

# NEW JERSEY DEPARTMENT OF EDUCATION

## PRE-ID

### STUDENT DATA HANDBOOK

**VERSION 3.0**



## State of New Jersey Department of Education

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## **Foreword**

The New Jersey Department of Education is pleased to publish the 2011 Pre-ID Submission Student Data Handbook v2.0. 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 Pre-ID Submission Student Data Handbook is intended to support the data collection for the Pre-ID label submission, 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. Collecting Pre-ID information through NJ SMART will ensure every student has a SID number assigned and will allow for longitudinal data mapping.

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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 *Pre-ID 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 *Pre-ID 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 *Pre-ID Student Data 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. 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.

## **Data Elements Outline**

The following is an outline of the data elements included in the *2011 New Jersey Pre-ID Submission Student Data Handbook*, categorized by their appropriate headings.

### **STUDENT INFORMATION**

- Local Identification Number (LID)
- State Identification Number (SID)
- First Name
- Last Name
- Date of Birth
- Homeless

### **PROGRAM INFORMATION**

- Sec 504
- SE/504 Setting Accommodation
- SE/504 Schedule Accommodation
- SE/504 Test Material Accommodation
- SE/504 Test Procedure Accommodation
- APA Science Test
- APA Math Test
- APA Language Test
- LEP Exempt from Taking LAL
- Time in District Less Than One Year
- Time in School Less Than One Year

### **STATE ASSESSMENT INFORMATION**

- State Assessment Testing Site County
- State Assessment Testing Site District
- State Assessment Testing Site School
- State Assessment Accountable County
- State Assessment Accountable District
- State Assessment Accountable School
- ExaminerSMID1
- ExaminerSMID2
- ExaminerSMID3
- ExaminerSMID4
- ExaminerSMID5

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# 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.
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# 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.
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# 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.
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# 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.

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# 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).
- Error will occur if field is NULL.

## Additional Notes

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

NJ DOE Number

74

## 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 = No

## Validation Checks

- An error will occur if field is left blank.

## Additional Notes

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# Section 504

NJ DOE Number  
**78**

## Definition of Data Element

Student has a temporary physical or mental impairment that substantially limits one or more major life activities, and has an accommodation plan.

## Functional, Policy or Legal Description

NJ DOE, Office of Evaluation and Assessment, and Office of Special Education.

## 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

- A student **may rarely** have a 504 plan and also have a Special Education Classification, but most students have either one or the other.
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# SE504SettingAccom

NJ DOE Number

79

## Definition of Data Element

An indication that a Special Education or 504 student is receiving setting accommodations for the administration of state assessments.

## Functional, Policy or Legal Description

## 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

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# SE504ScheduleAccom

NJ DOE Number

**80**

## Definition of Data Element

An indication that a Special Education or 504 student is receiving scheduling accommodations for the administration of state assessments.

## Functional, Policy or Legal Description

## 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

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**Definition of Data Element**

An indication that a Special Education or 504 student is receiving test material modifications for the administration of state assessments.

**Functional, Policy or Legal Description****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**

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# SE504TestProcedureAccom

NJ DOE Number  
**82**

## Definition of Data Element

An indication that a Special Education or 504 student is receiving test procedure accommodations or modifications for the administration of state assessments.

## Functional, Policy or Legal Description

## 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

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# APAScienceTest

NJ DOE Number  
**83**

## Definition of Data Element

A special education classified student whose IEP states that the student will take the Science section of the Alternate Proficiency Assessment instead of the Science section of the general state assessment.

## Functional, Policy or Legal Description

NJ DOE, Office of Evaluation and Assessment, Office of Special Education

## 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

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## Definition of Data Element

A special education classified student whose IEP states that the student that will take the Math section of the Alternate Proficiency Assessment instead of the Math section of the general state assessment.

## Functional, Policy or Legal Description

NJ DOE, Office of Evaluation and Assessment, Office of Special Education

## 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

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# APALanguageTest

NJ DOE Number

**85**

## Definition of Data Element

A special education classified student whose IEP states that the student that will take the Language Arts and Literacy section of the Alternate Proficiency Assessment instead of the Language Arts and Literacy section of the general state assessment.

## Functional, Policy or Legal Description

NJ DOE, Office of Evaluation and Assessment, Office of Special Education

## 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

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# LEP Exempt From Taking LAL

NJ DOE Number

**86**

## Definition of Data Element

An indication that the student is a Non-Spanish speaking LEP student in his/her first year of enrollment in United States schools and is in a language assistance program; and therefore, the student is not required to participate in the language arts literacy test section of the NJ ASK3-8.

## Functional, Policy or Legal Description

NJ DOE, Office of Evaluation and Assessment, Office of Special Education

## 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

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# TimeInDistrictLessThanOneYear

NJ DOE Number

**87**

## Definition of Data Element

An indication of how long a student has been enrolled. Any student enrolling in a state assessment accountable (AYP) district for the first time after July 1, up to the test administration date will not have been considered to be enrolled for a full academic year. However, for making decisions related to AYP, a full academic year will begin on July 1 prior to the test administration date.

## Functional, Policy or Legal Description

To ensure compliance with state regulatory requirements at N.J.A.C. 6A:8-4.4, a full academic year is defined as the term that begins on July 1 and ends on or about June 30. This date was established to accommodate the start of the district/school fiscal year and the allowance of academic programs and services offered to students prior to September.

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 1

Y = Yes, student has been enrolled in the state assessment accountable (AYP) district for less than 1 year

N = No, student has been enrolled in the state assessment accountable (AYP) district for more than 1 year

## Validation Checks

- An error will occur if field is left blank.

## Additional Notes

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# TimeInSchoolLessThanOneYear

NJ DOE Number

102

## Definition of Data Element

An indication of how long a student has been enrolled. Any student enrolling in a state assessment accountable (AYP) school for the first time after July 1, up to the test administration date will not have been considered to be enrolled for a full academic year. However, for making decisions related to AYP, a full academic year will begin on July 1 prior to the test administration date.

## Functional, Policy or Legal Description

To ensure compliance with state regulatory requirements at N.J.A.C. 6A:8-4.4, a full academic year is defined as the term that begins on July 1 and ends on or about June 30. This date was established to accommodate the start of the district/school fiscal year and the allowance of academic programs and services offered to students prior to September.

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 1

Y = Yes, student has been enrolled in the state assessment accountable (AYP) school for less than 1 year

N = No, student has been enrolled in the state assessment accountable (AYP) district for more than 1 year

## Validation Checks

- An error will occur if field is left blank.

## Additional Notes

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# StateAssessmentTestingSiteCounty

NJ DOE Number

**91**

## Definition of Data Element

The county code of the student's State Assessment Testing Site. This field includes APA testing sites.

## Functional, Policy or Legal Description

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 2

**Maximum Length:** 2

For County Codes, please refer to:

[http://www.nj.gov/education/njsmart/download/school\\_codes.xls](http://www.nj.gov/education/njsmart/download/school_codes.xls)

## Validation Checks

- Must conform to codes listed or error will occur.

## Additional Notes

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# StateAssessmentTestingSiteDistrict

NJ DOE Number

**103**

## Definition of Data Element

The district code of the student's State Assessment Testing Site. This field includes APA testing sites.

## Functional, Policy or Legal Description

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 4

**Maximum Length:** 4

For District Codes, please refer to:

[http://www.nj.gov/education/njsmart/download/school\\_codes.xls](http://www.nj.gov/education/njsmart/download/school_codes.xls)

## Validation Checks

- Must conform to codes listed or error will occur.

## Additional Notes

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# StateAssessmentTestingSiteSchool

NJ DOE Number

**104**

## Definition of Data Element

The school code of the student's State Assessment Testing Site. This field includes APA testing sites.

## Functional, Policy or Legal Description

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 3

**Maximum Length:** 3

For School Codes, please refer to:

[http://www.nj.gov/education/njsmart/download/school\\_codes.xls](http://www.nj.gov/education/njsmart/download/school_codes.xls)

## Validation Checks

- Must conform to codes listed or error will occur.

## Additional Notes

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## Definition of Data Element

The county code for the student's State Assessment Accountable (AYP) school.

## Functional, Policy or Legal Description

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 2

**Maximum Length:** 2

For County Codes, please refer to:

[http://www.nj.gov/education/njsmart/download/school\\_codes.xls](http://www.nj.gov/education/njsmart/download/school_codes.xls)

## Validation Checks

- Must conform to codes listed or error will occur.

## Additional Notes

- Must match one of the CDS Resident, Receiving, or Attending codes that is part of the student's SID Management record.

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# StateAssessmentAccountableDistrict

NJ DOE Number  
**106**

## Definition of Data Element

The district code for the student's State Assessment Accountable (AYP) school.

## Functional, Policy or Legal Description

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 4

**Maximum Length:** 4

For County Codes, please refer to:

[http://www.nj.gov/education/njsmart/download/school\\_codes.xls](http://www.nj.gov/education/njsmart/download/school_codes.xls)

## Validation Checks

- Must conform to codes listed or error will occur.

## Additional Notes

- Must match one of the CDS Resident, Receiving, or Attending codes that is part of the student's SID Management record.

## Definition of Data Element

The school code for the student's State Assessment Accountable school.

## Functional, Policy or Legal Description

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 3

**Maximum Length:** 3

For County Codes, please refer to:

[http://www.nj.gov/education/njsmart/download/school\\_codes.xls](http://www.nj.gov/education/njsmart/download/school_codes.xls)

## Validation Checks

- Must conform to codes listed or error will occur.

## Additional Notes

- Must match one of the CDS Resident, Receiving, or Attending codes that is part of the student's SID Management record.

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# ExaminerSMID1

NJ DOE Number  
**170**

## Definition of Data Element

The unique Staff Member Identifier (SMID) assigned by the New Jersey Department of Education to the licensed professional employee of the district that is in the classroom administering the state assessment.

## Functional, Policy or Legal Description

NJDOE Office of Assessment Test Administration Procedures.

## Is this Data Element Required?

One Examiner SMID is required for each student testing.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

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

## Additional Notes

- Only Examiners in the classroom administering the assessment are submitted in this field. Proctors should not be submitted.
  - Examiners permitted include teachers, guidance counselors, and child study team members. Per diem employees are not permitted to be examiners.
  - If there is more than one examiner in the room, submit the most appropriate one to this field.
  - If different sections are administered by different people, submit the most appropriate one to this field.
-

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# ExaminerSMID2

NJ DOE Number  
**171**

## Definition of Data Element

The unique Staff Member Identifier (SMID) assigned by the New Jersey Department of Education to the licensed professional employee of the district that is in the classroom administering the state assessment.

## Functional, Policy or Legal Description

NJDOE Office of Assessment Test Administration Procedures.

## Is this Data Element Required?

One Examiner SMID is required for each student testing.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

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

## Additional Notes

- Only Examiners in the classroom administering the assessment are submitted in this field. Proctors should not be submitted.
  - Examiners permitted include teachers, guidance counselors, and child study team members. Per diem employees are not permitted to be examiners.
  - If there is more than one examiner in the room, submit the most appropriate one to this field.
  - If different sections are administered by different people, submit the most appropriate one to this field.
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# ExaminerSMID3

NJ DOE Number

172

## Definition of Data Element

The unique Staff Member Identifier (SMID) assigned by the New Jersey Department of Education to the licensed professional employee of the district that is in the classroom administering the state assessment.

## Functional, Policy or Legal Description

NJDOE Office of Assessment Test Administration Procedures.

## Is this Data Element Required?

One Examiner SMID is required for each student testing.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

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

## Additional Notes

- Only Examiners in the classroom administering the assessment are submitted in this field. Proctors should not be submitted.
  - Examiners permitted include teachers, guidance counselors, and child study team members. Per diem employees are not permitted to be examiners.
  - If there is more than one examiner in the room, submit the most appropriate one to this field.
  - If different sections are administered by different people, submit the most appropriate one to this field.
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# ExaminerSMID4

NJ DOE Number  
**173**

## Definition of Data Element

The unique Staff Member Identifier (SMID) assigned by the New Jersey Department of Education to the licensed professional employee of the district that is in the classroom administering the state assessment.

## Functional, Policy or Legal Description

NJDOE Office of Assessment Test Administration Procedures.

## Is this Data Element Required?

One Examiner SMID is required for each student testing.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

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

## Additional Notes

- Only Examiners in the classroom administering the assessment are submitted in this field. Proctors should not be submitted.
  - Examiners permitted include teachers, guidance counselors, and child study team members. Per diem employees are not permitted to be examiners.
  - If there is more than one examiner in the room, submit the most appropriate one to this field.
  - If different sections are administered by different people, submit the most appropriate one to this field.
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# ExaminerSMID5

NJ DOE Number

**174**

## Definition of Data Element

The unique Staff Member Identifier (SMID) assigned by the New Jersey Department of Education to the licensed professional employee of the district that is in the classroom administering the state assessment.

## Functional, Policy or Legal Description

NJDOE Office of Assessment Test Administration Procedures.

## Is this Data Element Required?

One Examiner SMID is required for each student testing.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

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

## Additional Notes

- Only Examiners in the classroom administering the assessment are submitted in this field. Proctors should not be submitted.
  - Examiners permitted include teachers, guidance counselors, and child study team members. Per diem employees are not permitted to be examiners.
  - If there is more than one examiner in the room, submit the most appropriate one to this field.
  - If different sections are administered by different people, submit the most appropriate one to this field.
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