# 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.

## 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 Summer Completions File Layout Specifications

| COLUMN | FIELD NAME | VARIABLE TYPE | LENGTH | REQUIRED | FORMAT | PAGE | CHECK LIST |
|---|---|---|---|---|---|---|---|
| A | Month of Award | Text | 2 | Y | MM | **7** | ☐ Values correspond with month, 01 (Jan) through 12 (Dec) <br> ☐ Column is formatted as text and not a custom format |
| B | Year of Award | Numeric | 4 | Y | YYYY | **8** | ☐ Year indicated is current **calendar** year |
| C | Institution Code | Text | 6 | Y | XXXXXX | **9** | ☐ All codes are 6 digits <br> ☐ Column is formatted as text and not a custom format |
| D | Social Security Number | Text | 9 | Y | XXXXXXXXX | **10** | ☐ SSN is 9 characters long <br> ☐ No commas, dashes slashes are present <br> ☐ Invalid SSNs are replaced with a temporary identifier in the format 9XXXXXXXX, using "9" followed by the Student ID Number. <br> ☐ This temporary Identifier has been consistently reported across reporting years and submission type. <br> ☐ Column is formatted as text and not a custom format |
| E | Sex | Numeric | 1 | Y | X | **11** | ☐ All values are 1 digit and valid values are 1 or 2 |
| F | Citizenship | Numeric | 1 | Y | X | **12** | ☐ All values are 1 digit and valid values are between 0 and 3 |
| G | Birth Date | Text | 8 | Y | MMDDYYYY | **13** | ☐ Date does not include separators, slashes "/" or dashes "–" <br> ☐ Yields age between 11 and 100 <br> ☐ Column is formatted as text and not a custom format |
| H | Admissions Status | Numeric | 1 | Y | X | **14** | ☐ All values are 1 digit and valid values are between 1 and 6 |
| I | Year of Matriculation | Numeric | 4 | N | YYYY | **15** | ☐ Year indicated is the **calendar** year in which the student first matriculated |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| J | Semester of Matriculation | Numeric | 1 | N | X | **16** | ☐ Value is either 2 (Spring), 3 (Summer) or 4 (Fall) |
| K | Award Type | Text | 3 | Y | XXX | **17** | ☐ 3-digit Award Type Code matches credential earned<br>☐ Column is formatted as text and not a custom format |
| L | Award Major | Text | 6 | Y | XXXXXX | **19** | ☐ Award Major is 6 digits, including leading zeros<br>☐ Column is formatted as text and not a custom format<br>**FYI**<br>For accepted codes, refer to the Degree Program Inventory on the OSHE website. |
| M | Accumulated Degree Credits | Numeric | 3-5 | Y | XXX.XX | **20** | ☐ All values are separated by a decimal and are between 3 and 5 digits<br>☐ All values of 0 indicate "failed all attempted credits"<br>☐ No leading zeros<br>**FYI**<br>Leave cell blank if unavailable, student is first-time freshman and has no prior credits, or is a transfer student awaiting credit evaluation. |
| N | Accumulated Grade Point Average | Numeric | 3 | Y | X.XX | **21** | ☐ All values are separated by a decimal and are 3 digits<br>☐ All values of 0 indicate "failed all attempted credits"<br>☐ No leading zeros<br>**FYI**<br>Cell can only be left blank if information is not available or student is first-time with no semester GPA. |
| O | Hispanic/Latino Code | Numeric | 1 | Y | X | **22** | ☐ Code is 1 digit and valid values are 0 and 1 |
| P | American Indian/Alaskan Native Code | Numeric | 1 | Y | X | **23** | ☐ Code is 1 digit and valid values are 0 and 1 |
| Q | Asian Code | Numeric | 1 | Y | X | **24** | ☐ Code is 1 digit and valid values are 0 and 1 |
| R | Black/African American Code | Numeric | 1 | Y | X | **25** | ☐ Code is 1 digit and valid values are 0 and 1 |
| S | Native Hawaiian/Pacific | Numeric | 1 | Y | X | **26** | ☐ Code is 1 digit and valid values are 0 and 1 |
| T | White Code | Numeric | 1 | Y | X | **27** | ☐ Code is 1 digit and valid values are 0 and 1 |
| U | NJ SMART Identification Number | Text | 10 | Y | XXXXXXXXXX | **28** | ☐ Valid NJ SMART SID is provided.<br>☐ NJ SMART ID Includes leading 0s<br>☐ Left blank (ONLY if NJ SMART SID is NOT available)<br>☐ Column is formatted as text and not a custom format |
| V | Institutional Student Identification Number | Text | 0-15 | Y | XXXXXXXXXXXXXXX | **29** | ☐ Valid Institutional ID is ≤ 15 characters<br>☐ Institutional ID Includes leading 0s<br>☐ Column is formatted as text and not a custom format |
| Separate Excel File | Federal IPEDS Distance Education Data Collection Spreadsheet | Text | | Y | | **30** | ☐ Spreadsheet is completed with values for each variable<br>☐ Spreadsheet follows all instructions provided in pages 30-32 of the Completions Data Dictionary |

| | | | | | ☐ Spreadsheet is saved with the correct naming convention as an .xlsx file |
|---|---|---|---|---|---|

## 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.

| TITLE VARIABLE | EXAMPLES |
|---|---|
| 1.  SURE FILE TYPE | • ENR (Enrollment) <br> • TWM (12-Month Enrollments) <br> • COM (Completions) <br> • NTE (New Transfer Enrollments) <br> • NCR (Noncredit Enrollments) <br> • SUM (Summer Completions) |
| 2.  INSTITUTION CODE | 123456 |
| 3.  SEMESTER | • F (Fall) <br> • S (Spring) <br> • Y(Year/Annual) |
| 4.  REPORTING YEAR | YY (e.g 25) |

**Naming convention for file** type

1. *SUM123456Y25*

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.**
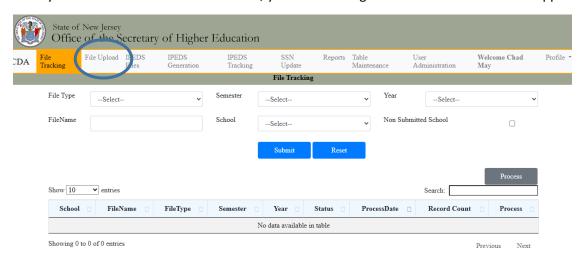
**Naming conventions for worksheet**

| File Type | Worksheet Name |
|---|---|
| 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/aui/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.



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.