

# **New Jersey Department of Education Staff Submission Handbook**

**VERSION 3.5**



**State of New Jersey  
Department of Education**

100 River View Executive Plaza

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**August, 2021**

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# Foreword

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

Date	Version	Comment
August, 2021	3.5	<ul style="list-style-type: none"> <li>• Updated dates for the 2021-2022 SY.</li> <li>• 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.</li> </ul>
August 5, 2020	3.4	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Updated dates for 2020-2021 SY for data elements:               <ul style="list-style-type: none"> <li>○ NationalBoardAward</li> <li>○ TraditionalRouteProgram</li> <li>○ AlternateRouteProgram</li> </ul> </li> <li>• Removed ED Facts reference in the Functional, Policy or Legal Description for:               <ul style="list-style-type: none"> <li>○ MigrantEducationProgramStaffCategory</li> <li>○ MEPSessionType</li> <li>○ TitleIProgramStaffCategory</li> </ul> </li> </ul>
August 8, 2019	3.3	<ul style="list-style-type: none"> <li>• 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.”</li> </ul>
August 5, 2019	3.2	<ul style="list-style-type: none"> <li>• Updated dates for the 2019-2020 SY.</li> <li>• Updated all data elements to include CEDS Mapping.</li> </ul>

July 19, 2018	3.1	<ul style="list-style-type: none"> <li>• Updated Functional, Policy, or Legal Descriptions for: <ul style="list-style-type: none"> <li>○ SEProgramContractedServicesCategory</li> <li>○ CredentialType</li> </ul> </li> <li>• Removed the data elements of: <ul style="list-style-type: none"> <li>○ ExceptionalSalary</li> <li>○ NumberOfClassesTaught</li> <li>○ HQTQualificationStatus</li> <li>○ ReasonsForNotBeingHighlyQualified</li> <li>○ SupportToBecomeHighlyQualified</li> </ul> </li> <li>• LEPInstructorCredentialType was renamed ELLInstructorCredentialType. ELL references were updated for this data element.</li> <li>• Example added to acceptable values for Salary.</li> <li>• Updated dates for the 2018-2019 School Year.</li> <li>• Removed additional note regarding HQTQualificationStatus from NationalBoardAward.</li> <li>• Updated references to Every Student Succeeds Act in the Executive Summary.</li> </ul>
June 6, 2017	3.0	<ul style="list-style-type: none"> <li>• Dates updated for the 2017-2018 School Year.</li> <li>• Updated guidance for TeacherPrep and AlternateRouteProgram.</li> <li>• Changed data element name from PrepProgram to TraditionalRouteProgram.</li> <li>• Updated range of values for AlternateRouteProgram and TraditionalRouteProgram. See modified spreadsheet.</li> </ul>
June 1, 2016	2.6	<ul style="list-style-type: none"> <li>• Dates updated for the 2016-2017 School Year.</li> </ul>
October 22, 2015	2.5	<ul style="list-style-type: none"> <li>• Added clarification to experience fields for APSSD locations.</li> </ul>
May 26, 2015	2.4	<ul style="list-style-type: none"> <li>• Updates to LEPInstructorCredentialType: <ul style="list-style-type: none"> <li>○ 4 is no longer an acceptable value</li> <li>○ Definitions added to acceptable values 1 and 2</li> </ul> </li> <li>• Validation rules added around Job Codes 1485 and 1486</li> </ul>
October 20, 2014	2.3	<ul style="list-style-type: none"> <li>• Clarification added to the Salary field.</li> </ul>
October 7, 2014	2.2	<ul style="list-style-type: none"> <li>• Added an exception for CredentialType1 for Job Codes 0700, 0701, 0702, and 0703.</li> </ul>
August 10, 2014	2.1	<ul style="list-style-type: none"> <li>• Corrected typo in Highest Level of Education Completed. SD = Specialist Degree</li> </ul>
July 11, 2014	2.1	<ul style="list-style-type: none"> <li>• Update to Years In LEA validation.</li> </ul>

June 13, 2014	2.0	<ul style="list-style-type: none"> <li>• Modified values to Highest Level of Education Completed field.</li> <li>• New validation rules added to Highest Level of Completed, Full Time Equivalency, Number of Classes Taught, HQTQualificationStatus, CredentialType and Years in LEA.</li> <li>• Removed Evaluation Of Staff data element.</li> </ul>
August 7, 2013	1.2	<ul style="list-style-type: none"> <li>• Updates made to Alternate Route Program codes and Prep Program codes.</li> <li>• New validation rules added for the Salary field.</li> <li>• New value added for the Exceptional Salary field</li> </ul>
May 24, 2012	1.1	<ul style="list-style-type: none"> <li>• Proofing revisions made.</li> </ul>
April 16, 2012	1.1	<ul style="list-style-type: none"> <li>• Common errors sections added to each element.</li> </ul>
April 3, 2012	1.0	<ul style="list-style-type: none"> <li>• Updated links, proofing revisions, added revision table, provided additional information on validation checks for NationalBoardAward, updated table of contents.</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 *2020-2021 Staff Submission Handbook* was developed to assist school districts in providing education information to the New Jersey Department of Education (NJDOE) in a standardized format to comply with state and federal requirements. For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured. This *Handbook* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

New Jersey Standards Measurement and Resource for Teaching (NJ SMART) was developed for three primary reasons. First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored. To achieve this goal, education data must be collected, managed and reported in a fashion that is more useful, accurate, consistent and timely. Second, major regulatory changes, such as the federal *Every Student Succeeds Act* (ESSA) and the *Individuals with Disabilities Education Act* (IDEA), are compelling Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements. The NJDOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way. Third, the NJDOE is committed to becoming more service-oriented to LEAs and the public. By providing better information to LEAs and other stakeholders, and by simplifying the burdensome data reports to the state, the NJDOE hopes to increase administrative efficiency through the use of technology.



# Privacy and Security

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

# Data Elements and Definitions

This *Staff Submission Data Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJDOE. 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 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.

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# LocalStaffIdentifier (LSID)

## NJDOE Number

118

## Definition of Data Element

A unique number or alphanumeric code assigned to a staff member.

## Functional, Policy or Legal Document

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

## CEDS Mapping

Local Education Agency Identifier

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Alphanumeric

**Minimum Length:** 1

**Maximum Length:** 20

## Validation Checks

- 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.

---

# StaffMemberIdentifier (SMID)

## NJDOE Number

119

## Definition of Data Element

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

## Functional, Policy or Legal Document

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

## CEDS Mapping

Staff Member Identifier

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

- An error will occur when Staff Member Identifier is not a valid number issued by NJ SMART.

## Additional Notes

- SMID numbers are obtained in SMID Management for each individual employee.

## Common Errors

**Error Message:** "Combination of LSID, SMID, First Name, Last Name, and Date of Birth does not match data submitted during SMID Submission."

**Resolution:** To resolve this error, you will need to go back to SMID Management, and compare the values of those five fields to the fields in Staff Submission (LSID, SMID, First Name, Last Name, and Date of Birth). These fields must match exactly as they were submitted in SMID Management. If the change needs to be made in SMID Management, and the field is greyed out, upload a partial file with the correct value for the incorrect field for that staff member onto SMID Management. The Staff Member's record must not be in error, sync, or unresolved in SMID Management.

---

# FirstName

## NJDOE Number

122

## Definition of Data Element

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

## Functional, Policy or Legal Document

Used to establish the identity of staff members.

## CEDS Mapping

First Name

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 30

## Validation Checks

- An error will occur if field is left blank.

## Additional Notes

- First name and last name must be reported as separate fields.
- No nicknames or abbreviated names should be reported. Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphen are accepted.
- Must match exactly to what was reported to SMID Management.

## Common Errors

N/A

---

# LastName

## NJDOE Number

124

## Definition of Data Element

The name borne in common by members of a family.

## Functional, Policy or Legal Document

Used to establish the identity of staff members.

## CEDS Mapping

Last or Surname

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 50

## Validation Checks

- An error will occur if field is left blank.

## Additional Notes

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

## Common Errors

N/A

---

# DateOfBirth

## NJDOE Number

128

## Definition of Data Element

The year, month and day on which an individual was born.

## Functional, Policy or Legal Document

Used to establish the identity of staff members.

## CEDS Mapping

Birthdate

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Date

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

- An error will occur if format does not include a four-digit year followed by a zero-filled two-position month, followed by a zero-filled two-position day (i.e. 20010128).
- An error will occur if field is left blank.

## Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
- Must match exactly to what was submitted to SMID Management.

## 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 99 and cannot be younger than 14 years of age.

---

# Salary

## NJDOE Number

142

## Definition of Data Element

The monetary unit of salary compensation an individual is paid for performance of agreed-upon duties on an annual basis.

## 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 annual salary compensation 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 Job Code 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.

## 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.



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# 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: 3

Maximum Length: 3

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

## Validation Checks

- An error will occur if 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

---

# Migrant Education Program Staff Category

## NJDOE Number

145

## Definition of Data Element

The title of employment, official status or rank of an individual who works with a migrant education program (MEP).

## Functional, Policy or Legal Document

USDOE Migrant Programs.

## CEDS Mapping

Migrant Education Program Staff Category

## Is this Data Element Required?

Field is mandatory for staff members who work with a migrant education program.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

- 1 = Migrant Education Program Teacher
- 2 = Migrant Education Program Paraprofessional
- 3 = Migrant Education Program Counselor
- 4 = Migrant Education Program Recruiters
- 5 = Migrant Education Program Records Transfer Staff

## Validation Checks

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

## Additional Notes

- Value must be blank for non-MEP staff members.

## Common Errors

N/A

---

# MEPSessionType

## NJDOE Number

146

## Definition of Data Element

The time of the year when the Migrant Education Program staff works.

## Functional, Policy, or Legal Document

USDOE Migrant Programs.

## CEDS Mapping

No CEDS Mapping

## Is this Data Element Required?

Field is mandatory for staff members who work with a migrant education program.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

- 1 = Regular School Year
- 2 = Summer Term or Intersession
- 3 = Both Regular and Summer Term or Intersession

## Validation Checks

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

## Additional Notes

- Value must be blank for non-MEP staff members.
- Field must be filled in if Migrant Education Program Staff Category has a value.

## Common Errors

N/A

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# Title I Program Staff Category

## 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 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

---

# 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 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

---

# NationalBoardAward

## NJDOE Number

149

## Definition of Data Element

The date the staff member was most recently awarded a National Board Certification, if ever.

## Functional, Policy or Legal Document

Used to identify National Board Award recipients.

## CEDS Mapping

No CEDS Mapping

## Is this Data Element Required?

Field is mandatory for all staff members who have been awarded a National Board Certificate.

## Acceptable Values

**Type:** Date

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

- Date must be in YYYYMMDD format.
- Date cannot be after 20211015.

## Additional Notes

N/A

## Common Errors

**Error Message:** Date cannot be in the future.

**Resolution:** The Staff Member would have had to already received this award in order to enter the date. Check and validate the date the Staff Member received this award.

---

# SE Program Contracted Services Category

## 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

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# ELLInstructorCredentialType

## NJDOE Number

151

## Definition of Data Element

An indication of the certification of credential an instructor of ELL programs holds.

## 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 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.
- A minimum of 10 ELL students have to be in a classroom for the teacher to have "ESL Teacher" credential.
- A minimum of 20 ELL students have to be in a classroom for the teacher to have "Bilingual teacher" ELL credential.

## Common Errors

**Error Message:** Value does not conform to NJDOE codes.

**Resolution:** If not blank, ELLInstructorCredentialType 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 you input a job code of 1485 or 1486 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.



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# 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 in between 0 and 99.

## Additional Notes

- Number of years should be rounded to the nearest whole number.
- As of the October 15, 2014 Staff Submission, nonpublic school experience may be included in this field for APSSD submitters only. All others should report public experience only.
- For APSSD submitters, all experience in a public or nonpublic school setting should be included, not just experience in their current position.
- Input 0 for new staff members with no prior experience in a public education institution.

## Common Errors

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 in between 0 and 99.

## Additional Notes

- Years In NJ cannot be greater than Years Of Prior Experience.
- Number of years should be rounded to the nearest whole number.
- As of October 15, 2014, Staff Submission, nonpublic school experience may be included in this field for APSSD submitters only. All others should report public experience only.
- For APSSD submitters, all experience in a public or nonpublic school setting should be included, not just experience in their current position.
- Input 0 for new staff members with no prior experience in a NJ public education institution.

## Common Errors

N/A

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# 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.

## 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 staff members to your LEA.
- If the District Employment Entry Date is > one year, the Years In LEA cannot be 0.

## Common Errors

N/A

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# TraditionalRouteProgram

## NJDOE Number

155

## Definition of Data Element

The traditional (CEAS) program that a staff member completed in order to be eligible to receive their credential.

## Functional, Policy or Legal Document

Used to ensure all staff are appropriately certified and legally endorsed to teach in specific positions.

## CEDS Mapping

No CEDS Mapping

## Is this Data Element Required?

Field is mandatory for all certificated staff members whose YearsOfPriorExperience is equal to or less than 5.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 2

**Maximum Length:** 3

A list of acceptable values can be found in the [TraditionalRouteProgram](#) document.

## Validation Checks

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

## Additional Notes

- Field must be filled in if Teacher Prep = 2 (Traditional).
- Field must be left blank for staff members who participated in an alternate route program.
- New values added to this field and a number of previous codes have expired. The changes can be found in the [TraditionalRouteProgram 21-22](#) SY list.
- If the value of **301** is reported, you must contact the NJ SMART Help Desk at 1-800-254-0295 or [njsmart@pcgus.com](mailto:njsmart@pcgus.com) to provide details of the program.

## Common Errors

N/A

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# AlternateRouteProgram

## NJDOE Number

156

## Definition of Data Element

The alternate-route (CE) program that a staff member completed in order to be eligible to receive their credential.

## Functional, Policy or Legal Document

Used to ensure all staff are appropriately certified and legally endorsed to teach in specific positions.

## CEDS Mapping

No CEDS Mapping

## Is this Data Element Required?

Field is mandatory for all certificated staff members whose YearsOfPriorExperience is equal to or less than 5.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 2

**Maximum Length:** 3

A list of acceptable values can be found in [Alternate Route Providers](#) document.

## Validation Checks

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

## Additional Notes

- Field must be filled in if Teacher Prep = 1 (Alternate Route).
- Field must be left blank for staff members who went through a traditional teacher prep program.
- New values added to this field and a number of previous codes have expired. The changes can be found in the [Alternate Route Providers](#) 21-22 SY list.

## Common Errors

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
- TeacherPrep

**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.

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# 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:** Numeric

**Minimum Length:** 2

**Maximum Length:** 2

For County Codes, please refer to the [NJ SMART County District School Code List](#).

## Validation Checks

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

## Additional Notes

- 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. The file submitted to the Staff Submission must also be submitted in this way.

## Common Errors

N/A

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# 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:** Numeric

**Minimum Length:** 4

**Maximum Length:** 4

For District Codes, please refer to the [NJ SMART County District School Code List](#).

## Validation Checks

- An error will occur if codes do not conform to the 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. The file submitted to the Staff Submission must also be submitted in this way.

## Common Errors

N/A



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# 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:** Numeric

**Minimum Length:** 3

**Maximum Length:** 3

For School Codes, please refer to the [NJ SMART County District School Code List](#).

## Validation Checks

- An error will occur if codes do not conform to the 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. The file submitted to the Staff Submission must also be submitted in this way.

## Common Errors

N/A

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# 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

No CEDS Mapping

## 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.
- Report the 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. The file submitted to the Staff Submission must also be submitted in this way.

## 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 you are unsure how to calculate FTE, check the Additional Notes section for more information.

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# 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 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. The file submitted to the Staff Submission must also be submitted in this way.

## Common Errors

N/A

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# 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 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. The file submitted to the Staff Submission must also be submitted in this way.

## 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, and you can find the Sub-categories under the column "Corresponding Job Code Subcategory."

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# 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?

Mandatory only 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 ages 3 to 5 years.
- 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 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. The file submitted to the Staff Submission must also be submitted in this way.
- If a staff member teaches with in both of the above age groups, report the age group in which the staff member works with the most.

## Common Errors

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 Job Code 0100-4001, except 0700, 0701, 0702, and 0703.

## 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 codes do not conform to NJDOE codes listed.

## Additional Notes

- Only staff members with a Job Code = 3101, 3105, 3114, 3115, 3116, 3117, 3119, 3120, 3122, 3123, and 3124 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. The file submitted to the Staff Submission must also be submitted in this way.

## Common Errors

N/A

---

# TeacherPrep

## NJDOE Number

169

## Definition of Data Element

The certification pathway a staff member completed, either traditional or alternate route.

## Functional, Policy or Legal Document

Used to ensure all staff are appropriately certified and legally endorsed to teach in specific positions.

## CEDS Mapping

No CEDS Mapping

## Is this Data Element Required?

Field is mandatory for all certificated staff members who hold a position in Job Codes 0100-4001.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

- 1 = Alternate Route
- 2 = Traditional

## Validation Checks

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

## Additional Notes

- As staff members may have multiple assignments, this element will appear in the portal as: TeacherPrep1, TeacherPrep2, TeacherPrep3, TeacherPrep4, TeacherPrep5, TeacherPrep6. The file submitted to the Staff Submission must also be submitted in this way.

## Common Errors

N/A