SSN Update

DATA FILE HANDBOOK

VERSION 4.1

NJ SURE

Office of the
Secretary of Higher
Education

State of New Jersey

June 2024

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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
June 2024	**4.1**	• Changed references to "New Jersey Education to Earnings Data System • Made minor text updates to ensure consistency across resource documents; checklist and template. (NJEEDS)" to reflect name change to "New Jersey Statewide Data System (NJSDS)"
July 2023	3.1	• Made minor text updates to ensure consistency across resource documents; checklist and template.
July 2022	3.0	• Update Data Elements and Definitions to Include Excel Column by adding in line to each variable with the excel column that variable should fall under. • Changed SSN Report Date to MMYYYY format
February 2019	2.0	
January 2016	1.0	

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 *Data Dictionary*:

Name of Data Element	The data element name used within the SURE system.
Excel Column	The column of the Excel file in which the data should be entered
Definition	A brief description of the data element.
Functional, Policy or Legal Rationale	The rationale for collecting the data element, how the data element will be used, and 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

Excel Column of Data Element

This data element should be entered in Column A.

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: Text (not custom format)
Minimum Length: 6
Maximum Length: 6

Validation Checks

- Reporting Date must be in MMYYYY format.

Additional Notes

Common Errors

Institution Code

Excel Column of Data Element

This data element should be entered in Column B.

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: Text (not custom format)

Minimum Length: 6

Maximum Length: 6

A list of Institution Codes follows.

Validation Checks

- 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 or affiliation: 1= Private, 2= Public.

Institution Codes

Senior Public Institutions

CEEB	Institution Name
251942	The College of New Jersey
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
274842	Thomas Edison State University
251842	William Paterson University of New Jersey

Community Colleges

CEEB	Institution Name
202422	Atlantic Cape Community College
203222	Bergen Community College
218122	Brookdale Community College
218022	Burlington County, Rowan College at
212122	Camden County College
211822	Cumberland Campus, Rowan College South Jersey
223722	Essex County College
228122	Gloucester Campus, Rowan College of South Jersey
229122	Hudson County Comm College
244422	Mercer County Comm College
244122	Middlesex College
212422	Morris, County College of
263022	Ocean County College
269422	Passaic County Comm College
286722	Raritan Valley Community College
286822	Salem Community College
271122	Sussex County Community College
292122	UCNJ Union College of Union County, New Jersey
272222	Warren County Comm College

Independent Public Mission Institutions

CEEB	Institution Name
204441	Bloomfield College
207241	Caldwell University
208041	Centenary University
219341	Drew University
226241	Fairleigh Dickinson Univ - Florham Campus
226341	Fairleigh Dickinson Univ - Metro Campus
232141	Felician University
227441	Georgian Court University
	Hackensack Meridian School of Medicine
241641	Monmouth University
393321	Pillar College
267241	Princeton University
275841	Rider University
209041	Saint Elizabeth University
280641	Saint Peter's University
281141	Seton Hall University
281941	Stevens Institute of Technology

Independent Proprietary Institutions

CEEB	Institution Name
206421	Berkeley College
220341	Devry University
793002	Eastern International College – Belleville Campus
982921	Eastwick College - Hackensack Campus
882921	Eastwick College - Nutley Campus
582921	Eastwick College - Ramsey Campus

Independent Religious Institutions

CEEB	Institution Name
	Bais Medrash Toras Chesed
216601	Beth Medrash Govoha
154641	Rabbinical College
	Rabbi Jacob Joseph School
068641	Talmudical Academy
	Yeshiva Toras Chaim
	Yeshivas Be'er Yitzchok

Old Social Security Number

Excel Column of Data Element

This data element should be entered in Column C.

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: Text (not custom format)

Minimum Length: 9

Maximum Length: 9

Additional Notes

- Social Security Number cannot have three or more leading zeros.
- Social Security Number cannot end in four zeros.
- Social Security Number cannot start with digits 666.
- In 2011 the Social Security Administration changed their SSN procedures to allow valid SSNs between 729 and 899.

Common Errors

- **Error Message:** Field must be a valid Social Security Number.
- **Error Message:** More than one student with the same Old SSN submitted for this institution.
- **Error Message:** Old Social Security Number doesn't exist in this institution.

New Social Security Number

Excel Column of Data Element

This data element should be entered in Column D.

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: Text (not custom format)
Minimum Length: 9
Maximum Length: 9

Validation Checks

- Social Security Number must be entered in 9 digit XXXXXXXXX format (where the X's should be replaced with numeric values) **Separators such as "-"will not be accepted.**
- Social Security Number cannot have three or more leading zeros.
- Social Security Number cannot end in four zeros.
- Social Security Number cannot start with digits 666.
- More than one record cannot be reported with the same SSN.
- The format of temporary ID should be 9 digits long (9XXXXXXXX), where the X's should be replaced with numeric values. That first value should be a 9 and then the first 8 digits of the student ID number.
- 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 beginning with 9 (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.
- **Error Message:** More than one student with the same New SSN submitted for this institution.
- **Error Message:** New Social Security Number already exists in this institution.

Institutional Student Identification Number

Excel Column of Data Element

This data element should be entered in Column E.

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: Text (not custom format)
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