

# NEW JERSEY DEPARTMENT OF EDUCATION

## STAFF MEMBER ID (SMID) SUBMISSION HANDBOOK

VERSION 0.1



State of New Jersey  
Department of Education

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## **FOREWORD**

The New Jersey Department of Education is pleased to publish the *Staff Member ID Submission Handbook*. Because quality information requires staff data elements that are uniform, consistent and easy to understand, this reference guide defines and maintains a set of standards for educational data.

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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 *Staff Member ID Submission 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 *Staff Member ID Submission 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.

New Jersey Standards Measurement and Resource for Teaching (NJ SMART) was developed for three primary reasons. First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored. To achieve this goal, education data must be collected, managed and reported in a fashion that is more useful, accurate, consistent and timely. Second, major regulatory changes, such as the federal *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 *Staff Member ID Submission 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 staff member (e.g., a person may not have a middle name). It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJ SMART so that a collaborative resolution can be reached.

The following information is provided for each data element in the *Staff Member ID Submission 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.
Definition	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.
Required Element?	Indication of whether the data element is required for file submission.
Type	Data element type such as Alpha, Numeric, or Date indicates how the field should be treated in order to meet formatting requirements.
Min Length	The minimum number of characters permitted.
Max Length	The maximum number of characters permitted.
Range of Values	The value options of each data element, if applicable.
Validation Rules	Requirement for how each data element must be arranged/reported.
Additional Notes	Additional relevant notes about the data element, including specifics on data validation to occur with respect to each data element.

# Privacy and Security

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.

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# LocalStaffIdentifier (LSID)

NJ DOE Number  
**118**

## Definition of Data Element

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

## Functional, Policy or Legal Description

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

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Alphanumeric

**Minimum Length:** 1

**Maximum Length:** 20

## Validation Checks

- Error will occur if field is left blank.

## Additional Notes

- N/A
-

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# StaffMemberIdentifier (SMID)

NJ DOE Number  
**119**

## Definition of Data Element

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

## Functional, Policy or Legal Description

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

## Is this Data Element Required?

Field is mandatory for all staff members.

## 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

- N/A
-

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# SocialSecurityNumber

NJ DOE Number  
**120**

## Definition of Data Element

The nine-digit number of identification assigned to the individual by the Social Security Administration.

## Functional, Policy or Legal Description

Used to establish the identity of staff members.

## Is this Data Element Required?

Field is mandatory for all staff members that have a certificate.

## Acceptable Values

**Type:** Character

**Minimum Length:** 11

**Maximum Length:** 11

## Validation Checks

- Social Security Number must be entered in XXX-XX-XXXX format.

## Additional Notes

- Only staff members with a certificate should have Social Security Number filled in. It is optional for all other staff members.
-

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# NamePrefix

NJ DOE Number

**121**

## Definition of Data Element

An appellation, if any, used to denote rank, placement, or status (e.g., Mr, Ms, Reverend, Sister, Dr, Colonel).

## Functional, Policy or Legal Description

Used to establish the identity of staff members.

## Is this Data Element Required?

Field is optional for all staff members.

## Acceptable Values

**Type:** Character

**Minimum Length:** 1

**Maximum Length:** 11

## Validation Checks

- Periods are not accepted in the NamePrefix field. No punctuation should be included.

## Additional Notes

- While NamePrefix is an optional data element, the district should use this data element to differentiate among staff members who would otherwise have the same name and birth information.
-

---

# FirstName

NJ DOE Number

**122**

## Definition of Data Element

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

## Functional, Policy or Legal Description

Used to establish the identity of staff members.

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 30

## Validation Checks

- An error will occur if field is left blank.

## Additional Notes

- No nicknames or abbreviated names should be reported. Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphen are accepted.
  - First name and last name must be reported as separate fields.
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# MiddleName

NJ DOE Number

**123**

## Definition of Data Element

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

## Functional, Policy or Legal Description

Used to establish the identity of staff members.

## Is this Data Element Required?

Field is optional for all students.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 30

## Validation Checks

- First Name, Middle Name and Last Name must be reported as three separate fields. Middle initial (no period permitted) or full middle name are accepted.

## Additional Notes

- While Middle Name is an optional field, if the district maintains this data element it should be reported to support unique identification of the staff member.
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# LastName

NJ DOE Number

**124**

## Definition of Data Element

The name borne in common by members of a family.

## Functional, Policy or Legal Description

Used to establish the identity of staff members.

## Is this Data Element Required?

Field is mandatory for all staff members.

## 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.
  - Staff members with multiple last names should include multiple last names in this field. Hyphens are acceptable if they are part of the staff member's legal name; place both last names in this field. Example: Jenny R. Smith-Jones would be last name = "Smith-Jones" while John F. Davis Smyth would be last name = "Davis Smyth".
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# GenerationCodeSuffix

NJ DOE Number  
**125**

## Definition of Data Element

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr, Sr, III).

## Functional, Policy or Legal Description

Used to establish the identity of staff members.

## Is this Data Element Required?

Field is optional for all students.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 3

## Validation Checks

- No punctuation should be included.

## Additional Notes

- Leave *NULL* if not available or does not exist.
  - While Generation Code/Suffix is an optional data element, the district should use this data element to differentiate among staff members who would otherwise have the same name and birth information.
-

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# FormerName

NJ DOE Number

**126**

## Definition of Data Element

The previously recognized or legally accepted name of the individual.

## Functional, Policy or Legal Description

Used to establish the identity of staff members.

## Is this Data Element Required?

Field is optional for all staff members.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 50

## Validation Checks

- No punctuation should be included. An error will occur if field is left blank.

## Additional Notes

- Leave *NULL* if not available or does not exist.
  - While FormerName is an optional data element, the district should use this data element to differentiate among staff members who would otherwise have the same name and birth information. For example, a maiden name should be submitted in the FormerName field.
-

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# Sex

NJ DOE Number

**127**

## Definition of Data Element

The staff member's gender.

## Functional, Policy or Legal Description

Used to establish the identity of staff members.

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 1

M = Male

F = Female

## Validation Checks

- Sex should be specified as: "F" for Female, "M" for Male.
- Error will occur if field is left blank.

## Additional Notes

- N/A
-

---

# DateOfBirth

NJ DOE Number

**128**

## Definition of Data Element

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

## Functional, Policy or Legal Description

Used to establish the identity of staff members.

## Is this Data Element Required?

Field is mandatory for all staff members.

## 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. 20010128).
- Error will occur if field is left blank.

## Additional Notes

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

NJ DOE Number

129

## Definition of Data Element

The ethnic category which most clearly reflects the individual's recognition of his or her community or with which the individual identifies.

## Functional, Policy or Legal Description

The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have two categories for data on ethnicity. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

Hispanic or Latino

Not Hispanic or Latino

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

Y = Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

N = Not Hispanic or Latino

## Validation Checks

- Only "Y" or "N" responses will be accepted. Each staff member must have a Y or an N response.
- Error will occur if field is left blank.

## Additional Notes

- If positive identification of Hispanic or Latino is not possible, "N" should be entered.
  - If Ethnicity = "N," at least one Race category must be identified as "Y."
-

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# RaceAmericanIndian

NJ DOE Number  
**130**

## Definition of Data Element

The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

## Functional, Policy or Legal Description

The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native

Black or African American

Asian

Native Hawaiian or Other Pacific Islander

White

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 1

Y = Yes to American Indian or Alaska Native - A person having origins in any of the original people of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.

N = No to American Indian or Alaska Native.

## Validation Checks

- Only "Y" or "N" responses will be accepted. Each staff member must have a Y or an N response.
- An error will occur if field is left blank.

## Additional Notes

- Multiple race categories may be identified for a staff member. All race categories that are not applicable to a staff member should be marked as "N."

## Definition of Data Element

The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

## Functional, Policy or Legal Description

The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native

Black or African American

Asian

Native Hawaiian or Other Pacific Islander

White

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 1

Y = Yes to Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

N = No to Asian.

## Validation Checks

- Only “Y” or “N” responses will be accepted. Each staff member must have a Y or an N response.
- An error will occur if field is left blank.

## Additional Notes

- Multiple race categories may be identified for a staff member. All race categories that are not applicable to a staff member should be marked as “N.”

## Definition of Data Element

The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

## Functional, Policy or Legal Description

The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native

Black or African American

Asian

Native Hawaiian or Other Pacific Islander

White

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 1

Y = Yes to Black or African American - A person having origins in any of the black racial groups of Africa.

N = No to Black or African American.

## Validation Checks

- Only “Y” or “N” responses will be accepted. Each staff member must have a Y or an N response.
- An error will occur if field is left blank.

## Additional Notes

- Multiple race categories may be identified for a staff member. All race categories that are not applicable to a staff member should be marked as “N.”

## Definition of Data Element

The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

## Functional, Policy or Legal Description

The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native

Black or African American

Asian

Native Hawaiian or Other Pacific Islander

White

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 1

Y = Yes to Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

N = No to Native Hawaiian or Other Pacific Islander.

## Validation Checks

- Only “Y” or “N” responses will be accepted. Each staff member must have a Y or an N response.
- An error will occur if field is left blank.

## Additional Notes

- Multiple race categories may be identified for a staff member. All race categories that are not applicable to a staff member should be marked as “N.”

## Definition of Data Element

The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

## Functional, Policy or Legal Description

The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native

Black or African American

Asian

Native Hawaiian or Other Pacific Islander

White

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 1

Y = Yes to White - A person having origins of the original peoples of Europe, the Middle East or North Africa.

N = No to White.

## Validation Checks

- Only “Y” or “N” responses will be accepted. Each staff member must have a Y or an N response.
- An error will occur if field is left blank.

## Additional Notes

- Multiple race categories may be identified for a staff member. All race categories that are not applicable to a staff member should be marked as “N.”

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# CertificationStatus

NJ DOE Number

**140**

## Definition of Data Element

An indication that the educator holds the certification required by his or her assignment.

## Functional, Policy or Legal Description

Used to establish teacher credential in a school or district.

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 1

Y = Yes, fully certified or licensed

N = No, not fully certified or licensed

## Validation Checks

- If Certification Status = Y, then Social Security Number must be filled in or an error will occur.
- An error will occur if field is left blank.

## Additional Notes

- Only "Y" or "N" responses will be accepted.
-

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# Status

NJ DOE Number

**139**

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## Definition of Data Element

The staff member's employment status.

## Functional, Policy or Legal Description

NJ DOE

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 1

A = Active

I = Inactive

## Validation Checks

- If Status = I, then District Employment Exit Date and District Employment Exit Reason must be filled in or an error will occur.
- An error will occur if field is left blank.

## Additional Notes

- A staff member is either Active or Inactive in the district. Active staff members are currently employed by the district. Inactive staff members are no longer employed.
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# DistrictEmploymentBeginDate

NJ DOE Number

**135**

## Definition of Data Element

The date on which the staff member began employment with the reporting LEA.

## Functional, Policy or Legal Description

Used to establish teacher assignment to a school or district.

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Date

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

- Date must be in YYYYMMDD format.
- An error will occur if field is left blank.
- If DistrictEmploymentBeginDate is a date on or after September 1, 2011, then DistrictEntryCode must also be filled in.

## Additional Notes

- N/A
-

# DistrictEntryCode

NJ DOE Number  
**136**

## Definition of Data Element

An indication of where the staff member is coming from.

## Functional, Policy or Legal Description

Used to establish teacher assignment to a school or district.

## Is this Data Element Required?

Field is mandatory for for staff members that entered the district after September 1, 2011.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 2

**Maximum Length:** 2

### From a teaching position:

03 = In another NJ public school district  
04 = In a public school district outside NJ  
05 = In a non-public school  
06 = In a college or university

### From a college or university program of study:

21 = In a NJ public college or university  
22 = In a private NJ college or university  
23 = In a public or private college or university outside of NJ

### From an administrative or supervisory position:

11 = In another NJ public school district  
12 = In a public school district outside of NJ  
13 = In a non-public school  
14 = In a college or university

### From home duties:

29 = Returning to a certified position from home duties

### Return from an approved leave of absence without pay:

30 = From maternity leave  
31 = From sabbatical leave  
32 = From another leave of absence

### From an education support services position:

17 = In another NJ public school district  
18 = In a public school district outside of NJ occupation  
19 = In a non-public school, college, or university  
20 = In a college, or university

### From military service:

60 = From a branch of the military services

### From employment in a non-teaching occupation:

70 = From a position of employment in a non-teaching occupation

### From employment in a non-teaching occupation:

72 = From a position other than any listed

## Validation Checks

- Field must be filled in when DistrictEmploymentBeginDate is a date on or after September 1, 2011.

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# DistrictEmploymentExitDate

NJ DOE Number

**137**

## Definition of Data Element

The date on which the staff member has ended employment with the reporting LEA.

## Functional, Policy or Legal Description

Used to establish teacher assignment to a school or district.

## Is this Data Element Required?

Field is mandatory for all staff members that have exited the district.

## Acceptable Values

**Type:** Date

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

- Date must be in YYYYMMDD format.
- If DistrictEmploymentExitReason has a value, then DistrictEmploymentExitDate must also have a value.

## Additional Notes

- N/A
-

# District Employment Exit Reason

NJ DOE Number

138

## Definition of Data Element

An indication of the reason the staff member has left the district.

## Functional, Policy or Legal Description

Used to establish teacher assignment to a school or district.

## Is this Data Element Required?

Mandatory for all staff members that have exited the district.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 2

**Maximum Length:** 2

### Range of Values:

#### **To assume another teaching position:**

02 = In another NJ public school

03 = In a public school district outside NJ

04 = In a non-public school

05 = In a college or university

#### **To accept an administrative or supervisory position:**

11 = In another NJ public school district

12 = In a public school district outside of NJ

13 = In a non-public school

14 = In a college or university

#### **To accept an educational support services position:**

16 = In another NJ public school district

17 = In a public school district outside of NJ

18 = In a non-public school, college, or university

19 = In a college, or university

#### **To continue education:**

20 = At a college or university

#### **Resigned:**

25 = Because of prolonged illness

28 = No reason given for resignation

29 = To assume home duties

#### **Granted a leave of absence without pay:**

30 = A maternity leave

31 = A sabbatical leave

32 = Another leave of absence

#### **Retired:**

40 = Retired from position

#### **Deceased:**

50 = Deceased

#### **Enter military service:**

60 = To enter military services

#### **To accept employment in a non-teaching occupation:**

70 = Accepted employment in non

#### **Not offered re-employment:**

80 = Due to reduction in force

81 = Non-tenured faculty, not meeting district performance expectations

82 = Tenured faculty, not meeting district performance expectations

90 = For other than any listed

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# DistrictEmploymentExitReason

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NJ DOE Number

**138**

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## Certificate Status

92 = Certificate suspended

93 = Certificate revoked

## Validation Checks

- If DistrictEmploymentExitDate has a value, then DistrictEmploymentExitReason must also have a value.

## Additional Notes

- N/A
-