New Jersey Department of Education
Staff Course Submission Handbook

VERSION 2.0

State of New Jersey

Department of Education

100 River View Executive Plaza

P.O. Box 500

Trenton, NJ 08652

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Table of Contents

Foreword

The New Jersey Department of Education is pleased to publish the *Staff Course Submission Data Handbook*. Because quality information requires student, staff, and course roster data elements that are uniform, consistent and easy to understand, this reference guide defines and maintains a set of standards for this educational data. Please note that the *Staff Course Submission Data Handbook* must be used in addition to the *Student Course Submission Data Handbook* for the Course Roster Submission.

Revision History

Date	Version	Comment
February 12, 2025	2.0	- The Acceptable Value Type has been updated to Character: - CountyCodeAssigned - DistrictCodeAssigned - SchoolCodeAssigned - Updated the Common Errors section for StaffMemberIdentifier to reflect the current SMID Management validation process.
March 28, 2023	1.9	- Updated the Common Errors section for StaffMemberIdentifier to offer more guidance on how to resolve the combination error. - Warnings section added to the Handbook.
April 5, 2022	1.8	- Updated validation rules for data elements SectionEntryDate and SectionExitDate to provide more detail on existing validation rules. - Common Errors section added to the Handbook.
April 1, 2020	1.7	Updated all data elements to include CEDS Mapping.
April 1, 2019	1.6	Updated dates for the 2018-2019 SY.
April 12, 2017	1.5	Added mSGP guidance to the Additional Notes section for SectionEntryDate, SectionExitDate, and SubjectArea.
July 3, 2012	1.4	AvailableCredit, LocalCourseCode, and LocalSectionCode ranges increased.
April 11, 2012	1.3	Additional Note added to SectionExitDate.
April 2, 2012	1.2	Minor formatting updates. Revision Table added. Further clarification on LSID validation checks provided.

Executive Summary

Accurate, consistent, and timely information is necessary to make informed decisions about the performance of New Jersey's school system. The *Staff Course Submission Handbook* was developed to assist school districts in providing education information to the New Jersey Department of Education (NJDOE) in a standardized format to comply with state and federal requirements. For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured. This *Staff Course Submission Handbook (Handbook)* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

New Jersey Standards Measurement and Resource for Teaching (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 *Every Student Succeeds Act* (ESSA) and the *Individuals with Disabilities Education Act* (IDEA), are compelling Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements. The NJDOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way. Third, the NJDOE is committed to becoming 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, the NJDOE hopes to increase administrative efficiency through the use of technology.

Privacy and Security

NJDOE 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, information in NJ SMART is segmented or compartmentalized with security rights set up by the district so that only registered and authorized users have access to information where they have a legitimate educational interest.

Data Elements and Definitions

This *Staff Course Submission Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJDOE. Not all data elements are relevant to each staff member. It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear, it should be reported to NJ SMART so that a collaborative resolution can be reached.

The following information is provided for each data element in the *Staff Course Submission Handbook:*

- **Name of Data Element:** The data element name used within the NJ SMART system.
- **NJDOE Number:** The numerical identification of the data element, which will remain in effect over time regardless of data elements retired or added.
- **Definition of Data Elements:** A brief description of the data element.
- **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.
- **CEDS Mapping:** An indication of how the NJ SMART data element maps to Common Education Data Standards (CEDS).
- **Is This Data Element Required?:** Indication of whether the data element is required for file submission.
- **Acceptable Values:** Indication of the data type, minimum and maximum number of characters permitted, and lists values and ranges accepted for each element.
- **Validation Checks:** Specific data validation that will occur with respect to each data element.
- **Additional Notes:** Additional relevant notes about the data element.
- **Common Errors:** Guidance on how to resolve common errors within NJ SMART.

LocalStaffIdentifier (LSID)

NJDOE Number
118

Definition of Data Element
A unique number or alphanumeric code assigned to a staff member.

Functional, Policy or Legal Document
A local staff identifier (LSID) is assigned by the district and used to track staff members within a district over time and to keep staff information secure and confidential. Districts must assign the Local Staff Identifier for each staff member in order to receive a Staff Member Identification Number (SMID). This provides an additional matching field and an efficient way for NJDOE to provide SMIDs to districts. This data element is used to verify the unique identification of the staff member.

CEDS Mapping
Local Education Agency Identifier

Is this Data Element Required?
Field is mandatory for all staff members.

Acceptable Values
Type: Alphanumeric
Minimum Length: 1
Maximum Length: 20

Validation Checks
• An error will occur if field is left blank.
• Error will occur if multiple staff within the district have the same LSID but are reported with different SMIDs.

Additional Notes
• Only the staff member responsible for 100% of the roster should be reported.
• This field must be reported exactly as reported in SMID Management.

Common Errors
Error Message: Duplicate staff record with the same information exists in the LEA.
Resolution: Review the staff member's course records to identify which courses are duplicated. To resolve, complete a full file upload with each course record listed once for each staff member.

StaffMemberIdentifier (SMID)

NJDOE Number
119

Definition of Data Element
A unique number assigned and maintained by the New Jersey Department of Education that is unique for each staff member over time.

Functional, Policy or Legal Document
In order to track staff within and across districts over time, NJDOE will assign a unique 8-digit number to all staff members employed in a New Jersey public school district. After the initial assignment of staff member identification numbers (SMID), districts will be required to verify or obtain an identification number whenever a new staff member enters the district.

CEDS Mapping
Staff Member Identifier

Is this Data Element Required?
Field is mandatory for all staff members.

Acceptable Values
Type: Numeric
Minimum Length: 8
Maximum Length: 8

Validation Checks
• An error will occur when the Staff Member Identifier is not a valid number issued by NJ SMART.

Additional Notes
• Only the staff member responsible for 100% of the roster should be reported.
• This field must be reported exactly as reported in SMID Management.

Common Errors
Error Message: Combination of LSID, SMID, First Name, Last Name, and Date of Birth does not match data submitted during SMID Submission. **Resolution**: To resolve this error, click on the Snapshot page in SMID Management. Compare the values of all five fields (LSID, SMID, First Name, Last Name, and Date of Birth) in the record against the fields in Staff Course Roster Submission. All five fields in Staff Course Roster Submission must match exactly to the SMID Snapshot page, and the record on the Snapshot must be free of Error, Sync, and Unresolved. Make the necessary changes within your local data system and then reupload to the Staff Course Roster Submission to resolve the combination error.

FirstName

NJDOE Number
122

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

Functional, Policy or Legal Document
Used to establish the identity of staff members.

CEDS Mapping
First Name

Is this Data Element Required?
Field is mandatory for all staff members.

Acceptable Values
Type: Alpha
Minimum Length: 1
Maximum Length: 30

Validation Checks
• An error will occur if field is left blank.

Additional Notes
• First name and last name must be reported as separate fields.
• No nicknames or abbreviated names should be reported. Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphen are accepted.
• Only the staff member responsible for 100% of the roster should be reported.
• This field must be reported exactly as reported in SMID Management.

Common Errors
N/A

Warnings
N/A

LastName

NJDOE Number
124

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

Functional, Policy or Legal Document
Used to establish the identity of staff members.

CEDS Mapping
Last or Surname

Is this Data Element Required?
Field is mandatory for all staff members.

Acceptable Values
Type: Alpha **Minimum Length:** 1 **Maximum Length**: 50

Validation Checks
• An error will occur if field is left blank.

Additional Notes
• First name and last name must be reported as separate fields. • Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted. • Staff members with multiple last names should include multiple last names in this field. Hyphens are acceptable if they are part of the staff member's legal name; place both last names in this field. Example: Jenny R. Smith-Jones would be last name = "Smith-Jones" while John F. Davis Smyth would be last name = "Davis Smyth". • Only the staff member responsible for 100% of the roster should be reported. • This field must be reported exactly as reported in SMID Management.

Common Errors
N/A

Warnings
N/A

DateOfBirth

NJDOE Number
128

Definition of Data Element
The year, month and day on which an individual was born.

Functional, Policy or Legal Document
Used to establish the identity of staff members.

CEDS Mapping
Birthdate

Is this Data Element Required?
Field is mandatory for all staff members.

Acceptable Values
Type: Date
Minimum Length: 8
Maximum Length: 8

Validation Checks

- An error will occur if format does not include a four-digit year followed by a zero-filled two-position month, followed by a zero-filled two-position day (i.e. 20150128).
- An error will occur if field is left blank.

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
- Only the staff member responsible for 100% of the roster should be reported.
- This field must be reported exactly as reported in SMID Management.

Common Errors
N/A

Warnings
N/A

CountyCodeAssigned

NJDOE Number
157

Definition of Data Element
The identifier for the New Jersey county in which the staff member is employed.

Functional, Policy or Legal Document
NJDOE, Division of Finance

CEDS Mapping
School Identifier

Is this Data Element Required?
Field is mandatory for all staff members.

Acceptable Values
Type: Character
Minimum Length: 2
Maximum Length: 2
For County Codes, please refer to the NJ SMART County District School Code List.

Validation Checks
• An error will occur if codes do not conform to the codes listed.
• An error will occur if field is left blank.

Additional Notes
• The CountyCodeAssigned should reflect the accurate County code for the specific course section.

Common Errors
N/A

Warnings
N/A

DistrictCodeAssigned

NJDOE Number
158

Definition of Data Element
The identifier for the LEA in which the staff member is employed.

Functional, Policy or Legal Document
NJDOE, Division of Finance

CEDS Mapping
School Identifier

Is this Data Element Required?
Field is mandatory for all staff members.

Acceptable Values

Type: Character

Minimum Length: 4

Maximum Length: 4

For District Codes, please refer to the NJ SMART County District School Code List.

Validation Checks

- An error will occur if codes do not conform to the NJDOE codes listed.
- An error will occur if field is left blank.

Additional Notes

- The DistrictCodeAssigned should reflect the accurate District code for the specific course section.

Common Errors
N/A

Warnings
N/A

SchoolCodeAssigned

NJDOE Number

159

Definition of Data Element

The identifier for the school in which the staff member is employed.

Functional, Policy or Legal Document

NJDOE, Division of Finance

CEDS Mapping

School Identifier

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Character

Minimum Length: 3

Maximum Length: 3

For School Codes, please refer to the NJ SMART County District School Code List.

Validation Checks

- An error will occur if codes do not conform to the NJDOE codes listed.
- An error will occur if field is left blank.

Additional Notes

- The SchoolCodeAssigned should reflect the accurate School code for the specific course section.

Common Errors

N/A

Warnings

N/A

-

SectionEntryDate

NJDOE Number
175

Definition of Data Element
The most recent date the staff member was assigned to the specific section of the course.

Functional, Policy or Legal Document
The Section Entry Date should be the date the staff member started teaching a course section and should align with the local attendance roster.

CEDS Mapping
Course Section Enrollment Status Start Date

Is this Data Element Required?
Field is mandatory for all staff.

Acceptable Values
Type: Date
Minimum Length: 8
Maximum Length: 8
YYYYMMDD

Validation Checks
• Error will occur if value does not meet the acceptable range of values.
• An error will occur if format does not include a four-digit year followed by a zero-filled two-position month, followed by a zero-filled two-position day (i.e. 20240128).
• An error will occur if field is left blank.
• Error will occur if the staff course entry date occurs after the staff course exit date.

Additional Notes
• Only the staff member responsible for 100% of the roster should be reported.
• Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
• Staff SectionEntryDate should occur in the current School Year.
• If a staff member enters, exits, and then re-enters the same course section, use the latest (most recent) entry date.
• Section Entry and Section Exit dates are used in the mSGP calculation to determine the time in course for the teacher of record. For more information on how an mSGP is calculated, please review the Median SGP District Summary Reports FAQ.

Common Errors
N/A

Warnings
N/A

SectionExitDate

NJDOE Number
176

Definition of Data Element
The date the staff member's assignment to the specific section ended.

Functional, Policy or Legal Document
The Section Exit Date should be the date the staff member stopped teaching a course section and should align with the local attendance roster.

CEDS Mapping
Course Section Enrollment Status End Date

Is this Data Element Required?
Field is mandatory for all staff who are no longer active in the course.

Acceptable Values

Type: Date
Minimum Length: 8
Maximum Length: 8

YYYYMMDD

Validation Checks

- Error will occur if value does not meet the acceptable range of values.
- An error will occur if format does not include a four-digit year followed by a zero-filled two-position month, followed by a zero-filled two-position day (i.e. 20240128).
- An error will occur if field is left blank.
- Error will occur if the staff course exit date occurs before the staff course entry date.

Additional Notes

- Only the staff member responsible for 100% of the roster should be reported.
- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
- Staff SectionEntryDate should occur in the current School Year.
- If a staff member enters, exits, and then re-enters and exits the same course section again (ex: maternity leave), use the latest (most recent) exit date.
- Staff SectionExitDate cannot be in the future.
- Section Entry and Section Exit dates are used in the mSGP calculation to determine the time in course for the teacher of record. For more information on how an mSGP is calculated, please review the Median SGP District Summary Reports FAQ.

Common Errors
N/A

Warnings
N/A

SubjectArea

NJDOE Number
177

Definition of Data Element
The general content code per the NCES SCED code listing.

Functional, Policy or Legal Document
NCES SCED codes

CEDS Mapping
School Courses for the Exchange of Data Course Subject Area
School Courses for the Exchange of Data Course Code (SubjectArea + CourseIdentifier)

Is this Data Element Required?
Field is mandatory for all courses.

Acceptable Values
Type: Numeric
Minimum Length: 2
Maximum Length: 2
For Subject Area Codes, please refer to the NJ SMART SCED Course Codes document.

Validation Checks
• Error will occur if value is not a valid SCED Subject Area code.
• Error will occur if field is left blank.

Additional Notes
• You will need to work cooperatively with your curriculum coordinator to assign the appropriate subject area code. Some courses will require your professional judgment.
• Prior-to-secondary course codes should be used for all courses that do not have Available Credit. Secondary course codes should be used for all courses that have an Available Credit of greater than 0.000.
• Staff members reported with a Subject Area of 51, 52, or 73 will be pulled to the Teacher median SGP District Summary Report. For more information on how an mSGP is calculated, please review the Median SGP District Summary Reports FAQ.

Common Errors
N/A

Warnings
N/A

CourseIdentifier

NJDOE Number
178

Definition of Data Element
Course codes within a subject area as identified by the NCES SCED codes.

Functional, Policy or Legal Document
NCES SCED codes

CEDS Mapping
School Courses for the Exchange of Data Course Code (SubjectArea + CourseIdentifier)
r

Is this Data Element Required?
Field is mandatory for all courses.

Acceptable Values

Type: Numeric

Minimum Length: 3

Maximum Length: 3

For Course Identifier Codes, please refer to the [NJ SMART SCED Course Codes](#) document.

Validation Checks

- Error will occur if value is not a valid SCED Course Identifier code.
- Error will occur if field is left blank.

Additional Notes

- You will need to work cooperatively with your curriculum coordinator to assign the appropriate Course Identifier code. Some courses will require your professional judgment.
- Prior-to-secondary course codes should be used for all courses that do not have Available Credit. Secondary course codes should be used for all courses that have an Available Credit of greater than 0.000.

Common Errors
N/A

Warnings
N/A

CourseLevel

NJDOE Number
179

Definition of Data Element
Conveys the course's level of rigor.

Functional, Policy or Legal Document
NCES SCED codes

CEDS Mapping
School Courses for the Exchange of Data Course Level

Is this Data Element Required?
Field is mandatory for all courses.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

- B = Basic or remedial. A course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social sciences. These courses are typically less rigorous than standard courses and may be intended to prepare a student for a general course.
- G = General or regular. A course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level. General courses typically meet the state's or district's expectations of scope and difficulty for mastery of the content.
- E = Enriched or advanced. A course that augments the content and/or rigor of a general course, but does not carry an honors designation.
- H = Honors. An advanced level course designed for students who have earned honors status according to educational requirements.
- X = No specified level of rigor.

Validation Checks

- Error will occur if value is not a valid SCED Course Level code.
- Error will occur if field is left blank.

Additional Notes

- You will need to work cooperatively with your curriculum coordinator to assign the appropriate Course Level. Some courses will require your professional judgment.

Common Errors
N/A

Warnings
N/A

GradeSpan

NJDOE Number
180
Definition of Data Element
Identifies the intended grade span for a prior–to-secondary course.
Functional, Policy or Legal Document
NCES SCED codes
CEDS Mapping
School Courses for the Exchange of Data Grade Span
Is this Data Element Required?
Field is mandatory for all **prior-to-secondary** courses.
Acceptable Values

Type: Alphanumeric

Minimum Length: 4

Maximum Length: 4

- 4-character alphanumeric code with no decimals.
- Each grade level from PK through 12 is represented by a two-digit code, ranging from PK to 12; kindergarten is represented by the letters KG, and prekindergarten by the letters PK.

Validation Checks

- Error will occur if field is left blank for a course with a Prior-To-Secondary course code.
- Error will occur if value does not match the acceptable range of values.
- Field can be left blank for courses with Secondary course codes.

Additional Notes

- For example, a course appropriate for kindergarten and first grade would be assigned a Grade Span of KG01.

Common Errors
N/A
Warnings
N/A

AvailableCredit

NJDOE Number
181

Definition of Data Element
Identifies the amount of credits available toward graduation to a student who successfully meets the objectives of the course.

Functional, Policy or Legal Document
NCES SCED codes

CEDS Mapping
Number of Credits Attempted

Is this Data Element Required?
Field is mandatory for all **secondary** courses.

Acceptable Values
Type: Numeric with decimal point
Minimum Length: 5
Maximum Length: 6
0.000-35.000

Validation Checks
• Error will occur if field is left blank for a course with a Secondary course code.
• Error will occur if value does not match the acceptable range of values.
• Field can be left blank for courses with Prior-to-Secondary course codes.

Additional Notes
• Decimal points rounded up to the nearest thousandths are accepted in this field.
• 0.000 means the course does not carry any credits.

Common Errors
N/A

Warnings
N/A

CourseSequence

NJDOE Number
182

Definition of Data Element
Two-character element where the first digit indicates the sequence of a course section in relation to a multi-part course and the second digit indicates the total number of courses in the multi-part course sequence. The two characters should be interpreted as "part n of whole m."

Functional, Policy or Legal Document
NCES SCED codes

CEDS Mapping
School Courses for the Exchange of Data Sequence of Course

Is this Data Element Required?
Field is mandatory for all courses.

Acceptable Values
Type: Numeric
Minimum Length: 2
Maximum Length: 2
11-99

Validation Checks
• Error will occur if the field is left blank.
• Error will occur if value of the first digit is greater than the second digit.

Additional Notes
• For single section courses, Course Sequence will equal 11 which means 1 of 1 in a course sequence. Example of a Course with multiple sections: a science course that includes a lecture and lab section. Lecture would be coded with a Course Sequence of 12 (1 of 2), the lab would be coded with a Course Sequence of 22 (2 of 2).

Common Errors
N/A

Warnings
N/A

LocalCourseTitle

NJDOE Number
183

Definition of Data Element
District's local title for the specific course.

Functional, Policy or Legal Document
The Local Course Title should correspond with the local title used for the course section within your district.

CEDS Mapping
Course Title

Is this Data Element Required?
Field is mandatory for all courses.

Acceptable Values
Type: Alphanumeric
Minimum Length: 1
Maximum Length: 50

Validation Checks
• Error will occur if the field is left blank.

Additional Notes
• There is no state-wide standardized list of local course titles. Enter the local course title currently used in your district. You do not need to change your local course title.

Common Errors
N/A

Warnings
N/A

LocalCourseCode

NJDOE Number
184

Definition of Data Element
Local code assigned by a district for a specific course.

Functional, Policy or Legal Document
The Local Course Code should correspond with the local course code used for the course section within your district.

CEDS Mapping
Session Code

Is this Data Element Required?
Field is mandatory for all courses.

Acceptable Values
Type: Alphanumeric
Minimum Length: 1
Maximum Length: 20

Validation Checks
• Error will occur if the field is left blank.

Additional Notes
• There is no state-wide standardized list of local course codes. Enter the local course code currently used in your district. You do not need to change your local course codes.

Common Errors
N/A

Warnings
N/A

LocalSectionCode

NJDOE Number
185

Definition of Data Element
Local code assigned by a district for a specific course section.

Functional, Policy or Legal Document
The Local Course Section should correspond with the local course section used for the course section within your district.

CEDS Mapping
Course Section Identifier

Is this Data Element Required?
Field is mandatory for all courses.

Acceptable Values
Type: Alphanumeric
Minimum Length: 1
Maximum Length: 20

Validation Checks
• Error will occur if the field is left blank.

Additional Notes
• There is no state-wide standardized list of local section codes. Enter the local section code currently used in your district. You do not need to change your local section codes.

Common Errors
N/A

Warnings
N/A