SURE Submission Layout File Specifications

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

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

STEP 1: Create Student Unit Record

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

IMPORTANT: Do not enter commas, dashes, or slashes in any of the fields. For all fields with "*Text*" in the "*Variable Type*" column below, select the entire column in the file and change the type from "General" to "Text" and then paste as values 📋123

SURE Noncredit Enrollment File Layout Specifications

COLUMN	FIELD NAME	VARIABLE TYPE	LENGTH	REQUIRED	FORMAT	PAGE	CHECK LIST
A	Report Starting Date	Text	6	Y	MMYYYY	6	☐ Date is in MMYYYY format ☐ Date does not include separators such as "/" or "-"
B	Institution Code	Text	6	Y	XXXXXX	**7**	☐ All codes are 6 digits, formatted as text
C	Social Security Number	Text	9	Y	XXXXXXXXX	**8**	☐ SSN is 9 characters long, formatted as text, with leading 0s ☐ No commas, dashes, or slashes are present ☐ Invalid SSNs are replaced with a temporary identifier in the format 9XXXXXXXX, using "9" followed by the Student ID Number ☐ This temporary Identifier has been consistently reported across reporting years and submission type ☐ Column is formatted as text and not a custom format
D	Sex	Numeric	1	Y	X	9	☐ All values are 1 digit and valid values are either 1 or 2
E	Citizenship	Numeric	1	Y	X	10	☐ All values are 1 digit and valid values are between 0 and 3
F	Birth Date	Text	8	Y	MMDDYYYY	11	☐ No commas, dashes slashes are present ☐ Column is formatted as text and not a custom format
G	Zip Code of Home Address at Admission	Text	5	N	XXXXX	12	☐ ZIP Code is 5 digits and includes leading 0s ☐ Column is formatted as text and not a custom format
H	State of Residence	Text	2	Y	XX	13	☐ All values are 2 digits, formatted as text ☐ State and county codes **do not conflict**

I	NJ County of Residence	Text	2	Y	XX	15	☐ All values are 2 digits, formatted as text ☐ State and county codes **do not conflict** **FYI** • If State is '57' (Unknown), NJ county code should be '00' (Unknown) • If State='34' and the county is <u>unknown</u> then the NJ county='88' (Unknown). • If State is outside of N.J. (not 34), NJ County=99
J	Course Content Category	Numeric	1	Y	XX	16	☐ All values are 1 digit, formatted as numeric, with values of either 1 or 2
K	Targeted Audience	Numeric	1	Y	XX	**17**	☐ All values are 1 digit, formatted as numeric, with values of either 1, 2, or 3
L	Clock Hours	Numeric	3-5	Y	X.XX XX.XX XXX.XX	**18**	☐ All values are a numeric value in X.XX, XX.XX, or XXX.XX format
M	Hispanic/Latino Code	Numeric	1	Y	X	19	☐ Code is 1 digit and valid values are between 0 and 1
N	American Indian/Alaskan Native Code	Numeric	1	Y	X	20	☐ Code is 1 digit and valid values are between 0 and 1
O	Asian Code	Numeric	1	Y	X	21	☐ Code is 1 digit and valid values are between 0 and 1
P	Black/African American Code	Numeric	1	Y	X	22	☐ Code is 1 digit and valid values are between 0 and 1
Q	Native Hawaiian/Pacific	Numeric	1	Y	X	23	☐ Code is 1 digit and valid values are between 0 and 1
R	White Code	Numeric	1	Y	X	24	☐ Code is 1 digit and valid values are between 0 and 1
S	NJ SMART Identification Number	Text	10	Y	XXXXXXXXXX	**25**	☐ Valid NJ SMART SID is provided. ☐ NJ SMART ID Includes leading 0s ☐ Left blank (ONLY if NJ SMART SID is NOT available) ☐ Column is formatted as text and not a custom format
T	Institutional Student Identification Number	Text	0-15	Y	XXXXXXXXXXXXXXX	**26**	☐ Valid Institutional ID is ≤ 15 characters ☐ Institutional ID Includes leading 0s ☐ Column is formatted as text and not a custom format

STEP 2: SAVING AND NAMING Your File

Your file name should include your account code. You can use underscores in your file name, but should NOT use these characters: ! @ # $ % ^ & * ( ) +. Files must be submitted using the file extension XLSX). All SURE files must contain the appropriate naming convention and preparing it for submission. Please review the naming convention criteria and examples below.

<u>TITLE VARIABLE</u>   <u>EXAMPLE</u>
    1. INSTITUTION NAME   South University

2.	SEMESTER	Fall or Spring or FY, Feb, August
3.	REPORTING YEAR	YYYY (e.g 2021)
4.	SURE FILE TYPE	Enrollment, FY Completions, 12 Month, SSN Updates, New Transfer, Non Credit
5.	VERSION	Initial submission: V1
		Revised Version: V2, V3, etc.
6.	DATE OF SUBMISSION	Month, day, year format (MMDDYY) the file was submitted.

Naming convention for Initial file type

1. *InstitutionName_FY20XX_NonCreditEnrollment_V1_MMDDYY*

REVISED FILE SUBMISSION

For submission of a **revised file**, we request the file <u>to be saved</u> with the following <u>naming convention</u> before the file is dropped or uploaded to the respective MOVEit folder.

InstitutionName_Revised_FY20XX_NonCreditEnrollment _V2_MMDDYY

(Ex. Noncredit 2024 Revised file submitted on 2/15/2025 will have the naming convention ***InstitutionName_FY2024_NonCreditEnrollment _V2_021525)***

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

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

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

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