SSN Update

DATA FILE HANDBOOK

VERSION 2.0

NJ SURE

Office of the
Secretary of Higher
Education

State of New Jersey

February 2019

Table of Contents

Note you can easily navigate to each data element by simply holding Ctrl while clicking on the name of the element from the Table of Contents.

Privacy and Security

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

The Office of the Secretary of Higher Education (OSHE) takes privacy and security concerns extremely seriously. To ensure confidentiality   of student records, security tools and procedures have been set in place. All transmission of individual student-identified data is done using encrypted file transfers through Data Motion. Each institution that participates in SURE has been assigned a Data Motion account, contact OSHE Research (Research@oshe.nj.gov) for further details.

Revision History

Date	Version	Comment
January, 2016	1.0	Initial version
February, 2019	2.0	OSHE Revision

Data Elements and Definitions

This handbook includes data elements that are collected and maintained by higher education institutions. Not all data elements are relevant to each student (e.g., students without available birth information will not have a Birth Year value) It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJ SURE so that a collaborative resolution can be reached.

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

Name of Data Element	The data element name used within the SURE system.
Definition	A brief description of the data element.
Functional, Policy or Legal Rationale	The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
Type	Data element types such as alpha, numeric, alphanumeric, or date indicate how the field should be treated in order to meet formatting requirements.
Min Length	The minimum number of characters permitted.
Max Length	The maximum number of characters permitted.
Range of Values	The value options of each data element.
Required Element?	Indication of whether the data element is required for file submission.
Validation Checks	Measure set in place to ensure proper data entry.
Format	Requirement for how each data element must be arranged/ reported.
Additional Notes	Additional relevant notes about the data element, including specifics on data validation to occur with respect to each data element.

SSN Update Reporting Date

Definition of Data Element

The point in time for which data are reported.

Functional, Policy or Legal Rationale

Reporting Date is needed for file maintenance.

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Numeric
Minimum Length: 5
Maximum Length: 5

Validation Checks

- Reporting Date must be in YYYYM format.
- YYYY is the current year and M is a one-digit month of submission, either 2 for February submission or 8 for August submission (example 20192).

Additional Notes

- The 1st through 4th digits indicate the year of the report.
- The 5th digit indicates the month of the report.

Common Errors

Institution Code

Definition of Data Element

A number assigned to an institution, in most cases by the College Entrance Examination Board (CEEB).

Functional, Policy or Legal Rationale

Institution CEEB Code is needed for file maintenance.

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Numeric
Minimum Length: 6
Maximum Length: 6

A list of Institution Codes follows.

Validation Checks

- Institutions may only input codes included on the above listing, which includes CEEB codes and additional codes created for institutions not coded by CEEB.
- Institution Code must be the same as the submitting institution.

Additional Notes

- The 5th digit indicates primary degree level: 2= Associate Degree, 4 = Bachelors.
- The 6th digit indicates control of affiliation: 1= Private, 2= Public.
- Institution Code must be equal to the Institution Code of the submitting Institution.

SURE PARTICIPANT INSTITUTION CODES

COMMUNITY COLLEGES

202422	=	ATLANTIC COMMUNITY COLLEGE
203222	=	BERGEN COMMUNITY COLLEGE
218122	=	BROOKDALE COMMUNITY COLLEGE
218022	=	BURLINGTON COUNTY, Rowan College at
212122	=	CAMDEN COUNTY COLLEGE
211822	=	CUMBERLAND COUNTY COLLEGE
223722	=	ESSEX COUNTY COLLEGE
228122	=	GLOUCESTER COUNTY, Rowan College at
229122	=	HUDSON COUNTY COMMUNITY COLLEGE
244422	=	MERCER COUNTY COMMUNITY COLLEGE
244122	=	MIDDLESEX COUNTY COLLEGE
212422	=	MORRIS, COUNTY COLLEGE OF
263022	=	OCEAN COUNTY COLLEGE
269422	=	PASSAIC COUNTY COMMUNITY COLLEGE
286722	=	RARITAN VALLEY COMMUNITY COLLEGE
286822	=	SALEM COMMUNITY COLLEGE
271122	=	SUSSEX COUNTY COMMUNITY COLLEGE
292122	=	UNION COUNTY COLLEGE
272222	=	WARREN COUNTY COMMUNITY COLLEGE

SENIOR PUBLIC INSTITUTIONS

251742 = KEAN UNIVERSITY
252042 = MONTCLAIR STATE UNIVERSITY
251642 = NEW JERSEY CITY UNIVERSITY
251342 = NEW JERSEY INSTITUTE OF TECHNOLOGY
288442 = RAMAPO COLLEGE OF NEW JERSEY
251542 = ROWAN UNIVERSITY
939142 = RUTGERS UNIVERSITY - CAMDEN CAMPUS
939342 = RUTGERS UNIVERSITY – NEWARK CAMPUS
939242 = RUTGERS UNIVERSITY - NEW BRUNSWICK CAMPUS
288942 = STOCKTON UNIVERSITY
251942 = THE COLLEGE OF NEW JERSEY
274842 = THOMAS EDISON STATE UNIVERSITY
251842 = WILLIAM PATERSON UNIVERSITY OF NEW JERSEY

INDEPENDENT INSTITUTIONS

204441 = BLOOMFIELD COLLEGE
207241 = CALDWELL UNIVERSITY
219341 = DREW UNIVERSITY
982941 = EASTWICK COLLEGE, HACKENSACK CAMPUS
882941 = EASTWICK COLLEGE, NUTLEY CAMPUS
582941 = EASTWICK COLLEGE, RAMSEY CAMPUS
226241 = FAIRLEIGH DICKINSON UNIV, FLORHAM CAMPUS
226341 = FAIRLEIGH DICKINSON UNIV, METRO CAMPUS
227441 = GEORGIAN COURT UNIVERSITY
275841 = RIDER UNIVERSITY
209041 = SAINT ELIZABETH, COLLEGE OF
280641 = SAINT PETER'S UNIVERSITY
281941 = STEVENS INSTITUTE OF TECHNOLOGY

Old Social Security Number

Definition of Data Element

The nine-digit number of identification assigned to the student by the Social Security Administration.

Functional, Policy or Legal Rationale

Social Security Number is needed for record management.

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Numeric
Minimum Length: 9
Maximum Length: 9

Validation Checks

- Old Social Security Number must be entered in XXXXXXXXX format. Separators such as "-"will not be accepted.
- Old Social Security Number cannot have three or more leading zeros.
- Old Social Security Number cannot end in four zeros.
- Old Social Security Number cannot start with digits 666.
- Old Social Security Number must exist in the submitting institution.
- More than one record cannot be reported with the same Old SSN.
- Old Social Security Number cannot be the same as New Social Security Number.

Additional Notes

- In 2011 the Social Security Administration changed their SSN procedures to allow valid SSNs between 729 and 899.
- If a student does not have a valid SSN, institutions must create a temporary identifier in the following format 9XXXXXXXX (it is recommended that institutions use their institutional ID padded out to 9 digits).

Common Errors

- **Error Message:** Field must be a valid Social Security Number.
  Resolution: Ensure the number entered meets all noted validation checks above.
- **Error Message:** More than one student with the same Old SSN submitted for this institution.
  Resolution: Ensure that the file doesn't contain two or more records with the same Old SSN.
- **Error Message:** Old Social Security Number doesn't exist in this institution.
  Resolution: Ensure that the field is entered correctly.

New Social Security Number

Definition of Data Element

The nine-digit number of identification assigned to the student by the Social Security Administration.

Functional, Policy or Legal Rationale

Social Security Number is needed for record management.

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Numeric
Minimum Length: 9
Maximum Length: 9

Validation Checks

- New Social Security Number must be entered in XXXXXXXX format. Separators such as "-"will not be accepted.
- New Social Security Number cannot have three or more leading zeros.
- New Social Security Number cannot end in four zeros.
- New Social Security Number cannot start with digits 666.
- More than one record cannot be reported with the same new SSN.
- New Social Security Number cannot already exist in the submitting institution.
- New Social Security Number cannot be the same as Old Social Security Number.

Additional Notes

- In 2011 the Social Security Administration changed their SSN procedures to allow valid SSNs between 729 and 899.
- If a student does not have a valid SSN, institutions must create a temporary identifier in the following format 9XXXXXXXX (it is recommended that institutions use their institutional ID padded out to 9 digits).

Common Errors

- **Error Message:** Field must be a valid Social Security Number.
  Resolution: Ensure the number entered meets all noted validation checks above.
- **Error Message:** More than one student with the same New SSN submitted for this institution.
  Resolution: Ensure that the uploaded file doesn't contain two or more records with the same New SSN.
- **Error Message:** New Social Security Number already exists in this institution.
  Resolution: Ensure that the number doesn't match existing SSNs in the institution.

Institutional Student Identification Number

Definition of Data Element

The identification number assigned to the student by the Institution.

Functional, Policy or Legal Rationale

Institutional Student Identification Number will assist in record management and improve student tracking.

Is this Data Element Required?

Yes, Field is **mandatory** for all students.

Acceptable Values

Type: Alphanumeric characters
Maximum Length: 15 characters

Validation Checks

- The same Institutional Student Identification Number should not appear on multiple records in this file.
- The Institutional Student Identification Number cannot exceed 15 characters.

Additional Notes

-

Common Errors