New Jersey Department of Education
Staff Member ID (SMID) Handbook

VERSION 2.9

State of New Jersey

Department of Education

August 2024

Table of Contents

Foreword

The New Jersey Department of Education is pleased to publish the *Staff Member ID Submission Handbook.* Because quality information requires staff data elements that are uniform, consistent, and easy to understand, this reference guide defines and maintains a set of standards for educational data.

Revision History

Revision History – SMID Management

Date	Version	Comment

August 2024	2.9	• Updated dates for the 24-25 SY for data elements:
		  o DistrictEmploymentBeginDate
		  o DistrictEntryCode
		• Renamed ELLInstructorCredentialType data element field to MLInstructorCredentialType
		  o Updated definition, Functional, Policy or Legal Document, Additional Notes and Common Errors section based on name change.
		• Updated the Acceptable Value Maximum Length of the NamePrefix data element field from 11 to 10.
		• Updated the Acceptable Value Maximum Length for the GenerationCodeSuffix data element field from 3 to 4.
		• Updated the Acceptable Value Type to Character for CountyCodeAssigned, DistrictCodeAssigned and SchoolCodeAssigned data element fields.

December 6, 2023	2.8	• Updated the definition and CEDS Mapping for the Status data element. • Updated the Validation Checks section for DistrictEmploymentExitReason to indicate an existing validation rule. • Updated the CEDS Mapping for EmploymentStatus and EmploymentSeparationType. • Updated the "Is This Data Element Required?" section for CredentialType to indicate existing field requirements.
October 6, 2023	2.7	• Updated the definition and added an Additional Note to StaffCompensationTotalSalary to clarify that the value should capture the annualized salary for each staff member.

August 7, 2023	2.6	• Updated dates for the 23-24 SY for data elements:
		  o DistrictEmploymentBeginDate
		  o DistrictEntryCode
		• Added two additional notes to StaffCompensationAnnualSupplement for better reporting clarity.
		• Added an example of a calculation into the additional notes for the FullTimeEquivalency data element.

September 23, 2022	2.5	• Updated validations and Additional Notes for StaffCompensationTotalSalary and StaffCompensationAnnualSupplement to better clarify which

			staff members are required to have values reported for these fields. • Added definitions to the acceptable values for EmploymentStatus and EmploymentSeparationType.

August, 2022	2.4		• Added two new data elements:
			  ○ EmploymentStatus
			  ○ EmploymentSeparationType
			• Added/modified acceptable values for DistrictEmploymentExitReason to help collect more specific data on why staff members exit their roles.
			• Updated dates for the 22-23 SY for data elements:
			  ○ DistrictEmploymentBeginDate
			  ○ DistrictEntryCode
			• Added two Additional Notes to the StaffMemberIdentifier data element for added reporting responsibility clarity.
			• Updated the Validation Rule for DateOfBirth to allow staff members up to age 105.
			• Updated the Validation Rule for GiftedAndTalentedStaff to require at least one JobCode to have a value of 3140.
			• The following data elements have been added, formerly collected in the Staff Submission:
			  ○ LanguageSpokenByTeacher
			  ○ TitleIProgramStaffCategory
			  ○ HighestLevelOfEducationCompleted
			  ○ SEProgramContractedServicesCategory
			  ○ ELLInstructorCredentialType
			  ○ YearsOfPriorExperience
			  ○ YearsInNJ
			  ○ YearsInLEA
			  ○ CountyCodeAssigned (1-6)
			  ○ DistrictCodeAssigned (1-6)
			  ○ SchoolCodeAssigned (1-6)
			  ○ FullTimeEquivalency (1-6)
			  ○ JobCode (1-6)
			  ○ JobCodeSubcategory (1-6)
			  ○ AgeGroupTaught (1-6)
			  ○ CredentialType (1-6)
			• The following data elements, formerly collected in the Staff Submission, are no longer collected:
			  ○ TraditionalRouteProgram
			  ○ AlternateRouteProgram

		o TeacherPrep
		o MEPStaffCategory
		o MEPSessionType
		o NationalBoardAward
		
		• Renamed Salary field from Staff Submission to StaffCompensationTotalSalary and updated the Definition, Validation Rules, and Additional Notes to better define which data the field is collecting.
		
		• Added two new data elements for more clarity on collected salary data:
		    o StaffCompensationBaseSalary
		    o StaffCompensationAnnualSupplement
		
		• Updated the CEDS Mapping for FullTimeEquivalency.
		
		• Added Warnings section to each data element.
		
		• Added a new warning to FirstName and LastName to offer guidance on reporting unknown first or last names.
		
		• Modified the definition of one acceptable value for the AgeGroupTaught field.

August, 2021	2.3	• Updated dates for the 21-22 SY for data elements:
		    o DistrictEmploymentBeginDate
		    o DistrictEntryCode
		    o NationalBoardAward
		    o TraditionalRouteProgram
		    o AlternateRouteProgram

August 10, 2020	2.2	• Added new data element: GiftedAndTalentedStaff

August 5, 2020	2.1	• Updated dates for 20-21 SY. For data elements:
		    o DistrictEmploymentBeginDate
		    o DistrictEntryCode

July 25, 2019	2.0	• Updated definition and new acceptable value added for the data element of Sex. • Updated dates for the 2019-2020 SY. • Updated all data elements to include CEDS Mapping.

July 20, 2018	1.9	• Updated Functional, Policy, or Legal Document for:
		    o Ethnicity
		    o RaceAmericanIndian
		    o RaceAsian
		    o RaceBlack
		    o RacePacific
		    o RaceWhite

January 18, 2018	1.8	• Updated reference to Every Student Succeeds Act.
July 19, 2017	1.7	• Updated Dates for new school year.
July 18, 2016	1.6	• Updated Dates for new school year.

July 20, 2015	1.5	• Updated Dates for new school year.
September 15, 2014	1.4	• Updated dates in District Entry Code and District Employment Begin Date.
August 8, 2014	1.4	• Added additional validation checks to Social Security Number.
January 13, 2014	1.3	• Proofing revisions made to DistrictEntryCode and DistrictEmploymentExitReason data elements
August 7, 2013	1.2	• Updates to the Certification Status field
May 24, 2012	1.1	• Proofing revisions made. Updated pages in table of contents.
April 16, 2012	1.1	• Common errors and resolutions sections added to each element.
April 3, 2012	1.0	• Added revision table, updated pages in table of contents.

Revision History – Staff Submission (Former)

Date	Version	Comment
August, 2022	3.5	• Staff Submission Handbook retired. All appropriate data elements merged into SMID Management Handbook.
August, 2021	3.5	• Updated dates for the 2021-2022 SY. • Updated the Repeating Data Elements page to clarify guidance that the repeating elements should be reported for staff with multiple roles and/or working at more than one location.

August 5, 2020	3.4	• The data element LanguageSpokenByTeacher has been updated. This field is not mandatory for all staff and a new acceptable value of N has been added for staff members fluent in English only.
		• Updated dates for 2020-2021 SY for data elements:
		   o NationalBoardAward
		   o TraditionalRouteProgram
		   o AlternateRouteProgram
		• Removed EDFacts reference in the Functional, Policy or Legal Description for:
		   o MigrantEducationProgramStaffCategory
		   o MEPSessionType
		   o TitleIProgramStaffCategory

August 8, 2019	3.3	• Updated guidance for AgeGroupTaught for acceptable values of "1" for preschool students aged 3-5 and value "2" for " Teacher is responsible for students ages 6 to 21 years in grade kindergarten or higher. Staff who are employed or contracted to provide services to 5-year-old children with disabilities who are in kindergarten must also be reported in this category."

August 5, 2019	3.2	• Updated dates for the 2019-2020 SY. • Updated all data elements to include CEDS Mapping.

July 19, 2018	3.1	• Updated Functional, Policy, or Legal Descriptions for:
		   o SEProgramContractedServicesCategory
		   o CredentialType
		• Removed the data elements of:
		   o ExceptionalSalary
		   o NumberOfClassesTaught
		   o HQTQualificationStatus
		   o ReasonsForNotBeingHighlyQualified
		   o SupportToBecomeHighlyQualified
		• LEPInstructorCredentialType was renamed ELLInstructorCredentialType. ELL references were updated for this data element.
		• Example added to acceptable values for Salary.
		• Updated dates for the 2018-2019 School Year.
		• Removed additional note regarding HQTQualificationStatus from NationalBoardAward.
		• Updated references to Every Student Succeeds Act in the Executive Summary.

June 6, 2017	3.0	• Dates updated for the 2017-2018 School Year. • Updated guidance for TeacherPrep and AlternateRouteProgram. • Changed data element name from PrepProgram to TraditionalRouteProgram. • Updated range of values for AlternateRouteProgram and TraditionalRouteProgram. See modified spreadsheet.
June 1, 2016	2.6	• Dates updated for the 2016-2017 School Year.
October 22, 2015	2.5	• Added clarification to experience fields for APSSD locations.

May 26, 2015	2.4	• Updates to LEPInstructorCredentialType:
		   o 4 is no longer an acceptable value
		   o Definitions added to acceptable values 1 and 2
		• Validation rules added around Job Codes 1485 and 1486

October 20, 2014	2.3	• Clarification added to the Salary field.
October 7, 2014	2.2	• Added an exception for CredentialType1 for Job Codes 0700, 0701, 0702, and 0703.
August 10, 2014	2.1	• Corrected typo in Highest Level of Education Completed SD = Specialist Degree
July 11, 2014	2.1	• Update to Years In LEA validation.

June 13, 2014	2.0	- Modified values to Highest Level of Education Completed field. - New validation rules added to Highest Level of Completed, Full Time Equivalency, Number of Classes Taught, HQTQualificationStatus, CredentialType and Years in LEA. - Removed Evaluation Of Staff data element.
August 7, 2013	1.2	- Updates made to Alternate Route Program codes and Prep Program codes. - New validation rules added for the Salary field. - New value added for the Exceptional Salary field
May 24, 2012	1.1	Proofing revisions made.
April 16, 2012	1.1	Common errors sections added to each element.
April 3, 2012	1.0	Updated links, proofing revisions, added revision table, provided additional information on validation checks for NationalBoardAward, updated table of contents.

Executive Summary

Accurate, consistent, and timely information is necessary to make informed decisions about the performance of New Jersey's public school system. The *Staff Member ID 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 educational 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 Member ID 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 is measured, and where the effectiveness and efficiency of educational programs is 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), oblige Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements. The NJDOE intends 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 data reports to the state, the NJDOE intends to increase administrative efficiency through the use of technology.

Privacy and Security

The 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 *Staff Member ID 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 (e.g., a person may not have a middle name). 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 Member ID 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.
- **Warnings:** (if applicable) The warning message indicating that the data entered does not meet the standards outline by the NJDOE. Warnings are not considered validation errors.

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 the 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

- Error will occur if field is left blank.

Additional Notes

- N/A

Common Errors

Error Message: Staff member with the same LSID exists in the LEA.

Resolution: Determine which staff member should have that LSID number. For the staff member with the incorrect LSID, do a partial file upload with the correct LSID number the record will go into Unresolved. From the Unresolved bucket, click on the Request Association button and the new LSID will take precedence over the old LSID.

Warnings

N/A

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, the 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

- Staff Member Identifier must be a valid number issued by NJ SMART or an error will occur.

Additional Notes

- Staff members who are employed by two or more districts should be submitted to SMID Management by each district unless the staff members are paid by District A and are sent out to District B. In this scenario, District A should submit this staff member to SMID Management and District B should not report this staff member.
- Please see the SMID Reporting Responsibilities for more information.

Common Errors

Error Message: Field cannot be left blank for exited staff members.

Resolution: Before inactivating a staff member, make sure a SMID number was issued. If that staff member does not have a SMID number, correct all the errors regarding that staff member, and a SMID number will be generated. Once the SMID number is issued, inactivate the staff member with the correct codes. If the staff member was never Active in the District and a SMID was not assigned the record should be deleted.

Warnings

N/A

SocialSecurityNumber

NJDOE Number

120

Definition of Data Element

The nine-digit number of identification assigned to the individual by the Social Security Administration.

Functional, Policy or Legal Document

Used to establish the identity of certificated staff members.

CEDS Mapping

Social Security Number

Is this Data Element Required?

Field is mandatory for all staff members who hold a certificate.

Acceptable Values

Type: Character

Minimum Length: 11

Maximum Length: 11

Validation Checks

- Social Security Number must be entered in XXX-XX-XXXX format.
- Social Security Number cannot allow for 666 or 000 as the Area numbers (first 3), 00 as the group number (second 2), or 0000 as the Serial Numbers (last 4).
- 900-999 are also restricted from being used as the area numbers.

Additional Notes

- Only staff members with a certificate should have Social Security Number filled in. It is optional for all other staff members.
- The valid Social Security Numbers of the staff member must be collected.

Common Errors

N/A

Warnings

N/A

NamePrefix

NJDOE Number
121

Definition of Data Element
An appellation, if any, used to denote rank, placement, or status (e.g., Mr, Ms, Reverend, Sister, Dr, Colonel).

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

CEDS Mapping
Personal Title or Prefix

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

Acceptable Values
Type: Character
Minimum Length: 1
Maximum Length: 10

Validation Checks
• Periods are not accepted in the NamePrefix field. No punctuation should be included.

Additional Notes
• While NamePrefix is an optional data element, the district should use this data element to differentiate among staff members who would otherwise have the same name and birth information.

Common Errors
N/A

Warnings
N/A

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
• 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.
• First name and last name must be reported as separate fields.

Common Errors
N/A

Warnings
• "FNU" should not be entered for a staff member with an unknown First Name. If First Name is unknown, please enter "Unknown" for this field.

MiddleName

NJDOE Number
123

Definition of Data Element
A secondary 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
Middle Name

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

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

Validation Checks
• First Name, Middle Name and Last Name must be reported as three separate fields. Middle initial (no period permitted) or full middle name are accepted. Apostrophes and hyphens are accepted.

Additional Notes
• While Middle Name is an optional field, if the district maintains this data element it should be reported to support unique identification of the staff member.

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

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

Additional Notes

- First Name, Middle Name and Last Name must be reported as three separate fields.
- 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".

Common Errors
N/A

Warnings

- "LNU" should not be entered for a staff member with an unknown Last Name. If Last Name is unknown, please enter "Unknown" for this field.

GenerationCodeSuffix

NJDOE Number

125

Definition of Data Element

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr, Sr, III).

Functional, Policy or Legal Document

Used to establish the identity of staff members.

CEDS Mapping

Generation Code or Suffix

Is this Data Element Required?

Field is optional for all staff members.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 4

Validation Checks

- No punctuation should be included.

Additional Notes

- Leave *NULL* if not available or does not exist.
- While Generation Code/Suffix is an optional data element, the district should use this data element to differentiate among staff members who would otherwise have the same name and birth information.

Common Errors

N/A

Warnings

N/A

FormerName

NJDOE Number
126

Definition of Data Element
The previously recognized or legally accepted name of the individual.

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

CEDS Mapping
Other Name

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

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

Validation Checks

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

Additional Notes

- Leave *NULL* if not available or does not exist.
- While FormerName is an optional data element, the district should use this data element to differentiate among staff members who would otherwise have the same name and birth information. For example, a maiden name should be submitted in the FormerName field.

Common Errors
N/A

Warnings
N/A

Sex

NJDOE Number
127

Definition of Data Element
The staff member's identified gender.

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

CEDS Mapping
Sex

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

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- M = Male
- F = Female
- X = Non-binary/ undesignated

Validation Checks

- Value must conform to one of the acceptable values listed above or error will occur.
- Error will occur if field is left blank.

Additional Notes

- N/A

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

- 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 field is left blank.

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

Common Errors

Error Message: Date cannot be in the future.

Resolution: This must be a valid date of birth, not a date in the future. Check to make sure the dates are correct, and there are no typos in the date format.

Error Message: Staff member age is outside of reasonable parameters.

Resolution: Year of Birth must be a valid year inside of reasonable parameters. Please check the date of birth year to make sure it matches the age of the Staff Member. A Staff member cannot be older than 105 and cannot be younger than 14 years of age.

Warnings

N/A

Ethnicity

NJDOE Number
129

Definition of Data Element
The ethnic category which most clearly reflects the individual's recognition of his or her community or with which the individual identifies.

Functional, Policy or Legal Document
In 2007, USED issued its own guidance on how education institutions and other recipients will collect and maintain race and ethnicity data on students and staff, as well as how these data will be aggregated and reported to USED. The categories and their definitions are as follow: • Hispanic or Latino • Not Hispanic or Latino

CEDS Mapping
Hispanic or Latino Ethnicity

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

Acceptable Values
Type: Alpha **Minimum Length:** 1 **Maximum Length:** 1 • Y = Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. • N = Not Hispanic or Latino

Validation Checks
• Only "Y" or "N" responses will be accepted. Each staff member must have a Y or an N response. • Error will occur if field is left blank.

Additional Notes
• If positive identification of Hispanic or Latino is not possible, "N" should be entered. • If Ethnicity = "N," at least one Race category must be identified as "Y."

Common Errors
N/A

Warnings
N/A

RaceAmericanIndian

NJDOE Number
130

Definition of Data Element
The ethnic category which most clearly reflects the individual's recognition of his or her community or with which the individual identifies.

Functional, Policy or Legal Document

Most recently published in 2007, USED provided [guidance](#) on how education institutions and other recipients will collect and maintain race and ethnicity data on students and staff, as well as how these data will be aggregated and reported to USED. The categories and their definitions are as follow:

- American Indian or Alaska Native
- Asian
- White
- Black or African American
- Native Hawaiian or Other Pacific Islander

CEDS Mapping
American Indian or Alaska Native

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

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

- Y = Yes to American Indian or Alaska Native - A person having origins in any of the original people of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.
- N = No to American Indian or Alaska Native.

Validation Checks

- Only "Y" or "N" responses will be accepted. Each staff member must have a Y or an N response.
- An error will occur if field is left blank.

Additional Notes

- Multiple race categories may be identified for a staff member. All race categories that are not applicable to a staff member should be marked as "N."

Common Errors
N/A

Warnings
N/A

RaceAsian

NJDOE Number
131

Definition of Data Element
The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Document
Most recently published in 2007, USED provided guidance on how education institutions and other recipients will collect and maintain race and ethnicity data on students and staff, as well as how these data will be aggregated and reported to USED. The categories and their definitions are as follow:

- American Indian or Alaska Native
- Asian
- White
- Black or African American
- Native Hawaiian or Other Pacific Islander

CEDS Mapping
Asian

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

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

- Y = Yes to Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- N = No to Asian.

Validation Checks

- Only "Y" or "N" responses will be accepted. Each staff member must have a Y or an N response.
- An error will occur if field is left blank.

Additional Notes

- Multiple race categories may be identified for a staff member. All race categories that are not applicable to a staff member should be marked as "N."

Common Errors
N/A

Warnings
N/A

RaceBlack

NJDOE Number
132

Definition of Data Element
The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Document
Most recently published in 2007, USED provided guidance on how education institutions and other recipients will collect and maintain race and ethnicity data on students and staff, as well as how these data will be aggregated and reported to USED. The categories and their definitions are as follow:

- American Indian or Alaska Native
- Asian
- White
- Black or African American
- Native Hawaiian or Other Pacific Islander

CEDS Mapping
Black or African American

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

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

- Y = Yes to Black or African American - A person having origins in any of the black racial groups of Africa.
- N = No to Black or African American.

Validation Checks

- Only "Y" or "N" responses will be accepted. Each staff member must have a Y or an N response.
- An error will occur if field is left blank.

Additional Notes

- Multiple race categories may be identified for a staff member. All race categories that are not applicable to a staff member should be marked as "N."

Common Errors
N/A

Warnings
N/A

RacePacific

NJDOE Number
133

Definition of Data Element
The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Document
Most recently published in 2007, USED provided guidance on how education institutions and other recipients will collect and maintain race and ethnicity data on students and staff, as well as how these data will be aggregated and reported to USED. The categories and their definitions are as follow:

- American Indian or Alaska Native
- Asian
- White
- Black or African American
- Native Hawaiian or Other Pacific Islander

CEDS Mapping
Native Hawaiian or Other Pacific Islander

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

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

- Y = Yes to Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- N = No to Native Hawaiian or Other Pacific Islander.

Validation Checks

- Only "Y" or "N" responses will be accepted. Each staff member must have a Y or an N response.
- An error will occur if field is left blank.

Additional Notes

- Multiple race categories may be identified for a staff member. All race categories that are not applicable to a staff member should be marked as "N."

Common Errors
N/A

Warnings
N/A

RaceWhite

NJDOE Number
134

Definition of Data Element
The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Document
Most recently published in 2007, USED provided guidance on how education institutions and other recipients will collect and maintain race and ethnicity data on students and staff, as well as how these data will be aggregated and reported to USED. The categories and their definitions are as follow:

- American Indian or Alaska Native
- Asian
- White
- Black or African American
- Native Hawaiian or Other Pacific Islander

CEDS Mapping
White

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

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

- Y = Yes to White - A person having origins of the original peoples of Europe, the Middle East, or North Africa.
- N = No to White.

Validation Checks
• Only "Y" or "N" responses will be accepted. Each staff member must have a Y or an N response.
• An error will occur if field is left blank.

Additional Notes
• Multiple race categories may be identified for a staff member. All race categories that are not applicable to a staff member should be marked as "N."

Common Errors
N/A

Warnings
N/A

CertificationStatus

NJDOE Number

140

Definition of Data Element

An indication that the educator holds the certification required by his or her assignment.

Functional, Policy or Legal Document

Used to establish teacher credential in a school or district.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes, fully certified or licensed.
- N = No, not fully certified or licensed.

Validation Checks

- If Certification Status = Y, then Social Security Number must be filled in or an error will occur.
- An error will occur if field is left blank.

Additional Notes

- Only "Y" or "N" responses will be accepted.
- Field should be marked N for all staff members unless they are a teacher, administrator, nurse, media specialist, guidance counselor, child study team member or psychologist and are certified.

Common Errors

N/A

Warnings

N/A

Status

NJDOE Number
139

Definition of Data Element
An indication whether a staff member is either active or inactive in the district. Active staff members are currently employed by the district. Inactive staff members are no longer employed.

Functional, Policy or Legal Document
N.J.A.C. 6A:23A-18.2

CEDS Mapping
N/A

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

Acceptable Values
Type: Alpha

Minimum Length: 1

Maximum Length: 1

- A = Active
- I = Inactive

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

Additional Notes

- A staff member is either active or inactive in the district. Active staff members are currently employed by the district. Inactive staff members are no longer employed.
- To inactivate a staff member in SMID Management, the DistrictEmploymentExitDate, DistrictEmploymentExitReason, and EmploymentSeparationType must also be completed.

Common Errors

Error Message: Active staff cannot have a District Employment Exit Date and Exit Reason.

Resolution: Only Inactive Staff Members are to have District Employment Exit Dates and Exit Reasons. If there is an active Staff Member with these codes, delete the values in those two fields and leave them blank.

Warnings
N/A

DistrictEmploymentBeginDate

NJDOE Number

135

Definition of Data Element

The date on which the staff member began employment with the reporting LEA.

Functional, Policy or Legal Document

Used to establish staff member assignment to a school or district.

CEDS Mapping

Employment Start Date

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- Date must be in YYYYMMDD format.
- An error will occur if field is left blank.
- If DistrictEmploymentBeginDate is a date on or after 20240901 (September 1, 2024), then DistrictEntryCode must also be filled in.

Additional Notes

N/A

Common Errors

Error Message: Date cannot be in the future.
Resolution: The entry date cannot be a date in the future, if a staff member is entering the district in the future, either refrain from uploading the staff member until they are officially working in the district or leave the field blank until the future date becomes the present date.

Error Message: District Employment Begin Date cannot be after District Employment Exit Date.
Resolution: Compare the two dates and make sure the Exit Date is not before the Begin Date.

Error Message: Staff member age is outside of reasonable parameters.
Resolution: District Employment Begin Date must be a valid year inside of reasonable parameters, please check the date of employment. A staff member cannot be older than 105 and cannot be younger than 14 years of age.

Warnings

N/A

DistrictEntryCode

NJDOE Number
136

Definition of Data Element
An indication of where the staff member is coming from.

Functional, Policy or Legal Document
Used to establish staff member assignment to a school or district.

CEDS Mapping
No CEDS Mapping

Is this Data Element Required?
Field is mandatory for staff members that entered the district after September 1, 2024.

Acceptable Values

Type: Numeric
Minimum Length: 2
Maximum Length: 2

From a teaching position:
- 03 = In another NJ public school district
- 04 = In a public school district outside NJ
- 05 = In a non-public school
- 06 = In a college or university

From an administrative or supervisory position:
- 11 = In another NJ public school district
- 12 = In a public school district outside of NJ
- 13 = In a non-public school
- 14 = In a college or university

From an education support services position:
- 17 = In another NJ public school district
- 18 = In a public school district outside of NJ occupation
- 19 = In a non-public school, college, or university
- 20 = In a college, or university

From a college or university program of study:
- 21 = In a NJ public college or university
- 22 = In a private NJ college or university
- 23 = In a public or private college or university outside of NJ

From home duties:
- 29 = Returning to a certified position from home duties

Return from an approved leave of absence without pay:
- 30 = From maternity leave
- 31 = From sabbatical leave
- 32 = From another leave of absence

From military service:
- 60 = From a branch of the military services

From employment in a non-teaching occupation:
- 70 = From a position of employment in a non-teaching occupation

From a scenario other than those listed in 03-70:
- 72 = From a position other than any listed

Validation Checks

- Field must be filled in when DistrictEmploymentBeginDate is a date on or after 20240901 (September 1, 2024).

Additional Notes

- N/A

Common Errors

Error Message: Value is not a valid entry code.

Resolution: Using a code that is not listed above will generate an error due to NJ SMART's Validation rules.

Please check the code entered into this field and make sure it's one of the 2-digit codes listed above.

Warnings

N/A

DistrictEmploymentExitDate

NJDOE Number
137

Definition of Data Element
The date on which the staff member has ended employment with the reporting LEA.

Functional, Policy or Legal Document
Used to establish staff member assignment to a school or district.

CEDS Mapping
Employment End Date

Is this Data Element Required?
Field is mandatory for all staff members that have exited the district.

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

Validation Checks
• Date must be in YYYYMMDD format.
• If DistrictEmploymentExitReason has a value, then DistrictEmploymentExitDate must also have a value.

Additional Notes
• N/A

Common Errors
Error Message: Date cannot be in the future.
Resolution: The exit date cannot be a date in the future; if a staff member is exiting the district in the future, either refrain from making the staff member inactive or leave the field blank until the future date becomes the present date.
Error Message: District Employment Exit Date cannot be before District Employment Begin Date.
Resolution: Go onto the staff member's record page and compare the two dates to make sure the Exit Date is not before the Begin Date.
Error Message: Field must be filled in if Status has a value of I.
Resolution: To make a staff member inactive, report the Exit Date the staff member left the district.

Warnings
N/A

DistrictEmploymentExitReason

NJDOE Number
138

Definition of Data Element
An indication of the reason the staff member has left the district.

Functional, Policy or Legal Document
NJ A2835 – Used to establish staff member assignment to a school or district.

CEDS Mapping
Employment Separation Reason

Is this Data Element Required?
Mandatory for all staff members that have exited the district.

Acceptable Values

Type: Numeric
Minimum Length: 2
Maximum Length: 2

- **To assume another teaching position:**
  - 02 = In another NJ public school
  - 03 = In a public school district outside NJ
  - 04 = In a non-public school
  - 05 = In a college or university
- **To accept an administrative or supervisory position:**
  - 11 = In another NJ public school district
  - 12 = In a public school district outside of NJ
  - 13 = In a non-public school
  - 14 = In a college or university
- **To accept an educational support services position:**
  - 16 = In another NJ public school district
  - 17 = In a public school district outside of NJ
  - 18 = In a non-public school, college, or university
  - 19 = In a college, or university
- **To continue education:**
  - 20 = At a college or university
- **Certificate Status:**
  - 92 = Certificate suspended
  - 93 = Certificate revoked

- **Retired:**
  - 40 = Retired from position
- **Deceased:**
  - 50 = Deceased
- **Granted a leave of absence without pay:**
  - 30 = A maternity leave
  - 31 = A sabbatical leave
  - 32 = Another leave of absence (planning to return)
- **Enter military service:**
  - 60 = To enter military services
- **To accept employment in a non-teaching occupation:**
  - 70 = Accepted employment in non-teaching occupation
- **Resigned:**
  - 22 = Change of assignment
  - 23 = Compensation
  - 24 = Dissatisfied with teaching
  - 25 = Because of prolonged illness
  - 26 = Family/personal relocation
  - 27 = Leave (not planning to return)
  - 28 = No reason given for resignation
  - 29 = To assume home duties

- **End of term:**
  - 33 = End of Term (Participate Learning)
  - 34 = End of Term (Teach for America)

- **Not offered re-employment:**
  - 80 = Due to reduction in force
  - 81 = Non-tenured faculty, not meeting district performance expectations
  - 82 = Tenured faculty, not meeting district performance expectations
  - 83 = Decreased workload
  - 84 = Organizational restructuring
  - 85 = Interim contract ended – not rehired
  - 86 = Non-renewal (probationary contract ended)
  - 90 = For other than any listed

Validation Checks

- If Status = I, DistrictEmploymentExitReason must also have a value.
- If DistrictEmploymentExitDate has a value, then DistrictEmploymentExitReason must also have a value.

Additional Notes

N/A

Common Errors

Error Message: Field must be left blank if Status has a value of A.

Resolution: All active Staff Members must leave this field blank; this field is only required for making staff members inactive.

Error Message: Value is not a valid exit code.

Resolution: Using a code that is not listed above will generate an error due to NJ SMART's Validation rules. Please check the code entered into this field to make sure it's one of the 2-digit codes listed above.

Warnings

N/A

GiftedAndTalentedStaff

NJDOE Number

409

Definition of Data Element

An indication that the staff member has the job responsibility of providing gifted and talented and/or twice-exceptional education services to the identified students within the school district.

Functional, Policy or Legal Document

Strengthening Gifted and Talented Education Law 18A:35-37b(4)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

Validation Checks

- An error will occur if field is blank.
- If GiftedAndTalentedStaff = Y, at least one Job Code must be 3140 (Gifted and Talented Staff) or an error will occur.
- An error will occur if GiftedAndTalentedStaff = N and Job Code = 3140.

Additional Notes

- Only "Y" or "N" responses will be accepted.
- If Y, please report the appropriate JobCode in the SMID Management for staff that identifies and/or provides services to Gifted and Talented students.

Common Errors

N/A

Warnings

N/A

StaffCompensationTotalSalary

NJDOE Number

142

Definition of Data Element

The monetary unit of total annualized salary compensation an individual is paid at the specific school/program indicated on the record in the school/program year specified on the record.

Functional, Policy or Legal Document

NJDOE, Division of Finance

CEDS Mapping

Staff Compensation Total Salary

Is this Data Element Required?

Field is mandatory for all staff members in a regular Job Code.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 7

Dollar amount of the staff compensation total salary of the staff member rounded to the nearest whole number. Example: A salary of $100,000 should be entered as 100000.

Validation Checks

- An error will occur if a whole number is not used.
- An error will occur if field is left blank and teacher has any JobCode higher than 0100.
- The value of zero is not an acceptable value. If staff member has a purchased services job code, leave the field blank.
- An error will occur if value is less then Staff Compensation Base Salary or Staff Compensation Annual Supplement, or Staff Compensation Base Salary plus Staff Compensation Annual Supplement.

Additional Notes

- Do not use dollar signs, decimals, or commas.
- StaffCompensationTotalSalary should include StaffCompensationBaseSalary plus StaffCompensationAnnualSupplement for all staff in Job Codes of 1000-2799.
- For staff members who are employed for part of the year, please calculate what their annualized salary would be if they were employed for the entire year.

Common Errors

Error Message: The length cannot exceed 7 characters and cannot contain any punctuation.

Resolution: Punctuation marks will generate an error, and salary should only be 7 characters at the maximum. Check to make sure no punctuation marks are in this field.

Warnings

N/A

StaffCompensationBaseSalary

NJDOE Number

439

Definition of Data Element

The negotiated annual salary for **teaching** duties for the school year. The base salary excludes pay for additional duties, such as supervising or directing afterschool activities, school administration activities, and teaching summer school or adult education classes. Bonuses and other incentives are not included in base salaries.

Functional, Policy or Legal Document

NJDOE, Division of Finance

CEDS Mapping

Staff Compensation Base Salary

Is this Data Element Required?

Field is mandatory for all staff members in regular teaching Job Codes of 1000-2799.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 7

Dollar amount of the total annual base salary of the staff member, rounded to the nearest whole number. Example: A salary of $100,000 should be entered as 100000.

Validation Checks

- An error will occur if a whole number is not used.
- An error will occur if field is blank and staff member has any Job Codes within the range of 1000-2799.
- The value of zero is not an acceptable value. If staff member has a Job Code outside of the range of 1000-2799, leave the field blank.
- An error will occur if value is greater than StaffCompensationTotalSalary.

Additional Notes

- Do not use dollar signs, decimals, or commas.
- Salary should include regular compensation, including longevity increments and other adjustments to an individual's compensation resulting from increased educational levels or awards earned, such as National Board Certification. Salary should not include stipends for extra-curricular activities.
- If the staff member is employed less than full-time or paid an hourly rate, report the annualized salary of the staff member by using their part-time or per diem rate and estimating its annual worth.
- Salary cannot be less than $18,500 for teachers unless FTE is less than 1.00.

Common Errors

Error Message: The length cannot exceed 7 characters and cannot contain any punctuation.

Resolution: Punctuation marks will generate an error, and salary should only be 7 characters at the maximum. Check to make sure no punctuation marks are in this field.

Warnings

N/A

StaffCompensationAnnualSupplement

NJDOE Number

440

Definition of Data Element

The annual sum of payments given to staff in addition to their base salary.

Functional, Policy or Legal Document

NJDOE, Division of Finance

CEDS Mapping

Staff Compensation Annual Supplement

Is this Data Element Required?

Field is mandatory for staff members in regular teaching Job Codes of 1000-2799 if StaffCompensationTotalSalary is greater than StaffCompensationBaseSalary.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 7

Dollar amount of the total staff compensation annual supplement of the staff member, rounded to the nearest whole number.

Example: A salary of $100,000 should be entered as 100000.

Validation Checks

- An error will occur if a whole number is not used.
- An error will occur if field is blank, staff member has a Job Code of 1000-2799, and StaffCompensationBaseSalary is less than StaffCompensationTotalSalary.
- The value of zero is not an acceptable value. If staff member does not receive additional wages for jobs, such as supervising or directing afterschool activities, school administration activities, and teaching summer school or adult education classes, or has not received bonuses and other incentives that are not included in base salaries, leave the field blank.
- An error will occur if value is greater than StaffCompensationTotalSalary.

Additional Notes

- Do not use dollar signs, decimals, or commas.
- StaffCompensationAnnualSupplement should include stipends for extra-curricular activities and can be reported for any Job Code.
- StaffCompensationAnnualSupplement should not include retroactive pay from previous school years.
- Funds that are paid to the staff member directly from the district should be reported. External compensation, such as stipends from the PTA/PTO, should not be reported.

Common Errors

Error Message: The length cannot exceed 7 characters and cannot contain any punctuation.

Resolution: Punctuation marks will generate an error, and salary should only be 7 characters at the maximum. Check to make sure no punctuation marks are in this field.

Warnings

N/A

LanguageSpokenByTeacher

NJDOE Number
144

Definition of Data Element
The language, other than English, that is spoken fluently by the teacher.

Functional, Policy or Legal Document
USDOE Title III

CEDS Mapping
No CEDS Mapping

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

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 3

- A list of acceptable values can be found in the [Home Language Codes](#) document.
- N = Not fluent in a language other than English

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if field is blank.
- The language code of ENG is not a valid acceptable value. If the staff member is only fluent in English, please input the value of N.

Additional Notes

- If two codes are provided for a language, use the first code for this element.

Common Errors
N/A

Warnings
N/A

TitleIProgramStaffCategory

NJDOE Number

147

Definition of Data Element

The title of employment, official status or rank of an individual who works with a Title I education program.

Functional, Policy or Legal Document

USDOE Title I Programs.

CEDS Mapping

Title I Program Staff Category

Is this Data Element Required?

Field is mandatory for all staff members who work with a Title I education program.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 1 = Title I Teacher
- 2 = Title I Paraprofessional
- 3 = Title I Clerical Support Staff
- 4 = Title I Administrator (non-clerical)
- 5 = Title I Other Paraprofessional

Validation Checks

- An error will occur if codes do not conform to the NJDOE codes listed.

Additional Notes

- Value must be blank for non-Title I staff members.

Common Errors

N/A

Warnings

N/A

HighestLevelOfEducationCompleted

NJDOE Number
148

Definition of Data Element
The extent of formal instruction an individual has received (e.g., the highest grade in school completed or its equivalent of the highest degree received).

Functional, Policy or Legal Document
Used to establish teacher credential in a school or district.

CEDS Mapping
Highest Level of Education Completed

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

Acceptable Values

Type: Alpha
Minimum Length: 2
Maximum Length: 2

- HS = High School   (previous code 01)
- VC = Vocational certificate   (previous code 02)
- SD = Specialist's degree   (previous code 03)
- GC = Graduate certificate   (previous code 04)
- AD = Associate's degree   (previous code 05)
- BD = Bachelor's degree   (previous code 06)
- MD = Master's degree   (previous code 07)
- DD = Doctoral degree   (previous code 08)
- OT = Other   (previous code 09)

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if field is left blank and Certification Status = Y.
- If Certification Status = Y, HS is not an acceptable value.

Additional Notes

- Highest Level of Education Completed values have converted from numeric to alpha codes.
- If Certification Status = Y, HS is not an acceptable value.

Common Errors
N/A

Warnings
N/A

SEProgramContractedServicesCategory

NJDOE Number

150

Definition of Data Element

The title of related services personnel employed and/or contracted to provide related services for children with disabilities.

Functional, Policy or Legal Document

USDOE IDEA Programs. For further explanation, see [EDFacts file specification FS099](#).

CEDS Mapping

Special Education Support Services Category

Is this data element required?

Field is mandatory for all Special Education staff members.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 2

- 1= Audiologist
- 2 = Counselor/Rehabilitation Counselor
- 3 = Interpreter
- 4 = Medical/Nursing Service Staff
- 5 = Occupational Therapists
- 6 = Orientation and Mobility Specialist
- 7 = Physical Education Teacher/Recreation and Therapeutic Recreation Specialist
- 8 = Physical Therapists
- 9 = Psychologist
- 10 = Social Worker
- 11 = Speech-Language Pathologist

Validation Checks

- An error will occur if code is not one of the acceptable values listed above.

Additional Notes

N/A

Common Errors

N/A

Warnings

N/A

MLInstructorCredentialType

NJDOE Number

151

Definition of Data Element

An indication an educator holds a valid English as a Second Language (ESL) and/or bilingual/bicultural endorsement.

Functional, Policy or Legal Document

N.J.A.C. 6A:15-1.8 (a) and (c), Bilingual Education requires that all teachers of ESL classes or bilingual programs hold a valid New Jersey instructional certificate with an ESL endorsement or bilingual/bicultural endorsement, pursuant to N.J.S.A. 18A:6-38 et seq., and N.J.A.C. 6A:9B-11.5 and 11.6.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all staff members with bilingual and/or ESL certification.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

- 1 = English as a Second Language (ESL) A teacher who is certified to provide instruction to students whose native language is other than English in a second language development program that teaches listening, speaking, reading, and writing (in English) using English as a Second Language techniques. This includes teachers who hold a New Jersey Instructional certificate in ESL.
- 2 = Bilingual Education (BE) A teacher who is certified to provide instruction to students whose native language is other than English using the student's native language and English. This includes teachers who hold a New Jersey Instructional Certificate, as well as a bilingual endorsement.
- 3 = Both ESL and BE

Validation Checks

- An error will occur if codes do not conform to NJDOE codes listed.
- An error will occur if left blank and Job Code 1-6 = 1485 (English as a Second Language) or Job Code 2-6 = 1486 (Bilingual/Bicultural).

Additional Notes

- 4 (Certified in subject/content areas only) is no longer an acceptable value.
- ML = Multilingual Learner
- Whenever there are 20 or more MLs in kindergarten through 12th grade in any one language classification enrolled in the school district, a LIEP shall include bilingual education or dual language immersion programs pursuant to N.J.A.C. 6A:15-1.4(b pursuant to N.J.A.C. 6A:15-1.4(b).
- Whenever there are 10 or more MLs in kindergarten through 12th grade enrolled in the school district, an ESL program shall be provided pursuant to N.J.A.C. 6A:15-1.4(b).

Common Errors

Error Message: Value does not conform to the NJDOE codes listed.
Resolution: If not blank, MLInstructorCredentialType must have a value of 1, 2, or 3. Make sure it conforms to the codes listed above.

Error Message: Field cannot be left blank if Job Code = 1485 or 1486.

Resolution: Job Codes 1485 and 1486 directly correlate to this field. If a job code of 1485 or 1486 is entered in the Job Code fields, then this field becomes a mandatory field. Do not leave this field blank otherwise an error will be generated. Check the job code listed for the staff member, and if the job code is one of the two listed above, find the correct value for this field and update the record for that staff member.

Warnings

N/A

YearsOfPriorExperience

NJDOE Number

152

Definition of Data Element

The total number of years that the certificated staff member has previously held a position in one or more public education institutions, both within New Jersey and outside of the state.

Functional, Policy or Legal Document

Used to establish experience in a school or district.

CEDS Mapping

Years of Prior Teaching Experience

Is this Data Element Required?

Field is mandatory for all certificated staff members.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 2

0-99

Validation Checks

- An error will occur if numeric value is not between 0 and 99.
- An error will occur if the field is left blank and Certification Status = Y.

Additional Notes

- Number of years should be rounded to the nearest whole number.
- For APSSD submitters only, all experience in a public *or nonpublic* school setting should be included, not just experience in their current position. For all other submitters, only public education experience should be reported in addition to their current experience.
- Input 0 for new staff members with no prior experience in a public education institution.

Common Errors

N/A

Warnings

N/A

YearsInNJ

NJDOE Number

153

Definition of Data Element

The total number of years that the certificated staff member has held a position in a public school within New Jersey.

Functional, Policy or Legal Document

Used to establish experience in a school or district.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all certificated staff members.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 2

0-99

Validation Checks

- An error will occur if numeric value is not between 0 and 99.
- An error will occur if field is left blank and Certification Status = Y.

Additional Notes

- Years In NJ cannot be greater than Years of Prior Experience.
- Number of years should be rounded to the nearest whole number.
- For APSSD submitters only, all experience in a public *or nonpublic* school setting should be included, not just experience in their current position. For all other submitters, only public education experience should be reported in addition to their current experience.
- Input 0 for new staff members with no prior experience in a NJ public education institution.

Common Errors

N/A

Warnings

N/A

YearsInLEA

NJDOE Number
154

Definition of Data Element
The total number of years that the certificated staff member has held a position within the current Local Education Agency (LEA).

Functional, Policy or Legal Document
Used to establish experience in a school or district.

CEDS Mapping
No CEDS Mapping

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

Acceptable Values
Type: Numeric

Minimum Length: 1

Maximum Length: 2

0-99

Validation Checks
• An error will occur if numeric value is not in between 0 and 99.
• An error will occur if the field is left blank and Certification Status = Y.

Additional Notes
• Years In LEA cannot be greater than Years In NJ or Years Of Prior Experience.
• Number of years should be rounded to the nearest whole number.
• Input 0 for new LEA staff members.
• If the District Employment Begin Date is over one year ago, YearsInLEA cannot be 0.

Common Errors
N/A

Warnings
N/A

EmploymentStatus

NJDOE Number

441

Definition of Data Element

The condition under which a person has agreed to serve as an employee.

Functional, Policy or Legal Document

NJ A2835

CEDS Mapping

Employment Status

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Numeric

Minimum Length: 5

Maximum Length: 5

- 01384 = Contingent upon funding – A condition under which there is not an ongoing commitment of funding and therefore the continuation of employment is based on availability of funding.
- 01379 = Contractual – A condition under which a non-tenured staff member works for the LEA under a contract.
- 06071 = Employed or affiliated with an outside agency part-time – A part-time position secured by the LEA via an outside agency/third party.
- 01383 = Employed or affiliated with an outside organization – A full-time position secured by the LEA via an outside agency/third party.
- 01385 = Non-contractual – A condition under which a non-tenured staff member works for the LEA at-will and is not employed for a fixed term.
- 09999 = Other – A condition which does not fall under any other category.
- 01378 = Probationary – A position for which a staff member who is not Contractual or Tenured/Permanent has agreed to serve as an employee.
- 06070 = Self-employed part-time – A condition under which a staff member serves as a self-employed staff member on a part-time basis to assist with specific duties.
- 01380 = Substitute/temporary – A position for a non-tenured staff member who serves as an employee with the intention of doing so temporarily.
- 01381 = Tenured or permanent – A condition under which a staff member serves as a permanent or tenured employee. If a staff member is tenured/permanent, this option should be reported.
- 01382 = Volunteer/no contract – A condition under which a staff member volunteers to work within the LEA.

Validation Checks

- An error will occur if field is left blank.
- An error will occur if the codes do not conform to the NJDOE codes listed..
- Value must keep its leading zero.

Additional Notes

N/A

Common Errors
N/A
Warnings
N/A

EmploymentSeparationType

NJDOE Number

442

Definition of Data Element

A designation of the type of separation occurring between a person and the organization.

Functional, Policy or Legal Document

NJ A2835

CEDS Mapping

Employment Separation Type

Is this Data Element Required?

Field is mandatory for all inactive staff members.

Acceptable Values

Type: Alpha

Minimum Length: 3

Maximum Length: 3

- INV = Involuntary separation – An employee is involuntarily removed from their role.
- MUT = Mutual agreement – Both the employee and employer consent to the employment separation.
- OTH = Other – The separation between the employee and employer cannot be defined by one of the other options.
- VOL = Voluntary separation – An employee voluntarily retires or resigns from their role.

Validation Checks

- An error will occur if field is left blank and the staff member's Status = I.

An error will occur if the codes do not conform to the NJDOE codes listed.Additional Notes

N/A

Common Errors

N/A

Warnings

N/A

Repeating Data Elements

Some staff members may have multiple roles within an LEA or work at multiple locations. To accommodate the reporting of the multiple roles or locations, the following elements must be repeated 6 times in the file submitted to NJ SMART, followed by number 1 through 6:

- CountyCodeAssigned
- DistrictCodeAssigned
- SchoolCodeAssigned
- FullTimeEquivalency
- JobCode
- JobCodeSubcategory
- AgeGroupTaught
- CredentialType

Note: These data elements, as appropriate, must be submitted once for all staff members. If a staff member fulfills another role (i.e., has another job code) or works the same role at multiple locations, additional data must be provided specific to that role/job code. The additional data only need be submitted if the staff member fulfills another role or works in multiple locations. However, the data elements must still be repeated 6 times in the file (e.g. CountyCodeAssigned1, DistrictCodeAssigned1, SchoolCodeAssigned1, etc.; CountyCodeAssigned2, DistrictCodeAssigned2, SchoolCodeAssigned2, etc.) even if the additional five iterations are not needed. If the staff member fulfills one role (i.e., has only one job code) at a single location, null values are acceptable in the additional five iterations.

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

No CEDS Mapping

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

Additional Notes

- If a staff member has assignments in multiple locations, report the staff member's assignments (i.e., job code and FTE associated with the job code) separately so that the combination of county, district and school codes for each school or institution in which the staff member is assigned is reported.
- As staff members may have multiple assignments, this element will appear in the portal as: CountyCodeAssigned1, CountyCodeAssigned2, CountyCodeAssigned3, CountyCodeAssigned4, CountyCodeAssigned5, CountyCodeAssigned6.

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

No CEDS Mapping

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

Additional Notes

- If a staff member has assignments in multiple locations, report the staff member's assignments (i.e., job code and FTE associated with the job code) separately so that the combination of county, district and school codes for each school or institution in which the staff member is assigned is reported.
- As staff members may have multiple assignments, this element will appear in the portal as: DistrictCodeAssigned1, DistrictCodeAssigned2, DistrictCodeAssigned3, DistrictCodeAssigned4, DistrictCodeAssigned5, DistrictCodeAssigned6.

Common Errors

N/A

Warnings

District Code Assigned 1 should typically match the code of the submitting LEA. Are you sure this staff member is your reporting responsibility?

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

No CEDS Mapping

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

Additional Notes

- If a staff member has assignments in multiple locations, report the staff member's assignments (i.e., job code and Full Time Equivalency associated with the job code) separately so that the combination of county, district and school codes for each school or institution in which the staff member is assigned is reported.
- As staff members may have multiple assignments, this element will appear in the portal as: DistrictCodeAssigned1, DistrictCodeAssigned2, DistrictCodeAssigned3, DistrictCodeAssigned4, DistrictCodeAssigned5, DistrictCodeAssigned6.

Common Errors

N/A

Warnings

N/A

FullTimeEquivalency

NJDOE Number
160

Definition of Data Element
The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting for each assignment.

Functional, Policy or Legal Document
Used to establish staff member assignment to a school or district.

CEDS Mapping
Staff Full Time Equivalency

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

Acceptable Values
Type: Numeric **Minimum Length:** 3 **Maximum Length**: 3 0.01 to 1.00

Validation Checks
• Value must be reported in hundredths. • An error will occur if field is left blank.

Additional Notes
• To calculate, take [hours of work expected in the position], divide by [hours of work normally expected in a full-time position in the same setting], and round to the nearest hundredths.   o Example: [30 hours of work expected] divided by [40 hours expected in a full-time position] = 0.75. • Report the Full Time Equivalency (FTE) of the staff member associated specifically with the job code. For instance, if the staff member serves as both principal and superintendent, each half-time, report 0.50 FTE for each job code. • As staff members may have multiple assignments, this element will appear in the portal as: FullTimeEquivalency1, FullTimeEquivalency2, FullTimeEquivalency3, FullTimeEquivalency4, FullTimeEquivalency5, FullTimeEquivalency6.

Common Errors
Error Message: Full Time Equivalency 1 through 6 should not add up to a value greater than or equal to 2.00. **Resolution:** FullTimeEquivalency1 + FullTimeEquivalency2 + FullTimeEquivalency3 + FullTimeEquivalency4 + FullTimeEquivalency5 + FullTimeEquivalency6 cannot be equal to or greater than 2.00. Check the values in the FTE fields and make sure they do not surpass the value of 2.00. If unsure how to calculate FTE, check the Additional Notes section for more information.

Warnings
N/A

JobCode

NJDOE Number
161

Definition of Data Element
The NJDOE code assigned to each staff member's role within a local school district.

Functional, Policy or Legal Document
NJDOE, Division of Finance

CEDS Mapping
K12 Job Classification

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

Acceptable Values
Type: Numeric
Minimum Length: 4
Maximum Length: 4
A list of acceptable values can be found in the Job Codes and Job Code Subcategories document.

Validation Checks
• An error will occur if the codes do not conform to the NJDOE codes listed.
• An error will occur if field is left blank.
• Job Code 1486 can only be reported to JobCode 2-6. If reported in JobCode1 an error will be generated.

Additional Notes
• Must keep leading zeros.
• As staff members may have multiple assignments, this element will appear in the portal as: JobCode1, JobCode2, JobCode3, JobCode4, JobCode5, JobCode6.
• Changes to acceptable values can be found in the Job Codes and Job Code Subcategories list.

Common Errors
N/A

Warnings
N/A

JobCodeSubcategory

NJDOE Number
162

Definition of Data Element
The sub-category within the staff member's job code.

Functional, Policy or Legal Document
NJDOE, Division of Finance

CEDS Mapping
No CEDS Mapping

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

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 1= General Education
- 2 = Bilingual
- 3 = Hearing
- 4 = Visual
- 5 = Special Education
- 6 = Administrator or Supervisory Staff
- 7 = Non-certified Staff

Validation Checks

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

Additional Notes

- If Job Code = 1486, then Job Code Subcategory must equal 2.
- As staff members may have multiple assignments, this element will appear in the portal as: JobCodeSubcategory1, JobCodeSubcategory2, JobCodeSubcategory3, JobCodeSubcategory4, JobCodeSubcategory5, JobCodeSubcategory6.

Common Errors

Error Message: Field does not correspond to Job Code submitted.

Resolution: Job Code Subcategory must be a value accepted for the Job Code submitted as specified in the Job Code and Job Code Subcategories Excel File. Download the Job Code and Job Code Subcategories file to find the Sub-categories under the column "Corresponding Job Code Subcategory."

Warnings
N/A

AgeGroupTaught

NJDOE Number
163

Definition of Data Element
The grouping of student ages for whom the Special Education teacher is responsible.

Functional, Policy or Legal Document
Used to establish teacher assignment to a school or district.

CEDS Mapping
Special Education Age Group Taught

Is this Data Element Required?
Field is mandatory for Special Education staff members. Required if JobCodeSubcategory is equal to 3, 4, or 5.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 1 = Teacher is responsible for preschool students up to age 5.
- 2 = Teacher is responsible for students ages 6 to 21 years in grade kindergarten or higher. Staff who are employed or contracted to provide services to 5-year-old children with disabilities who are in kindergarten must also be reported in this category.

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if field is left NULL if JobCodeSubcategory has a value of 3, 4, or 5.

Additional Notes

- As staff members may have multiple assignments, this element will appear in the portal as: AgeGroupTaught1, AgeGroupTaught2, AgeGroupTaught3, AgeGroupTaught4, AgeGroupTaught5, AgeGroupTaught6.
- If a staff member teaches both of the above age groups, report the age group with which the staff member works the most.

Common Errors
N/A

Warnings
N/A

CredentialType

NJDOE Number
168

Definition of Data Element
An indication of the category of credential an individual holds.

Functional, Policy or Legal Document
USDOE collection. For further explanation, see [EDFacts file specification FS203](#).

CEDS Mapping
Credential Type

Is this Data Element Required?
Field is mandatory for all staff members who hold a position in JobCode 0100-4001, except 0700-0706 and 0711-0763 (field is required for JobCode values 0707-0710).

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

- 1 = Standard certificate/license/endorsement
- 2 = Provisional
- 3 = Emergency
- 6 = Non-citizen
- 7 = Certificate of Eligibility (CE) only
- 8 = Certificate of Eligibility with Advanced Standing (CEAS) only

Validation Checks
• An error will occur if the codes do not conform to the NJDOE codes listed.

Additional Notes

- Only staff members with a Job Code = 3100, 3101, 3105, 3106, 3115, 3116, 3117, 3118, 3119, 3120, 3122, 3123, 3124, 3132, and 3133 can have a data value = 3.
- If the staff member holds more than one credential, report the credential that is most relevant to the job code.
- As staff members may have multiple assignments, this element will appear in the portal as: CredentialType1, CredentialType2, CredentialType3, CredentialType4, CredentialType5, CredentialType6.

Common Errors
N/A

Warnings
N/A