

NEW JERSEY DEPARTMENT OF EDUCATION

STUDENT DATA HANDBOOK

REFERENCE GUIDE VERSION 1.9.4

DRAFT



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Commissioner

State of New Jersey
Department of Education

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Task Force for Measuring Student Achievement:

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Lee Seitz, Ed.D.	Hunterdon Central Regional School District
Joe Tomaselli	Independent Consultant

In addition, twelve pilot districts were selected on December 2002 to ensure school districts were direct beneficiaries of the Student Data Handbook and the development of the NJ SMART (Standards Measurement and Resource for Teaching) initiative.

NJ SMART Pilot Districts

Delsea Regional	Sayreville
Hunterdon Central Regional	South Hackensack
Jefferson Township	Trenton
Moorestown	Union City
Paramus	Union County Vocational
Princeton Regional	Vineland

DOE also established a Data Management Council to coordinate the work across divisions, and to make policy-level decisions about the collection, management and reporting of education data. The Council members are Deputy Commissioner Dwight Pfennig (Chair), Chief of Staff Gloria Hancock, Director of Evaluation and Assessments Brian Robinson, Chief Information Officer Jack Longworth, Executive Director of the Task Force for Measuring Student Achievement Jun Choi, and Data Administrator Nancy Resch. DOE acknowledges staff throughout DOE who contributed to the development of the Student Data Handbook. They include, but are not limited, to:

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FOREWORD

The New Jersey Department of Education is pleased to release the *2004 Student Data Handbook*. This reference guide, developed to define and maintain education information accurately and consistently, is the first of its kind in the state. Educators must have quality information to make appropriate, cost-effective and timely decisions about student and school performance. Quality information depends on the maintenance of student data in a form that is reliable and valid over time.

This guide is the first version in a continual process of improving the quality of student information throughout the state. The terms, definitions and procedures included are generally consistent with national trends, federal and state data reporting requirements, and local district practices.

The *Student Data Handbook for Elementary, Secondary and Early Childhood Education* developed by the U.S. Department of Education's National Center for Education Statistics (NCES) served as an important model for the development of this guide. Many references to NCES are made throughout the *2004 Student Data Handbook*.

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Executive Summary

Accurate, consistent and timely information are necessary to make informed decisions about the performance of New Jersey's school system. The *2004 Student Data Handbook* was developed so that educators, administrators, parents, and policymakers throughout New Jersey use common terms and definitions in assessing the effectiveness and efficiency of their schools. In addition, this reference guide was developed to assist administrators in providing education information to the New Jersey Department of Education (DOE) in a standardized and efficient format to comply with state and federal requirements. The terms, definitions and procedures outlined in this guide will aid in simplifying this task.

Education information can be synthesized into their fundamental *data element*, a specific bit of data that can be defined and measured. This handbook provides the definition and syntax for these data elements. These commonly accepted standards will help to produce a consistent body of information which all stakeholders can draw upon.

Reference Guide Version 2.0 (Version 1.9.4 is in draft form) includes student data elements to be collected by DOE in student-level form beginning October 2005. Student-level data at DOE will be stored in NJ Standards Measurement and Resource for Teaching (NJ SMART), a secure, web-based system, that provides rich analytic information about New Jersey's public schools. NJ SMART was developed for three primary reasons. First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored. To achieve this goal, education data must be collected, managed and reported in a fashion that is more useful, accurate, consistent and timely. Second, major regulatory changes, such as the federal No Child Left Behind, are compelling Local Education Agencies (LEAs) and states to collect greater quantities of data to meet increasingly intensive reporting requirements. DOE hopes to ease this burden by maintaining information in a more powerful and flexible way. Third, DOE is committed to become more service-oriented to LEAs and the public. By providing better information to LEAs and other stakeholders, and by simplifying the burdensome data reports to the state, DOE hopes to increase administrative efficiency through the use of technology.

NJ SMART is composed of two systems. First, the Student Registration System (SRS) manages student identification and enrollment information. The SRS assigns a unique state identification number (SID) for every student enrolled in a public school in New Jersey. This number will allow assessment results and other information to be analyzed over time. Second, the Education Data Warehouse (EDW) uses advanced analytic technology to store and report information that more closely meets the needs of users. Most of the questions asked by educators and the public about the performance of public schools can be answered through standard reports periodically generated by EDW. For example, the School Report Card will be enhanced through greater use of longitudinal and comparative analysis produced by EDW. In addition, EDW empowers users who are

authorized to access NJ SMART (e.g., school administrators) to carry out their own analysis.

Data Elements and Definitions

This handbook includes data elements that are currently collected and maintained by schools, districts, and DOE. Not all data elements are collected by all schools, and not all data elements are relevant to all students.

The data elements are presented in five general categories:

- A. Personal Information
- B. Enrollment
- C. Attendance
- D. Program
- E. Assessment

The following information is provided for each data element:

• Definition	A brief description of the data element.
• NJ DOE Number	The data element coding used within DOE.
• 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.
• Submission Dates	When each data element must/should be submitted to DOE. Student data elements are collected twice a year (October and End-of-Year), though, the values may not change during this time period. An indication of the category of students each data elements applies to is provided. Optional is indicated when the data element is not mandatory for the particular group of students.
• Type	Data element type such as alpha, alphanumeric, numeric and date. Indication of whether the data element should be left or right justified (aligned to the left or right of field) in the standard layout of the electronic submission to DOE.
• Min Length	The minimum number of characters permitted.
• Max Length	The maximum number of characters permitted.
• Reporting District	Indication of whether the sending and/or receiving district is required to submit the data element.
• Code Description	The value options and definition of each data element.
• NCES / SIF Number	The data element number associated with the

	National Center for Education Statistics / Schools Interoperability Framework standards. The number is only listed when the data element is consistent with the national standard.
• NJ SMART Name	The data element name used within DOE's NJ SMART system.
• Format	Requirements for how each data element must be arranged including validation (interrelationships with other data elements)
• Additional Notes	Additional relevant notes about the data element.

Please note that for Reference Guide Version 2.0 (Version 1.9.4 is in draft form), the data elements listed only apply to the student-level data collection obtained from LEAs to DOE. Other essential student data elements, such as statewide assessment results, will be released in future versions or in another form.

For all data elements listed in the Student Data Handbook, if no value exists or the data element is not applicable to a student, leave the data element blank.

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 in NJ SMART qualify as education records within the limits of FERPA. Absent written consent from the parent or student, or a valid court order, FERPA generally prohibits the release of education records to anyone other than local school officials, or federal and state education agencies with legitimate educational interests for the information. Limited exceptions apply. DOE must maintain student information in a manner that will not allow others to identify the student or their parents.

DOE takes privacy and security concerns extremely seriously. To ensure confidentiality of student records, NJ SMART is designed with the following features: First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student information since all activities on NJ SMART are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, data elements that allow for the identification of individual students (including name, social security number, etc.) are encrypted (not viewable) for state officials. Third, information in NJ SMART is segmented or compartmentalized so that registered and authorized users have access to information where they have a legitimate educational interest only. Administrators from school district A have access to student information from school district A only. For more information, please request DOE's Privacy and Security Policy from the NJ SMART Help Desk.

State Identification Number (SID)

DOE will begin assigning and managing a state identification number (SID) for each student in order to ensure a reliable system to monitor individual students' educational progress over time. If a student leaves one school district and later enrolls in another, a central repository of the identifier is required to be sure the student is reassigned the original identifier. Likewise, the identifier is needed for students with similar names enrolled in the same or different district, or to identify students who may use different names at different times. The SID ensures that assessment results for the same student are related to each other. The number also allows for educators, assuming the student has been enrolled in a New Jersey public school, to determine more easily what programs the student has been enrolled previously. The SID is the basis for tracking indicators of student achievement over time.

Data Collection Process

The student-level data collection beginning October 2005 replaces ten DOE reports currently administered. They are the Application for State School Aid (ASSA), Special Education Annual Data Report (except Staff FTEs), Fall Survey, Limited English Proficient, Report Card – Charter School (partial), and Report Card – Non-Charter School (partial) reports in the fall and winter. The Special Education End of Year (except Staff FTEs), School Register Summary – Charter School, School Register Summary – Non-Charter School and Vocational Education Data (VEDS) are the end-of-year data collections to be replaced. In addition, LEAs have the option of submitting updated information of students for pre-identification of NJ ASK, GEPA and HSPA assessments.

When an LEA submits data for the first time through the student-level data collection process, they must still complete the ASSA and School Register Summary report in parallel. The student-level data collection process would replace all the other reports listed above, except for those noted. For example, ten of the twenty-one files/screens related to the Report Card report would be replaced with the student-level data collection, however, the other files/screens related to the Report Card collection would continue in the normal manner.

The October count will occur on the last school day prior to October 16 according to New Jersey Administrative Code (N.J.A.C. 6:3). This day is typically October 15. Data from the October 15 count must be submitted to DOE by October 31. The end-of-year count will occur on the last day of the school year or June 30. Data from the end-of-year count must be submitted to DOE by July 15.

One other significant date is relevant for the student-level data collection. For special education students, a separate count occurs on December 1 to comply with federal reporting purposes. Data from the December 1 special education count must be submitted to DOE by December 15. Pre-identification of NJ ASK, GEPA and HSPA assessments must also be submitted by December 15 of each year. Lastly, any errors or

changes to the pre-identification of the statewide assessments administered in March could be submitted by April 15 of each year.

All LEAs must conform to the new student-level data collection by October 2006.

Data Correction Process

If a district learns that any piece of information concerning an individual student is inaccurate, it should simply record the correct data in its next submission to DOE as a general rule. The more current and accurate information will automatically replace the old, inaccurate information in NJ SMART. Since these transmissions will occur multiple times per year, the records will be updated on a regular basis. However, a summary report will be provided for data that is submitted for funding and for other significant purposes. For example, after submitting data in October for state aid, a summary report of the ASSA-related data elements will be provided to the Chief School Administrator for his or her authorization. If there are any errors, the district must repeat the data submission. The signed report will be the basis for school aid calculations. In addition, summary reports will be provided for other student data. For example, summary reports are provided for the Fall Survey, Limited English Proficient, Report Card – Charter School (partial), and Report Card – Non-Charter School (partial) submitted by October 31 so school districts can review and verify their data. On December 1, a summary report is provided for the Special Education Annual Data Report (except Staff FTEs) based on the October submission. School districts must review and update their data for special education students to meet federal reporting requirements by December 15. After the July 15 submission, summary reports are provided for the Special Education End of Year (except Staff FTEs), School Register Summary – Charter School, School Register Summary – Non-Charter School and Vocational Education Data (VEDS) collections. Lastly, for school districts which choose to provide an updated December 15 count for pre-identification of statewide assessments, a summary report is provided before the data is made available to the testing vendor and a final edit checking opportunity is granted until April 15. These processes ensure a higher degree of data integrity.

LEAs also have the option of updating certain data elements more frequently, though this is not required, through the Student Registration System. The Student Registration System is designed to handle both periodic and real-time transactional changes.

Data Elements Outline

The following is an outline of the data elements included in NJ SMART, categorized by their appropriate headings. Note that some data elements apply to certain students (special education, limited english proficient, etc.), certain school districts (sending and/or receiving districts) and certain times (October or End-of-Year).

A. Personal Information

Name:

- First Name
- Middle Name
- Last Name
- Generation Code/Suffix

Background Information:

- Local Identification Number (LID)
- State Identification Number (SID)
- Social Security Number
- Race/Ethnicity
- National/Ethnic Origin Subgroup
- Gender
- Date of Birth
- City
- State
- Zip Code
- City of Birth
- State of Birth Code
- Country of Birth Code
- Free and Reduced Rate Lunch
- Highest Level of Education Completed
- Native Language
- Migratory
- Homeless
- Immigrant
- School Code - Resident
- District Code - Resident
- Municipal Code – Resident
- Choice
- NCLB Choice Reason

B. Enrollment

- School Code
- District Code
- County Code

Child Care Center Code
Shared Enrollment
Entry Date
Prior Education – Name of Institution
Exit/Withdrawal Date
Exit/Withdrawal Code
Post Education Destination
Tuition Code

C. Attendance

Absence Date
Absence Reason

D. Program

General Education:

General – Grade
Program Type Code
Program Entry Date
Program Exit Date
Title I
Section 504
Alternative Education Program
Supplemental Educational Services
Senior Year Option

Special Education:

Special Education Classification
Special Education Services
Date of CST Referral
Date of Classification
Date of Implementation
Date of Reevaluation
Date of Declassification
Special Education Setting
Special Education – Parentally Placed in Non-Public
Special Education – Exit/Withdrawal Code
IEP Parent Declined

Limited English Proficient:

Limited English Proficient
Bilingual/ESL Program

Bilingual/ESL Proficiency Level
Completion Date
Bilingual/ESL Declined
Language of Instruction

Career Preparation:

CIP Code
Career Cluster
Vocational Entry Date
Percent Complete
Vocational Exit Date
Tech Prep
College Course
Post-Secondary Institution

Assessment:

Accommodation Setting
Accommodation Schedule
Materials Modification
Procedure Modification
APA Language Test
APA Math Test
APA Science Test
Title I Language
Title I Math
Title I Science

Name of Data Element: First Name

NJ DOE Number: 1000

Definition: A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Alpha, Left Justified

Min Length: 1

Max Length: 30

Reporting District: Sending/Receiving

Code Description:

NCES / SIF Number: 0010

NJ SMART Name: STUDENT_FIRST_NM

Format: First name, middle name and last name must be reported as three separate fields. Error occurs when student's name is spelled incorrectly or differently from the previous data submission. Error occurs when field is blank. Apostrophes, dashes, periods, commas, underscores and spaces are accepted.

Additional Notes: This data element is encrypted/suppressed (not available) for state officials and researchers. This data element should correspond to the child's birth certificate where possible.

Name of Data Element: Middle Name

NJ DOE Number: 1001

Definition: A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Submission Dates: October 31, July 15 [All Students - Optional]

Type: Alpha, Left Justified

Min Length: 1

Max Length: 30

Reporting District: Sending/Receiving

Code Description:

NCES / SIF Number: 0020

NJ SMART Name: STUDENT_MIDDLE_NM

Format: First name, middle name and last name must be reported as three separate fields. Middle initial (no period necessary) or full middle name are accepted. Student's name is spelled incorrectly or differently from the previous data submission. Apostrophes, dashes, periods, commas, underscores and spaces are accepted.

Additional Notes: This data element is encrypted/suppressed (not available) for state officials and researchers. This data element should correspond to the child's birth certificate where possible.

Name of Data Element: Last Name

NJ DOE Number: 1002

Definition: The name borne in common by members of a family.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Alpha, Left
Justified

Min Length: 1

Max Length: 50

Reporting District: Sending/Receiving

Code Description:

NCES / SIF Number: 0030

NJ SMART Name: STUDENT_LAST_NM

Format: First name, middle name and last name must be reported as three separate fields. Student's name is spelled incorrectly or differently from the previous data submission. Error occurs when field is blank. Apostrophes, dashes, periods, commas, underscores and spaces are accepted.

Additional Notes: This data element is encrypted/suppressed (not available) for state officials and researchers. This data element should correspond to the child's birth certificate where possible.

Name of Data Element: Generation Code/Suffix

NJ DOE Number: 1003

Definition: An appendage, if any, used to denote an individual's generation in his family (e.g., Jr, Sr, III).

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Submission Dates: October 31, July 15 [All Students - Optional]

Type: Alpha, Left
Justified

Min Length: 1

Max Length: 3

Reporting District: Sending/Receiving

Code Description:

NCES / SIF Number: 0040

NJ SMART Name: STUDENT_SUFFIX_NM

Format: LEAs should use this data element to differentiate among students who would otherwise have the same name. No period necessary after Generation Code/Suffix.

Additional Notes: Leave blank if not available or does not exist. This data element is encrypted/suppressed (not available) for state officials and researchers.

Name of Data Element: Local Identification Number (LID)

NJ DOE Number: 1100

Definition: A number assigned and maintained by the local school district that is unique for each student in the district over time.

Functional, Policy or Legal Description: Two student identifiers are used to track students within and across districts over time and to keep student information secure and confidential – one is assigned by the district where the student is enrolled and one is assigned by DOE. 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 DOE to provide SIDs to districts. This data element is used to verify the unique identification of the student. The LID will be phased out after all students are assigned a SID.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Alphanumeric,
Right Justified

Min Length: 1

Max Length: 20

Reporting District: Sending/Receiving

Code Description:

NCES / SIF Number: 1004

NJ SMART Name: SSCH_LOCAL_STUDENT_NO

Format: Type and length can vary based on the numeric or alphanumeric scheme used by school district. A student's LID must be unique throughout the student's enrollment in the district even when the student withdraws and re-enrolls. 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.

Additional Notes:

Name of Data Element: State Identification Number (SID)

NJ DOE Number: 1101

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

Functional, Policy or Legal Description: In order to monitor students within and across districts over time, DOE assigns 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 NJ SMART's Student Registration System (SRS). An initial batch assignment of SID will occur based on the uniqueness of the following data elements: Local Identification Number (LID), First Name, Middle Name (if available), Last Name, Generation Code/Suffix (if available), Social Security Number (if available), Date of Birth, Gender, City of Birth (if available), State of Birth Code (if available) and Country of Birth Code (if available). After initial assignment, districts must use the SID on all student-level data submitted to the New Jersey Department of Education.

Used for state aid (ASSA) purposes.

Submission Dates: October 31, July 15 [All Students – Mandatory After Initial SID Assignment]

Type: Numeric

Min Length: 10

Max Length: 10

Reporting District: Sending/Receiving

Code Description:

NCES / SIF Number: 0130

NJ SMART Name: NJS_STUDENT_NO

Format: 10-digit state identification number. First 9 digits are randomly generated to protect privacy of students. Last digit is a check sum of the first nine digits.

Additional Notes:

Name of Data Element: Social Security Number

NJ DOE Number: 1102

Definition: The unique, 9-digit number assigned to an individual as a result of the Social Security Act of 1935.

Functional, Policy or Legal Description: School districts should request student social security numbers, but they cannot require its collection according to the Family Educational Rights and Privacy Act (FERPA). Having social security numbers available greatly simplifies the task of uniquely identifying students statewide in NJ SMART. This data element is used to verify the unique identification of the student. Social security numbers are also used to connect NJ SMART with the Commission on Higher Education's Student Unit Record Enrollment (SURE) system. Social security numbers are encrypted for state officials. See Guidance on Implementation section of this handbook for additional information.

Submission Dates: October 31, July 15 [All Students - Optional]

Type: Numeric

Min Length: 9

Max Length: 9

Reporting District: Sending/Receiving

Code Description:

NCES / SIF Number: None

NJ SMART Name: STUDENT_SOC_SEC_NO

Format:

Additional Notes: This data element is encrypted/suppressed (not available) for state officials and researchers.

Name of Data Element: Race/Ethnicity

NJ DOE Number: 1103

Definition: The racial or ethnic category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.

Functional, Policy or Legal Description: The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Census 2000 Categories:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native

Asian American

Native Hawaiian or Other Pacific Islander

Black or African American

Hispanic or Latino

White

See Guidance on Implementation section of this handbook for additional information.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Numeric

Min Length: 6

Max Length: 6

Reporting District: Sending/Receiving

Code Description:

100000 = American Indian or Alaska Native--A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

010000 = Asian--A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

001000 = Black or African American--A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

000100 = Hispanic or Latino—A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

000010 = Native Hawaiian or Other Pacific Islander--A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

000001 = White--A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

NCES / SIF Number: None

NJ SMART Name: BK_ASIAN_ETHNICITY_CD
BK_BLACK_ETHNICITY_CD
BK_HISPANIC_ETHNICITY_CD
BK_INDIAN_ETHNICITY_CD
BK_PACIFIC_ETHNICITY_CD
BK_WHITE_ETHNICITY_CD

Format:

Additional Notes:

Name of Data Element: National/Ethnic Origin Subgroup

NJ DOE Number: 1104

Definition: The national or ethnic subgroup which an individual most clearly identifies. For American Indian or Alaska Native, example includes: United States (American). For Asian, examples include: China, India, Korea, Pakistan, Philippines. For Black or African American, examples include: Dominican Republic, Jamaica, Nigeria, Liberia, United States (American). For Hispanic or Latino, examples include: Colombia, Cuba, Dominican Republic, Mexico, Puerto Rico. For Native Hawaiian or Other Pacific Islander, examples include: Guam, Samoa. For White, examples include, Egypt, Germany, Ireland, Italy, Lebanon, Poland.

Functional, Policy or Legal Description: Adopts the 2001 National Center for Education Statistics' Student Data Handbook standard.

Submission Dates: October 31, July 15 [All Students - Optional]

Type: Numeric, Right Justified

Min Length: 9

Max Length: 9

Reporting District: Sending/Receiving

Code Description:

See Appendix B.

NCES / SIF Number: 0160

NJ SMART Name: BK_ORIGIN_COUNTRY1_CD
BK_ORIGIN_COUNTRY2_CD
BK_ORIGIN_COUNTRY3_CD

Format: Default is blank. Up to three entries allowed.

Additional Notes:

Name of Data Element: Gender

NJ DOE Number: 1105

Definition: A person's sex.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Numeric

Min Length: 1

Max Length: 1

Reporting District: Sending/Receiving

Code Description:

M = Male

F = Female

NCES / SIF Number: 0170

NJ SMART Name: GENDER_CD

Format:

Additional Notes:

Name of Data Element: Date of Birth

NJ DOE Number: 1106

Definition: The month, day, and year on which an individual was born.

Functional, Policy or Legal Description: Enter date of birth as it appears on a birth certificate or other legal document presented at time of enrollment. This data element is used to verify the unique identification of the student.

Used for state aid (ASSA) purposes.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Date

Min Length: 8

Max Length: 8

Reporting District: Sending/Receiving

Code Description:

NCES / SIF Number: 0180

NJ SMART Name: STUDENT_BIRTH_DATE

Format: Date must be in mmddyyyy format. Error occurs when blank or contains invalid date (e.g., 14042001, 04381957).

Additional Notes:

Name of Data Element: City

NJ DOE Number: 1107

Definition: The name of the city or town (or comparable unit) of the student's permanent or other home address at the time of reporting or last known residence.

Functional, Policy or Legal Description: This data element is used to verify the accuracy of zip code, municipal code, district code, and school code.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Alphanumeric,
Left Justified

Min Length: 1

Max Length: 30

Reporting District: Sending/Receiving

Code Description:

NCES / SIF Number: 0390

NJ SMART Name: ADDR_CITY_NM

Format:

Additional Notes:

Name of Data Element: State

NJ DOE Number: 1108

Definition: The name of the state (within the United States) or outlying area of the student's permanent or other home address at the time of reporting or last known residence.

Functional, Policy or Legal Description: This data element is used to identify out-of-state students who are enrolled in New Jersey public schools.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Numeric

Min Length: 2

Max Length: 2

Reporting District: Sending/Receiving

Code Description:

See Appendix C.

NCES / SIF Number: 0410

NJ SMART Name: ADDR_STATE_CD

Format: Default value is "35" for New Jersey.

Additional Notes:

Name of Data Element: Zip Code

NJ DOE Number: 1109

Definition: The five or nine digit zip code of the student's permanent or other home address at the time of reporting or last known residence.

Functional, Policy or Legal Description: This data element is used to verify the accuracy of municipal code, district code, and school code. In addition, statewide mobility studies and geographic mapping will be performed with this indicator.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Numeric, Right
Justified

Min Length: 5

Max Length: 9

Reporting District: Sending/Receiving

Code Description:

NCES / SIF Number: 0420

NJ SMART Name: ADDR_ZIP_CD

Format:

Additional Notes:

Name of Data Element: City of Birth

NJ DOE Number: 1110

Definition: The name of the city or town (or comparable unit) in which an individual was born. Enter city of birth as it appears on a birth certificate or other legal document presented at time of enrollment.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Submission Dates: October 31, July 15 [All Students - Optional]

Type: Alphanumeric,
Left Justified

Min Length: 1

Max Length: 30

Reporting District: Sending/Receiving

Code Description:

NCES / SIF Number: 0200

NJ SMART Name: STUDENT_BIRTH_CITY_NM

Format: The value for this field cannot include the state or country of birth.

Additional Notes:

Name of Data Element: State of Birth Code

NJ DOE Number: 1111

Definition: The code for the name of the state (within the United States) or extra-state jurisdiction in which an individual was born. Enter state of birth as it appears on a birth certificate or other legal document presented at time of enrollment.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Submission Dates: October 31, July 15 [All Students - Optional]

Type: Numeric

Min Length: 2

Max Length: 2

Reporting District: Sending/Receiving

Code Description: See Appendix C for state abbreviation.

NCES / SIF Number: 0220

NJ SMART Name: STUDENT_BIRTH_STATE_CD

Format: State abbreviations are based on US Postal Service standard.

Additional Notes:

Name of Data Element: Country of Birth Code

NJ DOE Number: 1112

Definition: The code for the name of the country in which an individual was born. Enter country of birth as it appears on a birth certificate or other legal document presented at time of enrollment.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Submission Dates: October 31, July 15 [All Students - Optional]

Type: Numeric, Right Justified

Min Length: 2

Max Length: 3

Reporting District: Sending/Receiving

Code Description: See Appendix B.

NCES / SIF Number: 0231

NJ SMART Name: STUDENT_BIRTH_CTRY_CD

Format:

Additional Notes:

Name of Data Element: Free and Reduced Rate Lunch

NJ DOE Number: 1113

Definition: An indication of a student's eligibility for the national school lunch program (free and reduced price breakfast, lunch and milk programs) according to the income guidelines provided by the US Department of Agriculture.

Functional, Policy or Legal Description: No Child Left Behind Act of 2001: 20 USC 6399. NJ DOE, Division of Finance. Used for state aid (ASSA) purposes.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Numeric

Min Length: 1

Max Length: 1

Reporting District: Sending/Receiving

Code Description:

- 1 = Eligible for Free Lunch
- 2 = Eligible for Reduced Rate Lunch
- 3 = Not Eligible

NCES / SIF Number: None

NJ SMART Name: STUDENT_NSLP_ELIG_CD

Format:

Additional Notes: Even if parent/guardian or student declines participation in program, please select based on eligibility. Only one choice is allowed.

Name of Data Element: Highest Level of Education Completed

NJ DOE Number: 1114

Definition: The extent of formal instruction the student's primary caretaker has received. If currently enrolled, select the previous grade or highest degree received.

Functional, Policy or Legal Description: NJ DOE, Office of Early Childhood Education.

Submission Dates: October 31 [All Students - Optional]

Type: Numeric

Min Length: 2

Max Length: 2

Reporting District: Receiving

Code Description:

01 = No schooling completed
02 = Nursery school to 4th grade
03 = 5th or 6th grade
04 = 7th or 8th grade
05 = 9th grade
06 = 10th grade
07 = 11th grade
08 = 12th grade, no diploma

09 = High school graduate – high school diploma or the equivalent (i.e. GED)
10 = Some college credit, but no degree
11 = Associate degree (i.e. AA, AS)
12 = Bachelor's degree (i.e. BA, AB, BS)
13 = Master's degree (i.e. MA, MS, MEng, Med, MSW, MBA)
14 = Professional degree (i.e. MD, DDS, DVM, LLB, JD)
15 = Doctorate degree (i.e. PhD, EdD)

NCES / SIF Number: 0720

NJ SMART Name: BK_CARETAKER_ED_LEVEL_CD

Format:

Additional Notes:

Name of Data Element: Native Language

NJ DOE Number: 1115

Definition: The language or dialect first learned by an individual or first used by the Parent/Guardian with a child. This term is often referred to as the first language spoken.

Functional, Policy or Legal Description: NJ DOE, Office of Specialized Populations.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Numeric, Right
Justified

Min Length: 2

Max Length: 3

Reporting District: Receiving

Code Description: See Appendix A.

NCES / SIF Number:

NJ SMART Name: BK_NATIVE_LANGUAGE_CD

Format: If no response is provided, the native language is English

Additional Notes: Native language is used as a proxy for home language.

Name of Data Element: Migratory

NJ DOE Number: 1116

Definition: Student is eligible for migrant education services. The term “migratory child” means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work – (A) has moved from one school district to another; (B) in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or (C) resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

Functional, Policy or Legal Description: No Child Left Behind Act of 2001: 20 USC 6399.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Sending/Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number: None

NJ SMART Name: BK_MIGRATORY_CD

Format:

Additional Notes:

Name of Data Element: Homeless

NJ DOE Number: 1117

Definition: An indication that a student lacks a fixed, regular, and adequate residence. A student shall be considered homeless if he or she resides in any of the following: (a) 1. A supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters, transitional housing for families, and transitional housing for the mentally ill. 2. An institution that provides a temporary residence for individuals intended to be institutionalized. 3. A public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. (b) Additionally, a child or youth shall be considered homeless if he or she is: 1. Living with a parent in a domestic violence shelter. 2. A runaway living in a shelter. 3. A school-aged mother residing in a home for adolescent mothers. 4. Sick or abandoned and residing in a hospital and would otherwise be released if he or she had a permanent residence. 5. Abandoned and therefore has no permanent residence. 6. The child of a homeless family which is out of necessity living with relatives or friends. 7. The child of a migrant family which lacks adequate housing. (c) Finally, a child or youth shall be considered homeless when a dispute occurs regarding the determination of homelessness, the involved districts shall immediately notify the county superintendent of schools (regional assistant commissioner), who shall decide the status of the child within 48 hours.

According to N.J.A.C. 6:5-1.4, the determination of a homeless child's district of residence shall be made by the school districts involved as described in N.J.A.C. 6:5-1.5 based upon information received from the Department of Human Services, shelter providers, school districts, involved agencies, case managers or parents.

Functional, Policy or Legal Description: See N.J.A.C. 6:5-1.3 for more information. See Section 103 of the McKinney Act Section 103. NJ DOE, Office of Specialized Populations.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Sending/Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number:

NJ SMART Name: BK_HOMELESS_CD

Format:

Additional Notes:

Name of Data Element: Immigrant

NJ DOE Number: 1118

Definition: An indication that the student qualifies to receive federal support as an immigrant. An immigrant is a student who is age 3 to 21 and was not born in the US, and has not been attending one or more schools in any one or more states for more than three full academic years.

Functional, Policy or Legal Description: NJ DOE, Office of Specialized Populations.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Sending/Receiving

Code Description:

Y = Student qualifies to receive federal support as an immigrant

N = No

NCES / SIF Number:

NJ SMART Name: BK_IMMIGRANT_CD

Format:

Additional Notes:

Name of Data Element: School Code - Resident

NJ DOE Number: 1119

Definition: The code for the resident school in which a student is enrolled or would have enrolled if not sent to another school within the district or placed in an out-of-district program.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Numeric

Min Length: 3

Max Length: 3

Reporting District: Sending/Receiving

Code Description: See Appendix F.

NCES / SIF Number:

NJ SMART Name: NJS_SCHOOL_CD

Format:

Additional Notes: NJ SMART will use a nine digit code, comprised of the County, District and School code currently assigned to each Public, Charter and Private School for use in the unique identification of each school. NJ SMART will take into account that the County and District codes currently assigned for Charter and Private schools are not always reflective of the actual County and Host District, but are used to assist the processing of legacy DOE systems.

Name of Data Element: District Code - Resident

NJ DOE Number: 1120

Definition: The code for the resident district of the student. The code is unique to the district.

Functional, Policy or Legal Description: NJ DOE, Division of Finance. Used for state aid (ASSA) purposes.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Numeric

Min Length: 4

Max Length: 4

Reporting District: Sending/Receiving

Code Description: See Appendix E.

NCES / SIF Number:

NJ SMART Name: NJS_DISTRICT_CD

Format:

Additional Notes:

Name of Data Element: Municipal Code - Resident

NJ DOE Number: 1121

Definition: The code for the resident municipality of the student. The code is unique to the municipality.

Functional, Policy or Legal Description: NJ DOE, Division of Finance. Used for state aid (ASSA) purposes.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Numeric

Min Length: 4

Max Length: 4

Reporting District: Sending/Receiving

Code Description: See Appendix D.

NCES / SIF Number:

NJ SMART Name: ADDR_MUNICIPAL_CD

Format:

Additional Notes:

Name of Data Element: Choice

NJ DOE Number: 1122

Definition: The month, day, and year on which a student initially enrolled in an inter-district choice program.

Functional, Policy or Legal Description: NJ DOE, Division of Finance. Used for state aid (ASSA) purposes.

Submission Dates: October 31, July 15 [All Students - Optional]

Type: Date

Min Length: 8

Max Length: 8

Reporting District: Sending

Code Description:

NCES / SIF Number:

NJ SMART Name: BK_CHOICE_EFFECTIVE_DT

Format: Date must be in mmddyyyy format. Error occurs when blank or contains invalid date (e.g., 14042001, 04381957).

Additional Notes: Mandatory field for students who enter into the Inter-District Choice Program.

Name of Data Element: NCLB Choice Reason

NJ DOE Number: 1123

Definition: The reason why a student exercised a No Child Left Behind choice option.

Functional, Policy or Legal Description: NJ DOE, Office of Innovative Programs and Schools. No Child Left Behind Act of 2001.

Submission Dates: October 31, July 15 [All Students – Optional]

Type: Date

Min Length: 1

Max Length: 1

Reporting District: Sending/Receiving

Code Description:

1 = No Child Left Behind – School in Need of Improvement

2 = No Child Left Behind – Unsafe School – Persistently Dangerous School

3 = No Child Left Behind – Unsafe School – Student is Victim

NCES / SIF Number:

NJ SMART Name: NCLB_CHOICE_REASON_CD

Format:

Additional Notes: Mandatory for NCLB Choice Students.

Name of Data Element: School Code

NJ DOE Number: 1200

Definition: The code for the school in which a student is enrolled. This school code is unique for each school within each district and county.

Functional, Policy or Legal Description: NJ DOE, Division of Finance. Used for state aid (ASSA) purposes.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Numeric

Min Length: 3

Max Length: 3

Reporting District: Sending/Receiving

Code Description: See Appendix F.

NCES / SIF Number:

NJ SMART Name: NJS_SCHOOL_CD

Format:

NJSmart will use a nine digit code, comprised of the County, District and School code currently assigned to each Public, Charter and Private School for use in the unique identification of each school. NJSmart will take into account that the County and District codes currently assigned for Charter and Private schools are not always reflective of the actual County and Host District, but are used to assist the processing of legacy DOE systems.

Name of Data Element: District Code

NJ DOE Number: 1201

Definition: The code for the receiving district in which the student is enrolled. The code could be similar to the District Code - Resident.

Functional, Policy or Legal Description: NJ DOE, Division of Finance. Used for state aid (ASSA) purposes.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Numeric

Min Length: 4

Max Length: 4

Reporting District: Sending/Receiving

Code Description: See Appendix E.

NCES / SIF Number:

NJ SMART Name: NJS_DISTRICT_CD

Format:

Additional Notes:

Name of Data Element: County Code

NJ DOE Number: 1202

Definition: The county code for the receiving district in which the student is enrolled.

Functional, Policy or Legal Description: NJ DOE, Division of Finance. Used for state aid (ASSA) purposes.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Numeric

Min Length: 2

Max Length: 2

Reporting District: Sending/Receiving

Code Description:

01 = Atlantic
03 = Bergen
05 = Burlington
07 = Camden
09 = Cape May
11 = Cumberland
13 = Essex
15 = Gloucester
17 = Hudson
19 = Hunterdon

21 = Mercer
23 = Middlesex
25 = Monmouth
27 = Morris
29 = Ocean
31 = Passaic
33 = Salem
35 = Somerset
37 = Sussex
39 = Union
41 = Warren

NCES / SIF Number:

NJ SMART Name: COUNTY_CD

Format:

Additional Notes:

Name of Data Element: Child Care Center Code

NJ DOE Number: 1203

Definition: The code for the child care center in which a student is enrolled. This code, as issued by the Department of Human Services, Division of Youth and Family Services, Office of Licensing, is unique for each child care center in New Jersey.

Functional, Policy or Legal Description: NJ DOE, Office of Early Childhood Education.

Submission Dates: October 31, July 15 [Abbott Early Childhood Students - Mandatory]

Type: Alphanumeric

Min Length: 10

Max Length: 10

Reporting District: Sending/Receiving

Code Description: See Appendix G.

NCES / SIF Number:

NJ SMART Name: NJS_SCHOOL_NO

Format:

Additional Notes:

Name of Data Element: Shared Enrollment

NJ DOE Number: 1204

Definition: An indication of whether a student is enrolled at two or more different schools (or facilities) at once.

Functional, Policy or Legal Description: NJ DOE, Division of Finance. Used for state aid (ASSA) purposes.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Sending/Receiving

Code Description:

S = Shared-time refers to a student that is attending more than one school, even if they are attending one of those schools for a full day

F = Full-time refers to a student that is attending only one school, even if they are attending less than a full day

NCES / SIF Number: None

NJ SMART Name: SHARED_ENROLLMENT_CD

Format:

Additional Notes:

Name of Data Element: Entry Date

NJ DOE Number: 1205

Definition: The month, day, and year on which a student is admitted to a school or an educational institution for current enrollment.

Functional, Policy or Legal Description: NJ DOE. For monitoring enrollment and mobility of students.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Date

Min Length: 8

Max Length: 8

Reporting District: Receiving

Code Description:

NCES / SIF Number:

NJ SMART Name: SSCH_SCHOOL_ENTRY_DT

Format: Date must be in mmddyyyy format. Error occurs when blank or contains invalid date (e.g., 14042001, 04381957).

Additional Notes:

Name of Data Element: Prior Education – Name of Institution

NJ DOE Number: 1206

Definition: The institution which provided care, education, and/or services to an individual prior to enrollment in his or her current institution.

Functional, Policy or Legal Description: NJ DOE Division of Finance. Used for state aid (ASSA) purposes. For monitoring enrollment and mobility of students.

Submission Dates: October 31, July 15 [All Students - Optional]

Type: Alphanumeric,
Left Justified

Min Length: 1

Max Length: 50

Reporting District: Receiving

Code Description:

NCES / SIF Number:

NJ SMART Name: SSCH_PRIOR_INSTITUTION_NM

Format: If institution is outside New Jersey, indicate city and state (according to state code, Appendix C) with a space separating name of institution, city and state. No punctuation necessary.

Additional Notes: If institution is outside the United States, indicate “outside US”. If institution is a non-public school in New Jersey, indicate name of institution and city with a space separating them. If prior education is parental instruction, please denote as “parental instruction.”

Name of Data Element: Exit/Withdrawal Date

NJ DOE Number: 1207

Definition: The month, day, and year of the first day after the date of an individual's last attendance in school (if known), the day on which an individual was graduated, or the date on which it becomes known officially that an individual left school.

Functional, Policy or Legal Description: NJ DOE. For monitoring enrollment and mobility of students.

Submission Dates: October 31, July 15 [All Students – Optional - Mandatory if Exited/Withdrawn]

Type: Date

Min Length: 8

Max Length: 8

Reporting District: Receiving

Code Description:

NCES / SIF Number: 1040

NJ SMART Name: SSCH_SCHOOL_EXIT_DT

Format: Date must be in mmddyyyy format. Error occurs when contains invalid date (e.g., 14042001, 04381957).

Additional Notes: For graduating students, enter the last day of the academic year or program, and select “L” for Exit/Withdrawal Code.

Name of Data Element: Exit/Withdrawal Code

NJ DOE Number: 1208

Definition: The code associated with the exit or withdrawal type of a student according to the school register.

Functional, Policy or Legal Description: New Jersey School Register according to N.J.A.C. 6:3. NJ DOE, Division of Finance.

Submission Dates: October 31, July 15 [All Students – Mandatory if Exited/Withdrawn]

Type: Alphanumeric,
Right Justified

Min Length: 1

Max Length: 3

Reporting District: Receiving

Code Description:

T1 = Transfer within the same school – A student transferred to another register regardless of program type within the same school.

T2 = Transfer to another public school or class within the district – A student transferred to any other public school or class within the same district.

T3 = Transfer to a nonpublic school within the state – A student transferred to a nonpublic school within the state.

T4 = Transfer to any public school outside the district – A student transferred to any other public school outside the district and within the state.

T6 = Transfer to a state or county institution for incarceration – A student transferred to a state or county institution where individual instruction will be provided by the institution.

T7 = Transfer to a state or county institution for treatment of a physical, mental or emotional disability – A student transferred to a state or county institution where individual instruction will be provided by the institution.

T8 = Transfer out of the state or country – A student transferred to a public or nonpublic school or institution out of the state or country.

T9 = Transfer to parental instruction – A student transferred to an equivalent program of instruction provided by parents.

TC = Transfer to charter school – A student transferred to charter school upon official notification of attendance.

TD = Transfer to choice school – A student transferred to choice school upon notification of attendance.

TA = Transfer to alternative adult education for high school diploma – The student must be 20 years of age or younger.

D1 = Expulsion by the board of education – A student who is ordered to leave school based on a legal action by the

board of education.

D2 = Incarceration – A legal action which placed the student in the custody of a state or county institution.

D3 = Dropout: Physical, mental or emotional disability – A student who ceases to attend for a physical, mental or emotional disability who is not transferring to a state or county institution for individual instruction in order to continue or complete the prescribed program of studies for graduation.

D4 = Dropout: Dissatisfied with school – A student who ceases to attend because of a behavioral or academic difficulty before completing the prescribed program of studies for graduation. The reasons include difficult student/staff relationships, lack of appropriate curriculum, or dislike of one or more aspects of the school experience.

D5 = Dropout: Economic necessity and/or entered employment – A student who ceases to attend school for economic or employment reasons before completing the prescribed program of studies for graduation. The reasons may be one or more of the following: needed at home, encouraged by parents to leave school, inability to pay expenses associated with school attendance, seeking employment or had accepted employment.

D6 = Dropout: Marries and/or pregnant – A student who ceases to attend because of marriage or pregnancy before completing the prescribed program of students for graduation.

D7 = Dropout: New residence, school status unknown – A student who requested a transfer to a new school for relocation to a new residence but whose school status is unknown because the student did not attend the new school.

D8 = Dropout: Reason Unknown – A student who ceases to attend, is absent for more than ten days and whose whereabouts and school status is unknown.

D9 = Death of a student.

D10 = Not of legal school age – A preschool student is no longer attending school because of a preschool handicap declassification or a child whose age is below the compulsory attendance age ceases to attend for any reason.

L = Graduation – The code is used to officially remove a student from the register because the required program of instruction for graduation has been completed.

NCES / SIF Number: None

NJ SMART Name: SSCH_SCHOOL_EXIT_REASON_CD

Format:

Additional Notes:

Name of Data Element: Post Education Destination

NJ DOE Number: 1209

Definition: The primary educational program or employment, etc. a student intends to pursue after graduating from or leaving his or her current school of enrollment.

Functional, Policy or Legal Description: School districts and NJ DOE.

Submission Dates: July 15 [All Students – Optional – Mandatory for High School Graduates]

Type: Numeric, Right Justified

Min Length: 4

Max Length: 4

Reporting District: Receiving

Code Description:

01 = Four Year College (In State)
02 = Four Year College (Out of State)
03 = Two Year College (In State)
04 = Two Year College (Out of State)
05 = Vocational/Technical
06 = Full-Time Employment
07 = Part-time Employment
08 = Military
09 = Supported Employment
10 = Community Rehabilitation Program (Adult Training/Sheltered Employment)
98 = Other
99 = Undecided

NCES / SIF Number: 1820

NJ SMART Name: SSCH_POST_ED_DEST1_CD
SSCH_POST_ED_DEST2_CD

Format:

Additional Notes: Up to two choices allowed.

Name of Data Element: Tuition Code

NJ DOE Number: 1210

Definition: Indicator of the source of payment for a tuition student.

Functional, Policy or Legal Description: NJ DOE, Division of Finance. Used for state aid (ASSA) purposes.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Numeric

Min Length: 1

Max Length: 1

Reporting District: Sending/Receiving

Code Description:

0 = Paid by resident district – not on a tuition basis

1 = Paid by another school district

2 = Paid by parents

3 = Paid by state institutions or other agencies

4 = Tuition free: child of a teaching staff member

5 = Tuition free: all other tuition free students except codes 04 and 06

6 = Formerly a parent paid tuition student now enrolled in the districts' school choice program

NCES / SIF Number:

NJ SMART Name: TUITION_CD

Format:

Additional Notes:

Name of Data Element: Absence Date

NJ DOE Number: 1300

Definition: The month, day, and year on which a student is absent.

Functional, Policy or Legal Description: New Jersey School Register according to N.J.A.C. 6:3. NJ DOE, Division of Finance. Used for per pupil expenditure reports, tuition calculations, certified tuition rates and federal reporting.

Submission Dates: July 15 [All Students - Mandatory]

Type: Date

Min Length: 8

Max Length: 8

Reporting District: Receiving

Code Description:

NCES / SIF Number:

NJ SMART Name: ABSENCE_DT

Format: Date must be in mmddyyyy format. Multiple entries are allowed.

Additional Notes: A student is either present or absent or excused for religious observance or receiving home instruction every day that school is officially open, and he or she is not officially enrolled elsewhere.

Each school that a student is enrolled in will report attendance independently for the student. This will accurately reflect when different schools use different calendars.

Name of Data Element: Absence Reason

NJ DOE Number: 1301

Definition: For each date indicated under “Absence Date,” the reason for a student’s absence.

Functional, Policy or Legal Description: New Jersey School Register according to N.J.A.C. 6:3. NJ DOE, Division of Finance. Used for per pupil expenditure reports, tuition calculations, certified tuition rates and federal reporting.

Submission Dates: July 15 [All Students - Mandatory]

Type: Numeric

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

1 = A full day’s absence

3 = Excused absence due to religious holiday

5 = A half day’s absence

7 = Home instruction

9 = IEP Excused

NCES / SIF Number: None

NJ SMART Name: ABSENCE_REASON_CD

Format:

Additional Notes:

Name of Data Element: General – Grade

NJ DOE Number: 1400

Definition: The grade level or primary instructional level at which a student receives services in a school or an educational institution during a given academic session.

Functional, Policy or Legal Description: NJ DOE, Division of Finance. Used for state aid (ASSA) purposes.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Alphanumeric,
Left Justified

Min Length: 2

Max Length: 3

Reporting District: Sending/Receiving

Code Description:

00 = Ungraded
P3H = Half-day Pre-school 3 years old
P3F = Full-day Pre-school 3 years old
P4H = Half-day Pre-school 4 years old
P4F = Full-day Pre-school 4 years old
KH = Half-day Kindergarten
KF = Full-day Kindergarten
01 = Grade 1
02 = Grade 2
03 = Grade 3
04 = Grade 4
05 = Grade 5
06 = Grade 6

07 = Grade 7
08 = Grade 8
09 = Grade 9
10 = Grade 10
11 = Grade 11
12 = Grade 12
PG = Post Graduate
AHS = Adult High School

NCES / SIF Number:

NJ SMART Name: GRADE_LEVEL_CD

Format:

Additional Notes:

00 = Ungraded refers to a special education classified student in a self contained class and may be on home instruction with no assigned grade.

Code Transitional Grade 1 as “01”

NJ SMART will capture every student that appears on the school register, which includes post secondary students as well as those attending an Adult High School. The specific post secondary requirements of the Career Preparation VEDS report will not be satisfied by the NJ SMART data collection at this time?

Name of Data Element: Program Type Code

NJ DOE Number: 1401

Definition: Program Type Codes correspond to the Comprehensive Educational Improvement and Financing Act (CEIFA) T&E weight categories. The Program Types represent a range of grade levels, not a specific grade level organization. A separate school register, or section of an expanded register are kept for each program type within a building.

Functional, Policy or Legal Description: New Jersey Administrative Code (NJAC 6:3)

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Numeric

Min Length: 2

Max Length: 2

Reporting District: Receiving

Code Description:

01 = Full-day preschool or half-day preschool
02 = Full-day kindergarten or half-day kindergarten
03 = Grades 1-5
04 = Grades 6-8
05 = Grades 9-12
06 = Cognitive mild
07 = Cognitive moderate
08 = Learning and/or language disabilities – mild to moderate
09 = Learning and/or language disabilities – severe
10 = Behavioral disabilities
11 = Multiple disabilities
12 = Not currently used
13 = Auditory impairments
14 = Not currently used
15 = Not currently used
16 = Visual impairments
17 = Not currently used

18 = Full-day preschool disabilities
19 = Half-day preschool disabilities
20 = Special County Vocational
21 = Not currently used
22 = Not currently Used
23 = Regular County Vocational
24 = Not currently used
25 = Not currently used
26 = Full-time post secondary vocational
27 = Autism
28 = Post-graduate
29 = Cognitive – severe
30 = Psychiatric
51 = Preschool disabilities 3 day –Half day
52 = Preschool disabilities 3 day –Half day
53 = Preschool disabilities 4 day –Full day
54 = Preschool disabilities 4 day –Full day

NCES / SIF Number: None

NJ SMART Name: PROGRAM_TYPE_CD

Format:

Additional Notes:

Codes 51-54 will be used to accurately calculate the school register summary and will be mapped to codes 18/19 for other reporting purposes.

Name of Data Element: Program Entry Date

NJ DOE Number: 1402

Definition: The month, day, and year on which a student is enrolled into a program type as denoted in the school register.

Functional, Policy or Legal Description:

Submission Dates: October 31, July 15 [All Students – Mandatory For Each Program Enrollment]

Type: Date

Min Length: 8

Max Length: 8

Reporting District: Receiving

Code Description:

NCES / SIF Number:

NJ SMART Name: PROGRAM_ENTRY_DT

Format: Date must be in mmddyyyy format.

Additional Notes:

Name of Data Element: Program Exit Date

NJ DOE Number: 1403

Definition: The month, day, and year of the first day after the date of an individual's last attendance in a program as reflected in the school register.

Functional, Policy or Legal Description:

Submission Dates: October 31, July 15 [All Students – Optional]

Type: Date

Min Length: 8

Max Length: 8

Reporting District: Receiving

Code Description:

NCES / SIF Number: 1040

NJ SMART Name: PROGRAM_EXIT_DT

Format: Date must be in mmddyyyy format.

Additional Notes:

Name of Data Element: Title I

NJ DOE Number: 1404

Definition: Student is participating in a targeted assisted school program or enrolled in a school with a school-wide Title I program.

Functional, Policy or Legal Description: No Child Left Behind Act of 2001: Public Law 107-110. 20 USC 7941. NJ DOE, Office of Title I Program Planning, Office of Evaluation and Assessment.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number: None

NJ SMART Name: TITLE_I_CD

Format:

Additional Notes: If student is enrolled in a school with a Title I school-wide program, then all students in the school are participating in a Title I program.

Name of Data Element: Section 504

NJ DOE Number: 1405

Definition: Student is a handicapped person who has a physical or mental impairment that substantially limits one or more major life activities, and has an accommodation plan.

Functional, Policy or Legal Description: NJ DOE, Office of Evaluation and Assessment.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number: None

NJ SMART Name: SECTION_504_CD

Format:

Additional Notes:

Name of Data Element: Alternative Education Program

NJ DOE Number: 1406

Definition: Student is participating in a non-traditional learning environment that addresses the individual learning styles and needs of disruptive or disaffected students at risk of school failure or mandated for removal from general education, that is based upon an Individualized Program Plan and New Jersey Core Curriculum Content Standards and has been approved by the Commissioner of Education.

Functional, Policy or Legal Description: NJ DOE, Office of School Funding, Office of Program Support Services. Used for state aid (ASSA) purposes.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number: None

NJ SMART Name: ALTERNATIVE_PROG_CD

Format:

Additional Notes:

Name of Data Element: Supplemental Educational Services

NJ DOE Number: 1407

Definition: The type of supplemental educational service, as defined by the No Child Left Behind Act, a student is receiving. Students receive this type of service outside the regular school day. Students enrolled in a Title 1 school identified as a school in need of improvement for their 2nd year are eligible for supplemental services.

Functional, Policy or Legal Description: No Child Left Behind Act of 2001.

Submission Dates: October 31, July 15 [All Students – Mandatory for Students Receiving Supplemental Educational Services]

Type: Numeric

Min Length: 2

Max Length: 2

Reporting District: Receiving

Code Description:

01 = Tutoring – Language Arts & Literacy
02 = Tutoring – Math
03 = Tutoring – Science
04 = Remediation - Language Arts & Literacy
05 = Remediation – Math
06 = Remediation – Science
07 = Academic Intervention - Language Arts & Literacy
08 = Academic Intervention – Math
09 = Academic Intervention – Science

NCES / SIF Number: None

NJ SMART Name: SS_ACAD_LANG_CD
SS_ACAD_MATH_CD
SS_ACAD_SCIENCE_CD
SS_REMEDIAL_LANG_CD
SS_REMEDIAL_MATH_CD
SS_REMEDIAL_SCIENCE_CD
SS_TUTORING_LANG_CD
SS_TUTORING_MATH_CD
SS_TUTORING_SCIENCE_CD

Format: Leave blank if not applicable. More than one choice may be selected.

Additional Notes:

Name of Data Element: Senior Year Option

NJ DOE Number: 1408

Definition: The type of program a student enrolled in Grade 12, who completed his or her high school graduation requirements, is receiving as part of the Senior Year Option plan – pilot program during Academic Year 2003-04.

Functional, Policy or Legal Description: NJ DOE, Division of Educational Programs and Assessment.

Submission Dates: October 31, July 15 [All Students – Mandatory for Students Participating in the Senior Year Option Program]

Type: Numeric

Min Length: 2

Max Length: 2

Reporting District: Receiving

Code Description:

01 = Work-Based Internship or Apprenticeship
02 = Service-Based Program
03 = Advanced Placement Program
04 = College Course(s) at Resident School Site
05 = College Course(s) at College Campus
06 = Interdisciplinary Program
07 = Theme-Based Program
08 = Individual Study Program
09 = Other

NCES / SIF Number: None

NJ SMART Name: SENIOR_YEAR_OPTION_CD

Format: Leave blank if not applicable.

Additional Notes:

Name of Data Element: Special Education Classification

NJ DOE Number: 1500

Definition: The category by which the student has been determined eligible for special education and related services.

Functional, Policy or Legal Description: NJ DOE, Office of School Funding, Office of Special Education. Used for state aid (ASSA) purposes. Administrative Code 6A:14-3.5 and 6A:14-3.6.

Submission Dates: October 31, December 15, July 15 [Special Education Students - Mandatory]

Type: Numeric

Min Length: 2

Max Length: 2

Reporting District: Sending

Code Description:

State Codes

01 = Auditorily Impaired
02 = Autistic
03 = Cognitively Impaired - Mild
04 = Cognitively Impaired - Moderate
05 = Cognitively Impaired - Severe
06 = Communication Impaired
07 = Emotionally Disturbed
08 = Multiple Disabilities
09 = Deaf-Blindness
10 = Orthopedically Impaired
11 = Other Health Impaired
12 = Preschool Disabled
13 = Social Maladjustment
14 = Specific Learning Disability
15 = Traumatic Brain Injury
16 = Visually Impaired
17 = Eligible for Speech-Language Services

Federal Codes

= Hearing Impairments
= Autism
= Mental Retardation
= Mental Retardation
= Mental Retardation
= Speech and Language Impairments
= Emotional Disturbance
= Multiple Disabilities
= Deaf-Blindness
= Orthopedic Impairments
= Other Health Impairments
= Developmental Delay
= Not used
= Specific Learning Disabilities
= Traumatic Brain Injury
= Visual Impairments
= Speech and Language Impairments

NCES / SIF Number:

NJ SMART Name: EVAL_IEP_CLASSIFICATION_CD

Format:

Additional Notes: For additional information about the code description, please see your Director of Special Education Services. The code value, along with Special Education Services, will determine the ASSA tier for state aid purposes. The following table outlines the tier level associated with the above code values:

Classification	Tier
Auditorily Impaired	III
Autistic	IV
Cognitively Impaired - Mild	II
Cognitively Impaired - Moderate	III
Cognitively Impaired - Severe	IV
Communication Impaired	III
Emotionally Disturbed	III
Multiple Disabilities	III
Deaf-Blindness	III
Orthopedically Impaired	III
Other Health Impaired	III
Preschool Disabled	II
Social Maladjustment	Not Applicable
Specific Learning Disability	II
Traumatic Brain Injury	II
Visually Impaired	III
Eligible for Speech-Language Services	Not Applicable

Name of Data Element: Special Education Services

NJ DOE Number: 1501

Definition: The services for which a classified student is receiving according to their IEP.

Functional, Policy or Legal Description: NJ DOE, Division of Finance, Office of Special Education. Used for state aid (ASSA) purposes.

Submission Dates: October 31, December 15, July 15 [Special Education Students - Mandatory]

Type: Alphanumeric, Left Justified

Min Length: 1

Max Length: 2

Reporting District: Sending/Receiving

Code Description:

- 1 = Counseling
- 2 = Occupational Therapy
- 3 = Physical Therapy
- 4 = Speech Language Therapy

Intensive Services:

- 5A = Individual Instruction
- 5B = Pupil/Teacher-Aide Ratio of 3:1 or Less
- 5C = High Level Assistive Technology
- 5D = Extended School Year
- 5E = Intensive Related Services
- 5F = Interpreter Services
- 5G = Personal Aide
- 5H = Residential Placement for Educational Purposes
- 5I = Individual Nursing Services

6 = Other

NCES / SIF Number:

NJ SMART Name: IEP_SVC_AIDE_RATIO_CD
IEP_SVC_ASSIST_TECH_CD
IEP_SVC_COUNSELING_CD
IEP_SVC_EXT_YEAR_CD
IEP_SVC_INDIVID_INSTR_CD
IEP_SVC_INTENSIVE_CD
IEP_SVC_INTERPRETER_CD
IEP_SVC_NURSING_CD
IEP_SVC_OCCUP_CD

	IEP_SVC_OTHER_CD IEP_SVC_PERS_AIDE_CD IEP_SVC_PHYS_THER_CD IEP_SVC_RESIDENTIAL_CD IEP_SVC_SPEECH_CD
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Format:

Additional Notes: The code value, along with Special Education Classification, will determine the ASSA tier level for state aid purposes. If “Intensive Services” are selected, the student is automatically Tier IV regardless of the code value for Special Education Classification. For all other code values, there is no impact to the tier level.

Name of Data Element: Date of CST Referral

NJ DOE Number: 1502

Definition: The month, day and year on which a student is referred (written request) to the child study team for evaluation.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education, IDEA Part B

Submission Dates: December 15, July 15 [Special Education Students - Mandatory]

Type: Date

Min Length: 8

Max Length: 8

Reporting District: Sending

Code Description:

NCES / SIF Number: 3060

NJ SMART Name: EVAL_IEP_CST_REFERRAL_DT

Format: Date must be in mmddyyyy format.

Additional Notes: Enter most recent referral date if there is more than one referral date.

Name of Data Element: Date of Classification

NJ DOE Number: 1503

Definition: The month, day and year on which a student is identified as being eligible for special education services.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education, IDEA Part B

Submission Dates: December 15, July 15 [Special Education Students - Mandatory]

Type: Date

Min Length: 8

Max Length: 8

Reporting District: Sending

Code Description:

NCES / SIF Number: 3060

NJ SMART Name: EVAL_IEP_CLASSIFICATION_DT

Format: Date must be in mmddyyyy format.

Additional Notes: This data element captures both initial and subsequent classification dates.

Name of Data Element: Date of Implementation

NJ DOE Number: 1504

Definition: The month, day and year on which a student's initial IEP specifies that services begin.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education, IDEA Part B

Submission Dates: December 15, July 15 [Special Education Students - Mandatory]

Type: Date

Min Length: 8

Max Length: 8

Reporting District: Sending

Code Description:

NCES / SIF Number:

NJ SMART Name: EVAL_IEP_IMPLEMENTATION_DT

Format: Date must be in mmddyyyy format.

Additional Notes:

Name of Data Element: Date of Reevaluation

NJ DOE Number: 1505

Definition: The month, day, and year on which a student was last reevaluated to determine his or her continued eligibility for special education services.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education, IDEA Part B

Submission Dates: December 15, July 15 [Special Education Students - Optional]

Type: Date

Min Length: 8

Max Length: 8

Reporting District: Sending

Code Description:

NCES / SIF Number:

NJ SMART Name: EVAL_IEP_REEVALUATION_DT

Format: Date must be in mmddyyyy format.

Additional Notes:

Name of Data Element: Date of Declassification

NJ DOE Number: 1506

Definition: The month, day, and year on which a student is determined no longer eligible for special education services.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education, IDEA Part B

Submission Dates: December 15, July 15 [Special Education Students - Optional]

Type: Date

Min Length: 8

Max Length: 8

Reporting District: Sending

Code Description:

NCES / SIF Number:

NJ SMART Name: EVAL_IEP_DECLASSIFICATION_DT

Format: Date must be in mmddyyyy format.

Additional Notes:

Name of Data Element: Special Education Setting

NJ DOE Number: 1507

Definition: The federal placement setting in which the student with the disability is currently enrolled.

Functional, Policy or Legal Description: NJ DOE, Division of Finance, Office of Special Education, IDEA Part B

Submission Dates: December 15, July 15 [Special Education Students - Mandatory]

Type: Numeric, Right Justified

Min Length: 2

Max Length: 2

Reporting District: Sending/Receiving

Code Description:

For Age 3-5:

01 = General Education Early Childhood Setting (Public preschool or kindergarten, nonpublic nursery school, day care, or preschool, collaborative preschool services). Federal Reporting Category = **Early Childhood Setting**

02 = Special Education Early Childhood Setting (Special education classes in buildings with general education students). Federal Reporting Category = **Early Childhood Special Education Setting**

03 = General Education/Special Education Early Childhood General Setting (Part-time general education and part-time special education and related services; general education plus speech-language services if provided for more than 3 hours/week) Federal Reporting Category = **Part-time Early Childhood/Part-time Early Childhood Special Education Setting**

04 = Itinerant Services at Home (Special education and related services provided at home). Federal Reporting Category = **Home**

05 = Itinerant Services Not at Home (Special education and related services provided for no more than 3 hours/week in a setting other than home; speech-language services for no more than 3 hours/week). Federal Reporting Category = **Itinerant Service Outside the Home**

06 = Separate School-Public (Educational services commissions, Department of Human Services, and Department of Education regional day schools, jointure commissions, special services school districts, Public College Operated Program) in buildings without general education grades. Federal Reporting Category = **Separate School**

07 = Separate School-Private (Private schools for the disabled). Federal Reporting Category = **Separate School**

08 = Residential School (For which the district pays BOTH day and residential costs). Federal Reporting Category = **Residential Facility**

For Age 6-21:

09 = In the presence of general education students for 80% or more of the entire school day. Federal Reporting

Category = **Special education outside regular class less than 21 percent of day**

10 = In the presence of general education students between 40% and 80% of the entire school day. Federal Reporting Category = **Special education outside regular class at least 21 percent of day and no more than 60 percent of day**

11 = In the presence of general education students for less than 40% of the entire school day. Federal Reporting Category = **Special education outside regular class more than 60 percent of day**

12 = Public Separate School (In buildings with NO general education students). Federal Reporting Category = **Public Separate Facility**

13 = Private School for the Disabled (Only day educational costs paid by district). Federal Reporting Category = **Private Separate Facility**

14 = Private Residential School for the Disabled (BOTH day and residential costs paid by the district). Federal Reporting Category = **Private Residential Facility**

15 = Home Instruction. Federal Reporting Category = **Homebound/Hospital**

16 = Public Residential Facility (For reporting by state agencies ONLY – Department of Human Services, Katzenbach School for the Deaf). Federal Reporting Category = **Public Residential Facility**

17 = Corrections (For reporting by Juvenile Justice, Corrections and districts for students in county detention facilities). Federal Reporting Category = **Public Residential Facility**

NCES / SIF Number: None

NJ SMART Name: IEP_PLACEMENT_SETTING_CD

Format:

Additional Notes:

Name of Data Element: Special Education – Parentally Placed in Non-Public

NJ DOE Number: 1508

Definition: Indicates that an eligible student with disabilities has been placed by their parents in sectarian or nonsectarian schools or early childhood programs and is receiving special education services through a service plan under Chapter 193 or IDEA Part B.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education, IDEA Part B

Submission Dates: December 15, July 15 [Special Education Students - Optional]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Sending

Code Description:

Y = Parentally Placed in Non-Public

N = Not Parentally Placed

NCES / SIF Number:

NJ SMART Name: EVAL_IEP_PARENT_PLACED_CD

Format:

Additional Notes:

Name of Data Element: Special Education Exit/Withdrawal Code

NJ DOE Number: 1509

Definition: The documented or assumed reason a student is no longer being served by a special education program.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education, IDEA Part B

Submission Dates: December 15, July 15 [Special Education Students - Optional]

Type: Numeric

Min Length: 1

Max Length: 1

Reporting District: Sending

Code Description:

1 = Returned to General Education -The student was served in special education during the previous reporting year but at some point during that 12-month period, met the objectives of the IEP or was withdrawn from special education by parent. This student no longer has an IEP and is receiving all educational services from a general education program.

2 = Graduated From High School - The student received a legally recognized document certifying the completion of high school education.

3 = Reached maximum age -The student has reached the upper age mandate for providing special education and related services, or other program/services, as defined by state law, practice, or court order.

4 = Deceased - The student's name has been removed from school membership rolls because of his or her death.

5 = Moved, Known to be Continuing - The student has enrolled in another district or school and will continue to participate in the program/service.

6 = Moved, Not Known to be Continuing - The student has enrolled in another district or school, but specific information about his or her program/service participation is not known.

7 = Dropped Out - The student was enrolled in school at some point in the reporting year, was not enrolled at the end of the reporting year, and did not exit through any other basis. This term includes dropouts, runaways, GED recipients, expulsions, and status unknown.

NCES / SIF Number:

NJ SMART Name: EVAL_IEP_EXIT_REASON_CD

Format:

Additional Notes:

Name of Data Element: Special Education Parent Declined

NJ DOE Number: 1510

Definition: Indicates that the parent/guardian of a special education classified student declined for their child to receive a special education service.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education.

Submission Dates: December 15, July 15 [Special Education Students - Optional]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

Y = Parentally declined special education services

N = Parent did not decline

NCES / SIF Number:

NJ SMART Name: EVAL_IEP_PARENT_DECLINED_CD

Format:

Additional Notes:

Name of Data Element: Limited English Proficient

NJ DOE Number: 1600

Definition: Student is identified as Limited English Proficient (LEP). LEP means students from pre-kindergarten through grade 12 whose native language is other than English and who have sufficient difficulty speaking, reading, writing or understanding the English language as measured by an English language proficiency test, so as to be denied the opportunity to learn successfully in the classrooms where the language of instruction is English.

Functional, Policy or Legal Description: NJ DOE, Division of Finance, Office of Specialized Populations, Office of Evaluation and Assessment.

Submission Dates: October 31, July 15 [All Students - Mandatory]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number: None

NJ SMART Name: EVAL_LEP_ELIGIBILITY_CD

Format:

Additional Notes:

Name of Data Element: Bilingual/ESL Program

NJ DOE Number: 1601

Definition: The program a student identified as Limited English Proficient is participating in.

Functional, Policy or Legal Description: NJ DOE, Office of Specialized Populations.

Submission Dates: October 31, July 15 [Limited English Proficient Students - Mandatory]

Type: Numeric

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

- 1 = English as a Second Language Only
- 2 = Bilingual Education (Part-Time)
- 3 = Bilingual Education (Full-Time)
- 4 = English Language Services
- 5 = High Intensity English as a Second Language

NCES / SIF Number:

NJ SMART Name: LEP_PROGRAM_CD

Format:

Additional Notes: Bilingual education program includes English as a Second Language program.

Name of Data Element: Bilingual/ESL Proficiency Level

NJ DOE Number: 1602

Definition: The level of proficiency in English that a student identified as Limited English Proficient has attained.

Functional, Policy or Legal Description: NJ DOE, Office of Specialized Populations.

Submission Dates: October 31, July 15 [Limited English Proficient Students - Mandatory]

Type: Numeric

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

1 = Level 1
2 = Level 2
3 = Level 3
4 = Level 4
5 = Level 5

NCES / SIF Number:

NJ SMART Name: LEP_PROF_LEVEL_CD

Format:

Additional Notes:

Name of Data Element: Completion Date

NJ DOE Number: 1603

Definition: The month, day, and year on which a student successfully completes a Limited English Proficient program based on multiple criteria.

Functional, Policy or Legal Description: NJ DOE, Office of Specialized Populations. N.J.A.C. 6A:15-1.10.

Submission Dates: October 31, July 15 [Limited English Proficient Students - Optional]

Type: Date

Min Length: 8

Max Length: 8

Reporting District: Sending

Code Description:

NCES / SIF Number:

NJ SMART Name: LEP_COMPLETION_DT

Format: Date must be in mmddyyyy format.

Additional Notes:

Name of Data Element: Bilingual/ESL Declined

NJ DOE Number: 1604

Definition: The reason why the parent/guardian of a student identified as Limited English Proficient declined for their child to receive a program.

Functional, Policy or Legal Description: NJ DOE, Office of Specialized Populations.

Submission Dates: October 31, July 15 [Limited English Proficient Students - Optional]

Type: Numeric

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

- 1 = Scheduling conflict
- 2 = Location not convenient
- 3 = Other reason

NCES / SIF Number:

NJ SMART Name: EVAL_LEP_DECLINED_CD

Format:

Additional Notes:

Name of Data Element: Language of Instruction

NJ DOE Number: 1605

Definition: The language of instruction other than English.

Functional, Policy or Legal Description: NJ DOE, Office of Specialized Populations.

Submission Dates: October 31, July 15 [Limited English Proficient Students - Mandatory]

Type: Numeric, Right Justified

Min Length: 2

Max Length: 3

Reporting District: Receiving

Code Description: See Appendix A.

NCES / SIF Number:

NJ SMART Name: LEP_INSTR_LANGUAGE_CD

Format: Only applies to LEP eligible students who are participating in a bilingual program.

Additional Notes: English cannot be denoted as the language of instruction.

Name of Data Element: CIP Code

NJ DOE Number: 1700

Definition: The approved Classification of Instructional Program (CIP) Code for the program in which the student is enrolled.

Functional, Policy or Legal Description: NJ DOE, Office of Vo-Tech, Career & Adult Programs.
Perkins/Workforce Investment Act.

Submission Dates: October 31, July 15 [Career Preparation Students - Optional]

Type: Numeric

Min Length: 6

Max Length: 6

Reporting District: Receiving

Code Description:

NCES / SIF Number:

NJ SMART Name: VOC_CIP_CD
VOC_CIP_CLUSTER_CD

Format: Multiple entries allowed. Either CIP Code or Career Cluster must be entered for each vocational student.

Additional Notes:

Name of Data Element: Career Cluster

NJ DOE Number: 1701

Definition: The career cluster in which the student is enrolled.

Functional, Policy or Legal Description: NJ DOE, Office of Vo-Tech, Career & Adult Programs.
Perkins/Workforce Investment Act.

Submission Dates: July 15 [Career Preparation Students - Optional]

Type: Numeric

Min Length: 2

Max Length: 2

Reporting District: Receiving

Code Description:

01 = Agriculture, Food and Natural Resources
02 = Architecture and Construction
03 = Arts, Audio-Video Technology and
Communication
04 = Business, Management and Administration
05 = Education and Training
06 = Finance
07 = Government and Public Administration
08 = Health Science

09 = Hospitality and Tourism
10 = Human Services
11 = Information Technology
12 = Law, Public Safety and Security
13 = Manufacturing
14 = Marketing, Sales and Service
15 = Science, Technology, Engineering and
Mathematics
16 = Transportation, Distribution and Logistics

NCES / SIF Number:

NJ SMART Name: VOC_CIP_CLUSTER_CD

Format: Only one entry allowed. Either CIP Code or Career Cluster must be entered for each vocational student.

Additional Notes:

Name of Data Element: Vocational Entry Date

NJ DOE Number: 1702

Definition: The month, day, and year on which a student begins an approved occupational program or career cluster.

Functional, Policy or Legal Description: NJ DOE, Office of Vo-Tech, Career & Adult Programs.
Perkins/Workforce Investment Act.

Submission Dates: July 15 [Career Preparation Students - Mandatory]

Type: Date

Min Length: 8

Max Length: 8

Reporting District: Receiving

Code Description:

NCES / SIF Number:

NJ SMART Name: VOC_ENTRY_DT

Format: Date must be in mmddyyyy format.

Additional Notes:

Name of Data Element: Percent Complete

NJ DOE Number: 1703

Definition: An indicator of the progress made, as a percentage of the program completed, by a student enrolled in an approved occupational program with a Classification of Instructional Program (CIP) code or career cluster. Responses are typically 33 percent, 50 percent, or 100 percent based on the length of the program and whether the student completed the program.

Functional, Policy or Legal Description: NJ DOE, Office of Vo-Tech, Career & Adult Programs. Perkins/Workforce Investment Act.

Submission Dates: July 15 [Career Preparation Students - Mandatory]

Type: Numeric

Min Length: 2

Max Length: 3

Reporting District: Receiving

Code Description:

NCES / SIF Number:

NJ SMART Name: VOC_PCT_COMPLETE_AM

Format: Percent can range from 00 to 100. Responses are typically 33 percent or completed 1 year of a 3 year program; 50 percent or completed 1 year of a 2 year program; 100 percent or completed the program.

Additional Notes:

Name of Data Element: Vocational Exit Date

NJ DOE Number: 1704

Definition: The month, day, and year on which a student completes an approved occupational program or career cluster.

Functional, Policy or Legal Description: NJ DOE, Office of Vo-Tech, Career & Adult Programs. Perkins/Workforce Investment Act.

Submission Dates: July 15 [Career Preparation Students – Optional – Mandatory for students who complete program]

Type: Date

Min Length: 8

Max Length: 8

Reporting District: Receiving

Code Description:

NCES / SIF Number:

NJ SMART Name: VOC_EXIT_DT

Format: Date must be in mmddyyyy format.

Additional Notes:

Name of Data Element: Tech Prep

NJ DOE Number: 1705

Definition: A student enrolled in a Tech-Prep program of study that is completing a sequence of college credit-bearing courses that are part of a recognized articulated educational plan.

Functional, Policy or Legal Description: NJ DOE, Office of Vo-Tech, Career & Adult Programs.

Submission Dates: July 15 [Career Preparation Students - Optional]

Type: Numeric

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number:

NJ SMART Name: VOC_TECH_PREP_CD

Format:

Additional Notes:

Name of Data Element: College Course

NJ DOE Number: 1706

Definition: The number of Tech-Prep courses that a student is enrolled in during the academic year for which the student can earn college credits.

Functional, Policy or Legal Description: NJ DOE, Office of Vo-Tech, Career & Adult Programs.

Submission Dates: July 15 [Career Preparation Students - Optional]

Type: Numeric

Min Length: 2

Max Length: 2

Reporting District: Receiving

Code Description:

01 = One Course

02 = Two Courses

03 = Three Courses

04 = More than Three Courses

NCES / SIF Number:

NJ SMART Name: VOC_COLL_COURSES_CD

Format: Leave blank if no courses.

Additional Notes:

Name of Data Element: Post-Secondary Institution

NJ DOE Number: 1707

Definition: The post-secondary institution where the Tech-Prep program was articulated.

Functional, Policy or Legal Description: NJ DOE, Office of Vo-Tech, Career & Adult Programs.

Submission Dates: July 15 [Career Preparation Students - Optional]

Type: Numeric

Min Length: 2

Max Length: 2

Reporting District: Receiving

Code Description:

See Appendix H.

NCES / SIF Number:

NJ SMART Name: VOC_POST_SEC_INST_CD

Format:

Additional Notes:

Name of Data Element: Accommodation Setting

NJ DOE Number: 1800

Definition: A special education classified or Section 504 student that requires special accommodations when taking assessments.

Functional, Policy or Legal Description: NJ DOE, Office of Evaluation and Assessment, Office of Special Education.

Submission Dates: December 15 [Special Education Students - Optional]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number:

NJ SMART Name: TEST_ACCOM_SETTING_CD

Format:

Additional Notes:

Name of Data Element: Accommodation Schedule

NJ DOE Number: 1801

Definition: A special education classified Section 504 student that requires special scheduling when taking assessments.

Functional, Policy or Legal Description: NJ DOE, Office of Evaluation and Assessment, Office of Special Education.

Submission Dates: December 15 [Special Education Students - Optional]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number:

NJ SMART Name: TEST_ACCOM_SCHEDULE_CD

Format:

Additional Notes:

Name of Data Element: Materials Modification

NJ DOE Number: 1802

Definition: A special education classified Section 504 student that requires modification of testing materials when taking assessments.

Functional, Policy or Legal Description: NJ DOE, Office of Evaluation and Assessment, Office of Special Education.

Submission Dates: December 15 [Special Education Students - Optional]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number:

NJ SMART Name: TEST_MATERIALS_MOD_CD

Format:

Additional Notes:

Name of Data Element: Procedure Modification

NJ DOE Number: 1803

Definition: A special education classified Section 504 student that requires modified procedures when taking assessments.

Functional, Policy or Legal Description: NJ DOE, Office of Evaluation and Assessment, Office of Special Education.

Submission Dates: December 15 [Special Education Students - Optional]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number:

NJ SMART Name: TEST_PROCEDURE_MOD_CD

Format:

Additional Notes:

Name of Data Element: APA Language Test

NJ DOE Number: 1804

Definition: A special education classified student that will take the Language Arts and Literacy portion of the Alternate Proficiency Assessment (APA) instead of the general state assessments.

Functional, Policy or Legal Description: NJ DOE, Office of Evaluation and Assessment, Office of Special Education.

Submission Dates: December 15 [Special Education Students - Optional]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number:

NJ SMART Name: TEST_APA_LANG_CD

Format:

Additional Notes:

Name of Data Element: APA Math Test

NJ DOE Number: 1805

Definition: A special education classified student that will take the Math portion of the Alternate Proficiency Assessment (APA) instead of the general state assessments.

Functional, Policy or Legal Description: NJ DOE, Office of Evaluation and Assessment, Office of Special Education.

Submission Dates: December 15 [Special Education Students - Optional]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number:

NJ SMART Name: TEST_APA_MATH_CD

Format:

Additional Notes:

Name of Data Element: APA Science Test

NJ DOE Number: 1806

Definition: A special education classified student that will take the Science portion of the Alternate Proficiency Assessment (APA) instead of the general state assessments.

Functional, Policy or Legal Description: NJ DOE, Office of Evaluation and Assessment, Office of Special Education.

Submission Dates: December 15 [Special Education Students - Optional]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number:

NJ SMART Name: TEST_APA_SCIENCE_CD

Format:

Additional Notes:

Name of Data Element: Title I Language

NJ DOE Number: 1807

Definition: A student that is receiving Title I services in Language Arts and Literacy.

Functional, Policy or Legal Description: NJ DOE, Office of Title I Program Planning, Office of Evaluation and Assessment.

Submission Dates: December 15 [All Students - Optional]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number:

NJ SMART Name: TEST_TITLE_I_LANG_CD

Format:

Additional Notes:

Name of Data Element: Title I Math

NJ DOE Number: 1808

Definition: A student that is receiving Title I services in Math.

Functional, Policy or Legal Description: NJ DOE, Office of Title I Program Planning, Office of Evaluation and Assessment.

Submission Dates: December 15 [All Students - Optional]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number:

NJ SMART Name: TEST_TITLE_I_MATH_CD

Format:

Additional Notes:

Name of Data Element: Title I Science

NJ DOE Number: 1809

Definition: A student that is receiving Title I services in Science.

Functional, Policy or Legal Description: NJ DOE, Office of Title I Program Planning, Office of Evaluation and Assessment.

Submission Dates: December 15 [All Students - Optional]

Type: Alpha

Min Length: 1

Max Length: 1

Reporting District: Receiving

Code Description:

Y = Yes

N = No

NCES / SIF Number:

NJ SMART Name: TEST_TITLE_I_SCIENCE_CD

Format:

Additional Notes:

Data Elements – Mapping

A. Personal Information								
NJ DOE Data Element No.	Data Element Name	Sending LEAs	Receiving LEAs	All Students	ASSA	Spec Ed	LEP	Career
	NAME							
1000	First Name	X	X	X				
1001	Middle Name	X	X	X				
1002	Last Name	X	X	X				
1003	Generation Code/Suffix	X	X	X				
	BACKGROUND INFORMATION							
1100	Local Identification Number	X	X	X				
1101	State Identification Number	X	X	X	X			
1102	Social Security Number	X	X	X				
1103	Race/Ethnicity	X	X	X				
1104	National/Ethnic Origin Subgroup	X	X	X				
1105	Gender	X	X	X				
1106	Date of Birth	X	X	X	X			
1107	City	X	X	X				
1108	State	X	X	X				
1109	Zip Code	X	X	X				
1110	City of Birth	X	X	X				
1111	State of Birth Code	X	X	X				
1112	Country of Birth Code	X	X	X				
1113	Free and Reduced Rate Lunch	X	X	X	X			
1114	Highest Level of Education Completed		X	X				
1115	Native Language		X	X				
1116	Migratory	X	X	X				
1117	Homeless	X	X	X				
1118	Immigrant	X	X	X				
1119	School Code – Resident	X	X	X				
1120	District Code – Resident	X	X	X	X			
1121	Municipal Code - Resident	X	X	X	X			
1122	Choice	X			X			
1123	NCLB Choice Reason	X	X					
B. Enrollment								
Data Element No.	Data Elements	Sending LEAs	Receiving LEAs	All Students	ASSA	Spec Ed	LEP	Career
1200	School Code	X	X	X	X			
1201	District Code	X	X	X	X			

1202	County Code	X	X	X	X			
1203	Child Care Center Code	X	X	X				
1204	Shared Enrollment	X	X	X	X			
1205	Entry Date		X	X				
1206	Prior Education - Name of Institution		X	X	X			
1207	Exit/Withdrawal Date		X	X				
1208	Exit/Withdrawal Code		X	X				
1209	Post Education Destination		X	X				
1210	Tuition Code	X	X	X	X			
C. Attendance								
Data Element No.	Data Elements	Sending LEAs	Receiving LEAs	All Students	ASSA	Spec Ed	LEP	Career
1300	Absence Date		X	X				
1301	Absence Reason		X	X				
D. Program								
Data Element No.	Data Elements	Sending LEAs	Receiving LEAs	All Students	ASSA	Spec Ed	LEP	Career
	GENERAL EDUCATION							
1400	General – Grade		X	X	X			
1401	Program Type Code		X	X				
1402	Program Entry Date		X	X				
1403	Program Exit Date		X	X				
1404	Title I		X	X				
1405	Section 504		X	X				
1406	Alternative Education Program		X	X	X			
1407	Supplemental Educational Services		X	X				
1408	Senior Year Option		X	X				
	SPECIAL EDUCATION							
1500	Special Education Classification	X			X	X		
1501	Special Education Services	X	X		X	X		
1502	Date of CST Referral	X				X		
1503	Date of Classification	X				X		
1504	Date of Implementation	X				X		
1505	Date of Reevaluation	X				X		
1506	Date of Declassification	X				X		
1507	Special Education Setting	X	X			X		
1508	Special Education – Parentally Placed in Non-Public	X				X		
1509	Special Education Exit/Withdrawal Code	X				X		
1510	IEP Parent Declined	X				X		
	LIMITED ENGLISH PROFICIENT							

1600	Limited English Proficient		X		X		X	
1601	Bilingual/ESL Program		X				X	
1602	Bilingual/ESL Proficiency Level		X				X	
1603	Completion Date		X				X	
1604	Bilingual/ESL Declined		X				X	
1605	Language of Instruction		X				X	
	CAREER PREPARATION							
1700	CIP Code		X					X
1701	Career Cluster		X					X
1702	Vocational Entry Date		X					X
1703	Percent Complete		X					X
1704	Vocational Exit Date		X					X
1705	Tech Prep		X					X
1706	College Course		X					X
1707	Post-Secondary Institution		X					X

E. ASSESSMENT

Data Element No.	Data Elements	Sending LEAs	Receiving LEAs	All Students	ASSA	Spec Ed	LEP	Career
1800	Accommodation Setting	X	X					
1801	Accommodation Schedule	X	X					
1802	Materials Modification	X	X					
1803	Procedure Modification	X	X					
1804	APA Language Test	X	X					
1805	APA Math Test	X	X					
1806	APA Science Test	X	X					
1807	Title I Language	X	X					
1808	Title I Math	X	X					
1809	Title I Science	X	X					

Data Layout

All electronic data submitted from LEAs to the New Jersey Department of Education in a standardized data layout (flat file layout). Refer to District upload File Layout Document for details.

GUIDANCE ON IMPLEMENTATION:

Social Security Number

N.J.A.C. 6A:28-2.5 does not preclude local districts from requesting voluntary disclosure of student social security numbers. The regulation provides for appropriate proof of eligibility to attend school in a district based upon domicile or residency in the district. Subsection (d) and (e) make it clear that it is improper for a local district board of education to request disclosure of student social security numbers as proof of eligibility to attend school in the district. The regulation does not apply to the kind of disclosure that the Department of Education seeks through the NJ SMART program. Rather DOE wants access to student social security numbers for the purpose of creating student identifiers in order to monitor student performance.

On the registration form, it must be clearly stated that disclosure of social security number is not mandatory. For example, the following language may be used as an advisory on the registration form next to Social Security Number.”

“Disclosure of Student Social Security Number is not mandatory. The Department of Education is requesting this information for purposes of uniquely identifying students enrolled in public schools. Uniquely identifying students enrolled in public schools allows for higher quality research on the performance of New Jersey public schools for the purpose of determining improved policies and programs to better education students. The social security number is one of eleven indicators used to uniquely identify a student in order to assign a State Identification Number (SID) for each student. The SID is used to monitor student performance data.”

Race/Ethnicity

Appendix A: Language Codes (New Jersey Department of Education)

00 = ENGLISH	68 = ICELANDIC	137 = SIWATI (SWAZI)
01 = ABKHAZ (ABKAS)	69 = IGORA	138 = SLOVAK
02 = ADYGEY	70 = ILOCANO (ILOKO)	139 = SLOVENIAN
(CHERKESSIAN,CIRCASSIAN,KABARDIAN)	71 = INDONESIAN (BAHASA)	140 = SOMALI
03 = AFRICAANS	72 = ITALIAN	141 = SPANISH
04 = AKAN (TWI,FANTE)	73 = JAPANESE	142 = SWAHILI
05 = ALBANIAN	74 = JAVANESE	143 = SWEDISH
06 = AMERICAN INDIAN (VARIOUS	75 = KANNADA/CANARESE/CANADESE	144 = TAGALOG (PILIPINO, FILIPINO)
LANGUAGES)	76 = KARACHAY	145 = TAIWANESE
07 = AMHARIC	77 = KASHMIRI	146 = TAMIL
08 = ARABIC	78 = KAZAKH (KHALKHA)	147 = TELUGU
09 = ARAMAIC	80 = KIKONGO (KONGO)	148 = TEMNE (THEMNE)
10 = ARMENIAN (HAYEREN)	81 = KIKUYU (GEYOKO, GIKUYU)	149 = THAI (SAIMESE)
11 = ASHANTI	82 = KINYARWANDA (RWANDA)	150 = TIBETAN
12 = ASSAMESE	83 = KIRGHIZ	151 = TIGRINYA
13 = ASSYRIAN	84 = KIRUNDI (RUNDI)	152 = TIV
14 = AZERBAIJANI (AZERI)	85 = KODAGU (COORG, COORGE)	153 = TONGAN
15 = BALUCHI	87 = KOREAN	154 = TSWANA (SETSWANA,
16 = BANGBA (KOKO)	88 = KRIO	SECHUAN,BOTSWANA)
17 = BASHKIR	89 = KURDISH	155 = TULU
18 = BASSA (KOKO)	90 = KURUX (ORAON, KURUKH)	156 = TUMBUKA (CHITUMBUKA)
19 = BEMBA	92 = LAO (LAOTIAN)	157 = TURKISH
20 = BENGALI (SYLHETTI BANGLA)	93 = LATVIAN (LETTISH)	158 = UKRAINIAN
21 = BERBER	94 = LINGALA	159 = UMBUNDU
22 = BIHARI (BHOJPURI)	95 = LITHUANIAN	160 = UMOBO
23 = BIKOL (BICOLANO)	96 = LUBA-KASAI (LUBA,LUBA-	
24 = BISAYA	LULUA,TSHILIBUBA)	161 = URDU
25 = BOSNIAN	97 = LUGANDA (GANDA, NYORE)	162 = UZBEK
26 = BULGARIAN	98 = LUHYA (LUYIA)	163 = VIETNAMESE
27 = BURMESE	99 = LUO (ACHOLI, LWO)	164 = VLAAMS (FLEMISH)
28 = BYELORUSSIAN	100 = MACEDONIAN	165 = WELSH
29 = CAMBODIAN (KHMER)	101 = MALAGASY	166 = WOLOF
30 = CANTONESE	102 = MALAY	167 = WU
31 = CATALAN	103 = MALAYALAM	168 = YALA
32 = CEBUANO (VISAYAN, BISAYON)	104 = MALDIVIAN	169 = YIDDISH
33 = CHARMORRO	105 = MALTESE	170 = YORUBA
35 = CHUVASH (BULGAR,CHUVASSIAN)	106 = MANDARIN(KUOYU, PUTONGHUA)	171 = YUGOSLAV
36 = CREOLE (FRENCH-PATOIS)	107 = MANDE	172 = ZULU
37 = CREOLE (HAITIAN)	108 = MANDINGO	999 = OTHER
38 = CRIOULO	109 = MAORI	
39 = CZECH	110 = MARATHI	
40 = DANISH	111 = MINA	
41 = DARI (AFGHAN, PERSIAN)	112 = MINJIA (BAI, MINCHIA)	
42 = DUTCH	113 = MONGOLIAN (KHALKHA MONGOL)	
43 = EFIK	114 = MORDVIN (MOKSHA, ERZYA)	
44 = ESTONIAN	115 = NEPALI (PAHARI)	
46 = FANG (PAMUE, PAHOUI)	116 = NORWEGIAN (LANDSMAAL,RIKSMAAL)	
47 = FARSI	117 = ORIYA	
48 = FINNISH	118 = PAMPANGO (PAMPANGAN)	
50 = FRENCH	119 = PANJABI (PUNJABI)	
51 = FULFULDE (FULA)	120 = PAPAMIENITO	
52 = GA	121 = PASHTO (PUSHTO)	
53 = GAELIC	122 = POLISH	
54 = GALICIAN	123 = PORTUGUESE	
55 = GEORGIAN	124 = QUECHUA	
56 = GERMAN	125 = RAJASTHANI (MARWARI)	
57 = GREEK	126 = RUMANIAN (ROMANIAN)	
58 = GUARANI	127 = RUSSIAN	
59 = GUJARATI	128 = SAMAR-LEYTE (WARAY-WARAY)	
60 = HAKKA (HOKKA, KE)	129 = SAMOAN	
61 = HAUSA	130 = SANGO	
62 = HEBREW	132 = SERBO-CROATIAN	
63 = HILIGAYNON (ILONGGO)	(SERBIAN,CROATIAN)	
64 = HINDI/HINDUSTANI	133 = SESOTHO	
65 = HMONG	134 = SHONA	
66 = HUNGARIAN (MAGYAR)	135 = SINDHI	
67 = IBO (IGBOO)	136 = SINGHALESE (SINHALA)	

Appendix B: Country Codes (National Center for Education Statistics)

* Denotes former countries.

01 = Afghanistan	67 = Egypt	Jamahiriya	190 = Samoa
02 = Albania	68 = El Salvador	128 = Liechtenstein	191 = San Marino
03 = Algeria	69 = Equatorial Guinea	129 = Lithuania	192 = Sao Tome and Principe
04 = American Samoa	70 = Eritrea	130 = Luxembourg	193 = Saudi Arabia
05 = Andorra	71 = Estonia	131 = Macau	194 = Senegal
06 = Angola	72 = Ethiopia	132 = Macedonia, The	195 = Seychelles
07 = Anguilla	73 = Falkland Islands	Former Yugoslav Republic of	196 = Sierra Leone
08 = Antarctica	(Malvinas)	133 = Madagascar	197 = Singapore
09 = Antigua and Barbuda	74 = Faroe Islands	134 = Malawi	198 = Slovakia
10 = Argentina	75 = Fiji	135 = Malaysia	199 = Slovenia
11 = Armenia	76 = Finland	136 = Maldives	200 = Solomon Islands
12 = Aruba	77 = France	137 = Mali	201 = Somalia
13 = Australia	78 = France, Metropolitan*	138 = Malta	202 = South Africa
14 = Austria	79 = French Guiana	139 = Marshall Islands	203 = South Georgia and the
15 = Azerbaijan	80 = French Polynesia	140 = Martinique	South Sandwich Islands
16 = Bahamas	81 = French Southern	141 = Mauritania	204 = Spain
17 = Bahrain	Territories	142 = Mauritius	205 = Sri Lanka
18 = Bangladesh	82 = Gabon	143 = Mayotte	206 = Sudan
19 = Barbados	83 = Gambia	144 = Mexico	207 = Suriname
20 = Belarus	84 = Georgia	145 = Indonesia, Federated	208 = Svalbard and Jan
21 = Belgium	85 = German Democratic	States of	Mayen
22 = Belize	Republic*	146 = Moldova, Republic of	209 = Swaziland
23 = Benin	86 = Germany	147 = Monaco	210 = Sweden
24 = Bermuda	87 = Ghana	148 = Mongolia	211 = Switzerland
25 = Bhutan	88 = Gibraltar	149 = Montserrat	212 = Syrian Arab Republic
26 = Bolivia	89 = Greece	150 = Morocco	213 = Taiwan, Province of
27 = Bosnia and Herzegovina	90 = Greenland	151 = Mozambique	China
28 = Botswana	91 = Grenada	152 = Myanmar (Burma)	214 = Tajikistan
29 = Bouvet Island	92 = Guadeloupe	153 = Namibia	215 = Tanzania, United
30 = Brazil	93 = Guam	154 = Nauru	Republic of
31 = British Indian Ocean	94 = Guatemala	155 = Nepal	216 = Thailand
Territory	95 = Guinea	156 = Netherlands	217 = Togo
32 = Brunei Darussalam	96 = Guinea-Bissau	157 = Netherlands Antilles	218 = Tokelau
33 = Bulgaria	97 = Guyana	158 = New Caledonia	219 = Tonga
34 = Burkina Faso	98 = Haiti	159 = New Zealand	220 = Trinidad and Tobago
35 = Burundi	99 = Heard Island and	160 = Nicaragua	221 = Tunisia
36 = Byelorussian SSR*	McDonald Islands	161 = Niger	222 = Turkey
37 = Cambodia	100 = Holy See (Vatican City	162 = Nigeria	223 = Turkmenistan
38 = Cameroon	State)	163 = Niue	224 = Turks and Caicos
39 = Canada	101 = Honduras	164 = Norfolk Island	Islands
40 = Cape Verde	102 = Hong Kong	165 = Northern Mariana	225 = Tuvalu
41 = Cayman Islands	103 = Hungary	Islands	226 = Uganda
42 = Central African Republic	104 = Iceland	166 = Norway	227 = Ukraine
43 = Chad	105 = India	167 = Oman	228 = Union of Soviet
44 = Chile	106 = Indonesia	168 = Pakistan	Socialist Republics*
45 = China	107 = Iran, Islamic Republic	169 = Palau	229 = United Arab Emirates
46 = Christmas Island	of	170 = Palestinian Territory,	230 = United Kingdom (Great
47 = Cocos (Keeling) Islands	108 = Iraq	Occupied	Britain)
48 = Colombia	109 = Ireland	171 = Panama	231 = United States
49 = Comoros	110 = Israel	172 = Papua New Guinea	232 = United States Minor
50 = Congo	111 = Italy	173 = Paraguay	Outlying Islands
51 = Congo, The Democratic	112 = Jamaica	174 = Peru	233 = Uruguay
Republic of the	113 = Japan	175 = Philippines	234 = Uzbekistan
52 = Cook Islands	114 = Jordan	176 = Pitcairn	235 = Vanuatu
53 = Costa Rica	115 = Kazakhstan	177 = Poland	100 = Vatican City State, see
54 = Cote D'Ivoire (Ivory	116 = Kenya	178 = Portugal	Holy See
Coast)	117 = Kiribati	179 = Puerto Rico	236 = Venezuela
55 = Croatia	118 = Korea, Democratic	180 = Qatar	237 = Vietnam
56 = Cuba	People's Republic of	181 = Reunion	238 = Virgin Islands, British
57 = Cyprus	119 = Korea, Republic of	182 = Romania	239 = Virgin Islands, U.S.
58 = Czech Republic	120 = Kuwait	183 = Russian Federation	240 = Wallis and Futuna
59 = Czechoslovakia*	121 = Kyrgyzstan	184 = Rwanda	241 = Western Sahara
60 = Democratic Yemen	122 = Lao People's	185 = Saint Helena	242 = Yemen
61 = Denmark	Democratic Republic	186 = Saint Kitts and Nevis	243 = Yugoslavia
62 = Djibouti	123 = Latvia	187 = Saint Lucia	051 = Zaire, see Congo, The
63 = Dominica	124 = Lebanon	188 = Saint Pierre and	Democratic Republic of the
64 = Dominican Republic	125 = Lesotho	Miquelon	244 = Zambia
65 = East Timor	126 = Liberia	189 = Saint Vincent and the	245 = Zimbabwe
66 = Ecuador	127 = Libyan Arab	Grenadines	

Appendix C: State Codes (US Postal Service Standard)

AL = ALABAMA
AK = ALASKA
AS = AMERICAN SAMOA
AZ = ARIZONA
AR = ARKANSAS
CA = CALIFORNIA
CO = COLORADO
CT = CONNECTICUT
DE = DELAWARE
DC = DISTRICT OF COLUMBIA
FM = FEDERATED STATES OF
MICRONESIA
FL = FLORIDA
GA = GEORGIA
GU = GUAM
HI = HAWAII
ID = IDAHO
IL = ILLINOIS
IN = INDIANA
IA = IOWA
KS = KANSAS
KY = KENTUCKY
LA = LOUISIANA
ME = MAINE
MH = MARSHALL ISLANDS
MD = MARYLAND
MA = MASSACHUSETTS
MI = MICHIGAN
MN = MINNESOTA
MS = MISSISSIPPI
MO = MISSOURI
MT = MONTANA
NE = NEBRASKA
NV = NEVADA

NH = NEW HAMPSHIRE
NJ = NEW JERSEY
NM = NEW MEXICO
NY = NEW YORK
NC = NORTH CAROLINA
ND = NORTH DAKOTA
MP = NORTHERN MARIANA ISLANDS
OH = OHIO
OK = OKLAHOMA
OR = OREGON
PW = PALAU
PA = PENNSYLVANIA
PR = PUERTO RICO
RI = RHODE ISLAND
SC = SOUTH CAROLINA
SD = SOUTH DAKOTA
TN = TENNESSEE
TX = TEXAS
UT = UTAH
VT = VERMONT
VI = VIRGIN ISLANDS
VA = VIRGINIA
WA = WASHINGTON
WV = WEST VIRGINIA
WI = WISCONSIN
WY = WYOMING

Military "States"

AE = Armed Forces Africa
AA = Armed Forces Americas (except
Canada)
AE = Armed Forces Canada
AE = Armed Forces Europe
AE = Armed Forces Middle East
AP = Armed Forces Pacific

Appendix H: Post-Secondary Institutions

COLLEGES AND UNIVERSITIES IN NEW JERSEY

01 = Assumption College for Sisters
02 = Berkeley College
03 = Beth Medrash Govoha
04 = Bloomfield College
05 = Caldwell College
06 = Centenary College
07 = The College of New Jersey
08 = College of Saint Elizabeth
09 = DeVry College of Technology
10 = Drew University
11 = Fairleigh Dickinson University
12 = Felician College
13 = Georgian Court College
14 = Gibbs College
15 = Kean University
16 = Monmouth University
17 = Montclair State University
18 = New Brunswick Theological Seminary
19 = New Jersey City University
20 = New Jersey Institute of Technology
21 = Philadelphia Biblical University, New Jersey Campus
22 = Princeton Theological Seminary
23 = Princeton University
24 = Rabbi Jacob Joseph School
25 = Rabbinical College of America
26 = Ramapo College of New Jersey
27 = The Richard Stockton College of New Jersey
28 = Rabbi Jacob Joseph School
29 = Rabbinical College of America
30 = Rider University
31 = Rowan University
32 = Rutgers University
33 = Saint Elizabeth, College of
34 = Saint Peter's College
35 = Seton Hall University
36 = Somerset Christian College
37 = Stevens Institute of Technology
38 = Talmudical Academy
39 = Thomas Edison State College
40 = University of Medicine and Dentistry of New Jersey
41 = William Paterson University of New Jersey

COMMUNITY COLLEGES IN NEW JERSEY

51 = Atlantic Cape Community College
52 = Bergen Community College
53 = Brookdale Community College
54 = Burlington County College
55 = Camden County College
56 = County College of Morris
57 = Cumberland County College
58 = Essex County College
59 = Gloucester County College
60 = Hudson County Community College
61 = Mercer County Community College
62 = Middlesex County College
63 = Ocean County College
64 = Passaic County Community College
65 = Raritan Valley Community College
66 = Salem Community College
67 = Sussex County Community College
68 = Union County College
69 = Warren County Community College

OUT-OF-STATE POST-SECONDARY INSTITUTIONS

98 = Out-of-State College or University
99 = Out-of-State Community College