

## SURE Submission Layout File Specifications

This guide serves as a reference in preparation to submit a SURE file in a format that will successfully load to the SURE SQL database. This document is intended to serve as a checklist, but does not replace the [data dictionary](#).

All fields identified with a “Y” in the column titled “*Required*” are required. The “*Page*” column indicates the page number of the data dictionary on which more information for the specific field can be found. Pages in **BOLD** indicate fields that have historically been prone to errors and thus merit closer attention. If you have any questions, please e-mail [research@oshe.nj.gov](mailto:research@oshe.nj.gov).

### STEP 1: Create Student Unit Record

SURE data files should use the layout below. Each SURE file must be submitted in .xlsx format.

**IMPORTANT:** Do not enter commas, dashes, or slashes in any of the fields. For all fields with “*Text*” in the “*Variable Type*” column below, select the entire column in the file and change the type from “General” to “Text” and then paste as values 

### SURE Fall Enrollment File Layout Specifications

COLUMN	FIELD NAME	VARIABLE TYPE	LENGTH	REQUIRED	FORMAT	PAGE	CHECK LIST
A	Reporting Month	Text	1	Y	MM	<b>8</b>	<input type="checkbox"/> Values are either 01 (Spring) or 09 (Fall)
B	Reporting Year	Numeric	4	Y	YYYY	<b>9</b>	<input type="checkbox"/> Year indicated is current <b>calendar</b> year
C	Institution Code	Text	6	Y	XXXXXX	<b>10</b>	<input type="checkbox"/> All codes are 6 digits, formatted as text
D	Social Security Number	Text	9	Y	XXXXXXXXX	<b>11</b>	<input type="checkbox"/> SSN is 9 characters long, formatted as text, with leading 0s <input type="checkbox"/> Date does not include separators, slashes “/” or dashes “-” <input type="checkbox"/> Invalid <u>SSN’s</u> are replaced with a <u>temporary identifier</u> in the format 9XXXXXXXXX, using “9” followed by the Student ID Number. <input type="checkbox"/> This temporary Identifier has been consistently reported across reporting years and submission type. <input type="checkbox"/> Column is formatted as text and not a custom format <input type="checkbox"/> Each SSN is associated with only one record in the file
E	Sex	Numeric	1	Y	X	<b>12</b>	<input type="checkbox"/> All values are 1 digit and valid values are between 1 or 2
F	Citizenship	Numeric	1	Y	X	<b>13</b>	<input type="checkbox"/> All values are 1 digit and valid values are between 0 and 3
G	Birth Date	Text	8	Y	MMDDYYYY	<b>14</b>	<input type="checkbox"/> Date does not include separators, slashes “/” or dashes “-” <input type="checkbox"/> Yields age between 11 and 100 <input type="checkbox"/> Column is formatted as text and not a custom format

H	Zip Code of Home Address at Admission	Text	5	N	XXXXX	15	<input type="checkbox"/> ZIP Code is 5 digits and includes leading 0s as applicable <input type="checkbox"/> Column is formatted as text and not a custom format
I	State of Residence	Text	2	Y	XX	16-17	<input type="checkbox"/> All values are 2 digits, formatted as text <input type="checkbox"/> State and county codes <b>do not conflict</b> .
J	NJ County of Residence	Text	2	Y	XX	18	<input type="checkbox"/> All values are 2 digits, formatted as text <input type="checkbox"/> State and county codes <b>do not conflict</b> . <b><u>FYI</u></b> <ul style="list-style-type: none"> <li>If State is '57' (Unknown), NJ county code should be '00' (Unknown).</li> <li>If State='34' and the county is <u>unknown</u> then the NJ county='88' (Unknown).</li> <li>If State is outside of N.J. (not 34), NJ County=99</li> </ul>
K	Registration Status	Numeric	1	Y	X	19	<input type="checkbox"/> All values are 1 digit and valid values are between 1 and 4 <b><u>FYI</u></b> <ul style="list-style-type: none"> <li>If registration status =2 (transfer), admission status must be either a 4 or 6, unless there is a specific case.</li> </ul>
L	Admissions Status	Numeric	1	Y	X	20	<input type="checkbox"/> All values are 1 digit and valid values are between 1 and 6
M	Matriculation Status	Numeric	1	Y		21	<input type="checkbox"/> All values are 1 digit <b><u>FYI</u></b> <ul style="list-style-type: none"> <li>If value = 1, then <u>Program Major</u> is required</li> </ul>
N	Attendance Status	Numeric	1	Y	X	22	<input type="checkbox"/> All values are 1 digit
O	Class Level	Text	1	Y	X	23-24	<input type="checkbox"/> All values are 1 digit and valid values are between 1 and 9 <b><u>FYI</u></b> <ul style="list-style-type: none"> <li>If Class level =1-4, then <u>Matric status</u>=1</li> <li>If Class level =6, then <u>Matric status</u>=1</li> <li>If Class level =7, then <u>Matric status</u>=2</li> </ul>
P	Total Credits Enrolled	Numeric	2-4	Y	XX.XX	25	<input type="checkbox"/> All values are separated by a decimal and are between 3 and 4 digits (excluding decimal point) <input type="checkbox"/> Does not contain values of 0, as it is invalid number. <input type="checkbox"/> No leading zeros
Q	Accumulated Degree Credits	Numeric	2-5	Y	XXX.XX	26	<input type="checkbox"/> All values are separated by a decimal and are between 3 and 5 digits (excluding decimal point) <input type="checkbox"/> All values of 0.00 indicate "failed all attempted credits" <input type="checkbox"/> No leading zeros <b><u>FYI</u></b> <ul style="list-style-type: none"> <li>Leave blank if unavailable, student is first-time freshman and has no prior credits, or is a transfer student awaiting credit evaluation.</li> </ul>

R	Accumulated Grade Point Average	Numeric	3	Y	X.XX	27	<input type="checkbox"/> All values are separated by a decimal and are 3 digits (excluding decimal point) <input type="checkbox"/> All values of 0 indicate “failed all attempted credits” <input type="checkbox"/> No leading 0s present.  <b><u>FYI</u></b> <ul style="list-style-type: none"> <li>Cell can <u>only be left blank</u> if information is <u>not available</u> or student is first-time with no semester GPA</li> </ul>
S	High School Code	Text	6	Y	XXXXXX	28	<input type="checkbox"/> Code is 6 digits, formatted as text, including correct 2 digits for state code and 4 digits for high school code. <b><u>FYI</u></b> Only leave blank if information is <u>not available</u>
T	High School Graduation Year	Numeric	4	Y	YYYY	29	<input type="checkbox"/> Year of High School graduation year has already passed (i.e. <u>is not</u> in the future) <b><u>FYI</u></b> Only leave blank if information is not available or graduation year is in the future
U	High School Rank	Numeric	3	N	XXX	30	<input type="checkbox"/> Rank is listed as a computed percentile <input type="checkbox"/> Rank percentile between 1 and 100 <b><u>FYI</u></b> <ul style="list-style-type: none"> <li>Only leave cell blank if information is not available</li> </ul>
V	Program Major	Text	6	Y	XXXXXX	31	<input type="checkbox"/> Code is 6 digits, formatted as text, including leading 0s. For accepted codes, refer to the Degree Program Inventory on the OSHE website
W	Pre-Baccalaureate Degree Program	Numeric	1	Y	X	32	<input type="checkbox"/> All values are 1 digit and valid values are between 1 and 7 <b><u>FYI</u></b> <ul style="list-style-type: none"> <li>Only required for schools that have associate’s degree programs.</li> <li>Only leave blank if student is not enrolled in a pre-baccalaureate program</li> </ul>
X	Joint Program Indicator	Numeric	1	Y	X	33	<input type="checkbox"/> All values are 1 digit and valid values are between 1 and 3 <b><u>FYI</u></b> <ul style="list-style-type: none"> <li>Not enrolled in joint program = 0</li> </ul>
Y	Transfer Institution Code	Text	6	Y	XXXXXX	34	<input type="checkbox"/> All codes are 6 digits, formatted as text <input type="checkbox"/> Value matched the CEEB Code indicated within the data dictionary for the institution from which they transferred.  This code must be provided to compile annual state report.
Z	SAT Score-Mathematics	Numeric	3	N	XXX	35	<input type="checkbox"/> Scores are 3 digit value ranging from 200-800 Field not required but highly suggested

AA	SAT Score-Writing- <b>No Longer Used</b>	Numeric	3	N	XXX	<b>36</b>	This score is no longer reported as of 2016. Leave blank.
AB	SAT Score- Evidence-Based Reading and Writing	Numeric	3	N	XXX	<b>37</b>	<input type="checkbox"/> Scores are 3 digit value ranging from 200-800 Field not required but highly suggested
AC	Computation Remediation Course Enrollment	Numeric	1	N	X	<b>38</b>	<input type="checkbox"/> All values are 1 digit and valid values are between 0 and 4
AD	Algebra Remediation Course Enrollment	Numeric	1	N	X	<b>39</b>	<input type="checkbox"/> All values are 1 digit and valid values are between 0 and 4
AE	Reading Remediation Course Enrollment	Numeric	1	N	X	<b>40</b>	<input type="checkbox"/> All values are 1 digit and valid values are between 0 and 4
AF	Writing Remediation Course Enrollment	Numeric	1	N	X	<b>41</b>	<input type="checkbox"/> All values are 1 digit and valid values are between 0 and 4
AG	English Remediation Course Enrollment	Numeric	1	N	X	<b>42</b>	<input type="checkbox"/> All values are 1 digit and valid values are between 0 and 4
AH	NJ SMART Identification Number	Text	10	Y	XXXXXXXXXX	<b>43</b>	<input type="checkbox"/> Valid NJ SMART SID is provided. <input type="checkbox"/> NJ SMART ID Includes leading 0s <input type="checkbox"/> Left blank (ONLY if NJ SMART SID is NOT available) <input type="checkbox"/> Column is formatted as text and not a custom format
AI	Hispanic/Latino Code	Numeric	1	Y	X	<b>44</b>	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
AJ	American Indian/Alaskan Native Code	Numeric	1	Y	X	<b>45</b>	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
AK	Asian Code	Numeric	1	Y	X	<b>46</b>	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
AL	Black/African American Code	Numeric	1	Y	X	<b>47</b>	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
AM	Native Hawaiian/Pacific	Numeric	1	Y	X	<b>48</b>	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
AN	White Code	Numeric	1	Y	X	<b>49</b>	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
AO	Dual Enrollment	Numeric	1	N	X	<b>50</b>	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 2
AP	Institutional Student Identification Number	Text	0-15	Y	XXXXXXXXXXXXX X	<b>51</b>	<input type="checkbox"/> Valid Institutional ID is ≤ 15 characters <input type="checkbox"/> Institutional ID Includes leading 0s <input type="checkbox"/> Identical Institutional ID should not appear on multiple rows. <input type="checkbox"/> Column is formatted as text and not a custom format

AQ	Distance Education Status	Numeric	1	Y	X	52	<input type="checkbox"/> All values are 1 digit and valid values are between 1 and 3
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STEP 2: SAVING AND NAMING Your File

Your file name should include your account code. File names should only be alphanumeric, with no spaces, underscores, punctuation marks, or special characters. Files must be submitted using the file extension XLSX). All SURE files must contain the appropriate naming convention for successful submission. Please review the naming convention criteria and examples below.

<u>TITLE VARIABLE</u>	<u>EXAMPLES</u>
1. SURE FILE TYPE	<ul style="list-style-type: none"><li>• ENR (Enrollment)</li><li>• TWM (12-Month Enrollments)</li><li>• COM (Completions)</li><li>• NTE (New Transfer Enrollments)</li><li>• NCR (Noncredit Enrollments)</li><li>• SUM (Summer Completions)</li></ul>
2. INSTITUTION CODE	123456
3. SEMESTER	<ul style="list-style-type: none"><li>• F (Fall)</li><li>• S (Spring)</li><li>• Y(Year/Annual)</li></ul>
4. REPORTING YEAR	YY (e.g 25)

Naming convention for file type

1. ENR123456F25.xlsx or ENR123456S26.xlsx

Also make sure that there is only one file worksheet, and that the worksheet follows required naming conventions. **The worksheet name must be consistent with these conventions in order for the file to successfully process.**

Naming conventions for worksheet

<u>File Type</u>	<u>Worksheet Name</u>
FY Completions	Completions
12-Month Enrollment	12Month
Non-credit Enrollments	NonCredit
Summer Completions	Completions
Fall Enrollment	Enrollments
New Transfer Enrollment	Transfers
Spring Enrollment	Enrollments

STEP 3: Uploading prepared SURE File to SURE SQL Database platform.

Once the file is ready and appropriately named, it is ready to be loaded directly into the SURE SQL database. You will navigate to the NJ OSHE SURE platform by signing in to <https://my.nj.gov/ai/Login> and clicking on the “OSHE SURE” tile located under the “Treasury Links” header.



Once you click the OSHE SURE icon above, you will be navigated to the OSHE SURE web application.

A screenshot of the OSHE SURE web application home page. The header shows the State of New Jersey Office of the Secretary of Higher Education logo and name. Below the header is a navigation bar with tabs: CDA, File Tracking, File Upload, IPEDS Files, IPEDS Generation, IPEDS Tracking, SSN Update, Reports, Table Maintenance, User Administration, Welcome Chad May, and Profile. The 'File Tracking' tab is selected. Below the navigation bar is a 'File Tracking' section with filters for File Type, Semester, Year, FileName, School, and Non Submitted School. There are 'Submit' and 'Reset' buttons. Below the filters is a 'Process' button. At the bottom, there is a table with columns: School, FileName, FileType, Semester, Year, Status, ProcessDate, Record Count, and Process. The table is currently empty, showing 'No data available in table'. There are also 'Previous' and 'Next' buttons.

Click the “File Upload” tab to upload your file. If your file successfully uploads, you will then click the “File Tracking” tab. **Note that there are separate procedures for processing the file depending on if the file is the first version being submitted or is a revised version.** If you are submitting the first version of a file, you may simply click “Process” button. If you are submitting a revised file, **you must first search for the file name by using the filters in the drop down menus for file type, semester, year, and school. Once you find the correct file you are replacing, use the checkbox under the “Process” column before clicking the “Process” button.** For tracking purposes, we recommend that institutions create an internal file repository to track file submission that is updated to reflect subsequent version submissions. You can check the status of the file import process by searching for the file using the file tracking page filters, see screenshot below.

A screenshot of the OSHE SURE web application File Tracking page. The header shows the State of New Jersey Office of the Secretary of Higher Education logo and name. Below the header is a navigation bar with tabs: CDA, File Tracking, File Upload, IPEDS Files, IPEDS Generation, IPEDS Tracking, SSN Update, Reports, Table Maintenance, User Administration, and Welcome Ji. The 'File Tracking' tab is selected. Below the navigation bar is a 'File Tracking' section with filters for File Type, Semester, Year, FileName, School, and Non Submitted School. There are 'Submit' and 'Reset' buttons. Below the filters is a 'Process' button. At the bottom, there is a table with columns: School, FileName, FileType, Semester, Year, Status, ProcessDate, Record Count, and Process. The table contains two rows of data. The first row has a 'Process' checkbox checked. The second row has a 'Process' checkbox unchecked. There are also 'Previous' and 'Next' buttons.