

# **New Jersey Department of Education Special Education Submission Student Data Handbook**

**VERSION 5.7**



**State of New Jersey  
Department of Education**

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**August 2024**

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# Foreword

The New Jersey Department of Education is pleased to publish the *Special Education Submission Student Data Handbook*. Because quality information requires student data elements that are uniform, consistent, and easy to understand, this reference guide defines and maintains a set of standards for educational data. The *Special Education Submission Student Data Handbook* is intended to support the Fall NJ SMART data submission, which reports on 1) students classified as eligible for special education and related services; as well as 2) students who have been referred for a special education evaluation during the previous school year, whether or not they were determined eligible for special education. Students served by Part C who were referred to Part B for evaluation are included in this submission set.

Several of the student data elements required for the Fall snapshot data submission are consistent with the SID Management data set requirements for NJ SMART. This supports the linking of student data across time and submissions, and also ensures accurate validation of Statewide Student Identifiers (SIDs).

# Revision History

Date	Version	Comment
August 2024	5.7	<ul style="list-style-type: none"> <li>Updated data elements for the 2024-2025 SY: <ul style="list-style-type: none"> <li>ReferralDate</li> <li>ParentalConsentToEvaluateDate</li> <li>EligibilityDeterminationDate</li> <li>EarlyIntervention</li> <li>InitialIEPMeetingDate</li> <li>ParentalConsentObtained</li> <li>ParentalConsentToImplementInitialIEP</li> <li>InitialProcessDelayReason</li> </ul> </li> <li>Updated the Additional Notes of the SpecialEducationPlacement field to indicate change of English Language Learner Services to LIEP Services.</li> <li>Added new fields to capture more information about students reported with a SpecialEducationClassification of 14 Specific Learning Disability (SLD). <ul style="list-style-type: none"> <li>SLDBasicReadingSkills</li> <li>SLDReadingComprehension</li> <li>SLDOralExpression</li> <li>SLDListeningComprehension</li> <li>SLDWrittenExpression</li> <li>SLDReadingFluency</li> <li>SLDMathCalculations</li> <li>SLDMathProblemSolving</li> </ul> </li> <li>Added new Validation Checks to the SpecialEducationClassification field for the SLD-related data fields.</li> </ul>
September, 2023	5.6	<ul style="list-style-type: none"> <li>Updated the MDDisablingCondition fields as follows: <ul style="list-style-type: none"> <li>Updated the description of AI from Auditorily Impaired to Auditory Impairment</li> <li>Removed SM (Social Maladjustment) as an acceptable value, as students who are classified as socially maladjusted should be reported as emotionally disturbed/emotional regulation impaired.</li> <li>Removed ID (Intellectual Disability) and added three severity levels of intellectual disability in its place: MI (Mild Intellectual Disability), MO (Moderate Intellectual Disability), and SV (Severe Intellectual Disability). Added an Additional Note to clarify the proper format of these fields for successful upload into NJ SMART.</li> </ul> </li> </ul>
August 7, 2023	5.5	<ul style="list-style-type: none"> <li>Updated data elements for the 2023-2024 SY: <ul style="list-style-type: none"> <li>ReferralDate</li> <li>ParentalConsentToEvaluateDate</li> <li>EligibilityDeterminationDate</li> <li>EarlyIntervention</li> <li>InitialIEPMeetingDate</li> <li>ParentalConsentObtained</li> <li>ParentalConsentToImplementInitialIEP</li> </ul> </li> </ul>

Date	Version	Comment
		<ul style="list-style-type: none"> <li>○ InitialProcessDelayReason</li> <li>• Added a new field, MDDisablingCondition (repeating data element), to capture more information about students reported with a SpecialEducationClassification of 08 (Multiple Disabilities).</li> <li>• Added a new field, DeclassificationSPEDDate, to capture when students become declassified (SpecialEducationClassification of 99).</li> </ul>
August 5, 2022	5.4	<ul style="list-style-type: none"> <li>• Revised the Additional Notes for data elements to clarify best practices for updating records: <ul style="list-style-type: none"> <li>○ StateIdentificationNumber</li> <li>○ FirstName</li> <li>○ LastName</li> <li>○ DateOfBirth</li> <li>○ ReferralDate</li> <li>○ ParentalConsentObtained</li> <li>○ SpecialEducationClassification</li> </ul> </li> <li>• Updated for the 2022-2023 SY for data elements: <ul style="list-style-type: none"> <li>○ ReferralDate</li> <li>○ ParentalConsentToEvaluateDate</li> <li>○ EligibilityDeterminationDate</li> <li>○ EarlyIntervention</li> <li>○ InitialIEPMeetingDate</li> <li>○ ParentalConsentObtained</li> <li>○ ParentalConsentToImplementInitialIEP</li> <li>○ InitialProcessDelayReason</li> <li>○ SpecialEducationClassification</li> </ul> </li> </ul>
August 5, 2021	5.3	<ul style="list-style-type: none"> <li>• Updated data elements for the 2021-2022 SY: <ul style="list-style-type: none"> <li>○ ReferralDate</li> <li>○ ParentalConsentToEvaluateDate</li> <li>○ EligibilityDeterminationDate</li> <li>○ EarlyIntervention</li> <li>○ InitialIEPMeetingDate</li> <li>○ ParentalConsentObtained</li> <li>○ ParentalConsentToImplementInitialIEP</li> <li>○ InitialProcessDelayReason</li> <li>○ SpecialEducationClassification</li> </ul> </li> <li>• Updated the additional notes for SpecialEducationPlacement.</li> </ul>
November 5, 2020	5.2	<ul style="list-style-type: none"> <li>• Added the Special Education Classification of 18 for students who were eligible for special education and related services under the Special Education Classification of 12 = Preschool Child with a Disability who turned age 5 during the 2019-20 school year, for whom the reevaluation to determine a school age eligibility category was not completed by June 30, 2020 due to COVID-19, and the student is in kindergarten for the 2020-21 school year.</li> </ul>
October 5, 2020	5.1	<ul style="list-style-type: none"> <li>• Updated elements in the State Category for Special Education Classification:</li> </ul>

Date	Version	Comment
		<ul style="list-style-type: none"> <li>○ Auditory Impairment</li> <li>○ Autism</li> <li>○ Mild Intellectual Disability</li> <li>○ Moderate Intellectual Disability</li> <li>○ Severe Intellectual Disability</li> <li>○ Communication Impairment</li> <li>○ Emotional Regulation Impairment</li> <li>○ Multiple Disabilities</li> <li>○ Orthopedic Impairment</li> <li>○ Other Impairment</li> <li>○ Visual Impairment</li> </ul>
August 5, 2020	5.0	<ul style="list-style-type: none"> <li>• Updated data elements for the 2020-2021 SY: <ul style="list-style-type: none"> <li>○ ReferralDate</li> <li>○ ParentalConsentToEvaluateDate</li> <li>○ EligibilityDeterminationDate</li> <li>○ EarlyIntervention</li> <li>○ InitialIEPMeetingDate</li> <li>○ ParentalConsentObtained</li> <li>○ ParentalConsentToImplementInitialIEP</li> <li>○ InitialProcessDelayReason</li> </ul> </li> <li>• Added new code for InitialProcessDelayReason: InitialProcessDelayReason code = 14</li> <li>• Added a new validation check for InitialProcessDelayReason: An error will occur if ParentalConsentToImplementInitialIEP is before December 9, 2019 and InitialProcessDelayReason code= 14.</li> </ul>
October 31, 2019	4.9	<ul style="list-style-type: none"> <li>• Updated validation rules for InitialProcessDelayReason to require a value when a student transitions from Early Intervention, their Parental Consent to Implement Initial IEP occurred after student's third birthday, and the EligibilityDeterminationDate is more than 90 days from the ParentalConsentToEvaluateDate.</li> </ul>
August 30, 2019	4.8	<ul style="list-style-type: none"> <li>• Updated data element InitialProcessDelayReason and edited the acceptable value of 08: "The following code applies only to students with disabilities 5-21 (5 years old who is in Kindergarten only)"</li> </ul>
July 25, 2019	4.7	<ul style="list-style-type: none"> <li>• Updated data element SpecialEducationPlacement and added two validation rules to disaggregate students with disabilities aged five.</li> <li>• Updated definition and validation rule for data element TimeInRegularProgram to remove inclusion of Kindergarten students.</li> <li>• Updated grade level range for acceptable value 08 of InitialProcessDelayReason to include ages 3-21.</li> <li>• Updated reporting dates for the 2019-2020 School Year data elements:</li> </ul>

Date	Version	Comment
		<ul style="list-style-type: none"> <li>○ ReferralDate</li> <li>○ ParentalConsentToEvaluate</li> <li>○ EligibilityDeterminationDate</li> <li>○ EarlyIntervention</li> <li>○ InitialIEPMeetingDate</li> <li>○ ParentalConsentObtained</li> <li>○ ParentalConsentToImplementInitialIEP</li> <li>○ InitialProcessDelayReason</li> <li>• Updated all data elements to include CEDS Mapping.</li> </ul>
July, 2018	4.6	<ul style="list-style-type: none"> <li>• Updated reporting dates for the 2018-2019 School Year data elements: <ul style="list-style-type: none"> <li>○ ReferralDate</li> <li>○ ParentalConsentToEvaluate</li> <li>○ EligibilityDeterminationDate</li> <li>○ EarlyIntervention</li> <li>○ InitialIEPMeetingDate</li> <li>○ ParentalConsentObtained</li> <li>○ ParentalConsentToImplementInitialIEP</li> <li>○ InitialProcessDelayReason</li> </ul> </li> <li>• Updated reference to Every Student Succeeds Act in the Executive Summary.</li> </ul>
September 29, 2017	4.5	<ul style="list-style-type: none"> <li>• Updated definitions for FirstName and LastName.</li> </ul>
July 19, 2017	4.4	<ul style="list-style-type: none"> <li>• Reporting Dates updated for 2017-2018 School Year.</li> </ul>
May 11, 2017	4.3	<ul style="list-style-type: none"> <li>• Added clarification to SpecialEducationClassification</li> <li>• Updated guidance for EarlyIntervention.</li> </ul>
June 16, 2016	4.2	<ul style="list-style-type: none"> <li>• Updated validation checks for CounselingServices, OccupationalTherapyServices, PhysicalTherapyServices, SpeechLanguageServices and Other Related Services.</li> <li>• Reporting Dates updated for 2016-2017 School Year.</li> </ul>
July 27, 2015	4.1	<ul style="list-style-type: none"> <li>• Reporting Dates updated for 2015-2016 School Year.</li> </ul>
June 23, 2014	4.0	<ul style="list-style-type: none"> <li>• Reporting dates updated for 2014-2015 School Year.</li> <li>• Clarification added to Initial Process Delay Reason.</li> </ul>
February 10, 2014	3.9	<ul style="list-style-type: none"> <li>• Clarification to Special Education Classification and SID Management cross validation</li> </ul>
July 9, 2013	3.8	<ul style="list-style-type: none"> <li>• Dates have been updated for the 2013-2014 school year.</li> </ul>
January 15, 2013	3.7	<ul style="list-style-type: none"> <li>• Clarification provided for Special Education Placement of 1<sup>st</sup> grade students that are 5 years of age.</li> </ul>
September 12, 2012	3.6	<ul style="list-style-type: none"> <li>• Clarification provided on dates in the IEP sequence of events.</li> </ul>
August 13, 2012	3.5	<ul style="list-style-type: none"> <li>• Reporting dates updated for 2012-2013 School Year.</li> </ul>
June 7, 2012	3.5	<ul style="list-style-type: none"> <li>• Additional clarification for Re-Evaluation Date Element and transfer students. Additional note added for Special Education Classification.</li> </ul>



<b>Date</b>	<b>Version</b>	<b>Comment</b>
May 24, 2012	3.4	<ul style="list-style-type: none"> <li>• Proofing revisions made.</li> </ul>
April 13, 2012	3.4	<ul style="list-style-type: none"> <li>• Common Errors and Resolutions added to each section. Added an additional note to Reevaluation Date element.</li> </ul>
April 3, 2012	3.3	<ul style="list-style-type: none"> <li>• Added additional notes for multiple data elements, added revision table. Proofed for revisions.</li> </ul>

# Executive Summary

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

NJ 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 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* (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

Privacy of student records is required by the Family Educational Rights and Privacy Act (FERPA). FERPA requires state and local education agencies to protect the privacy of education records that contain “information directly related to a student” and which are maintained by an educational agency or institution. Education data stored in NJ SMART qualify as education records within the limits of FERPA. Absent written consent from the parent or student, or a valid court order, FERPA prohibits the release of education records to anyone other than local school officials, or federal and state education agencies with legitimate educational interests for the information.

NJDOE takes privacy and security concerns extremely seriously. To ensure confidentiality of student records, NJ SMART is designed with the following features: First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student information since all activities on NJ SMART are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information in NJ SMART is segmented or compartmentalized with security rights set up by the district so that only registered and authorized users have access to information where they have a legitimate educational interest.

# Data Elements and Definitions

This *Special Education Submission Student Data 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 (e.g., students born outside of the US will not have a State of Birth). 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 *Special Education Submission Student 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.

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# Local Identification Number (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. This data element is used to verify the unique identification of the student.

## 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 multiple students within the district with the same LID are reported.
- 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 that for confidentiality purposes, the local identification numbers do not contain any embedded meaning linked to student-specific information.

## Common Errors

**Error Message:** Student with the same LID exists in the LEA.

**Resolution:** Determine which student record should have that LID number. For the student with the incorrect LID, do a partial file upload with the correct LID number and it will overwrite the previous LID number.

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# State Identification Number (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.
- To obtain a SID number, leave this field blank in SID Management. When submitted, a new unique SID will be generated and issued for this student.

## Common Errors

**Error Message:** Combination of Local ID, State ID, First Name, Last Name, and Date of Birth does not match data submitted during **SID Management**.

**Resolution:** To resolve this error, click on the SID Snapshot records page in SID Management. Compare the values of all five fields (LID, SID, First Name, Last Name, and Date of Birth) in the record against the fields in Special Education Submission. All five fields in Special Education Submission must match exactly to the SID Snapshot Records page. To make the necessary changes to SID Management or the CTE Submission, please update the student's information within your district's Student Information System and reupload the record to the appropriate NJ SMART collection. If the data is misreported in the SID Snapshot Records, the record will still appear in error for other submissions until the next snapshot even after it is updated in SID Management.

**Error Message:** Student is not active in district.

**Resolution:** Verify whether the student should be inactive in your district and if they are properly reported in SID Management with a District Status and School Status of I. If the student is no longer active in your district,

remove the student from the Special Education Submission by completing a full file upload without the student's record. If this is an active student, complete a partial file upload onto SID Management with the record's District Status and School Status changed from I to A, the School Exit Withdrawal Code removed, and the School Exit Date erased. You will only be able to change the student's status in SID Management during the Special Education LDM period or prior to the Fall SID Management Snapshot.

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# 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 hyphens 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.

## Common Errors

**Error Message:** Field contains an invalid character or exceeds 30 characters.

**Resolution:** This field cannot have more than 30 characters or contain periods. If the student's name has more than 30 characters or has periods in the FirstName field, please update the student's information within your district's Student Information System and reupload the record to the Special Education Submission to resolve the error.

## Warnings

N/A



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# 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.
- An error will occur if field is left blank.

## 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; place both last names in this field. Example: Jenny R. Smith-Jones would be input as the last name "Smith-Jones" while John F. Davis Smyth would be input as the last name "Davis Smyth". First name and last name must be reported as separate fields.

## Common Errors

**Error Message:** Field contains an invalid character or exceeds 50 characters.

**Resolution:** This field cannot have more than 50 characters or contain periods. If the student's name has more than 30 characters or has periods in the LastName field, please update the student's information within your district's Student Information System and reupload the record to the Special Education Submission to resolve the error.

## Warnings

N/A

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# 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. 20190128).
- 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 is mandatory for all Non-Public students.

## 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. To modify the date, please update the student's Date of Birth within your district's Student Information System and reupload the record to the Special Education Submission to resolve the error.

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# ReferralDate

## NJDOE Number

49

## Definition of Data Element

The date on which a New Jersey school district receives the written request for a child study team evaluation of a student.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education, IDEA Part B

## CEDS Mapping

Referral Date

## Is this Data Element Required?

Field is mandatory for all students who have been referred for special education services after June 30, 2023.

## Acceptable Values

**Type:** Date

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

- An error will occur if ReferralDate is a date after the snapshot date.
- An error will occur if ReferralDate is NULL, or empty, when EligibilityDeterminationDate is after June 30, 2023.
- An error will occur if the required dates do not follow the sequence specified below:
- Date of Birth + 2 years ≤ **Referral Date** ≤ Parental Consent To Evaluate Date < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

## Additional Notes

- If a student has been referred for Speech only services and determination is made that the student is eligible for other services, a new Referral Date and Eligibility Determination Date should take place.
- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
- Students referred but not evaluated should be reported with just a referral date; all other fields are left blank.

## Common Errors

**Error Message:** Students with IEPs must have a Referral Date, Eligibility Determination Date, or Reevaluation Date.

**Resolution:** In order for a student to be submitted to the Special Education Submission, a student must have a value in the ReferralDate, EligibilityDeterminationDate or a ReevaluationDate field. Check with your district as to when this student was referred or determined eligible to receive services. To add a valid date, please update the student's information within your district's Student Information System and reupload the record to the Special Education Submission to resolve the error.

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# ParentalConsentToEvaluateDate

## NJDOE Number

50

## Definition of Data Element

The date on which the parent provides **written** consent for an **initial** evaluation to determine eligibility for special education and related services or eligibility for speech-language services.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education, IDEA Part B

## CEDS Mapping

Consent to Evaluate Date

## Is this Data Element Required?

Field is mandatory for all students who have an Eligibility Determination Date after June 30, 2023.

## Acceptable Values

**Type:** Date

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

- An error will occur, if ParentalConsentToEvaluateDate is NULL, or blank, when EligibilityDeterminationDate is after June 30, 2023.
- An error will occur if the required dates do not follow the sequence specified below:
  - $\text{Date of Birth} + 2 \text{ years} \leq \text{Referral Date} \leq \text{Parental Consent To Evaluate Date} < \text{Eligibility Determination Date} \leq \text{Initial IEP Meeting Date} \leq \text{Parental Consent to Implement Initial IEP} < \text{Annual IEP Review Meeting Date}$

## Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
- Instances where parents have requested evaluation by a third party still require the ParentalConsentToEvaluateDate to be filled in.

## Common Errors

N/A

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# EligibilityDeterminationDate

## NJDOE Number

51

## Definition of Data Element

The date on which initial eligibility or ineligibility for special education services or speech-language services is determined.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education, IDEA Part B

## CEDS Mapping

Eligibility Evaluation Date

## Is this Data Element Required?

Field is mandatory for all students whose eligibility determination occurred after June 30, 2023.

## Acceptable Values

**Type:** Date

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

- An error will occur if EligibilityDeterminationDate is after the snapshot date.
- Either an EligibilityDeterminationDate **OR** a ReevaluationDate is required when **any** of the following occurs:
  - An InitialIEPMeetingDate is listed; or
  - A SpecialEducationClassification is listed; or
  - An AnnualIEPReviewMeetingDate is listed; or
  - A SpecialEducationPlacement is listed.
- Date of Birth + 2 years ≤ Referral Date ≤ Parental Consent To Evaluate Date < **Eligibility Determination Date** ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

## Additional Notes

- If initial eligibility determination has not yet been made, leave as NULL, or blank.
- If initial eligibility determination is for speech language services only, but the student is thereafter determined eligible for other services, a new EligibilityDeterminationDate should take place.
- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

## Common Errors

N/A

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# EarlyIntervention

## NJDOE Number

71

## Definition of Data Element

Any preschool student that was receiving Part C Early Intervention Services at the time of referral.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education, IDEA Part B

## CEDS Mapping

IDEA Part B 619 Potential Eligibility Indicator

## Is this Data Element Required?

Field is mandatory for all students who have turned age 3 on or after July 1, 2023 through June 30, 2024.

## Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes, student is receiving Part C Early Intervention Services
- N = No, student was not receiving Part C Early Intervention Services

## Validation Checks

- An error will occur if student has turned age 3 on or after July 1, 2023 through June 30, 2024 and EarlyIntervention is left NULL or blank.

## Additional Notes

- A student referred for early intervention must be reported to SID Management at the time of referral even if the student is still in the referral process and not yet enrolled by the October 15<sup>th</sup> snapshot.
- A child who turns 3 between 7/1 and 10/15 does NOT get reported as Early Intervention in the upcoming snapshot, but rather the next year's snapshot.

## Common Errors

N/A

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# InitialIEPMeetingDate

## NJDOE Number

52

## Definition of Data Element

The date of the student's **initial** IEP meeting. This date refers to the first, initial IEP meeting for the student, even if that meeting occurred in a district that the student is no longer attending.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education, IDEA Part B

## CEDS Mapping

Individualized Program Service Plan Meeting Date

## Is this Data Element Required?

Field is mandatory for all students who have an InitialIEPMeetingDate after June 30, 2023.

## Acceptable Values

**Type:** Date

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

- An error will occur if InitialIEPMeetingDate is a date after the snapshot date.
- If an InitialIEPMeetingDate is listed, an EligibilityDeterminationDate is required.
- An error will occur if the required dates do not follow the sequence specified below:
- $\text{Date of Birth} + 2 \text{ years} \leq \text{Referral Date} \leq \text{Parental Consent To Evaluate Date} < \text{Eligibility Determination Date} \leq \text{Initial IEP Meeting Date} \leq \text{Parental Consent to Implement Initial IEP} < \text{Annual IEP Review Meeting Date}$

## Additional Notes

- If eligibility determination has not yet been made, leave InitialIEPMeetingDate as NULL, or blank.
- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

## Common Errors

N/A

---

# ParentalConsentObtained

## NJDOE Number

73

## Definition of Data Element

The **written** parental decision regarding the implementation of the Initial IEP.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education, IDEA Part B

## CEDS Mapping

No CEDS Mapping

## Is this Data Element Required?

Field is mandatory for all students who have an Eligibility Determination Date after June 30, 2023.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 1

- Y = Yes, Parental Consent was obtained to implement the initial IEP.
- N = No, Parental Consent was NOT obtained prior to the snapshot date to implement the initial IEP.
- R = Refused, Parent refused implementation of the initial IEP.

## Validation Checks

- If ParentalConsentObtained is N, R or is blank, ParentalConsentToImplementInitialIEP must be left blank.

## Additional Notes

- Leave NULL, or blank, if a student has not yet received an eligibility determination.

## Common Errors

**Error Message:** Field must have a value of Y if ParentalConsentToImplementInitial IEP has a date filled in.

**Resolution:** If there is a value in ParentalConsentToImplementInitialIEP, then ParentalConsentObtained must be “Y”. Check to see what value was entered in the ParentalConsentToImplementInitialIEP field. To modify the value submitted, please update the student’s information within your district’s Student Information System and reupload the record to the Special Education Submission to resolve the error.



# ParentalConsentToImplementInitialIEP

## NJDOE Number

72

## Definition of Data Element

The date on which the parent provides **written** consent to implement the student's initial IEP.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education, IDEA Part B

## CEDS Mapping

No CEDS Mapping

## Is this Data Element Required?

Field is mandatory for all students for whom Parental Consent has been obtained.

## Acceptable Values

**Type:** Date

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

- An error will occur if ParentalConsentToImplementInitialIEP is a date after the snapshot date.
- An error will occur if ParentalConsentToImplementInitialIEP is NULL, or empty, when EligibilityDeterminationDate is after June 30, 2023 and ParentalConsentObtained = Y.
- If the child has transitioned from Early Intervention Services (EarlyIntervention = Y), the EligibilityDeterminationDate is more than 90 days from the ParentalConsentToEvaluateDate, and the ParentalConsentToImplementInitialIEP date occurs after the student's 3<sup>rd</sup> birthday, then InitialProcessDelayReason must have a value.
- An error will occur if ParentalConsentObtained = N, R or is blank, and ParentalConsentToImplementInitialIEP is filled in.
- An error will occur if the required dates do not follow the sequence specified below:
  - Date of Birth + 2 years ≤ Referral Date ≤ Parental Consent To Evaluate Date < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ **Parental Consent to Implement Initial IEP** < Annual IEP Review Meeting Date

## Additional Notes

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

## Common Errors

N/A

---

# AnnualIEPReviewMeetingDate

## NJDOE Number

53

## Definition of Data Element

The date of the student's **last** Annual IEP Review meeting.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education, IDEA Part B

## CEDS Mapping

No CEDS Mapping

## Is this Data Element Required?

Field is mandatory for all students who have a valid IEP as of the snapshot date.

## Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

## Validation Checks

- An error will occur if AnnualIEPReviewMeetingDate is a date after the snapshot date.
- If InitialIEPMeetingDate is the only meeting date, then leave AnnualIEPReviewMeetingDate NULL, or blank.
- If an AnnualIEPReviewMeetingDate is listed, either an EligibilityDeterminationDate **OR** a ReevaluationDate is required.
- An error will occur if the required dates do not follow the sequence specified below:
- Date of Birth + 2 years ≤ Referral Date ≤ Parental Consent To Evaluate Date < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < **Annual IEP Review Meeting Date**

## Additional Notes

- If eligibility determination has not yet been made, leave as NULL, or blank.
- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

## Common Errors

N/A

# Special Education Classification

## NJDOE Number

47

## Definition of Data Element

The outcome of eligibility assessment for special education and related services.

## Functional, Policy or Legal Document

NJDOE, Office of School Funding, and Office of Special Education, Administrative Code 6A:14-3.5 and 6A:14-3.

## CEDS Mapping

IDEA Disability Type

## Is this Data Element Required?

Field is mandatory for all students evaluated for special education eligibility.

## Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 2

Choose a two-digit code in the left column that corresponds to the classification category for the student:

## Special Education Federal and State Categories

Code	State Category	Federal Category
99	Declassified/Returned to Regular Education	N/A
00	Determined Ineligible	N/A
01	Auditory Impairment	Hearing Impairments
02	Autism	Autism
03	Mild Intellectual Disability	Intellectual Disability
04	Moderate Intellectual Disability	Intellectual Disability
05	Severe Intellectual Disability	Intellectual Disability
06	Communication Impairment	Speech or Language Impairments
07	Emotional Regulation Impairment	Emotional Disturbance
08	Multiple Disabilities	Multiple Disabilities
09	Deaf-Blindness	Deaf-Blindness
10	Orthopedic Impairment	Orthopedic Impairments
11	Other Health Impairment	Other Health Impairments
12	Preschool Child with a Disability	Developmental Delay
14	Specific Learning Disability	Specific Learning Disabilities
15	Traumatic Brain Injury	Traumatic Brain Injury
16	Visual Impairment	Visual Impairments
17	Eligible for Speech-Language Services	Speech or Language Impairments

## Validation Checks

- Students determined ineligible for special services must have a value for ReferralDate, ParentalConsentToEvaluateDate, and EligibilityDeterminationDate. Code 00 should only be entered for students whose initial eligibility outcome was determined ineligible.
- If SpecialEducationPlacement has a value, then field cannot be blank.

- If any of the related services elements (data elements 59-63) has a value, then field cannot be blank.
- If student is age 3 and 4, then field must be code 12 (Preschool Child with a Disability).
- If student is age 6 and above, then field cannot be code 12 (Preschool Child with a Disability).
- SpecialEducationClassification code 13 (Social Maladjustment) is no longer a valid value.
- If SpecialEducationClassification has a value, then either EligibilityDeterminationDate OR ReevaluationDate must also have a value. For students with a SpecialEducationClassification of 99, ReevaluationDate must be filled in.
- When SpecialEducationClassification is code 14 (SLD) then all SLD-related data elements (i.e., SLDBasicReadingSkills, SLDBasicReadingComprehension, SLDOralExpression, SLDListeningComprehension, SLDWrittenExpression, SLDReadingFluency, SLDMathCalculations, and SLDMathProblemSolving) must have a value and at least one data element must be a Y.
- When SpecialEducationClassification is not code 14 (SLD) then all SLD-related data elements (i.e., SLDBasicReadingSkills, SLDBasicReadingComprehension, SLDOralExpression, SLDListeningComprehension, SLDWrittenExpression, SLDReadingFluency, SLDMathCalculations, and SLDMathProblemSolving) must be blank.

### Additional Notes

- If student has been evaluated and determined ineligible for special services, then field must be code 00 (Determined Ineligible).
- Students that were previously in special education but have since been declassified as of the last snapshot date, should be submitted with code 99.
- If eligibility of student has not yet been determined as of the last snapshot date, then field must be blank.
- Report the student's special education classification even if their IEP is not in effect on October 15<sup>th</sup> due to parental refusal. If there is no IEP in effect on the date of the snapshot due to parental refusal, a classification should still be provided for the student.
- Students who are classified as socially maladjusted should be reported as emotionally disturbed.

## Common Errors

**Error Message:** Field cannot be left blank if CounselingServices, OccupationalTherapyServices, PhysicalTherapyServices, SpeechLanguageServices or OtherRelatedServices has a value.

**Resolution:** Check the “Acceptable Values” section for these data elements. To add a value, please update the student’s information within your district’s Student Information System and reupload the record to the Special Education Submission to resolve the error.

**Error Message:** Special Education Classification code submitted to the Special Education Submission must match the Special Education Classification code submitted to SID Management.

**Resolution:** For students submitted to the Special Education Submission that match students submitted to SID Management, the Special Education Classification code must be the same. To change the code in the Special Education Submission, please update the student's information within your district's Student Information System and reupload the record to the Special Education Submission to resolve the error. To change the code in SID Management, please update the student's information within your district's Student Information System and reupload the record to SID Management to resolve the error during the Local Data Mart period. *Changes made to SID Management after the Fall SID Snapshot will not impact the official Special Education Submission.*

**Error Message:** When Special Education Classification is 14 and all SLD-related data fields (i.e., SLD Basic Reading Skills, SLD Reading Comprehension, SLD Oral Expression, SLD Listening Comprehension, SLD Math Calculations,

SLD Math Problem Solving, SLD Written Expression and SLD Reading Fluency) equal N. At least one of these eight (8) fields must equal Y.”.

**Resolution:** Check all eight SLD-related data fields (i.e., SLD Basic Reading Skills, SLD Reading Comprehension, SLD Oral Expression, SLD Listening Comprehension, SLD Math Calculations, SLD Math Problem Solving, SLD Written Expression and SLD Reading Fluency) and confirm at least one data field is a Y.

**Error Message:** When Special Education Classification is NOT 14 and all SLD-related data fields (i.e., SLD Basic Reading Skills, SLD Reading Comprehension, SLD Oral Expression, SLD Listening Comprehension, SLD Math Calculations, SLD Math Problem Solving, SLD Written Expression and SLD Reading Fluency) must be blank.

**Resolution:** Check all eight SLD-related data fields (i.e., SLD Basic Reading Skills, SLD Reading Comprehension, SLD Oral Expression, SLD Listening Comprehension, SLD Math Calculations, SLD Math Problem Solving, SLD Written Expression and SLD Reading Fluency) and confirm all eight are blank.

---

# ReevaluationDate

## NJDOE Number

56

## Definition of Data Element

The date on which a student's continued eligibility for special education services was determined.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education, IDEA Part B

## CEDS Mapping

Individualized Program Service Plan Reevaluation Date

## Is this Data Element Required?

Field is mandatory for all students who have been reevaluated.

## Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

## Validation Checks

- An error will occur if ReevaluationDate is a date after the snapshot date.
- Either an EligibilityDeterminationDate **OR** a ReevaluationDate are required when any of the following occurs:
  - An InitialIEPMeetingDate is listed; or
  - A SpecialEducationClassification is listed; or
  - An AnnualIEPReviewMeetingDate is listed; or
  - A SpecialEducationPlacement is listed; or
- ReevaluationDate must be filled in for declassified students (SpecialEducationClassification code of 99).

## Additional Notes

- Leave NULL if student has an Initial Eligibility Determination Date and has not yet been reevaluated.
- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
- If the triennial evaluation has been waived, input the date of the parent's written consent to waive the evaluation as the Reevaluation Date.
- For students where prior Reevaluation and Initial Eligibility Determination dates are not available, use the date the student's IEP starts after transfer into the district as the Reevaluation date.

## Common Errors

N/A

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# InitialProcessDelayReason

## NJDOE Number

57

## Definition of Data Element

- 1) The primary reason for delay when the consent to implement the initial IEP is beyond 90 days from the child's third birthday for children transitioning from Early Intervention Programs (Part C) to preschool.
- 2) The primary reason for delay when the eligibility determination for students 3-21 is beyond 90 days from the date of written parental consent to evaluate.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education, IDEA Part B

## CEDS Mapping

No CEDS Mapping

## Is this Data Element Required?

Field is mandatory for all students who have an Eligibility Determination Date more than 90 days past the Parental Consent to Evaluate Date.

Yes, **mandatory** for all children who transitioned from Early Intervention (Part C) and have a Consent to Implement the IEP Date 90 days after the child's 3<sup>rd</sup> birthday.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 2

**Maximum Length:** 2

- 01 = Incomplete Residency/Enrollment Information: Parent failed to complete the residency/enrollment information in a timely manner (more than 15 days) after receipt of the forms.
- 02 = Additional Evaluations Needed (After Initial Evaluation Plan): After the initial evaluation plan, it was determined that additional assessments were needed.
- 03 = Specialized Evaluations Needed: Evaluations by specialists not employed by the district were not completed within required timelines.
- 04 = Delays in Scheduling Evaluation/Assessments: The parent repeatedly fails or refuses to make the student available for evaluation despite the district following all requirements for meetings to determine eligibility per N.J.A.C. 6A:14-2.3(k)
- 05 = Missed Appointments by the Child or Parent: The parent repeatedly missed or cancelled scheduled appointments for assessments/interviews/meetings.
- 06 = Vacancies of Child Study Team or Related Services Personnel: The school district had child study team or related services personnel vacancies that delayed the completion of the assessments within required timelines.
- 07 = Child Study Team or Related Services Personnel were Unavailable: Child study team or related services personnel were not able to complete assessments within the required timelines due to vacation, illness, or large numbers of evaluations to be completed.
- 12 = Student transferred into the district after a consent for the initial evaluation was obtained but before the initial evaluation was completed. The parents and district signed off on an extended timeline.

**The following code applies to students aged 3-21 with a reason for delay due school closures related to COVID-19 or other health-related emergency:**

- 14 = School closure due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

**The following code applies only to students with disabilities ages 5-21 (5-year-old who is in Kindergarten only):**

- 08 = Mediation or a Due Process Hearing: A request for mediation or a due process hearing was filed with the Office of Special Education Programs after the school district received consent to evaluate but before the 90<sup>th</sup> day.

**The following four additional codes apply ONLY for children served in Early Intervention Programs (Part C), reasons for delays beyond 3rd birthday in implementation of the initial IEP:**

- 09 = Late Referral: If the written referral for the initial evaluation was made fewer than 120 days prior to age 3.
- 10 = Delay in Receipt of Consent to Evaluate: Parent failed to attend the identification/evaluation planning meeting and/or did not provide consent in a timely manner (more than 15 days) after the meeting.
- 11 = Mediation or a Due Process Hearing: A request for mediation or a due process hearing was filed with the OSEPDR after the school district received the referral but before the child's 3<sup>rd</sup> birthday.
- 13 = Delay in Receipt of Consent to Implement the Initial IEP: The referral and evaluation process were completed prior to the child's 3<sup>rd</sup> birthday, but the parent failed to provide consent by the child's 3<sup>rd</sup> birthday.

#### **Validation Checks**

- An error will occur when a student is 3-21 years of age, the EligibilityDeterminationDate is more than 90 days from the ParentalConsentToEvaluateDate, Parental Consent to Implement Initial IEP occurred after student's third birthday, the ParentalConsentToEvaluateDate has occurred after June 30, 2023, and InitialProcessDelayReason is NULL, or blank.
- When the ReferralDate is after June 30, 2023 and before the student's third birthday, an error will occur if the ParentalConsentToImplementInitialIEPDate is after the student's third birthday and the InitialProcessDelayReason is NULL, or blank.
- If a student is younger than three years of age as of the ParentalConsentToImplementInitialIEP date, then the InitialProcessDelayReason must be left NULL, or blank.
- If student is younger than three years of age as of the ReferralDate, the ParentalConsentToImplementInitialIEP date is NULL, and student is three years of age or older as of the snapshot date, then InitialProcessDelayReason must be filled in.
- For students age 3-21, if EligibilityDeterminationDate is 90 days or less from the ParentalConsentToEvaluateDate, InitialProcessDelayReason must be left blank.
- For students age 3-21, if the ParentalConsentToEvaluateDate is more than 90 days from the snapshot date and Parental Consent to Implement Initial IEP occurred after student's third birthday, InitialProcessDelayReason must be filled in.
- If a student is four years of age or older, InitialProcessDelayReason codes 09, 10, 11, and 13 are invalid and will result in an error.



- If a student is younger than five years of age and older than 21 years of age, InitialProcessDelayReason code 08 is invalid and will result in an error.
- An error will occur if ParentalConsentToImplementInitialIEP is before December 9, 2023 and InitialProcessDelayReason code = 14.

#### **Additional Notes**

- Do not report a delay reason for students who moved out of the school district prior to completion of the evaluation.

#### **Common Errors**

N/A

# Special Education Placement

## NJDOE Number

58

## Definition of Data Element

The placement group in which the student with the disability is currently receiving special education and related services.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education, IDEA Part B

## CEDS Mapping

IDEA Educational Environment for School Age, IDEA Educational Environment for Early Childhood

## Is this Data Element Required?

Field is mandatory for all students with a valid IEP as of the snapshot date.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 2

**Maximum Length:** 2

### For Age 3-5 (Only five-year-olds who are enrolled in a preschool program):

- 18 = At least 50% of the school week is spent in a regular education early childhood program
- 19 = Less than 50% of the school week is spent in a regular education early childhood program
- 04 = Separate class (students who attend a special education program in a class with less than 50% nondisabled children. Does not include children who also attend a regular early childhood program)
- 05 = Separate school (students receiving special education and related services for greater than 50% of the school day in public or private separate schools)
- 06 = Residential facility (students who receive education programs and live in public or private residential facilities during the school week. Includes children receiving special education and related services for greater than 50% of the school day in public or private residential facilities)
- 07 = Home (students who receive special education and related services in the principal residence of the child's family or caregivers/babysitters, and who DID NOT attend an early childhood program, or a special education program provided in a separate class, separate school, or residential facility. Includes children who receive special education both at home and in a service provider location)
- 08 = Service Provider Location (students who receive all their special education and related services from a service provider and who DID NOT attend an early childhood program, or a special education program provided in a separate class, separate school, or residential facility. For example, speech instruction provided in: a private clinician's office, in clinics; offices located in school buildings, hospital facilities on an outpatient basis, or libraries or other public locations. Do not include children who also receive special education at home. Children who receive special education both in a service provider location and at home should be reported in the home category)

### For Age 5-21 (Only five-year-olds who are enrolled in kindergarten):

- 09 = 80% or more of the school day in the presence of regular education students (students included in the regular education setting at least 80% of the school day)

- 10 = Between 40-79% of the school day in the presence of regular education students (students included in the regular education setting from 40% to 79% percent of the school day)
- 11 = Less than 40% of the school day in the presence of regular education students (students who are included in the regular education setting up to 39% of the school day. This includes students who are in out-of-district placements including public and approved private school programs that are operated in public school buildings with regular education grades)
- 12 = Public Separate School (students who receive special education and related services for more than 50% of the school day in a *public school building without regular education students*. These settings may include the following receiving schools: Katzenbach School for the Deaf (non residential), educational services commission, regional day school, special services school district, jointure commission, public college operated program)
- 13 = Private Day School (students who receive special education and related services at public expense for more than 50% of the school day in a separate private school for the disabled. In addition to reporting students who attend a separate private day program, districts should report students in residential programs for whom the district pays only the educational costs and not the residential costs)
- 14 = Private Residential (students who receive special education and related services in a private residential facility for greater than 50% of the school day and lived in the facility during the school week. The district of residence reports the student in this placement group when the district pays both the educational and residential costs. Districts should not report students in residential programs whose residential costs are paid by the Department of Children and Families as these students are reported by the Department of Children and Families.)
- 15 = Public Residential (students in this placement group that are attending the residential program at the Katzenbach School for the Deaf are reported by the district of residence. Students that are placed by the Department of Children and Families in a state facility are reported by the Department of Children and Families.)
- 16 = Home Instruction (students receiving special education and related services in the home, hospital, or other setting)
- 17 = Correctional Facility (students receiving special education and related services in short term detention facilities (community-based or residential) or longer term correctional facilities. Students receiving special education and related services in county detention facilities are reported in this category by the district of residence. Students receiving special education and related services in state facilities operated or contracted by the Juvenile Justice Commission or by the Department of Corrections are reported in this category by those state agencies, respectively.)

#### Validation Checks

- SpecialEducationPlacement must be left NULL, or blank, if ParentalConsentObtained is N or R.
- If a SpecialEducationPlacement is listed, either an EligibilityDeterminationDate **OR** a ReevaluationDate is required.
- An error will occur if student is under 5 years old, age 5 in a pre-school grade level, or over 21 years old and SpecialEducationPlacement codes 09-17 are listed.
- An error will occur if student is over 4 years old and has a grade level of kindergarten or above and SpecialEducationPlacement codes 04-08, 18, and 19 are listed.
- SpecialEducationPlacement must be left NULL, or blank, if SpecialEducationClassification is 99.
- An error will occur if SpecialEducationPlacement is a value of 09-17 and the student's grade level reported to SID Management is a value of 3H, 4H, 5H, 3F, 4F, or 5F.

- An error will occur if SpecialEducationPlacement is a value of 04-08, 18, or 19 and the student's grade level reported to SID Management is a value of KH, KF, or, 01-12.

#### Additional Notes

- Leave NULL, or blank, if student is not classified as special education eligible.
- To determine time in presence of regular education students:
  - For Age 3-5 (**Only five-year-olds who are enrolled in a preschool program**):
    - a. When determining the percentage of time a child spends in a regular education early childhood program or Kindergarten, you must calculate the percentage of time the child spends in a program **in which at least 50% of the students do not have disabilities**.
    - b. To determine which data value is appropriate for those students, divide the number of hours the child spends inside the regular classroom by the total number of hours in the school day (including lunch, recess, and study period). Multiply the result by 100.
      - i. Time spent outside the regular classroom receiving services unrelated to the child's disability (e.g., time receiving language instruction educational program (LIEP) services) should be considered time inside the regular classroom.
      - ii. Educational time spent in age-appropriate community based settings that include individuals with and without disabilities, such as college campuses or vocational sites, should be counted as time spent inside the regular classroom.
  - For Age **5-21 (Only five-year-olds who are enrolled in kindergarten)**:
    - a. To calculate the percentage of time in the presence of general education students: divide the number of hours the child spends inside the regular classroom by the total number of hours in the school day (including lunch, recess, and study period). Multiple the result by 100.
      - i. Time spent outside the regular classroom receiving services unrelated to the child's disability (e.g., time receiving **LIEP** services) should be considered time inside the regular classroom.
      - ii. Educational time spent in age-appropriate community based settings that include individuals with and without disabilities, such as college campuses or vocational sites, should be counted as time spent inside the regular classroom.

#### Common Errors

N/A

# TimeInRegularProgram

## NJDOE Number

109

## Definition of Data Element

The number of hours or a portion thereof that the student is attending regular Early Childhood education (preschool) classes per week. This does not include students in Kindergarten.

## Functional, Policy or Legal Document

NJDOE, Division of Finance, Office of Special Education

## CEDS Mapping

No CEDS Mapping

## Is this Data Element Required?

Field is mandatory for all students have a SpecialEducationPlacement code of 18 or 19.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 4

Whole or half values (e.g. 6 or 6.5)

## Validation Checks

- An error will occur if SpecialEducationPlacement has a value of 18 or 19 and TimeInRegularProgram is left blank.
- If TimeInRegularProgram has a value, SpecialEducationPlacement must have a value of 18 or 19.
- An error will occur if TimeInRegularProgram has a value and the student's grade level reported to SID Management is a value of KH, KF, or, 01-12.

## Additional Notes

- The hours spent in a regular early childhood education (preschool) program should be calculated for each child and should not include time spent away from the regular classroom receiving special education services.

## Common Errors

N/A

# Repeating Data Elements

Students who have a SpecialEducationClassification of 08 have multiple disabilities. To capture more specific information about those multiple disabilities, the following data element must be repeated 5 times in the file submitted to NJ SMART, numbered 1 through 5:

- MDDisablingCondition

**Note:** The first two instances of this data element must be submitted for all students with a SpecialEducationClassification of 08. The third, fourth, and fifth instance of this data element are only required if the student has more than two of the disabling conditions noted in the MDDisablingCondition acceptable values. However, the data elements must still be repeated 5 times in the file (MDDisablingCondition1, MDDisablingCondition2, MDDisablingCondition3, MDDisablingCondition4, MDDisablingCondition5), even if the last three iterations are not needed.

# MDDisablingCondition

## NJDOE Number

444

## Definition of Data Element

Indicate the disabling conditions contributing to the special education classification of Multiple Disabilities.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education and N.J.A.C. 6A:14-3.5(c)6

## CEDS Mapping

## Is this Data Element Required?

Field is mandatory for all students with a SpecialEducationClassification of 08.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 2

**Maximum Length:** 3

Code	Description
AI	Auditory Impairment
AU	Autism
MI	Mild Intellectual Disability
MO	Moderate Intellectual Disability
SV	Severe Intellectual Disability
CI	Communication Impairment
ER	Emotional Regulation Impairment
DB	Deaf/Blindness
OI	Orthopedic Impairment
OHI	Other Health Impairment
SLD	Specific Learning Disability
TBI	Traumatic Brain Injury
VI	Visual Impairment

## Validation Checks

- If SpecialEducationClassification is 08 (Multiple Disabilities), at least MDDisabling\_Condition1 and MD\_DisablingCondition2 are required.
- If SpecialEducationClassification is not 08 (Multiple Disabilities), these fields should be blank.

## Additional Notes

- Students who meet the deaf/blindness classification should be reported as Multiple Disabilities (SpecialEducationClassification = 08) **only if** another disabling condition is present. Deaf/blindness has its own SpecialEducationClassification of 09.
- To successfully upload your data, column headers must be formatted accordingly: MDDisabling\_Condition1, MDDisabling\_Condition2, MDDisabling\_Condition3, MDDisabling\_Condition4, and MDDisabling\_Condition5.

## Common Errors

N/A

## Warnings

N/A



# DeclassificationSPEDDate

## NJDOE Number

445

## Definition of Data Element

The year, month, and day on which the student is no longer considered eligible as a student with a disability according to N.J.A.C. 6A: 14-3.5(c) or 3.6(a).

## Functional, Policy or Legal Document

Individuals with Disabilities Education Act (IDEA), Section 618.

## CEDS Mapping

Individualized Program Service Plan End Date

## Is this Data Element Required?

Field is mandatory for all students with a SpecialEducationClassification of 99.

## 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. 20230128).
- Error will occur if field is left blank and SpecialEducationClassification is 99.
- Date must match to DeclassificationSPEDDate in SID Management.

## Additional Notes

- For reporting purposes, districts may use the date on which prior written notice of declassification status was provided to the parent.

## Common Errors

N/A

## Warnings

N/A

---

# Counseling Services

## NJDOE Number

59

## Definition of Data Element

Indication of whether or not the student receives counseling services **as of the Fall Snapshot** according to their IEP. Counseling refers to regular counseling (at least monthly) provided by a school psychologist, school social worker, or guidance counselor received by the student, parent, or guardian.

## Functional, Policy or Legal Document

NJDOE, Division of Finance, Office of Special Education

## CEDS Mapping

Special Education Support Services Category

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes, student receives counseling services according to their IEP
- N = No, student does not receive counseling services according to their IEP

## Validation Checks

- If value is "Y", there must be a value for each of the following:
  - EligibilityDeterminationDate **OR** ReevaluationDate
  - SpecialEducationClassification
  - SpecialEducationPlacement.

## Additional Notes

- If the student is not receiving counseling services, report N for no.

## Common Errors

N/A

---

# Occupational Therapy Services

## NJDOE Number

60

## Definition of Data Element

Indication of whether or not the student receives counseling services **as of the Fall Snapshot** according to their IEP. Occupational Therapy services refers to services specified in the student's IEP for: improving, developing or restoring functions impaired or lost through illness, injury or deprivation; improving ability to perform tasks for independent functions when functions are impaired or lost; and preventing, through early intervention, initial or further impairment or loss of function.

## Functional, Policy or Legal Document

NJDOE, Division of Finance, Office of Special Education

## CEDS Mapping

Special Education Support Services Category

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 1

- Y = Yes, student receives occupational therapy services according to their IEP
- N = No, student does not receive occupational therapy services according to their IEP

## Validation Checks

- If value is "Y", there must be a value for each of the following:
  - EligibilityDeterminationDate **OR** ReevaluationDate
  - SpecialEducationClassification
  - SpecialEducationPlacement

## Additional Notes

- If the student is not receiving occupational therapy services, report N for no.

## Common Errors

N/A

---

# Physical Therapy Services

## NJDOE Number

61

## Definition of Data Element

Indication of whether or not the student receives counseling services **as of the Fall Snapshot** according to their IEP. Physical Therapy refers to services and treatments as specified in the student's IEP provided by a qualified physical therapist.

## Functional, Policy or Legal Document

NJDOE, Division of Finance, Office of Special Education

## CEDS Mapping

Special Education Support Services Category

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes, student receives physical therapy services according to their IEP
- N = No, student does not receive physical therapy services according to their IEP

## Validation Checks

- If value is "Y", there must be a value for each of the following:
  - EligibilityDeterminationDate **OR** ReevaluationDate
  - SpecialEducationClassification
  - SpecialEducationPlacement

## Additional Notes

- If the student is not receiving physical therapy services, report N for no.

## Common Errors

N/A

---

# SpeechLanguageTherapyServices

## NJDOE Number

62

## Definition of Data Element

Indication of whether or not the student receives counseling services **as of the Fall Snapshot** according to their IEP. Speech Language Therapy refers to services for the habilitation or prevention of communicative disorders as specified in the student's IEP in addition to another special education program.

## Functional, Policy or Legal Document

NJDOE, Division of Finance, Office of Special Education

## CEDS Mapping

Special Education Support Services Category

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes, student receives speech language services according to their IEP
- N = No, student does not receive speech language services according to their IEP

## Validation Checks

- If value is "Y", there must be a value for each of the following:
  - EligibilityDeterminationDate **OR** ReevaluationDate
  - SpecialEducationClassification
  - SpecialEducationPlacement

## Additional Notes

- If the student is not receiving speech language, services report N for no.

## Common Errors

N/A

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# OtherRelatedServices

## NJDOE Number

63

## Definition of Data Element

Indication of whether or not the student receives counseling services **as of the Fall Snapshot** according to their IEP. This category represents other related services which include, but are not limited to, such developmental, corrective, and other supportive services as are required to assist a student with a disability to benefit from special education as specified in the student's IEP. They include, but are not limited to: audiology services, psychological services, recreation, rehabilitation counseling, orientation and mobility services, medical services for diagnostic or evaluation purposes, school nursing services, and parent counseling or training that is related to the education of the student. Transportation is NOT included in other related services.

## Functional, Policy or Legal Document

NJDOE, Division of Finance, Office of Special Education

## CEDS Mapping

Special Education Support Services Category

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes, student receives other related services according to their IEP
- N = No, student does not receive other related services according to their IEP

## Validation Checks

- If value is "Y", there must be a value for each of the following:
  - EligibilityDeterminationDate **OR** ReevaluationDate
  - SpecialEducationClassification
  - SpecialEducationPlacement

## Additional Notes

- If the student is not receiving other related services, report N for no.

## Common Errors

N/A

# SLDBasicReadingSkills

## NJDOE Number

460

## Definition of Data Element

For students classified Specific Learning Disability (SLD), or Special Education Classification code 14, an indication of whether eligibility was determined in the area of basic reading skills per *N.J.A.C. 6A:14-3.5(c)12*.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education and Office of Student Support Services

For more information see *N.J.A.C. 6A:14-3.5(c)12*.

## CEDS Mapping

None.

## Is this Data Element Required?

Field is mandatory for all students with a Special Education Classification code 14.

## Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

## Validation Checks

- An error will occur if the field is left blank and Special Education Classification is 14.
- An error will occur if Special Education Classification is 14 and all SLD-related data fields (i.e., SLD Basic Reading Skills, SLD Reading Comprehension, SLD Oral Expression, SLD Listening Comprehension, SLD Math Calculations, SLD Math Problem Solving, SLD Written Expression and SLD Reading Fluency) equal N. At least one of these eight (8) fields must equal Y.

## Additional Notes

N/A

## Common Errors

N/A

## Warnings

N/A

# SLDReadingComprehension

## NJDOE Number

461

## Definition of Data Element

For students classified Specific Learning Disability (SLD), or Special Education Classification code 14, an indication of whether eligibility was determined in the area of reading comprehension per *N.J.A.C. 6A:14-3.5(c)12*.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education and Office of Student Support Services

For more information see *N.J.A.C. 6A:14-3.5(c)12*.

## CEDS Mapping

None.

## Is this Data Element Required?

Field is mandatory for all students with a Special Education Classification code 14.

## Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

## Validation Checks

- An error will occur if the field is left blank and Special Education Classification is 14.
- An error will occur if Special Education Classification is 14 and all SLD-related data fields (i.e., SLD Basic Reading Skills, SLD Reading Comprehension, SLD Oral Expression, SLD Listening Comprehension, SLD Math Calculations, SLD Math Problem Solving, SLD Written Expression and SLD Reading Fluency) equal N. At least one of these eight (8) fields must equal Y.

## Additional Notes

N/A

## Common Errors

N/A

## Warnings

N/A



# SLD Oral Expression

## NJDOE Number

462

## Definition of Data Element

For students classified Specific Learning Disability (SLD), or Special Education Classification code 14, an indication of whether eligibility was determined in the area of oral expression per *N.J.A.C. 6A:14-3.5(c)12*.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education and Office of Student Support Services

For more information see *N.J.A.C. 6A:14-3.5(c)12*.

## CEDS Mapping

None.

## Is this Data Element Required?

Field is mandatory for all students with a Special Education Classification code 14.

## Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

## Validation Checks

- An error will occur if the field is left blank and Special Education Classification is 14.
- An error will occur if Special Education Classification is 14 and all SLD-related data fields (i.e., SLD Basic Reading Skills, SLD Reading Comprehension, SLD Oral Expression, SLD Listening Comprehension, SLD Math Calculations, SLD Math Problem Solving, SLD Written Expression and SLD Reading Fluency) equal N. At least one of these eight (8) fields must equal Y.

## Additional Notes

N/A

## Common Errors

N/A

## Warnings

N/A

# SLD Listening Comprehension

## NJDOE Number

463

## Definition of Data Element

For students classified Specific Learning Disability (SLD), or Special Education Classification code 14, an indication of whether eligibility was determined in the area of listening comprehension per *N.J.A.C. 6A:14-3.5(c)12*.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education and Office of Student Support Services

For more information see *N.J.A.C. 6A:14-3.5(c)12*.

## CEDS Mapping

None.

## Is this Data Element Required?

Field is mandatory for all students with a Special Education Classification code 14.

## Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

## Validation Checks

- An error will occur if the field is left blank and Special Education Classification is 14.
- An error will occur if Special Education Classification is 14 and all SLD-related data fields (i.e., SLD Basic Reading Skills, SLD Reading Comprehension, SLD Oral Expression, SLD Listening Comprehension, SLD Math Calculations, SLD Math Problem Solving, SLD Written Expression and SLD Reading Fluency) equal N. At least one of these eight (8) fields must equal Y.

## Additional Notes

N/A

## Common Errors

N/A

## Warnings

N/A

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# SLDWrittenExpression

## NJDOE Number

464

## Definition of Data Element

For students classified Specific Learning Disability (SLD), or Special Education Classification code 14, an indication of whether eligibility was determined in the area of written expression per *N.J.A.C. 6A:14-3.5(c)12*.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education and Office of Student Support Services

For more information see *N.J.A.C. 6A:14-3.5(c)12*.

## CEDS Mapping

None.

## Is this Data Element Required?

Field is mandatory for all students with a Special Education Classification code 14.

## Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

## Validation Checks

- An error will occur if the field is left blank and Special Education Classification is 14.
- An error will occur if Special Education Classification is 14 and all SLD-related data fields (i.e., SLD Basic Reading Skills, SLD Reading Comprehension, SLD Oral Expression, SLD Listening Comprehension, SLD Math Calculations, SLD Math Problem Solving, SLD Written Expression and SLD Reading Fluency) equal N. At least one of these eight (8) fields must equal Y.

## Additional Notes

N/A

## Common Errors

N/A

## Warnings

N/A

# SLDReadingFluency

## NJDOE Number

465

## Definition of Data Element

For students classified Specific Learning Disability (SLD), or Special Education Classification code 14, an indication of whether eligibility was determined in the area of reading fluency per *N.J.A.C. 6A:14-3.5(c)12*.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education and Office of Student Support Services

For more information see *N.J.A.C. 6A:14-3.5(c)12*.

## CEDS Mapping

None.

## Is this Data Element Required?

Field is mandatory for all students with a Special Education Classification code 14.

## Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

## Validation Checks

- An error will occur if the field is left blank and Special Education Classification is 14.
- An error will occur if Special Education Classification is 14 and all SLD-related data fields (i.e., SLD Basic Reading Skills, SLD Reading Comprehension, SLD Oral Expression, SLD Listening Comprehension, SLD Math Calculations, SLD Math Problem Solving, SLD Written Expression and SLD Reading Fluency) equal N. At least one of these eight (8) fields must equal Y.

## Additional Notes

N/A

## Common Errors

N/A

## Warnings

N/A

# SLDMathCalculations

## NJDOE Number

466

## Definition of Data Element

For students classified Specific Learning Disability (SLD), or Special Education Classification code 14, an indication of whether eligibility was determined in the area of mathematics calculations per *N.J.A.C. 6A:14-3.5(c)12*.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education and Office of Student Support Services

For more information see *N.J.A.C. 6A:14-3.5(c)12*.

## CEDS Mapping

None.

## Is this Data Element Required?

Field is mandatory for all students with a Special Education Classification code 14.

## Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

## Validation Checks

- An error will occur if the field is left blank and Special Education Classification is 14.
- An error will occur if Special Education Classification is 14 and all SLD-related data fields (i.e., SLD Basic Reading Skills, SLD Reading Comprehension, SLD Oral Expression, SLD Listening Comprehension, SLD Math Calculations, SLD Math Problem Solving, SLD Written Expression and SLD Reading Fluency) equal N. At least one of these eight (8) fields must equal Y.

## Additional Notes

N/A

## Common Errors

N/A

## Warnings

N/A

# SLDMathProblemSolving

## NJDOE Number

467

## Definition of Data Element

For students classified Specific Learning Disability (SLD), or Special Education Classification code 14, an indication of whether eligibility was determined in the area of mathematics problem solving per *N.J.A.C. 6A:14-3.5(c)12*.

## Functional, Policy or Legal Document

NJDOE, Office of Special Education and Office of Student Support Services

For more information see *N.J.A.C. 6A:14-3.5(c)12*.

## CEDS Mapping

None.

## Is this Data Element Required?

Field is mandatory for all students with a Special Education Classification code 14.

## Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

## Validation Checks

- An error will occur if the field is left blank and Special Education Classification is 14.
- An error will occur if Special Education Classification is 14 and all SLD-related data fields (i.e., SLD Basic Reading Skills, SLD Reading Comprehension, SLD Oral Expression, SLD Listening Comprehension, SLD Math Calculations, SLD Math Problem Solving, SLD Written Expression and SLD Reading Fluency) equal N. At least one of these eight (8) fields must equal Y.

## Additional Notes

N/A

## Common Errors

N/A

## Warnings

N/A