


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 Excel (.xlsx) format, note .csv although created and read by Excel is not the same file type as a full Excel document, so please re-save any .txt/.csv/.dat files as Excel 2016 or later, preferably. This will ensure your file imports into our SURE SQL database properly.

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

SURE 12 Month Enrollment File Layout Specifications

COLUMN	FIELD NAME	VARIABLE TYPE	LENGTH	REQUIRED	FORMAT	PAGE	CHECK LIST
A	Report Starting Date	Text	6	Y	MMYYYY	6	<input type="checkbox"/> Date is in MMYYYY format <input type="checkbox"/> Date does not include separators, slashes “/” or dashes “-”
B	Institution Code	Text	6	Y	XXXXXX	7	<input type="checkbox"/> All codes are 6 digits, formatted as text <input type="checkbox"/> Column is formatted as text and not a custom format
C	Social Security Number	Text	9	Y	XXXXXXXXXX	8	<input type="checkbox"/> SSN is 9 characters long, formatted as text, with leading 0s <input type="checkbox"/> SSN does not include separators, slashes “/” or dashes “-” <input type="checkbox"/> Invalid <u>SSNs</u> are replaced with a <u>temporary identifier</u> in the format 9XXXXXXXXX, using “9” followed by the Student ID Number <input type="checkbox"/> This temporary Identifier has been consistently reported across reporting years and submission type <input type="checkbox"/> Column is formatted as text and not a custom format
D	Sex	Numeric	1	Y	X	9	<input type="checkbox"/> All values are 1 digit and valid values are between 1 or 2
E	Citizenship	Numeric	1	Y	X	10	<input type="checkbox"/> All values are 1 digit and valid values are between 0 and 3
F	Birth Date	Text	8	Y	MMDDYYYY	11	<input type="checkbox"/> Date does not include separators, slashes “/” or dashes “-” <input type="checkbox"/> Yields age between 11 and 100

							<input type="checkbox"/> Column is formatted as text and not a custom format
G	Distance Education Status	Numeric	1	Y	X	12	<input type="checkbox"/> All values are 1 digit and valid values are between 1 and 3
H	Registration Status	Numeric	1	Y	X	13	<input type="checkbox"/> All values are 1 digit and valid values are between 1 and 4
I	Matriculation Status	Numeric	1	Y	X	14	<input type="checkbox"/> All values are 1 digit and valid values are either 1 or 2
J	Attendance Status	Numeric	1	Y	X	15	<input type="checkbox"/> All values are 1 digit and valid values are either 1 or 2
K	Major Code (CIP Code)	Text	6	Y	XXXXXX	16	<input type="checkbox"/> Major Code is 6 digits, formatted as text, with leading 0's <input type="checkbox"/> Column is formatted as text and not a custom format <u>FYI</u> For accepted codes, refer to the Degree Program Inventory on the OSHE website.
L	Student Level	Text	1	Y	X	17	<input type="checkbox"/> All values are 1 digit and valid values are between 1 and 3
M	Accumulated Grade Point Average	Numeric	3	Y	X.XX	18	<input type="checkbox"/> All values are separated by a decimal and are 3 digits <input type="checkbox"/> All values of 0.00 indicate “failed all attempted credits” <input type="checkbox"/> No leading zeros <u>FYI</u> Cell can <u>only be left blank</u> if information is <u>not available</u> or student is first-time with no semester GPA.
N	Total Credits Attempted	Numeric	4	Y	XX.XX	19	<input type="checkbox"/> All values are separated by a decimal and are 3-4 digits <input type="checkbox"/> Does not contain values of 0.00, as it is invalid number <input type="checkbox"/> No leading zeros <input type="checkbox"/> If student information is missing, field is left blank
O	Accumulated Native Degree Credits	Numeric	3-4	Y	XXX.XX	20	<input type="checkbox"/> All values are separated by a decimal and are between 3 and 5 digits <input type="checkbox"/> All values of 0.00 indicate “failed all attempted credits” <input type="checkbox"/> No leading zeros <u>FYI</u> Leave blank if unavailable, student is first-time freshman and has no prior credits, or is a transfer student
P	Accumulated Total Degree Credits	Numeric	3-5	Y	XXX.XX	21	<input type="checkbox"/> All values are separated by a decimal and are between 3 and 5 digits <input type="checkbox"/> All values of 0 indicate “failed all attempted credits” <input type="checkbox"/> No leading zeros <u>FYI</u> Leave blank if unavailable, student is first-time freshman and has no prior credits, or is a transfer student awaiting credit evaluation.
Q	Hispanic/Latino Code	Numeric	1	Y	X	22	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
R	American Indian/Alaskan Native Code	Numeric	1	Y	X	23	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
S	Asian Code	Numeric	1	Y	X	24	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1

T	Black/African American Code	Numeric	1	Y	X	25	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
U	Native Hawaiian/Pacific	Numeric	1	Y	X	26	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
V	White Code	Numeric	1	Y	X	27	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
W	NJ SMART Identification Number	Text	10	Y	XXXXXXXXXX	28	<input type="checkbox"/> Valid NJ SMART SID is provided <input type="checkbox"/> NJ SMART ID includes leading 0's <input type="checkbox"/> Left blank (ONLY if NJ SMART SID is NOT available) <input type="checkbox"/> Column is formatted as text and not a custom format
X	Institutional Student Identification Number	Text	0-15	Y	XXXXXXXXXXXXXXXX	29	<input type="checkbox"/> Valid Institutional ID is ≤ 15 characters <input type="checkbox"/> Institutional ID includes leading 0's <input type="checkbox"/> Column is formatted as text and not a custom format
Y	Unduplicated Headcount Indicator	Numeric	1	Y	X	30	<input type="checkbox"/> All values are 1 digit <input type="checkbox"/> All records contain a value of 1 unless a student has two records at varying student levels, in which case one record should contain value of 1 and other record should contain value of 0
Z	Dual Enrollment	Numeric	1	N	X	31	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 2

STEP 2: SAVING AND NAMING Your File

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

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

Naming convention for file type

1. *TWM123456Y25.xlsx*

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

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



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

A screenshot of the OSHE SURE web application. The top navigation bar includes links for 'File Upload', 'IPEDS Files', 'IPEDS Generation', 'IPEDS Tracking', 'SSN Update', 'Reports', 'Table Maintenance', 'User Administration', 'Welcome Chad May', and 'Profile'. The 'File Upload' link is circled in blue. Below the navigation bar is the 'File Tracking' section. It contains form fields for 'File Type', 'Semester', 'Year', 'FileName', 'School', and a 'Non Submitted School' checkbox. There are 'Submit' and 'Reset' buttons. Below the form is a table with columns: 'School', 'FileName', 'FileType', 'Semester', 'Year', 'Status', 'ProcessDate', 'Record Count', and 'Process'. The table is currently empty, showing 'No data available in table'. There is a 'Show 10 entries' dropdown and a 'Search' input field. A 'Process' button is located above the table.

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

A close-up screenshot of the 'File Tracking' section. The 'Process' button is circled in red. Below it is a table with columns: 'Record Count' and 'Process'. The table has two rows. The first row has a 'Record Count' of 3257 and a checked checkbox in the 'Process' column. The second row has a 'Record Count' of 13598 and an unchecked checkbox in the 'Process' column. The 'Process' column header is also circled in red.



File Tracking

File Type

12-month Enrollments

Semester

Y

Year

2024

FileName

School

Bais Medrash Toras Chessed

Non Submitted School



Submit

Reset