: 2

A, A+, A-, B, B+, B-, C, C+, C-, D, D+, D-, E, E+, E-, F, F+, F-

Validation Checks

- An error will occur if value does not match the acceptable range of values.

Additional Notes

- E, E+ and E- refer to a grade and not "Exempt".
- Range of Values provided for CompletionStatus, NumericGradeEarned, and AlphaGradeEarned will not be expanded for the current collection. Continue to maintain your local records to account for any necessary data that is not collected in the Course Roster submission.

Common Errors

N/A

CompletionStatus

Definition of Data Element

Indicator of the Completion Status of the student for the given course.

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CEDS Mapping

Student Course Section Grade Earned

Is this Data Element Required?

- All students with a **SectionExitDate** entered for **Secondary course codes with an available credit of greater than 0.000** must have EITHER the NumericGradeEarned, AlphaGradeEarned, or CompletionStatus field filled in.
- All students with a **SectionExitDate** entered for **Prior-to-secondary course codes with a grade span of 060X** (where X is replaced with full GradeSpan such as 0606, 0607, 0608, and so on) or higher must have EITHER the NumericGradeEarned, AlphaGradeEarned, or CompletionStatus field filled in.
- CompletionStatus field is mandatory for the aforementioned students if NumericGradeEarned and AlphaGradeEarned are left blank.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 2

- P = Pass
- F = Fail
- W = Withdrawal
- I = Incomplete
- NG = No grade earned

Validation Checks

- An error will occur if value other than an acceptable value is entered.

Additional Notes

- Range of Values provided for CompletionStatus, NumericGradeEarned, and AlphaGradeEarned will not be expanded for the current collection. Continue to maintain your local records to account for any necessary data that is not collected in the Course Roster submission.

Common Errors

N/A

CourseType

Definition of Data Element

An indication of the type of instructional environment in which a course section is occurring.

Functional, Policy or Legal Document

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 2

- S1 = Standard course taught by a single teacher assigned to your district
- S2 = Standard course taught by co-teachers assigned to your district
- R = Remote course physically attended by the student off-site and taught by staff assigned or not assigned to your district
- C = College level dual enrollment/ dual credit course taught by staff assigned or not assigned to your district
- O = Online course taught by staff assigned or not assigned to your district

Validation Checks

- An error will occur if a student's course type is S1 or S2 and that student does not have a staff member assigned to the course in the Course Staff section.
- An error will occur if a value of S2 is entered for a student course that **does not have more** than one staff member assigned to the course.

Additional Notes

- The majority of the course sections reported will be reported with a CourseType of S1 or S2.
- Course Type of C should only be used if there is an existing articulation agreement between the high school and a college or university.
- Staff course data is required only for student courses that have a CourseType of S1 or S2. If a course section has a CourseType of R, C, or O and the course is taught by a staff member **not assigned** to your district **do not report a staff record to the Course Staff Section**. The student record will not be placed into Out-of-Sync when uploaded.
- Course Types R, C, and O are exceptions to the Course Roster Submission reporting responsibilities. In most cases, these courses are taught by staff not assigned to your district. These CourseType values have been developed to allow an opportunity to report these courses regardless of the lack of staff data. If the staff member taught the course and **is assigned** to your district, you should **report that staff member to the Course Staff Section**. An example would be a college level course taught within district where the environment is set as such to represent a college course. This course is considered a college level course, so it should be reported as a CourseType of C in the Student Course record. The Staff that taught the course within district should be reported to the Staff Course Section with the same course identifying elements to link the student and staff member.

- Students within the same course section should have the same CourseType.

Common Errors

N/A

DualInstitution

Definition of Data Element

The Office of Postsecondary Education Identification (OPE ID) of the college or university in which the student is enrolled in a dual enrollment/dual credit course.

Functional, Policy or Legal Document

NJDOE

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for student course records with a CourseType = C (College level dual enrollment/dual credit course taught by staff assigned or not assigned to your district).

Acceptable Values

Type: Numeric

Minimum Length: 8

Maximum Length: 8

For OPE ID Codes, please refer to the [NJSLEDS OPE ID List](#).

Validation Checks

- An error will occur if a student's CourseType = C and DualInstitution is left blank.
- An error will occur if a student's CourseType = C and DualInstitution is populated.

Additional Notes

- The DualInstitution field (and CourseType of C) should only be used if there is an existing articulation agreement between the high school and a college or university.

Common Errors

N/A