NJ SMART Student List Extract: A Guide to the Full Student List Export

INTRODUCTION

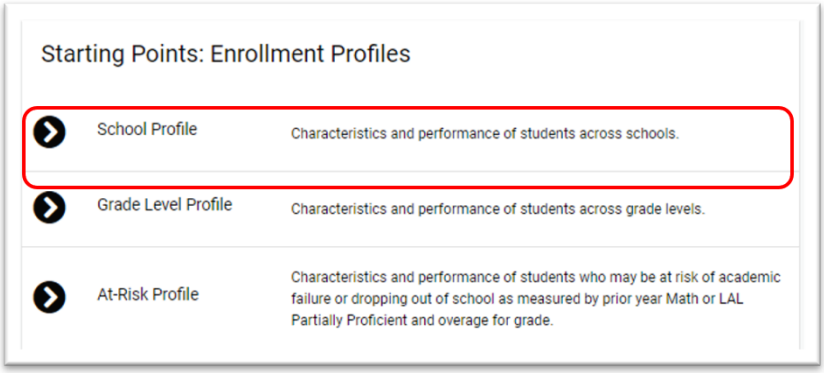
The full student list export is designed to allow Local Education Agencies (LEAs) to export a full list of their students, including demographic, enrollment and assessment data, from District Reports in an Excel or CSV format. The full student export is available when LEAs run any of the District Report's profile reports or the Jump To Student List report, which is a customized selection of students showing their characteristics, program enrollment, and assessment performance.

New for the 2019-2020 school year: A new column: Classification of Instructional Programs (CIP) Code, will be added at the end of the student list export. The addition of this column will assist with Career and Technical Education (CTE) program data analysis.

How to access the full student list export from any profile in District Reports:

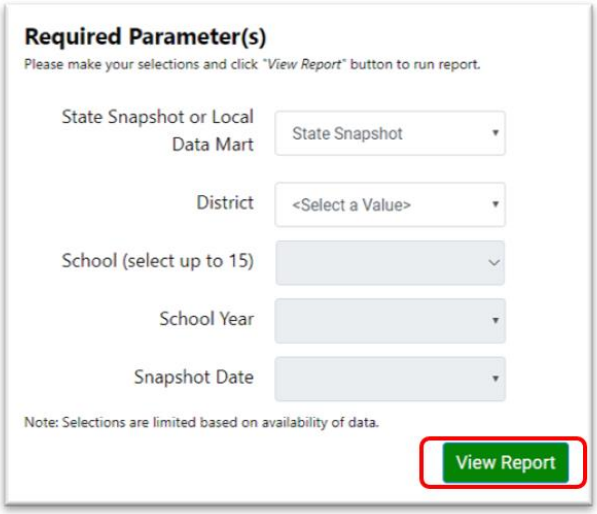
1. Navigate to the Reporting tab and then click District Reports.

2. Click on any profile report. For this example, School Profile was selected under the Starting Points: Enrollment Profiles section of District Reports.

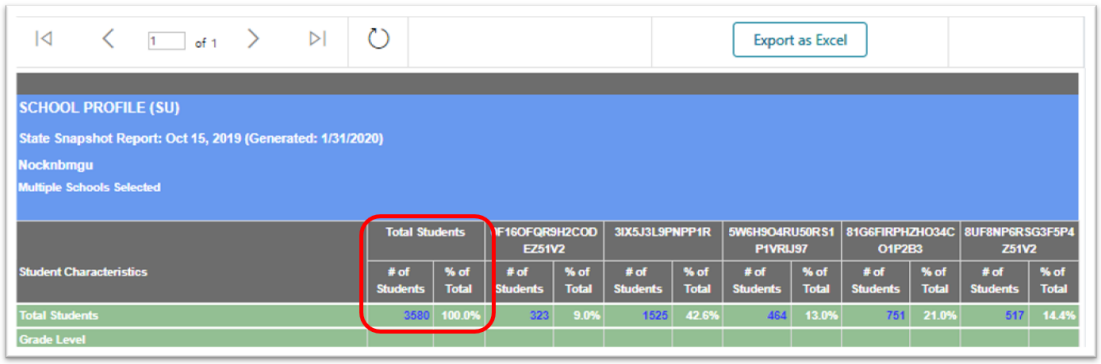


3. Follow the steps to select the report parameters and click "View Report." **Please note:**

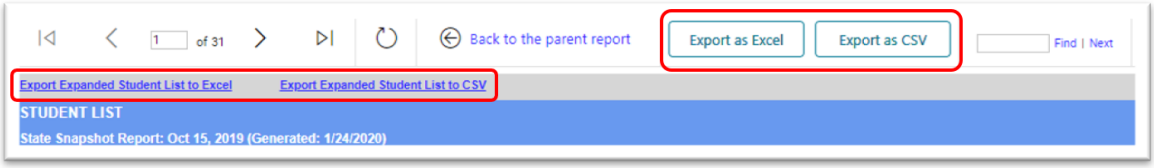
- CTE data is not yet available for LDM reports. To display CIP code data within the student list extract, you must choose the State Snapshot option from the first drop down menu.



4. Click on the blue hyperlinked "# of Students" for any row or column variable to drilldown to access the Student List.



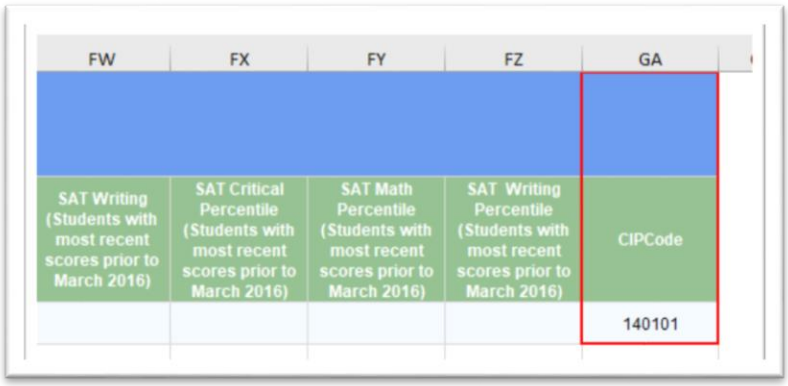
5. To view additional information for the students, including the newly added CIP Code column, click on Export Expanded Student List to Excel/ CSV or Export to Excel/CSV. **Please note:**
   - Export Expanded Student List to Excel/ CSV: This export provides a more in-depth review of student data, including PSAT, SAT, Assessment, and ELL student information.
   - Export to Excel/CSV: This export is an exact match to the data that is provided in District Reports.



Example of the Expanded Student List Export (note: scroll to the right to view the 180+ columns of student data):

	A	B	C	D	E	F	G	H	I	J
2	STUDENT LIST									
3	State Snapshot Report: Oct 15, 2019 (Generated: 1/30/2020)									
4										
5	All Schools									
6	LID	SID	First Name	Middle Name	Last Name	Generation Suffix Code	DOB	City of Residence	City of Birth	State of Birth

To view the new CIP Code column, scroll to the very last column of the Excel document:

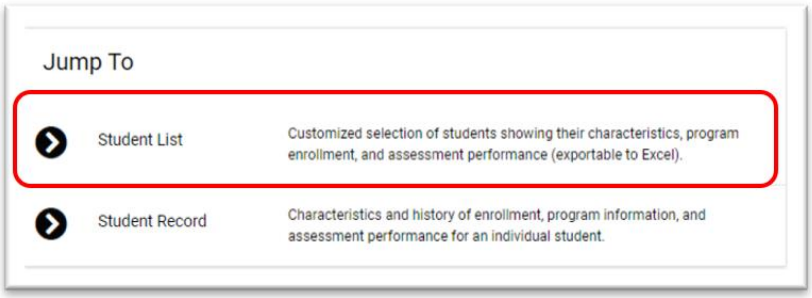


FW	FX	FY	FZ	GA
SAT Writing (Students with most recent scores prior to March 2016)	SAT Critical Reading Percentile (Students with most recent scores prior to March 2016)	SAT Math Percentile (Students with most recent scores prior to March 2016)	SAT Writing Percentile (Students with most recent scores prior to March 2016)	CIPCode
				140101

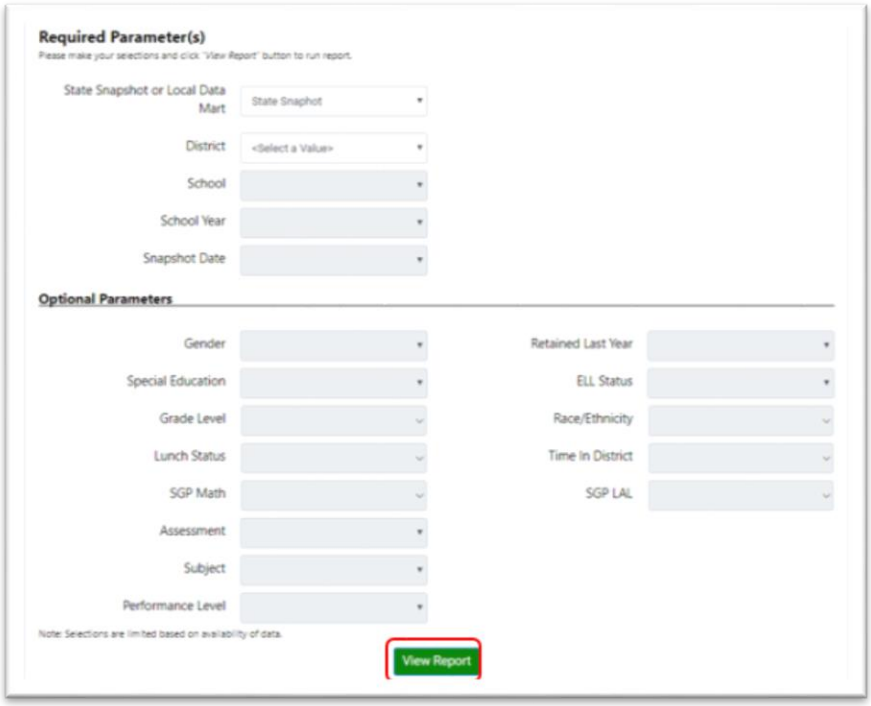
How to access the full student list export from the Jump to: Student List export:

1. Navigate to the District Reports tab of the NJ SMART portal.

2. Navigate to the Jump To section and click Student List.



3. Follow the steps to select the report parameters, including any optional parameters and click "View Report." **Please note:**
    - During the Local Data Mart submission periods, data submitted will be synchronized to the State Submission.
    - During the Official State Snapshot submission periods, data submitted will be synchronized with SID Management data as of the most recent snapshot date. To view the most recent SID Management Snapshot data, navigate to the SID Snapshot records page.



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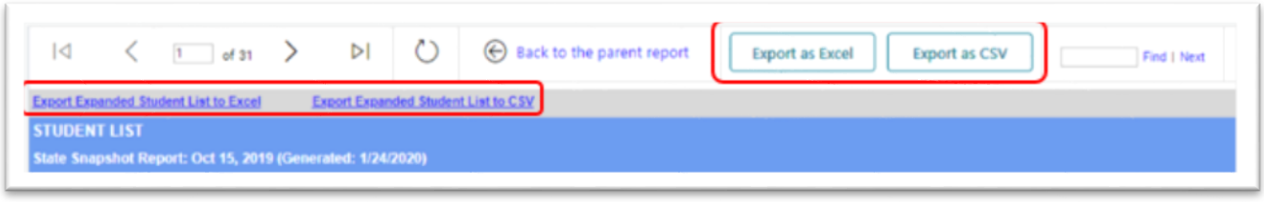

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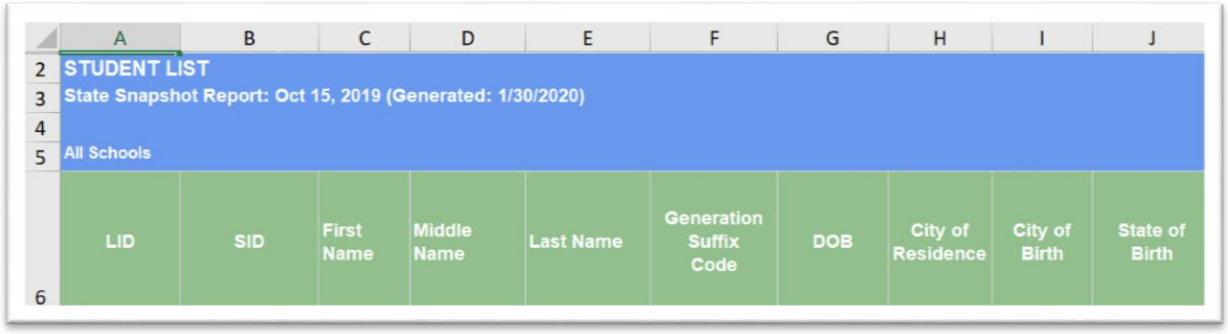

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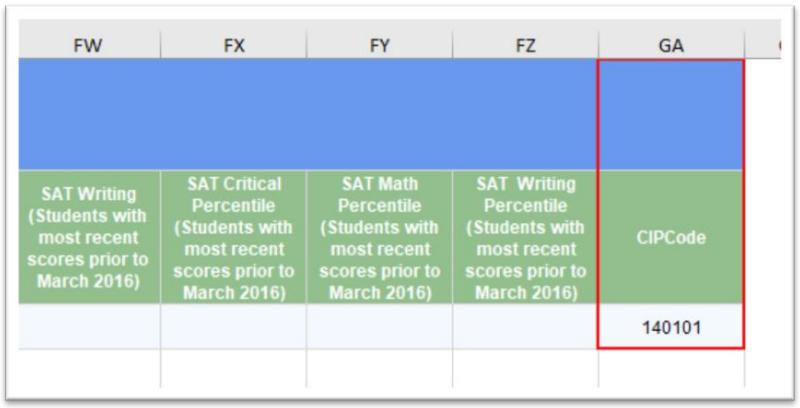

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