

NEW JERSEY DEPARTMENT OF EDUCATION

STATE SUBMISSION

STUDENT DATA HANDBOOK

VERSION 3.1



State of New Jersey
Department of Education

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FOREWORD

The New Jersey Department of Education is pleased to publish the *2011 New Jersey State Submission Student Data Handbook v3.1*. 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 October 15th and End of Year/June 30th 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.

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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 (NJ DOE) 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 (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 *No Child Left Behind Act* (NCLB) 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 NJ DOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way. Third, the NJ DOE 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 NJ DOE hopes to increase administrative efficiency through the use of technology.

Data Elements and Definitions

This *Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJ DOE. Not all data elements are relevant to each student (e.g., a student who is not eligible for special education will not have a Special Education Classification code). 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 *Handbook*:

Name of Data Element	The data element name used within the NJ SMART system.
NJ DOE 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 Element	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.
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.

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.

NJ DOE 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.

Local Identification Number

NJ DOE 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 (LID) and is consistently used by the district across all of its data systems.

Functional, Policy or Legal Description

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 NJ DOE to provide SIDs to districts. This data element is used to verify the unique identification of the student.

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.
-

State Identification Number

NJ DOE Number

2

Definition of Data Element

A unique number (SID) 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 Description

In order to track students within and across districts over time, NJ DOE 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.

Is this Data Element Required?

Field is mandatory for all students. Leave this field blank for students that have not been issued a SID. When submitted, a new unique SID will be generated and issued for this student.

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.

FirstName

NJ DOE Number

3

Definition of Data Element

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

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

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.
-

LastName

NJ DOE Number

5

Definition of Data Element

The name borne in common by members of a family. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

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

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.

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.
-

DateOfBirth

NJ DOE 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 Description

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

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 "-".
-

CityOfResidence

NJ DOE 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 Description

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

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
-

ResidentMunicipalCode

NJ DOE Number
108

Definition of Data Element

The resident municipality of the student. The code is unique to the municipality as defined by the NJ Department of the Treasury.

Functional, Policy or Legal Description

NJ DOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 4

For a list of current Municipal Codes please refer to:

http://www.nj.gov/education/njsmart/download/school_codes.xls

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- Code must conform to codes listed or error will occur.
-

TuitionCode

NJ DOE Number

67

Definition of Data Element

An indicator of the source of payment for a student.

Functional, Policy or Legal Description

NJ DOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 2

01 = Paid by another school district

02 = Paid by parents

03 = Paid by state institutions or other agencies

04 = Tuition free: child of a teaching staff member

05 = Tuition free: all other tuition free students except codes 04 and 06

06 = Paid by the state: a non-resident student attending a choice district

07 = Charter school student: tuition is based on resident district of the charter school

Validation Checks

- Leave NULL if not applicable for a student.
- Code must conform to codes listed or error will occur.

Additional Notes

- Students that are new to a charter school and are coming from a non-public school must have Tuition Code 03 filled in for the first year. Once that student completes the first school year of attendance at the charter, the tuition code should be changed to "07".
 - Students received from a K-6 or K-8 district do not need to enter a Tuition Code entered unless their tuition is paid by another entity other than the district of residence. However, it is important that that resident district information reflects the actual district the student lives in and attending information is the school of attendance.
-

MigrantStatus

NJ DOE Number

44

Definition of Data Element

Student is eligible for migrant education services and is enrolled in a migrant subgrantee program. (1) The child is younger than 22 and has not graduated from high school or does not hold a high school equivalency certificate; (2) and the child is a migrant agricultural worker or a migrant fisher or has a parent, spouse, or guardian who is a migrant agricultural worker or a migrant fisher; (3) and the child has moved within the preceding 36 months in order to obtain (or seek) or to accompany (or join) a parent, spouse, or guardian to obtain (or seek), temporary or seasonal employment in qualifying agricultural or fishing work; and (4) such employment is a principal means of livelihood; and (5) the child has moved from one school district to another.

Functional, Policy or Legal Description

No Child Left Behind Act of 2001: 20 USC 6399

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

- Migrant Status should be specified as: "Y" for Migrant Status or "N" for non-Migrant Status.

FreeandReducedRateLunchStatus

NJ DOE Number

45

Definition of Data Element

An indication of a student's enrollment in the national school lunch program (free and reduced price breakfast, lunch, and milk programs) on the date of submission according to the income guidelines provided by the US Department of Agriculture.

Functional, Policy or Legal Description

No Child Left Behind Act of 2001: 20 USC 6399. NJ DOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

N = Not Eligible (refers to students who pay full price)

F = Enrolled in Free Lunch

R= Enrolled in Reduced Rate Lunch

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- Some Federal and State funding are calculated using this data.

Definition of Data Element

The grade level or primary level of instruction a student receives in a school or an educational institution during a given academic session.

Functional, Policy or Legal Description

NJ DOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 2

Maximum Length: 2

3H = Half-day Pre-school 3 years old	03 = Grade 3
3F = Full-day Pre-school 3 years old	04 = Grade 4
4H = Half-day Pre-school 4 years old	05 = Grade 5
4F = Full-day Pre-school 4 years old	06 = Grade 6
5H = Half-day Pre-school 5 years old	07 = Grade 7
5F = Full-day Pre-school 5 years old	08 = Grade 8
DH = Half-day Transitional/Developmental Kindergarten	09 = Grade 9
DF = Full-day Transitional/Developmental Kindergarten	10 = Grade 10
KH = Half-day Kindergarten	11 = Grade 11
KF = Full-day Kindergarten	12 = Grade 12
PF = Full-day Transitional Grade 1/Pre-First	PG = Post Graduate
01 = Grade 1	A1 = Adult High School (1 – 14 credits)
02 = Grade 2	A2 = Adult High School (15 or more credits)

Validation Checks

- Error will occur if student has GradeLevel of Pre-Kindergarten through 12th grade and DateOfBirth ages him or her outside of reasonable parameters (under 2 years old or over 22 years old).
- An error will occur if field is left blank.

Additional Notes

- All students must be assigned a grade level, including special education students per direction of NJDOE as of October 2004.
- Code half-day Transitional/Developmental Kindergarten as “DH” and full-day Transitional/Developmental Kindergarten as “DF”.
- Code Transitional Grade 1/Pre-First as “PF”.
- Transitional Grade 1/Pre-First is a full day program only.
- NJ SMART will capture every student that appears on the school register, which includes post secondary students as well as those attending an Adult High School.
- Adult High School student should be classified according to the number of credits for which the student is enrolled.

Retained

NJ DOE Number

68

Definition of Data Element

An indication that the student is repeating their current grade level.

Functional, Policy or Legal Description

NJ DOE, Division of Finance, Division of Assessment

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 this field is left blank.

Additional Notes

- Only enter "Y" if the student is repeating their current grade level.
 - For EOY State Submission, students that are not currently repeating their grade level but will be retained in the upcoming year should be reported with an "N". These students should not be reported as "Y" until the start of their next school year.
-

ProgramTypeCode

NJ DOE Number

33

Definition of Data Element

The primary program of instruction for the student.

Functional, Policy or Legal Description

New Jersey Administrative Code (NJAC 6:3)

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 2

Maximum Length: 2

3H = Half-day Pre-school 3 years old	PG = Post Graduate
3F = Full-day Pre-school 3 years old	A1 = Adult High School (1 – 14 credits)
4H = Half-day Pre-school 4 years old	A2 = Adult High School (15 or more credits)
4F = Full-day Pre-school 4 years old	18 = Cognitive-Mild Special Class
5H = Half-day Pre-school 5 years old	19 = Cognitive-Moderate Special Class
5F = Full-day Pre-school 5 years old	20 = Learn and/or Lang Disabilities-Mild/Moderate Special Class
DH = Half-day Transitional/Developmental Kindergarten	22 = Behavioral Disabilities Special Class
DF = Full-day Transitional/Developmental Kindergarten	23 = Multiple Disabilities Special Class
KH = Half-day Kindergarten	24 = Learn and/or Lang Disabilities – Severe Special Class
KF = Full-day Kindergarten	25 = Auditory Impairments Special Class
PF = Full-day Transitional Grade 1/Pre-First	28 = Visual impairments Special Class
01 = Grade 1	30 = Autism Special Class
02 = Grade 2	31 = Cognitive-Severe Special Class
03 = Grade 3	32 = Full Day Preschool Disabilities Class
04 = Grade 4	33 = Half Day Preschool Disabilities Class
05 = Grade 5	34 = Regular County Vocational School Grade 9
06 = Grade 6	35 = Regular County Vocational School Grade 10
07 = Grade 7	36 = Regular County Vocational School Grade 11
08 = Grade 8	37 = Regular County Vocational School Grade 12
09 = Grade 9	38 = Special Education County Vocational
10 = Grade 10	56 = Full-Time Post Secondary Vocational
11 = Grade 11	57 = Part-Time Post Secondary Vocational
12 = Grade 12	NE = Not Enrolled, Fulfilling Graduation Requirements

ProgramTypeCode

NJ DOE Number

33

Validation Checks

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

Additional Notes

- Program Type Code NE should be used for students that have completed course work, but need to fulfill additional graduation requirements (e.g., student needs to take the HSPA). Only students with a Grade Level of 12 can be submitted with a Program Type Code of NE. Note: Students with a Program Type Code of NE are not eligible for state funding.
 - Transitional Grade 1/Pre-First is a full day program only.
-

Eighth Technological Literacy

NJ DOE Number
92

Definition of Data Element

This data element is an indication of whether the student has met the **eighth grade** criteria of technological proficiency consistent with the NJ Core Curriculum Content Standards 8.1 through district-level assessment or evaluation as guided by NJ Technology Assessment for Proficiency and Integration.

Functional, Policy or Legal Description

NJ Core Curriculum Content Standards

Is this Data Element Required?

Field is mandatory for all students.

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 October 15 State Submission Snapshot, all student with a Grade Level of "08" must have NE filled in for this field. The results of the technological literacy assessment will be reported in the June 30 / EOY State Submission file.
-

Special Education Classification

NJ DOE Number

Modified Element

47

Definition of Data Element

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

Functional, Policy or Legal Description

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

Is this Data Element Required?

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

Acceptable Values

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

Code	State Category	Federal Category
99	Declassified	N/A
00	Determined Ineligible	N/A
01	Auditorily Impaired	Hearing Impairments
02	Autistic	Autism
03	Cognitively Impaired – Mild Cognitive Impairment	Intellectual Disability (formerly Mental Retardation)
04	Cognitively Impaired – Moderate Cognitive	Intellectual Disability (formerly Mental Retardation)
05	Cognitively Impaired – Severe Cognitive Impairment	Intellectual Disability (formerly Mental Retardation)
06	Communication Impaired	Speech or Language Impairments
07	Emotionally Disturbed	Emotional Disturbance
08	Multiply Disabled	Multiple Disabilities
09	Deaf-Blindness	Deaf-Blindness
10	Orthopedically Impaired	Orthopedic Impairments
11	Other Health Impaired	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	Visually Impaired	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.

Special Education Classification

NJ DOE Number

47

Modified Element

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 submission snapshot date, should be submitted with code 99. All other fields should remain filled in for the student.
 - If eligibility of student has not yet been determined as of the submission snapshot date, then field must be blank.
-

LEPProgramStartDate

NJ DOE Number

69

Definition of Data Element

The month, day, and year on which a student starts a Limited English Proficient program based on multiple criteria as defined by the Office of Specialized Populations.

Functional, Policy or Legal Description

NJ DOE, Office of Specialized Populations. N.J.A.C. 6A:15-1.10

Is this Data Element Required?

Field is mandatory for all students who have entered an LEP program.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- An error will occur if the 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 date occurs in the future.
- An error will occur if LEPProgramStartDate is a date after LEPProgramCompletionDate.

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
 - The field should be *NULL*, if not applicable.
 - The field may be *NULL* for students who exited a language assistance program greater than two years in the past.
-

LEPProgramCompletionDate

NJ DOE Number

70

Definition of Data Element

The month, day, and year on which a student successfully completes a Limited English Proficient program based on multiple criteria as defined by the Office of Specialized Populations.

Functional, Policy or Legal Description

NJ DOE, Office of Specialized Populations. N.J.A.C. 6A:15-1.10

Is this Data Element Required?

Field is mandatory for all students who have successfully completed an LEP program.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- An error will occur if the 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 LEPProgramCompletionDate has a value and LEPProgramStartDate is NULL.

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as “/” or “-”.
 - The field should be *NULL*, if not applicable.
 - The field may be *NULL* for students who exited a language assistance program greater than two years in the past.
-

HealthInsuranceStatus

NJ DOE Number

35

Definition of Data Element

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

Functional, Policy or Legal Description

NJ FamilyCare outreach initiative.

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

HealthInsuranceProvider

NJ DOE Number

36

Definition of Data Element

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

Functional, Policy or Legal Description

NJ FamilyCare outreach initiative.

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*.
-

Definition of Data Element

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

Functional, Policy or Legal Description

Section 3301 of the No Child Left Behind Act of 2001.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 3

Maximum Length: 3

Code list is available here: <http://www.state.nj.us/education/njsmart/download/HomeLanguageCodes.xls>

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, which can be found at: <http://www.ethnologue.com/home.asp>. 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)." In the explanation field include a comment that the students in this category speak the Maay language. The Ethnologue Web site can be found at: <http://www.ethnologue.com/home.asp>.
 - The official language reference list can also be viewed here: http://www.loc.gov/standards/iso639-2/php/English_list.php.
-

ImmigrantStatus

NJ DOE Number
110

Definition of Data Element

Under Section 3301 of the No Child Left Behind Act of 2001, 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 Description

Section 3301 in the Definitions of the No Child Left Behind Act of 2001.

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 and other US territories.
- ImmigrantStatus cannot be "Y" if DistrictEntryDate is a date more than 3 years ago.

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."
-

FirstEntryDateIntoAUSSchool

NJ DOE 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 Description

Section 3301 of the No Child Left Behind Act of 2001.

Is this Data Element Required?

Field is mandatory if Immigrant Status = Y.

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 "-".
-

Definition of Data Element

An indication that a student lacks a fixed, regular, and adequate residence. A student shall be considered homeless if he or she resides in any of the following: 1. A supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters, transitional housing for families, and transitional housing for the mentally ill; 2. An institution that provides a temporary residence for individuals intended to be institutionalized; or 3. A public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. Additionally, a child or youth shall be considered homeless if he or she is: 1. A child or youth living with a parent in a domestic violence shelter; 2. A runaway living in a shelter; 3. A school-aged mother residing in a home for adolescent mothers; 4. A sick or abandoned child or youth who is residing in a hospital and would otherwise be released if he or she had a permanent residence; 5. a child or youth who is abandoned and therefore has no permanent residence; 6. A child of a homeless family, which is out of necessity, is living with relatives or friends; or 7. A child of a migrant family which lacks adequate housing. Finally, a child or youth shall be considered homeless when a dispute occurs between two school districts regarding the determination of homelessness. The involved districts shall immediately notify the county superintendent of schools, who shall decide the status of the child within 48 hours.

According to N.J.A.C. 6:5-1.4, the determination of a homeless child's district of residence shall be made by the school districts involved as described in N.J.A.C. 6:5-1.5 based upon information received from the Department of Human Services, shelter providers, school districts, involved agencies, case managers or parents.

Functional, Policy or Legal Description

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

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Y = Yes

N = N

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".
-

HomelessPrimaryNighttimeResidence

NJ DOE Number
112

Definition of Data Element

An indication of the nighttime residence for homeless students.

Functional, Policy or Legal Description

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

Is this Data Element Required?

Field is mandatory if Homeless = Y

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

1 = Shelters, transitional housing, awaiting foster care

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 "Y" and HomelessPrimaryNighttimeResidence is left blank.

Additional Notes

- N/A
-

Alternative Education Program

NJ DOE 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 Description

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

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
-

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 Description

NJ DOE, Office of Title I Program Planning, Office of Public Information, Office of Evaluation and Assessment

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.
-

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 Description

NJ DOE, Office of Title I Program Planning, Office of Public Information, Office of Evaluation and Assessment

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.
-

TitleLanguage

NJ DOE 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 Description

NJ DOE, Office of Title I Program Planning, Office of Public Information, Office of Evaluation and Assessment

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.

CumulativeDaysInMembership

NJ DOE Number

114

Definition of Data Element

The number of school days in session that have occurred from the time that the student entered the school until reporting date or exit date.

Functional, Policy or Legal Description

N.J.A.C. 6A:32-8.3

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 5

Whole and half values between 1 and 366

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- Half days should be identified as .5 (e.g. 124.5 cumulative days in membership).
 - Extended school year should not be counted in the cumulative days in membership.
-

CumulativeDaysPresent

NJ DOE Number

115

Definition of Data Element

The number of days an individual is present when school is in session during a given reporting period.

Functional, Policy or Legal Description

N.J.A.C. 6A:32-8.3

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 5

Whole and half values between 0 and 366

Validation Checks

- An error will occur if field is left blank.
- Number of days present cannot be greater than Cumulative Days in Membership.
- Cumulative Days Present plus Cumulative Days Towards Truancy cannot be greater than Cumulative Days in Membership.

Additional Notes

- Half days should be identified as .5 (e.g. 124.5 cumulative days present).
 - Extended school year should not be counted in the cumulative days present.
-

CumulativeDaysTowardsTruancy

NJ DOE Number
116

Definition of Data Element

The number of school days an individual is absent and falls under the Local Education Agency (LEA) definition of truant.

Functional, Policy or Legal Description

N.J.A.C. 6A:16-7.8

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 5

Whole and half values between 0 and 366

Validation Checks

- An error will occur if field is left blank.
- Number of days towards truancy cannot be greater than Cumulative Days in Membership.
- Cumulative Days Present plus Cumulative Days Towards Truancy cannot be greater than Cumulative Days in Membership.

Additional Notes

- Half days should be identified as .5 (e.g. 124.5 cumulative days towards truancy).
- Extended school year should not be counted in the cumulative days towards truancy.
- Under *N.J.A.C. 6A:16-7.8, Attendance*. These regulations define truancy as 10 or more “*unexcused absences*” [*N.J.A.C. 6A:16-7.8(a)4iii*] and establish standards for school responses to “*unexcused absences*.” Under these regulations, “*unexcused absences*” are defined by the district board of education (pursuant to *N.J.A.C. 6A:16-7.8(a)3*). These district-defined unexcused absences that are reported on the New Jersey School Report Card include the following types of instances:

No Parent Permission – The parent did not give permission for the student to be absent from school (e.g., the student left home with the stated intent of going to school, but did not attend school); or

Parent Unable to Enforce - The parent was unable to enforce the student’s attendance at school (e.g., the student refused to attend school); or

Parent Removal Without Approval – The parent kept the student from attending school (e.g., to take a trip, to go to the doctor, to care for a family member, to fulfill a family obligation, to pursue other educational opportunities) without obtaining approval from school officials, in accordance with the board of education’s definition of and procedures for unexcused absences.

New Element**Definition of Data Element**

An indication of whether or not a student is receiving or not receiving services under an individual service plan when that student has been parentally placed into a sectarian or non-sectarian private school and also has been determined eligible for special education and related services.

Functional, Policy or Legal Description

Individual With Disabilities Education Act of 2004, P.L. 108-446

Is this Data Element Required?

Field is required for special education students placed by their parents in a sectarian or non-sectarian private school.

Acceptable Values

Type: Alpha

Minimum Length: 0

Maximum Length: 4

REC = Yes, student has been determined eligible and is receiving services

NREC = Yes, student has been determined eligible, but is *not* receiving services

[blank] = Leave element blank if student is not special education and not parentally placed in a private school

Validation Checks

- If NonPublic = REC or NREC, then Special Education Classification and Grade Level must be filled in. Students enrolled in an LEP Program must also have the LEP Program Start Date and LEP Program Completion Date filled in, if appropriate.
- If NonPublic = REC or NREC, then all elements other than Special Education Classification, Grade Level, LEP Program Start Date, and LEP Program Completion Date must be left blank.

Additional Notes

- Field should be left blank for all students other than those parentally placed in a sectarian or non-sectarian private school that may or may not receive special education services.
-