

New Jersey Department of Education State Submission Student Data Handbook

VERSION 6.6



**State of New Jersey
Department of Education**

100 River View Executive Plaza

P.O. Box 500

Trenton, NJ 08652

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Foreword

The New Jersey Department of Education is pleased to publish the *2019 New Jersey State Submission Student Data Handbook v6.6*. 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 *New Jersey State Submission Student Data Handbook* is intended to support the core data collections for the Fall and End of Year snapshot dates, and is intended for school, district, and state educators who must have data that are reliable and valid over time to make appropriate, cost-effective, and timely decisions about student and school performance.

Two documents serve as important models for the continual development of this *Handbook*. Those documents are the *Student Data Handbook for Elementary, Secondary and Early Childhood Education* developed by the U.S. Department of Education's National Center for Education Statistics (NCES) and the *Schools Interoperability Framework Implementation Specification Version 1.5r1* developed by the Schools Interoperability Framework. Many of the terms and definitions included in this *Handbook* are consistent with those in the two documents.

Revision History

| Date | Version | Comment |
|--------------------|---------|--|
| July 24, 2019 | 6.6 | <ul style="list-style-type: none"> Added Additional Note to MigrantStatus: “ LEAs should ensure that students who have reached end-of-eligibility are not flagged in the NJ SMART data base system.” Updated the Regional Project Office contacts for Migrant Status. Updated all data elements to include CEDS Mapping. |
| April 15, 2019 | 6.5 | <ul style="list-style-type: none"> Updated the definition and Regional Project Office contacts for MigrantStatus. |
| July 20, 2018 | 6.4 | <ul style="list-style-type: none"> Added Warnings to HomelessStatus, ImmigrantStatus, and MigrantStatus. Added Additional Notes to HomelessStatus, ImmigrantStatus, and MigrantStatus: “Between the Fall Official State Submission deadline and the End of Year Official State Submission deadline, a warning will occur if the data entered does not match the data reported to the Fall State Submission.” Updated Functional, Policy, and Legal Document section of HomeLanguage and FirstEntryDateIntoAUSSchool. Replaced mentions of individual and child with person in the Definition of DateOfBirth. |
| January 18, 2018 | 6.3 | <ul style="list-style-type: none"> Updated references to Every Student Succeeds Act in the Executive Summary and MigrantStatus. |
| October 19, 2017 | 6.2 | <ul style="list-style-type: none"> Updated reporting requirement for HomelessPrimaryNighttimeResidence. |
| September 29, 2017 | 6.1 | <ul style="list-style-type: none"> Updated definitions for FirstName and LastName. |
| June 6, 2017 | 6.0 | <ul style="list-style-type: none"> Updated acceptable values for Homeless and a validation check for HomelessPrimaryNighttimeResidence. Removed CumulativeDaysInMembership, CumulativeDaysPresent, and CumulativeDaysTowardsTruancy. Attendance for active and inactive students will be collected in SID Management. |
| June 6, 2017 | 5.9 | <ul style="list-style-type: none"> Updated Definition for MigrantStatus. |
| May 24, 2017 | 5.8 | <ul style="list-style-type: none"> Updated Functional, Policy or Legal Description for CumulativeDaysMembership and CumulativeDaysPresent. |

| | | |
|-------------------|-----|--|
| May 1, 2017 | 5.7 | <ul style="list-style-type: none"> Updated Additional Notes for CumulativeDaysInMembership and CumulativeDaysPresent fields. Updated Additional Notes and Definition for Migrant Status. Updated acceptable value definition for HomelessPrimaryNighttimeResidence |
| April 20, 2017 | 5.6 | <ul style="list-style-type: none"> Update definition for Homeless. |
| April 11, 2017 | 5.5 | <ul style="list-style-type: none"> Updated guidance for EightTechnologicalLiteracy Updated ethnologue link for HomeLanguage |
| February 23, 2017 | 5.4 | <ul style="list-style-type: none"> Updated Additional Notes for Cumulative Days Towards Truancy |
| December 6, 2016 | 5.3 | <ul style="list-style-type: none"> Updated Common Errors for FirstEntryDateIntoAUSSchool |
| April 5, 2016 | 5.2 | <ul style="list-style-type: none"> Clarified Additional Note for FirstEntryDateIntoAUSSchool |
| July 20, 2015 | 5.1 | <ul style="list-style-type: none"> Updated validation rules for Immigrant Status. Added Warnings to CumulativeDaysPresent and CumulativeDaysInMembership. |
| July 22, 2014 | 5.0 | <ul style="list-style-type: none"> Moved the following data element to SID Management: <ul style="list-style-type: none"> ResidentMunicipalCode |
| December 3, 2013 | 4.1 | <ul style="list-style-type: none"> Update to ImmigrantStatus validation rules. |
| July 2, 2013 | 4.0 | <ul style="list-style-type: none"> The following data elements were moved to SID Management: <ul style="list-style-type: none"> ProgramTypeCode LEPPProgramStartDate LEPPProgramCompletionDate FreeandReducedRateLunchStatus SpecialEducationClassification TuitionCode GradeLevel Retained NonPublic |
| May 20, 2013 | 3.3 | <ul style="list-style-type: none"> Update of FreeandReducedRateLunchStatus definition. |
| May 24, 2012 | 3.3 | <ul style="list-style-type: none"> Moved Common Errors table for Grade Level to next page. Proofing revisions made. |
| April 13, 2012 | 3.3 | <ul style="list-style-type: none"> Proofed for revisions. Common Errors and resolutions section added to each element |
| April 2, 2012 | 3.2 | <ul style="list-style-type: none"> Minor grammar changes, updated links, added additional information on validation checks for LastName, added revision table |

Executive Summary

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

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 *State 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 *State 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.
- **Warnings:** (if applicable) An indication that the data entered does not meet the standards outline by the NJDOE. Warnings are not considered validation errors.

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: Duplicate LID exist in the LEA.

Resolution: Student was submitted in the file as a duplicate. To remove a duplicate record in the State Submission, you must do a full file upload that excludes the duplicate record.

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.

Common Errors

Error message: Combination of LID, SID, First Name, LastName, and Date of Birth does not match what was submitted to SID Management.

Resolution: Although the **SID** number is the only field that is highlighted, all five fields need to be cross validated against the **SID Snapshot Records** page. This page is on the tier two vertical menu.

FirstName

NJDOE Number

3

Definition of Data Element

A name given to an individual.

Functional, Policy or Legal Document

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

CEDS Mapping

First Name

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 30

Validation Checks

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

Additional Notes

- No nicknames or abbreviated names should be reported.
- First name and last name must be reported as separate fields.

Common Errors

N/A

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 if they are part of the student's legal name; place both last names in this field. Example: Jenny R. Smith-Jones would be last name = "Smith-Jones" while John F. Davis Smyth would be last name = "Davis Smyth". First name and last name must be reported as separate fields.

Common Errors

N/A

DateOfBirth

NJDOE Number

8

Definition of Data Element

The year, month and day on which a person was born. This data element must correspond to the person'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: Alpha

Minimum Length: 8

Maximum Length: 8

Validation Checks

- Error will occur if format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).
- Error will occur if data element falls outside of reasonable parameters (i.e. date occurs in future, date ages student outside legal limits of education system).

Additional Notes

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

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, select Edit on the student's record page, correct the date in the DateOfBirth field, then select Update.

Error Message: Student age is outside of reasonable parameters.

Resolution: The date of birth must be a valid date inside of reasonable parameters. Check the date of birth to make sure it matches the age of the student. A student cannot be older than 99, and cannot be younger than 2 years of age. To modify the date, select Edit on the student's record page, make the necessary changes in the DateOfBirth field, then select Update.

CityOfResidence

NJDOE Number

12

Definition of Data Element

The name of the city or town (or comparable unit) of the student's permanent or other home address at the time of reporting or last known residence.

Functional, Policy or Legal Document

This data element is used to uniquely identify students who have similar name and birth data.

CEDS Mapping

Address City

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 30

Validation Checks

- An error will occur if field is left blank.
- An error will occur if punctuation is included in CityOfResidence.

Additional Notes

- N/A

Common Errors

N/A

MigrantStatus

NJDOE Number

44

Definition of Data Element

Migrant Status is an indication of whether or not a student is a migrant student. A Certificate of Eligibility (COE) must be on file in the district verifying the student's eligibility. A "migrant student" is defined as a student who is:

- 21 years of age or younger; **and**
- Who is, or whose parent/guardian is, a migratory fisher, dairy worker, or agricultural worker; **and,**
- Who in the preceding 36 months has moved from one school district to another in order for the worker to obtain temporary or seasonal employment in agricultural or fishing work.

Functional, Policy or Legal Document

Every Student Succeeds Act (ESSA)

See the federal definition of "migratory child" as contained in the ESSA sec.1309 (2) for a more complete version of this definition.

CEDS Mapping

Migrant Status

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- LEAs should not be submitting students as Migrant Status "Y" without confirming their eligibility via a Certificate of Eligibility (COE). If the NJDOE cannot verify a student's COE, they will not be included in Migrant student reporting.
- **LEAs should ensure that students who have reached end-of-eligibility are not flagged in the NJ SMART data base system.**
- To confirm migrant status or verify a Certificate of Eligibility (COE), please contact the **Migrant Education Programs at the Regional Project Office** for your county:

| Regional Project | Counties Served | Contact |
|------------------|--|--|
| Region I | Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Ocean, Salem | Billie Thomas, Director of Special Projects Gloucester County Special Services School District 1340 Tanyard Road Sewell, NJ 08080 |

| | | |
|-----------|--|--|
| | | Telephone: (856) 468-6530 ext. 1053 Facsimile: (856) 468-0851 bthomas@gcenj.org |
| Region II | Bergen, Essex , Hudson, Hunterdon, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex, Union, Warren | Dr. Joram Rejouis, Assistant Superintendent Essex Regional Educational Services Commission 369 Passaic Avenue Fairfield, NJ 07004 Telephone: (973) 405-6262 ext.236 Facsimile: (973) 405-6668 j.rejouis@ecesc.com |

- Between the Fall Official State Submission deadline and the End of Year Official State Submission deadline, a warning will occur if the data entered does not match the data reported to the Fall State Submission.

Common Errors

N/A

Warnings

- Data entered for MigrantStatus does not match data in Fall Official State Submission Snapshot. Are you sure this data was entered accurately?

Eighth Technological Literacy

NJDOE Number

92

Definition of Data Element

This data element is an indication of whether the student has met the **eighth grade** technological proficiency consistent with the NJ Student Learning Standards through district-level assessment or evaluation.

Functional, Policy or Legal Document

NJ Student Learning Standards 8

CEDS Mapping

Technology Literacy Status in 8th Grade

Is this Data Element Required?

Field is mandatory for all students in grade 8.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 2

- Y = Deemed to be technologically proficient
- N = Deemed to not be technologically proficient
- NE = Not evaluated

Validation Checks

- Field must be left blank if student is not in 8th grade.
- Field must be filled in for students with a Grade Level of "08".

Additional Notes

- Since students are not evaluated as of the Fall Official State Submission, all students with a Grade Level of "08" must have NE filled in for this field. The results of the district-level assessment or evaluation will be reported in the EOY State Submission file.

Common Errors

N/A

HealthInsuranceStatus

NJDOE Number

35

Definition of Data Element

Health Insurance Status - indication of whether student has health insurance coverage.

Functional, Policy or Legal Document

NJ FamilyCare outreach initiative.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is optional for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

Validation Checks

- If HealthInsuranceStatus is unknown, then leave this field blank.
- If HealthInsuranceProvider has a value, then HealthInsuranceStatus cannot be blank.

Additional Notes

- N/A

Common Errors

N/A

HealthInsuranceProvider

NJDOE Number

36

Definition of Data Element

The complete name of the health insurance coverage provider of the student if applicable.

Functional, Policy or Legal Document

NJ FamilyCare outreach initiative.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is optional for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 50

Validation Checks

- If Provider information is entered, Health Insurance Status must be "Y" or an error will occur.

Additional Notes

- Provider name should be the complete name without abbreviations.
- If unknown, the field should be *NULL*

Common Errors

N/A

HomeLanguage

NJDOE Number

117

Definition of Data Element

The name of the primary language or dialect that students use to communicate at home.

Functional, Policy or Legal Document

N.J.A.C 6A:15

Every Student Succeeds Act (ESSA)

CEDS Mapping

ISO 639-5 Language Family

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 3

Maximum Length: 3

[Home Language Code List](#)

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- If two codes are provided for a language, use the first code for this element.
- If more than one language is spoken at home, the one that is used most frequently should be reported.
- If a home language is not on the list, try checking the language category AND the subcategories of each language. In the event that a student has a home language that is not included in the list, try to determine the language family for that language. Additional information on language families is contained on the [Ethnologue website](#). An example of this would be for students who speak the Maay language. This language is not included in the language list. According to the Ethnologue Web site Maay is a Cushitic language. The ISO 639-2 has a value for Cushitic (Other). In this case you would report your Maay speaking students under "Cushitic (Other)."
- Additional information can be found on the [official language reference list](#).

Common Errors

Error message: Value does not conform to NJDOE codes.

Resolution: Download our Home Language Excel document and use only the codes that are provided on this list.

ImmigrantStatus

NJDOE Number

110

Definition of Data Element

Under Section 3201 of the Every Student Succeeds Act, the term "immigrant children and youth" means individuals who: (A) are aged 3 through 21; (B) were not born in any State; and (C) have not been attending one or more schools in any one or more States for more than 3 full academic years.

Functional, Policy or Legal Document

Section 3201 in the Definitions of the Every Student Succeeds Act.

CEDS Mapping

Title III Immigrant Status

Is this Data Element Required?

Field is mandatory for all students born outside of the United States.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

Validation Checks

- ImmigrantStatus must be filled in if CountryOfBirth is a country other than the United States.
- Field must be left blank if student is born within the United States, including Puerto Rico.
- ImmigrantStatus must have a value of 'Y' for yes if FirstEntryDateIntoAUSSchool is less than 3 years. If FirstEntryDateIntoAUSSchool is more than 3 years ago, ImmigrantStatus does not have to be 'N' for no. This validation was loosened to allow those students who attend school in the U.S., leave the U.S., and then come back to still be reported with a 'Y' for yes in the ImmigrantStatus.

Additional Notes

- Guidance issued by the US Department of Education states that the number of months that a student has been in school in any one or more States must not add up to more than 3 full academic years for a child to be identified as an immigrant. For situations in which children enroll in an LEA, leave and then reenroll at a later date, all periods of attendance must be counted toward the "three full academic years."
- Between the Fall Official State Submission deadline and the End of Year Official State Submission deadline, a warning will occur if the data entered does not match the data reported to the Fall State Submission.

Common Errors

Error message: Field must be left blank if student is born within the United States, including Puerto Rico.

Resolution: ImmigrantStatus must be left blank if CountryOfBirth is blank (meaning the student was born in the US), or if Country Of Birth is one of the following: 2330 or 1790.

Error message: Field must have a value of Y if student is born outside of the US or Puerto Rico, and FirstEntryDateIntoAUSSchool is a date less than 3 years from the snapshot date.

Resolution: ImmigrantStatus must be Y if FirstEntryDateIntoAUSSchool is less than 3 years before snapshot date and country of birth is any country *other than* the US (2330) or Puerto Rico (1790).

Common Errors

N/A

Warnings

- Data entered for ImmigrantStatus does not match data in Fall Official State Submission Snapshot. Are you sure this data was entered accurately?

FirstEntryDateIntoAUSSchool

NJDOE Number

111

Definition of Data Element

The month, day, and year of an individual's initial enrollment into a United States school.

Functional, Policy or Legal Document

Section 3201 in the Definitions of the Every Student Succeeds Act.

CEDS Mapping

First Entry Date Into a US School

Is this Data Element Required?

Field is mandatory if student is born outside of the US.

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. 19800128).

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
- Leave the field blank if the student was born in the US or Puerto Rico.

Common Errors

Error message: Field must have a value if Immigrant Status has a value of Y.

Resolution: FirstEntryDateIntoAUSSchool must be filled in if ImmigrantStatus = Y.

Homeless

NJDOE Number

74

Definition of Data Element

Homeless status is an indication of whether a student is homeless. Homeless students lack a fixed, regular, and adequate nighttime residence and include students who:

1. are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
3. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. migratory children who qualify as homeless because the children are living in circumstances described in (1) through (3) above.

Submitted as a characteristic, homeless is submitted only when it is true. When this characteristic does not exist for a student, the student is identified as not qualifying as homeless. For more information about "fixed, regular, and adequate nighttime residence" see below.

The definition of homeless status provided above is based on Section 725 (2) of McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX, Part A of the Every Student Succeeds Act (ESSA) (42 U.S.C. 11434A(2)). Students who meet the McKinney-Vento definition should be coded 'Y'. Those who do not should be coded 'N'.

If homeless information is submitted on a student, then the student's record will display a Homeless value for the Homeless Status characteristic in SID Management/NJSMART. If no homeless information is submitted, this value would automatically be No and will not display anything in NJSMART.

Functional, Policy or Legal Document

NJDOE, Office of Specialized Populations

For more information see N.J.A.C. 6:5-1.3.

CSPR Section 1.9

CEDS Mapping

Homeless Status

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 2

- Y1 = Yes, student was homeless at any time during the school year and has been in the physical custody of a parent or legal guardian.

- Y2 = Yes, student was homeless at any time during the school year and was NOT in the physical custody of a parent or legal guardian (unaccompanied).
- N = No, student was not homeless.

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- If a student was homeless at any time during the current school year, then this field must be “Y”.
- Between the Fall Official State Submission deadline and the End of Year Official State Submission deadline, a warning will occur if the data entered does not match the data reported to the Fall State Submission.

Common Errors

N/A

Warnings

- Data entered for Homeless does not match data in Fall Official State Submission. Are you sure this data was entered accurately?

HomelessPrimaryNighttimeResidence

NJDOE Number

112

Definition of Data Element

An indication of the nighttime residence for homeless students.

Functional, Policy or Legal Document

NJDOE, Office of Specialized Populations
For more information see N.J.A.C. 6:5-1.3.

CEDS Mapping

Homeless Primary Nighttime Residence

Is this Data Element Required?

Field is mandatory if Homeless = Y1 or Y2.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- 1 = Shelters, transitional housing
- 2 = Doubled-up; sharing the housing of other persons due to economic hardship, loss of housing or other reasons (such as domestic violence)
- 3 = Unsheltered; includes cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings
- 4 = Hotels or Motels

Validation Checks

- An error will occur if Homeless is "Y1" or "Y2" and HomelessPrimaryNighttimeResidence is left blank.

Additional Notes

- N/A

Common Errors

N/A

Alternative Education Program

NJDOE Number

113

Definition of Data Element

An indication that the student is enrolled in an alternative education program defined as a comprehensive educational program delivered in a non-traditional learning environment that is distinct and separate from the existing general or special education program and designed to meet the needs of students at risk of school failure for his/her primary academic program whether in the school building or outside of the school building.

Functional, Policy or Legal Document

N.J.A.C. 6A:16-1.3, N.J.A.C. 6A:16-9

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes, student participates in an alternative education program.
- N = No, student does not participate in an alternative education program.

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- N/A

Common Errors

N/A

Title Science

NJDOE Number

75

Definition of Data Element

A student in a Title I Targeted-Assisted program that is receiving or scheduled to receive during the current school year Title I services in support of Science instruction.

Functional, Policy or Legal Document

NJDOE, Office of Title I Program Planning, Office of Public Information, Office of Evaluation and Assessment.

CEDS Mapping

Title I Targeted Assistance Participation

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- Indicate yes for students receiving or scheduled to receive services for a full or partial school year in a school that is designated as Title I targeted assisted school. Indicate no if school is not designated as having a Title I Targeted-Assisted program or if it is a school-wide designation.

Common Errors

N/A

TitleMath

NJDOE Number

76

Definition of Data Element

A student in a Title I Targeted-Assistance program that is receiving or is scheduled to receive during the current school year Title I services in support of Mathematics instruction.

Functional, Policy or Legal Document

NJDOE, Office of Title I Program Planning, Office of Public Information, Office of Evaluation and Assessment.

CEDS Mapping

Title I Targeted Assistance Participation

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- Indicate yes for students receiving or scheduled to receive services for a full or partial school year in a school that is designated as Title I targeted assisted school. Indicate no if school is not designated as having a Title I Targeted-Assisted program or if it is a school-wide designation.

Common Errors

N/A

Title Language

NJDOE Number

77

Definition of Data Element

A student in a Title I Targeted-Assistance program that is receiving or is scheduled to receive during the current school year Title I services in support of Language Arts Literacy instruction.

Functional, Policy or Legal Document

NJDOE, Office of Title I Program Planning, Office of Public Information, Office of Evaluation and Assessment.

CEDS Mapping

Title I Targeted Assistance Participation

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- Indicate yes for students receiving or scheduled to receive services for a full or partial school year in a school that is designated as Title I targeted assisted school. Indicate no if school is not designated as having a Title I Targeted-Assisted program or if it is a school-wide designation.

Common Errors

N/A