New Jersey Department of Education
Student Course Submission Handbook

VERSION 2.3

State of New Jersey

Department of Education

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Table of Contents

Foreword

The New Jersey Department of Education is pleased to publish the *Student 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.

Revision History

Date	Version	Comment
July 6, 2020	2.3	• Validation rules for NumericGradeEarned, AlphaGradeEarned, and CompletionStatus have been relaxed to allow these fields to be optional for the 2019-2020SY.
April 1, 2020	2.2	• Updated all data elements to include CEDS Mapping. • Added Additional Note for Course Type: "Course Type of C should only be used if there is an existing articulation agreement between the high school and a college or university."
December 14, 2017	2.1	• Updated definitions for FirstName and LastName. • Updated reference to Every Student Succeeds Act in Executive Summary.
April 12, 2017	2.0	• Added mSGP guidance to SectionEntryDate, SectionExitDate, and SubjectArea.
April 25, 2014	1.9	• Added clarification to the CourseType data element.
December 3, 2013	1.8	• Updated notes and validation rules for CourseType.
February 19, 2013	1.7	• CourseType added to the elements captured in the Student Course Roster Submission.
July 3, 2012	1.6	• LocalIdentification removed from matching validation. AvailableCredit and EarnedCredit ranges increased. LocalCourseCode and LocalSectionCode ranges increased. Additional notes added to SectionEntryDate. All GradesEarned and CompletionStatus fields have received edits to the "Required Element?" section.
April 11, 2012	1.5	• Additional Note added to SectionExitDate.
April 2, 2012	1.4	• All links have been updated for the handbook. SectionEntryDate and SectionExitDate have had their definitions clarified and have been indicated as Date in the Acceptable Values section for each element. CDS Attending codes have been changed to CDS Assigned codes. The acceptable value for SchoolCode has been changed to AlphaNumeric. Additional clarification has been provided for AlphaGradeEarned, NumericGradeEarned, and CompletionStatus elements.

Executive Summary

Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system. The *Student 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 *Student 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 and staff 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 and staff 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 *Student 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 student. 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 *Student 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.

LocalIdentificationNumber (LID)

NJDOE Number

1

Definition of Data Element

A number assigned and maintained by the local school district that is unique for each student in the district and is consistently used by the district across all of its data systems.

Functional, Policy or Legal Document

A local student identifier is assigned by the district and used to track students within a district over time and to keep student information secure and confidential. 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 NJDOE to provide SIDs to districts. For the Course Roster Submission, this data element is not used to verify the unique identification of the student. The LID may potentially differ from the LID that was submitted to SID Management if the district responsible for submitting a student to Course Roster Submission is not the same district responsible for reporting to SID management.

CEDS Mapping

Local Education Agency Identifier

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 20

Validation Checks

- Error will occur if field is left blank.

Additional Notes

- Type and length can vary based on a series of numbers and letters used by a school district. A student's LID must be unique throughout the student's enrollment in the district. 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.
- For a LID that includes leading zeros, be sure when extracting and storing the data for transmission that the zeros are maintained. This is accomplished by creating the field as an alphanumeric data element.
- It is important for confidentiality purposes that the local identification numbers do not contain any embedded meaning linked to student-specific information.

StateIdentificationNumber (SID)

NJDOE Number
2

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

Functional, Policy or Legal Document
In order to track students within and across districts over time, NJDOE will assign 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. The initial batch assignment of the SID occurred in March 2007. After initial assignment, districts must use the SID on all student-level data submitted to the New Jersey Department of Education and annually resolve all duplicate students within the district prior to the beginning of the school year.

CEDS Mapping
Student Identifier

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

Acceptable Values
Type: Numeric **Minimum Length:** 10 **Maximum Length**: 10

Validation Checks
• SIDs must be valid 10-digit state identification numbers as issued by NJ SMART.

Additional Notes
• All submission files must include SIDs for students who have had SIDs issued.

FirstName

NJDOE Number

3

Definition of Data Element

A name given to an individual.

Functional, Policy or Legal Document

This data element is used to verify the unique identification of the student.

CEDS Mapping

First Name

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 30

Validation Checks

- Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphen are accepted.
- An error will occur if field is left blank.

Additional Notes

- No nicknames or abbreviated names should be reported.
- First name and last name must be reported as separate fields.
- This field must be reported exactly as reported in SID Management.

LastName

NJDOE Number
5

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

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

CEDS Mapping
Last or Surname

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

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

Validation Checks
• Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.

Additional Notes
• First name and last name must be reported as separate fields.
• Students with multiple last names should include multiple last names in this field. Hyphens are acceptable if they are part of the student'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". First name and last name must be reported as separate fields.
• This field must be reported exactly as reported in SID Management.

DateOfBirth

NJDOE Number
8

Definition of Data Element
The year, month and day on which an individual was born. This data element must correspond to the child's birth certificate or other legal documentation.

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

CEDS Mapping
Birthdate

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

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

Validation Checks
• 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. 20010128). • Error will occur if data element falls outside of reasonable parameters (i.e. date occurs in future, date ages student outside legal limits of education system).

Additional Notes
• Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-". • This field must be reported exactly as reported in SID Management.

CountyCodeAssigned

NJDOE Number
192

Definition of Data Element
The New Jersey County in which the student is currently assigned to the course.

Functional, Policy or Legal Document
NJDOE, Division of Finance.

CEDS Mapping
No CEDS Mapping

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

Acceptable Values
Type: Numeric

Minimum Length: 2

Maximum Length: 2

For County Codes, please refer to NJ SMART County District School Codes document found under the Help and Support tab.

Validation Checks
• Codes must conform to codes listed or error will occur.

• An error will occur if field is left blank.

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

DistrictCodeAssigned

NJDOE Number
193

Definition of Data Element
The district in which the student is currently assigned to the course.

Functional, Policy or Legal Document
NJDOE, Division of Finance.

CEDS Mapping
No CEDS Mapping

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

Acceptable Values
Type: Numeric

Minimum Length: 4

Maximum Length: 4

For District Codes, please refer to [NJ SMART County District School Codes](#) document found under the Help and Support tab.

Validation Checks
• Codes must conform to codes listed or error will occur.

• An error will occur if field is left blank.

Additional Notes
• The DistrictCodeAssigned should reflect the accurate District code for the specific course section.

SchoolCodeAssigned

NJDOE Number
194

Definition of Data Element
The school in which the student is currently assigned to the course. This school code is unique for each school within each district.

Functional, Policy or Legal Document
NJDOE, Division of Finance.

CEDS Mapping
No CEDS Mapping

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

Acceptable Values

Type: Alphanumeric
Minimum Length: 3
Maximum Length: 3

For School Codes, please refer to NJ SMART County District School Codes document found under the Help and Support tab.

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

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

SectionEntryDate

NJDOE Number
186

Definition of Data Element
The date the student was assigned to the specific course section.

Functional, Policy or Legal Document
The Section Entry Date should be the date the student started attending 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 students.

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

Validation Checks
• Date must be in YYYYMMDD format.   • An error will occur if the student course entry date occurs after the student course exit date.

Additional Notes
• Student Course SectionEntryDate should occur in the current school year.   • If a student enters, exits, and then re-enters the same course section, use the latest (or most recent) entry date.   • SectionEntryDate cannot be left blank.   • Section Entry and Section Exit dates are used in the mSGP calculation to determine the time in course for the student. For more information on how an mSGP is calculated, please review the Median SGP District Summary Reports FAQ.

SectionExitDate

NJDOE Number
187

Definition of Data Element
The date the student exited the specific course section.

Functional, Policy or Legal Document
The Section Exit Date should be the date the student stopped attending 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 students who are no longer active in the course.

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

Validation Checks
• Date must be in YYYYMMDD format. • An error will occur if the student course exit date occurs before the student course entry date.

Additional Notes
• Student SectionExitDate should occur in the current school year. • If a student enters, exits, and then re-enters and exits the same course section again, use the latest (or most recent) exit date. • Student 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 student. For more information on how an mSGP is calculated, please review the Median SGP District Summary Reports FAQ.

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

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

Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 2

For NCES 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.
- Students reported with a Subject Area of 51, 52, or 73 may effect a staff member's mSGP. For more information on how an mSGP is calculated, please review the Median SGP District Summary Reports FAQ.

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
Course Identifier

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

Acceptable Values

Type: Numeric

Minimum Length: 3

Maximum Length: 3

For NCES 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.

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 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.

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

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.

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.

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).

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

- An 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.

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
• An 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.

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
• An 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.

CreditsEarned

NJDOE Number

188

Definition of Data Element

Total number of credits this student received towards graduation upon completion of the course.

Functional, Policy or Legal Document

Student's transcript

CEDS Mapping

Number of Credits Earned

Is this Data Element Required?

Field is mandatory for all students in courses with **Secondary course codes** who are no longer active in the course and have been assigned a SectionExitDate.

Acceptable Values

Type: Numeric with decimal point

Minimum Length: 5

Maximum Length: 6

0.000-35.000

Validation Checks

- An error will occur if value does not match the acceptable range of values.
- Error will occur if value is not entered for students who have a SectionExitDate and a Secondary course code.
- CreditsEarned cannot be greater than AvailableCredit.

Additional Notes

- Decimal points are accepted in this field.

Grades Earned and Completion Status Overview

The following data elements are used to collect the Grades earned by a student for the specific course section. In order to accommodate the different ways, the grades are being collected, NJSMART has allowed for 3 elements:

- NumericGradeEarned
- AlphaGrade Earned
- CompletionStatus

Important note for the 2019-2020 school year: Due to extended school closures as a result of the Novel Coronavirus (COVID-19), these data elements will not be required for any students.

NumericGradeEarned

NJDOE Number
189

Definition of Data Element
Numeric grade the student received upon completion of the course section.

Functional, Policy or Legal Document

CEDS Mapping
Student Course Section Grade Earned

Is this Data Element Required?

- Due to extended school closures as a result of the Novel Coronavirus (COVID-19), NumericGradeEarned, AlphaGradeEarned, and CompletionStatus will not be required for any students for the 2019-2020 school year submission.
- Districts are encouraged to enter grades earned or completion status where possible, however the fields will not be required.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 3

0-100

Validation Checks

- An error will occur if value does not match the acceptable range of values.

Additional Notes

- NumericGradeEarned is NOT a weighted value. If the highest allowed numeric grade is greater than 100, convert it to a percentage grade that falls within the acceptable values.
- Numeric Grade Earned must be entered as a whole number. Round all decimals to the nearest whole number.
- Range of Values provided for CompletionStatus, NumericGradeEarned, and AlphaGradeEarned will not be expanded for the current collection. Continue to maintain your local records to account for any necessary data that is not collected in the Course Roster Submission.

AlphaGradeEarned

NJDOE Number
190

Definition of Data Element
Letter grade the student received upon completion of the course section.

Functional, Policy or Legal Document

CEDS Mapping
Student Course Section Grade Earned

Is this Data Element Required?

- Due to extended school closures as a result of the Novel Coronavirus (COVID-19), NumericGradeEarned, AlphaGradeEarned, and CompletionStatus will not be required for any students for the 2019-2020 school year submission.
- Districts are encouraged to enter grades earned or completion status where possible, however the fields will not be required.

Acceptable Values

Type: Character
Minimum Length: 1
Maximum Length: 2

A, A+, A-, B, B+, B-, C, C+, C-, D, D+, D-, E, E+, E-, F, F+, F-

Validation Checks

- An error will occur if value does not match the acceptable range of values.

Additional Notes

- E, E+ and E- refer to a grade and not "Exempt".
- Range of Values provided for CompletionStatus, NumericGradeEarned, and AlphaGradeEarned will not be expanded for the current collection. Continue to maintain your local records to account for any necessary data that is not collected in the Course Roster submission.

CompletionStatus

NJDOE Number
191

Definition of Data Element
Indicator of the Completion Status of the student for the given course.

Functional, Policy or Legal Document

CEDS Mapping
Student Course Section Grade Earned

Is this Data Element Required?
• Due to extended school closures as a result of the Novel Coronavirus (COVID-19), NumericGradeEarned, AlphaGradeEarned, and CompletionStatus will not be required for any students for the 2019-2020 school year submission. • Districts are encouraged to enter grades earned or completion status where possible, however the fields will not be required.

Acceptable Values
Type: Alpha **Minimum Length:** 1 **Maximum Length**: 2 • P = Pass • F = Fail • W= Withdrawal • I= Incomplete • NG= No grade earned

Validation Checks
• An error will occur if value other than an acceptable value is entered.

Additional Notes
• Range of Values provided for CompletionStatus, NumericGradeEarned, and AlphaGradeEarned will not be expanded for the current collection. Continue to maintain your local records to account for any necessary data that is not collected in the Course Roster submission.

CourseType

NJDOE Number
196

Definition of Data Element
An indication of the type of instructional environment in which a course section is occurring.

Functional, Policy or Legal Document

CEDS Mapping
No CEDS Mapping

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

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 2

- S1 = Standard course taught by a single teacher assigned to your district
- S2 = Standard course taught by co-teachers assigned to your district
- R = Remote course physically attended by the student off-site and taught by staff assigned or not assigned to your district
- C = College level dual enrollment/ dual credit course taught by staff assigned or not assigned to your district
- O= Online course taught by staff assigned or not assigned to your district

Validation Checks

- An error will occur if a student's course type is S1 or S2 and that student does not have a staff member assigned to the course in the Course Staff section.
- An error will occur if a value of S2 is entered for a student course that **does not have more** than one staff member assigned to the course.

Additional Notes

- The majority of the course sections reported will be reported with a CourseType of S1 or S2.
- Course Type of C should only be used if there is an existing articulation agreement between the high school and a college or university.
- Staff course data is required only for student courses that have a CourseType of S1 or S2. If a course section has a CourseType of R, C, or O and the course is taught by a staff member **not assigned** to your district **do not report a staff record to the Course Staff Section**. The student record will not be placed into Out-of-Sync when uploaded.
- Course Types R, C, and O are exceptions to the Course Roster Submission reporting responsibilities. In most cases, these courses are taught by staff not assigned to your district. These CourseType values have been developed to allow an opportunity to report these courses regardless of the lack of staff data. If the staff member taught the course and **is assigned** to your district, you should **report that staff member to the Course Staff Section**. An example would be a college level course taught within district where the environment is set as such to represent a college course. This course is considered a college level course, so it should be reported as a CourseType of C in the Student Course record. The Staff that taught the course

within district should be reported to the Staff Course Section with the same course identifying elements to link the student and staff member.

- Students within the same course section should have the same CourseType.