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 New Transfer Enrollment File Layout Specifications

COLUMN	FIELD NAME	VARIABLE TYPE	LENGTH	REQUIRED	FORMAT	PAGE	CHECK LIST
A	Reporting 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 slashes are present ☐ Invalid SSN's 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 ☐ Each SSN is associated with only one record in the file
D	Class Level	Text	1	Y	X	**9-10**	☐ All values are 1 digit and valid values are between 1 and 9 **FYI** • If Class level =1-4, then Matric status=1 • If Class level =6, then Matric status=1 • If Class level =7, then Matric status=2 ☐ Column is formatted as text and not a custom format

E	Program Major (CIP Code)	Text	6	Y	XXXXXX	11	☐ Program Major is an approved value listed on the Inventory of Degree Programs list
F	Baccalaureate Degree Program	Numeric	1	Y	X	12	☐ All values are 1 digit and valid values are between 1 and 3
G	Transfer Institution Code	Text	6	Y	XXXXXX	13	☐ All codes are 6 digits, formatted as text ☐ Value matched the CEEB Code indicated within the data dictionary for the institution from which they transferred. **FYI** This code must be provided to compile annual state report.
H	Associate Degree Received	Numeric	1	Y	X	14	☐ All values are 1 digit and valid values are between 1 and 4 unless left blank (for students that have not received an Associate Degree)
I	Degree Credits Awarded by Transfer Institution	Numeric	3-5	Y	X.XX XX.XX XXX.XX	15	☐ All values are a numeric value in X.XX, XX.XX, or XXX.XX format, unless left blank (for students for whom transfer credits have not yet been evaluated)
J	Degree Credits Accepted by Reporting Institution	Numeric	3-5	Y	X.XX XX.XX XXX.XX	16	☐ All values are a numeric value in X.XX, XX.XX, or XXX.XX format, unless left blank (for students for whom transfer credits have not yet been evaluated)
K	Total Degree Credits Awarded by All Transfer Institutions	Numeric	3-5	Y	X.XX XX.XX XXX.XX	17	☐ All values are a numeric value in X.XX, XX.XX, or XXX.XX format, unless left blank (for students for whom transfer credits have not yet been evaluated)
L	Total Degree Credits Accepted by Reporting Institution	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, unless left blank (for students for whom transfer credits have not yet been evaluated)
M	NJ SMART Identification Number	Text	10	Y	XXXXXXXXXX	19	☐ 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
N	Institutional Student Identification Number	Text	0-15	Y	XXXXXXXXXXXXXXX	20	☐ Valid Institutional ID is ≤ 15 characters ☐ Institutional ID Includes leading 0s ☐ Identical Institutional ID should not appear on multiple rows. ☐ 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. File names should only be alphanumeric, with no spaces, underscores, punctuation marks, or special characters. Files must be submitted using the file extension XLSX). All SURE files must contain the appropriate naming convention for successful submission. Please review the naming convention criteria and examples below.

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

Naming convention for file type

1. *NTE123456F25.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/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.