

# NEW JERSEY DEPARTMENT OF EDUCATION

## STAFF SUBMISSION HANDBOOK

**VERSION 2.1**



State of New Jersey  
Department of Education

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## **FOREWORD**

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

# Revision History

Date	Version	Comment
August 10, 2014	2.1	Corrected typo in Highest Level of Education Completed.  SD = Specialist Degree
July 11, 2014	2.1	Update to Years In LEA validation.
June 13, 2014	2.0	Modified values to Highest Level of Education Completed field.  New validation rules added to Highest Level of Completed, Full Time Equivalency, Number of Classes Taught, HQTQualificationStatus, CredentialType and Years in LEA.  Removed Evaluation Of Staff data element.
August 7, 2013	1.2	Updates made to Alternate Route Program codes and Prep Program codes. New validation rules added for the Salary field. New value added for the Exceptional Salary field.
May 24, 2012	1.1	Proofing revisions made.
April 16, 2012	1.1	Common errors sections added to each element.
April 3, 2012	1.0	Updated links, proofing revisions, added revision table, provided additional information on validation checks for NationalBoardAward, updated table of contents.

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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 *2014-2015 Staff Submission Handbook (Handbook)* was developed to assist school districts in providing education information to the New Jersey Department of Education (NJDOE) in a standardized format to comply with state and federal requirements. For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured. This *Handbook* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

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

# Data Elements and Definitions

This *2014-2015 Staff Submission Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJDOE. 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 Submission Handbook*:

Name of Data Element	The data element name used within the NJ SMART system.
NJDOE Number	The numerical identification of the data element.
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 Checks	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

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



# LocalStaffIdentifier (LSID)

## 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 NJDOE 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 if Required

**Type:** Alphanumeric

**Minimum Length:** 1

**Maximum Length:** 20

## Range of Values

N/A

## Validation Checks

- An error will occur if field is left blank.
- Error will occur if multiple staff within the district with the same LSID are reported.

## Additional Notes

- Must be same LSID as reported to SMID Management.

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** A Local Staff Identifier number is required, an identification number must be inputted in this field. Remember that the LEA is responsible for creating a LID number.

**Error Message:** The length exceeds 20 characters.

**Resolution:** The Local Staff Identifier number must not exceed 20 characters. The Maximum length is 20.

**Error Message:** Staff member with the same LID exists in the LEA.

**Resolution:** Determine which staff member should have that LID number. For the staff member with the incorrect LID, do a partial file upload with the correct LID number and it will overwrite the previous LID number. You can also delete this staff member's record and use the "Add Staff" function with the new correct LID to resolve this issue.

# StaffMemberIdentifier (SMID)

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

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 8

**Maximum Length:** 8

## Range of Values

N/A

## Validation Checks

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

## Additional Notes

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

## Common Errors

**Error Message:** Field must contain exactly 8 numeric characters.

**Resolution:** The Staff Member Identifier number is issued with exactly 8 numeric characters. If that number does not have 8 digits, review the staff members SMID Management record for the correct number.

**Error Message:** Number is not a valid issued SMID.

**Resolution:** Check to make sure this is a valid SMID number issued by NJ SMART. If this is not a valid number, review the staff members SMID Management record for the correct number

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

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

# FirstName

**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 if Required**

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 30

**Range of Values**

N/A

**Validation Checks**

- An error will occur if field is left blank.

**Additional Notes**

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

**Common Errors**

**Error Message:** Field cannot be left blank.

**Resolution:** This is a mandatory field, a first name must be entered in this field.

**Error Message:** Field contains an invalid character or exceeds 30 characters.

**Resolution:** Periods are not accepted in this field, and this field also cannot have more than 30 characters. If this staff member's name has more than 30 characters or periods in the first name field, on the staff member's record page, click edit, correct the information in this data element, then click update.

# LastName

**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 if Required**

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 50

**Range of Values**

N/A

**Validation Checks**

- An error will occur if field is left blank.

**Additional Notes**

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

**Common Errors**

**Error Message:** Field cannot be left blank.

**Resolution:** This is a mandatory field, a last name must be entered in this field.

**Error Message:** Field contains an invalid character or exceeds 50 characters.

**Resolution:** Periods are not accepted in this field, and this field also cannot have more than 50 characters. If this staff member's name has more than 50 characters or periods in the last name field, on the staff member's record page, click edit, update the field, then click update.

# DateOfBirth

## 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 if Required

**Type:** Date

**Minimum Length:** 8

**Maximum Length:** 8

## Range of Values

N/A

## Validation Checks

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

## Additional Notes

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

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** Date of Birth is a mandatory field. You must put the date of birth in a YYYYMMDD format.

**Error Message:** The length must be 8 characters.

**Resolution:** Make sure there are no separators, and verify that you are using the correct format when inputting the date of birth.

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

**Resolution:** This must be a valid date of birth, not a date in the future. Check to make sure the dates are correct, and there are no typos in the date format.

**Error Message:** Staff member age is outside of reasonable parameters.

**Resolution:** Year of Birth must be a valid year inside of reasonable parameters, please check the date of birth year to make sure it matches the age of the Staff Member. A Staff member cannot be older than 99, and cannot be younger than 14 years of age.

**Error Message:** Field must be a valid date in YYYYMMDD format.

**Resolution:** Check to make sure no separators are entered in this field, such as "/" or "-". Make sure the values in the field are in the correct date format.

# Salary

## Definition of Data Element

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

## Functional, Policy or Legal Description

NJDOE, Division of Finance.

## Is this Data Element Required?

Field is mandatory for all staff members in a regular Job Code.

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 300000

## Range of Values

Dollar amount of the annual salary compensation of the staff member, rounded to the nearest whole number.

## Validation Checks

- An error will occur if a whole number is not used.
- An error will occur if field is left blank or zero and teacher has any Job Code higher than 0100.

## Additional Notes

- Do not use dollar signs, decimals or commas.
- Salary should include regular compensation, including longevity increments and other adjustments to an individual's compensation resulting from increased educational levels or awards earned, such as National Board Certification. Salary should not include stipends for extra-curricular activities.
- If the staff member is employed less than full-time or paid an hourly rate, report the annualized salary of the staff member by using their part-time or per diem rate and estimating its annual worth.
- **Salary cannot be less than \$18,500 for teachers unless FTE is less than 1.00.**

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** Depending on the Job Code you are using for a Staff Member, Salary can be an optional field for certain staff members. Salary cannot be left blank if a regular Job Code is filled in (the codes that are greater than 0100). If a Purchased Service Job Code is filled in (codes less than 0100), this field becomes optional. Purchased Services Job Codes are to be used for staff members that are purchased services only. An example of a purchased services would be anyone that is contracted out to your district. If the description of this staff member does not fit the Purchased Service Job code, then salary is a required field.

**Error Message:** The length cannot exceed 7 characters and cannot contain any punctuation.

**Resolution:** Punctuation marks will generate an error, and salary should only be 7 characters at the maximum. Check to make sure no punctuation marks are in this field.

# Exceptional Salary

## Definition of Data Element

An explanation of why a staff member's salary might depart from the expected salary of a person in a similar job title.

## Functional, Policy or Legal Description

NJDOE, Division of Finance.

## Is this Data Element Required?

Field is optional for all staff members.

## Acceptable Values if Required

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 1

## Range of Values

A = Teaches Kindergarten for less than a full day.

B = On a sabbatical leave.

C = In the position of an individual on sabbatical leave.

D = On maternity and/or extended sick leave.

E = Filling the position of an individual on maternity and/or extended sick leave.

F = A special education teacher paid on a special hourly rate contract.

G = Paid on a permanent substitute contract.

H = Paid while suspended from duties pending outcome.

I = Paid for serving in the position of an individual suspended pending outcome.

J = Assignment is away from district in a teacher exchange program.

K = From another district on a teacher exchange program.

L = Other than above.

M = Indicates salary is greater than \$300,000.

## Validation Checks

- An error will occur if data value is not as listed above.

## Additional Notes

- When a staff member makes more than \$300,000, the value of 300000 should be entered in the Salary field and an M in the Exceptional Salary field.
- Field should be completed if one of the above range of values is applicable for the staff member.

## Common Errors

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

**Resolution:** If not blank, Exceptional Salary must have a value of A, B, C, D, E, F, G, H, I, J, K, L, or M. Any other reported letter will generate an error. Make sure it conforms to the codes listed above.

# LanguageSpokenByTeacher

144

## Definition of Data Element

The language, other than English, that is spoken fluently by the teacher.

## Functional, Policy or Legal Description

USDOE Title III.

## Is this Data Element Required?

Field is mandatory, if teacher speaks another language other than English.

## Acceptable Values if Required

**Type:** Alpha

**Minimum Length:** 3

**Maximum Length:** 3

## Range of Values

A list of acceptable values can be found in the Language Codes document:

<http://www.state.nj.us/education/njsmart/download/ref/>

## Validation Checks

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

## Additional Notes

- Field should be left blank for English-only teachers.
- If two codes are provided for a language, use the first code for this element.

## Common Errors

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

**Resolution:** For staff members that speak another language other than English, please use the codes listed under the “Range of Values” section for this field. Once you access the Excel Home Language Codes, there will be some languages that have two sets of codes, choose one of the codes, do not enter both values in this field. Make sure it conforms to the codes listed above.



# MigrantEducationProgramStaffCategory

## Definition of Data Element

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

## Functional, Policy or Legal Description

USDOE Migrant Programs. For further explanation, see ED Facts file specification N065 at <http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html>.

## Is this Data Element Required?

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

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

## Range of Values

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

## Validation Checks

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

## Additional Notes

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

## Common Errors

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

**Resolution:** If not blank, Migrant Education Program Staff Category must have a value of 1, 2, 3, 4, or 5. Any other value will generate an error for this field. Make sure it conforms to the codes listed above.

# MEPSessionType

## Definition of Data Element

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

## Functional, Policy or Legal Description

USDOE Migrant Programs. For further explanation, see ED Facts file specification N065 at <http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html>.

## Is this Data Element Required?

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

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

## Range of Values if Required

1 = Regular School Year

2 = Summer Term or Intersession

3 = Both Regular and Summer Term or Intersession

## Validation Checks

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

## Additional Notes

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

## Common Errors

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

**Resolution:** If not blank, MEPSessionType must have a value of 1, 2, or 3. Any other code will generate an error for this field. Make sure it conforms to the codes listed above.

**Error Message:** Field cannot be left blank if Migrant Education Program Staff Category has a value.

**Resolution:** If there is a value inputted in the Migrant Education Program Staff Category field, then a value is required for this field. Choose the correct value, and update that Staff Member's record. If this staff member is not intergrated in the Migrant Program, go back to the Migrant Education Program Staff field, and delete any value in that field. Leave this field blank as well.

**Error Message:** Field must be left blank if Migrant Education Program Staff Category does not have a value.

**Resolution:** If Migrant Education Program Staff Category does not have a value, leave this field blank. Any value in this field without a value in Migrant Education Program Staff Category will generate an error.

# TitleProgramStaffCategory

147

## Definition of Data Element

The title of employment, official status or rank of an individual who works with a Title I education program.

## Functional, Policy or Legal Description

USDOE Title I Programs. For further explanation, see ED Facts file specification N065 at <http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html>.

## Is this Data Element Required?

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

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

## Range of Values

1 = Title I Teacher

2 = Title I Paraprofessional

3 = Title I Clerical Support Staff

4 = Title I Administrator (non-clerical)

5 = Title I Other Paraprofessional

## Validation Checks

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

## Additional Notes

- Value must be blank for non-Title I staff members.

## Common Errors

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

**Resolution:** If not blank, TitleProgramStaffCategory must have a value of 1, 2, 3, 4, or 5. Choose the appropriate code listed above and update the Staff Member's detail page. Make sure it conforms to the codes listed above.

# HighestLevelOfEducationCompleted

## Definition of Data Element

The extent of formal instruction an individual has received (e.g., the highest grade in school completed or its equivalent of the highest degree received).

## Functional, Policy or Legal Description

Used to establish teacher credential in a school or district.

## Is this Data Element Required?

Field is mandatory for all certificated staff members.

## Acceptable Values if Required

Type: Alpha

Minimum Length: 2

Maximum Length: 2

## Range of Values

HS = High School (previous code 01)

VC = Vocational certificate (previous code 02)

SD = Specialist's degree (previous code 03)

GC = Graduate certificate (previous code 04)

AD = Associate's degree (previous code 05)

BD = Bachelor's degree (previous code 06)

MD = Master's degree (previous code 07)

DD = Doctoral degree (previous code 08)

OT = Other (previous code 09)

## Validation Checks

- An error will occur if codes do not conform to NJDOE codes listed.
- An error will occur if field is left blank and Certification Status = Y.
- If Certification Status = Y, HS is not an acceptable value.

## Additional Notes

- Highest Level of Education Completed values have converted from numeric to alpha codes.

## Common Errors

**Error Message:** Field cannot be left blank if Certification Status = Y.

**Resolution:** This field is for certified Staff Members only. In SMID Management, if a staff member has a Certification Status of "Y" for Yes, then this field is a required field and cannot be left blank. If this staff member is not certified, you will need to change the certification status of that Staff Member in SMID Management. Remember to leave this field blank if a staff member is not certified.

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

**Resolution:** If not blank, HighestLevelOfEducationCompleted must have a value of HS, VC, SP, GC, AD, BD, MD, DD, or OT.

Choose the correct level of education completed and update the Staff Member's record. Make sure it conforms to the codes listed above.

# NationalBoardAward

## Definition of Data Element

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

## Functional, Policy or Legal Description

Used to identify National Board Award recipients.

## Is this Data Element Required?

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

## Acceptable Values if Required

**Type:** Date

**Minimum Length:** 8

**Maximum Length:** 8

## Range of Values

N/A

## Validation Checks

- Date must be in YYYYMMDD format.
- Date cannot be after 20121014

## Additional Notes

- An error will result if left blank and HQT Qualification Status = 8.

## Common Errors

**Error Message:** Field must be a valid date in YYYYMMDD format.

**Resolution:** Check to make sure no separators are entered in this field, such as "/" or "-". Make sure the values in the field are in the correct date format.

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

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

**Error Message:** Field cannot be left blank if HQT Qualification Status has a value of 8.

**Resolution:** This field must be filled out if you put a value of 8 in the HQT Qualification Status field. A value of 8 means that a Staff Member is Nationally Board Certified. This field will become a required field and is asking for the date of when a staff member became a member of the National Board. If this staff member is not part of the National Board, you will need to change the value in the QFT Qualification Status field and leave the National Board Award field blank.

# SEProgramContractedServicesCategory

## Definition of Data Element

The title of related services personnel employed and/or contracted to provide related services for children with disabilities.

## Functional, Policy or Legal Description

USDOE IDEA Programs. For further explanation, see ED Facts file specification N099 at <http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html>.

## Is this Data Element Required?

Field is mandatory for all Special Education staff members.

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 2

## Range of Values

- 1 = Audiologist
- 2 = Counselor/Rehabilitation Counselor
- 3 = Interpreter
- 4 = Medical/Nursing Service Staff
- 5 = Occupational Therapists
- 6 = Orientation and Mobility Specialist
- 7 = Physical Education Teacher/Recreation and Therapeutic Recreation Specialist
- 8 = Physical Therapists
- 9 = Psychologist
- 10 = Social Worker
- 11 = Speech-Language Pathologist

## Validation Checks

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

## Additional Notes

N/A

## Common Errors

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

**Resolution:** If not blank, SEProgramContractedServicesCategory must have a value of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, or 11. Make sure it conforms to the codes listed above.

# LEPInstructorCredentialType

## Definition of Data Element

An indication of the category of credential a LEP instructor holds.

## 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 LEP staff members.

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

## Range of Values

1 = English as a Second Language (ESL)

2 = Bilingual Education (BE)

3 = Both ESL and BE

4 = Certified in subject/content areas only

## Validation Checks

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

## Additional Notes

- An error will occur if left blank and Job Code = 1485 or 1486.

## Common Errors

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

**Resolution:** If not blank, LEPInstructorCredentialType must have a value of 1, 2, 3, or 4. Make sure it conforms to the codes listed above.

**Error Message:** Field cannot be left blank if Job Code = 1485 or 1486.

**Resolution:** Job Codes 1485 and 1486 directly correlate to this field. If you input a job code of 1485 or 1486 in the Job Code fields, then this field becomes a mandatory field. Do not leave this field blank otherwise an error will be generated. Check the job code listed for the staff member, and if the job code is one of the two listed above, find the correct value for this field and update the record for that staff member.

# YearsOfPriorExperience

## Definition of Data Element

The total number of years that the certificated staff member has previously held a position in one or more public education institutions, both within New Jersey and outside of the state.

## Functional, Policy or Legal Description

Used to establish experience in a school or district.

## Is this Data Element Required?

Field is mandatory for all certificated staff members.

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 2

## Range of Values

0-99

## Validation Checks

- An error will occur if numeric value is not in between 0 and 99.

## Additional Notes

- Number of years should be rounded to the nearest whole number.
- Only include experience in a public education institution.
- All experience in a public school setting should be included, not just experience in their current position.
- Input 0 for new staff members.

## Common Errors

**Error Message:** Field must be a valid whole number between 0 and 99.

**Resolution:** For Certificated Staff Members, the minimum value is 0 and the maximum value is 99. Please check to make sure there are no punctuation marks in this field, as it will generate an error.

**Error Message:** Field cannot be left blank if Certification Status = Y.

**Resolution:** This field is for Certified Staff Members only. In SMID Management, if a staff member has a Certification Status of "Y" for Yes, then this field is a required field and cannot be left blank. If this staff member is not certified, you will need to change the certification status of that Staff Member in SMID Management. Remember to leave this field blank if a staff member is not certified.



# YearsInNJ

## Definition of Data Element

The total number of years that the certificated staff member has held a position in a public school within New Jersey.

## Functional, Policy or Legal Description

Used to establish experience in a school or district.

## Is this Data Element Required?

Field is mandatory for all certificated staff members.

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 2

## Range of Values

0-99

## Validation Checks

- An error will occur if numeric value is not in between 0 and 99.

## Additional Notes

- Years In NJ cannot be greater than Years Of Prior Experience.
- Number of years should be rounded to the nearest whole number.
- Only include experience in a public education institution.
- All experience in a public school setting should be included, not just experience in their current position.
- Input 0 for new staff members.

## Common Errors

**Error Message:** Field must be a valid whole number between 0 and 99.

**Resolution:** For Certificated Staff Members, the minimum value is 0 and the maximum value is 99. Please check to make sure there are no punctuation marks in this field, as it will generate an error.

**Error Message:** Field cannot be left blank if Certification Status = Y.

**Resolution:** This field is for Certified Staff Members only. In SMID Management, if a staff member has a Certification Status of "Y" for Yes, then this field is a required field and cannot be left blank. If this staff member is not certified, you will need to change the certification status of that Staff Member in SMID Management. Remember to leave this field blank if a staff member is not certified.

**Error Message:** Field cannot have a value greater than Years Of Prior Experience.

**Resolution:** Years In NJ cannot be greater than value submitted for Years Of Prior Experience. Years In NJ can be equal to Years Of Prior Experience. Years of Prior Experience represents the total amount of years a staff member held a position in one or more public education institutions, both within New Jersey and outside of the state. Check the value listed under Years in NJ and make sure the number is a smaller value than the Years of Prior Experience.

## YearsInLEA

### Definition of Data Element

The total number of years that the certificated staff member has held a position within the current Local Education Agency (LEA).

### Functional, Policy or Legal Description

Used to establish experience in a school or district.

### Is this Data Element Required?

Field is mandatory for all certificated staff members.

### Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 2

### Range of Values

0-99

### Validation Checks

- An error will occur if numeric value is not in between 0 and 99.

### Additional Notes

- Years In LEA cannot be greater than Years In NJ or Years Of Prior Experience.
- Number of years should be rounded to the nearest whole number.
- Only include experience in a public education institution.
- Input 0 for new staff members.
- **If the District Employment Entry Date is > one year, the Years In LEA cannot be 0.**

### Common Errors

**Error Message:** Field must be a valid whole number between 0 and 99.

**Resolution:** For Certificated Staff Members, the minimum value is 0 and the maximum value is 99. Please check to make sure there are no punctuation marks in this field, as it will generate an error.

**Error Message:** Field cannot be left blank if Certification Status = Y.

**Resolution:** This field is for Certified Staff Members only. In SMID Management, if a staff member has a Certification Status of "Y" for Yes, then this field is a required field and cannot be left blank. If this staff member is not certified, you will need to change the certification status of that Staff Member in SMID Management. Remember to leave this field blank if a staff member is not certified.

**Error Message:** Field cannot have a value greater than Years In NJ or Years Of Prior Experience.

**Resolution:** Years In LEA cannot be greater than value submitted for Years Of Prior Experience or Years In NJ. Years In LEA can be equal to Years Of Prior Experience and Years In NJ. Years of Prior Experience represents the total amount of years a staff member held a position in one or more public education institutions, **both within New Jersey and outside of the state**. Years in LEA should never surpass the number of Years of Prior Experience, nor should it exceed the amount of years a Staff Member has been teaching in the State of NJ (Years in NJ). Check the values and make sure this field's value does not exceed any of the other Years' fields. Remember that the Years In LEA can be equal to Years Of Prior Experience and Years In NJ.

# PrepProgram

155

## Definition of Data Element

The institute in which the staff member received their credential.

## Functional, Policy or Legal Description

Used to establish teacher experience in a school or district.

## Is this Data Element Required?

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

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 2

**Maximum Length:** 3

## Range of Values

A list of acceptable values can be found in the Prep Programs document:

<http://www.state.nj.us/education/njsmart/download/staff/>

## Validation Checks

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

## Additional Notes

- Field must be filled in if Teacher Prep = 2 (Traditional).
- Field must be left blank for staff members who participated in an alternate route program.
- New values added to this field and a number of previous codes have expired. The changes can be found in the Prep Program 14-15 SY list
- If the value of **301** is reported, you must contact the NJ SMART Help Desk at 1-800-254-0295 or [njsmart@pcgus.com](mailto:njsmart@pcgus.com) to provide details of the program.

## Common Errors

**Error Message:** Field cannot be left blank if Years Of Prior Experience has a value less than or equal to 5 and Teacher Prep has a value of 2.

**Resolution:** If you have a Staff Member that has 5 years or less of total experience (Years of Prior Experience), then this is a required field. If a staff member has a value of 2 for Teacher Prep, this field becomes a required field. Check to see which institute that Staff Member received their credential from, download the Prep Program excel sheet listed under "Range of Values" and use the corresponding code for this field.

**Error Message:** Field must be left blank if Teacher Prep = 1.

**Resolution:** Make sure there are no values in this field, otherwise an error will be generated. Any Staff Member that has participated in the Alternative Route program will be exempted from this field. Refrain from entering in any values in this field.

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

**Resolution:** If not blank, PrepProgram must be a valid value as specified on the "Range Of Values" section. Check to see which institute that staff member received their credential from, download the Prep Program excel sheet listed under "Range of Values" and use the corresponding code for this field.

# AlternateRouteProgram

## Definition of Data Element

The alternate route program in which the certificated staff member received their credential.

## Functional, Policy or Legal Description

Used to establish teacher experience in a school or district.

## Is this Data Element Required?

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

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 2

**Maximum Length:** 2

## Range of Values

A list of acceptable values can be found in Alternate Route Providers document:

<http://www.state.nj.us/education/njsmart/download/staff/>

## Validation Checks

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

## Additional Notes

- Field must be filled in if Teacher Prep = 1 (Alternate Route).
- Field must be left blank for staff members who went through a traditional teacher prep program.
- New values added to this field and a number of previous codes have expired. The changes can be found in the Alternate Route Program 14-15 SY list.

## Common Errors

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

**Resolution:** If not blank, Alternative Route Program must be a valid value as specified on the “Range Of Values” section. Download the Alternative Route Providers Excel Sheet, and find the correct code.

**Error Message:** Field cannot be left blank if Years Of Prior Experience has a value less than or equal to 5 and Teacher Prep has a value of 1.

**Resolution:** If you have a Staff Member that has 5 years or less of total experience (Years of Prior Experience), then this is a required field. If a staff member has a value of 1 for Teacher Prep, this field becomes a required field. Download the Alternative Route Providers Excel Sheet, and find the correct code.

**Error Message:** Field must be left blank if Teacher Prep = 2.

**Resolution:** Having a Staff Member with a Teacher Prep Code of 2 means that this staff member went the traditional route, instead of an Alternative Route. If a staff member went the Traditional Route, leave this field blank.

# Repeating Data Elements

Some staff members may have multiple roles within an LEA. To accommodate the reporting of the multiple roles, the following elements must be repeated 6 times in the file submitted to NJ SMART, followed by number 1 through 6:

CountyCodeAssigned  
DistrictCodeAssigned  
SchoolCodeAssigned  
FullTimeEquivalency  
JobCode  
JobCodeSubcategory  
AgeGroupTaught  
NumberOfClassesTaught  
HQTQualificationStatus  
ReasonsForNotBeingHighlyQualified  
SupportToBecomeHighlyQualified  
CredentialType  
TeacherPrep

**Note:** These data elements, as appropriate, must be submitted once for all staff members. If a staff member fulfills another role (i.e., has another job code), additional data must be provided specific to that role/job code. The additional data only need be submitted if the staff member fulfills another role. However, the data elements must still be repeated 6 times in the file (e.g. CountyCodeAssigned1, DistrictCodeAssigned1, SchoolCodeAssigned1, etc.; CountyCodeAssigned2, DistrictCodeAssigned2, SchoolCodeAssigned2, etc.) even if the additional five iterations are not needed. If the staff member fulfills one role (i.e., has only one job code), null values are acceptable in the additional five iterations.

# CountyCodeAssigned

## Definition of Data Element

The identifier for the New Jersey county in which the staff member is employed.

## Functional, Policy or Legal Description

NJDOE, Division of Finance.

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 2

**Maximum Length:** 2

## Range of Values

For County Codes, please refer to County District School Codes document found under the Help and Support tab.

## Validation Checks

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

## Additional Notes

- If a staff member has assignments in multiple locations, report the staff member's assignments (i.e., job code and FTE associated with the job code) separately so that the combination of county, district and school codes for each school or institution in which the staff member is assigned is reported.
- As staff members may have multiple assignments, this element will appear in the portal as: CountyCodeAssigned1, CountyCodeAssigned2, CountyCodeAssigned3, CountyCodeAssigned4, CountyCodeAssigned5, CountyCodeAssigned6. The file submitted to the Staff Submission must also be submitted in this way.

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** This is a required field. Download the NJ SMART County District School Codes excel sheet under "Range of Values," open the file and under the tab "Staff Assignments" find the appropriate code for that Staff Member.

**Error Message:** The length must be 2 characters.

**Resolution:** All County Codes are 2 characters in length. Check to make sure there are no extra characters in this field and update your records. Remember to use the NJ SMART County District School Codes list.

# DistrictCodeAssigned

## Definition of Data Element

The identifier for the LEA in which the staff member is employed.

## Functional, Policy or Legal Description

NJDOE, Division of Finance.

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 4

**Maximum Length:** 4

## Range of Values

For District Codes, please refer to County District School Codes document found under the Help and Support tab.

## Validation Checks

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

## Additional Notes

- If a staff member has assignments in multiple locations, report the staff member's assignments (i.e., job code and FTE associated with the job code) separately so that the combination of county, district and school codes for each school or institution in which the staff member is assigned is reported.
- As staff members may have multiple assignments, this element will appear in the portal as: DistrictCodeAssigned1, DistrictCodeAssigned2, DistrictCodeAssigned3, DistrictCodeAssigned4, DistrictCodeAssigned5, DistrictCodeAssigned6. The file submitted to the Staff Submission must also be submitted in this way.

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** This is a required field. Download the NJ SMART County District School Codes excel sheet under "Range of Values," open the file and under the tab "Staff Assignments" find the appropriate code for that Staff Member.

**Error Message:** The length must be 4 characters.

**Resolution:** All District Codes are 4 characters in length. Check to make sure there are no extra characters in this field and update your records. Remember to use the NJ SMART County District School Codes list.

# SchoolCodeAssigned

## Definition of Data Element

The identifier for the school in which the staff member is employed.

## Functional, Policy or Legal Description

NJDOE, Office of Special Education.

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 3

**Maximum Length:** 3

## Range of Values

For School Codes, please refer to County District School Codes document found under the Help and Support tab.

## Validation Checks

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

## Additional Notes

- If a staff member has assignments in multiple locations, report the staff member's assignments (i.e., job code and FTE associated with the job code) separately so that the combination of county, district and school codes for each school or institution in which the staff member is assigned is reported.
- As staff members may have multiple assignments, this element will appear in the portal as: SchoolCodeAssigned1, SchoolCodeAssigned2, SchoolCodeAssigned3, SchoolCodeAssigned4, SchoolCodeAssigned5, SchoolCodeAssigned6. The file submitted to the Staff Submission must also be submitted in this way.

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** This is a required field. Download the NJ SMART County District School Codes excel sheet under "Range of Values," open the file and under the tab "Staff Assignments" find the appropriate code for that Staff Member.

**Error Message:** The length must be 3 characters.

**Resolution:** All School Codes are 3 characters in length. Check to make sure there are no extra characters in this field and update your records. Remember to use the NJ SMART County District School Codes list.



## FullTimeEquivalency

### Definition of Data Element

The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting for each assignment.

### Functional, Policy or Legal Description

Used to establish staff member assignment to a school or district.

### Is this Data Element Required?

Field is mandatory for all staff members.

### Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 3

**Maximum Length:** 3

### Range of Values

0.01 to 1.00

### Validation Checks

- Value must be reported in hundredths.
- An error will occur if field is left blank.

### Additional Notes

- To calculate, take [hours of work expected in the position], divide by [hours of work normally expected in a full-time position in the same setting] and round to the nearest hundredths.
- Report the FTE of the staff member associated specifically with the job code. For instance, if the staff member serves as both principal and superintendent, each half-time, report 0.50 FTE for each job code.
- As staff members may have multiple assignments, this element will appear in the portal as: FullTimeEquivalency1, FullTimeEquivalency2, FullTimeEquivalency3, FullTimeEquivalency4, FullTimeEquivalency5, FullTimeEquivalency6. The file submitted to the Staff Submission must also be submitted in this way.

### Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** This is a required field and cannot be left blank. If you are unsure how to calculate FTE, check the Additional Notes section for more information.

**Error Message:** Field must be a valid value between 0.01 and 1.00.

**Resolution:** Check the value entered in the field, it must be rounded to the nearest hundredths and it must be a value between 0.01 and 1.00.

**Error Message:** Full Time Equivalency 1 through 6 should not add up to a value greater than or equal to 2.00.

**Resolution:** FullTimeEquivalency1 + FullTimeEquivalency2 + FullTimeEquivalency3 + FullTimeEquivalency4 + FullTimeEquivalency5 + FullTimeEquivalency6 cannot be equal to or greater than 2.00. Check the values in the FTE fields and make sure they do not surpass the value of 2.00. If you are unsure how to calculate FTE, check the Additional Notes section for more information.

# JobCode

**161****Definition of Data Element**

The NJDOE code assigned to each staff member's role within a local school district.

**Functional, Policy or Legal Description**

NJDOE, Division of Finance.

**Is this Data Element Required?**

Field is mandatory for all staff members.

**Acceptable Values if Required**

**Type:** Numeric

**Minimum Length:** 4

**Maximum Length:** 4

**Range of Values**

A list of acceptable values can be found in the Job Codes Job Code Subcategories document:

<http://www.state.nj.us/education/njsmart/download/staff/>

**Validation Checks**

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

**Additional Notes**

- Must keep leading zeros.
- As staff members may have multiple assignments, this element will appear in the portal as: JobCode1, JobCode2, JobCode3, JobCode4, JobCode5, JobCode6. The file submitted to the Staff Submission must also be submitted in this way.

**Common Errors**

**Error Message:** Field cannot be left blank.

**Resolution:** This is a required field. Download the Job Codes and Job Code Subcategories Excel file listed under "Range of Values," find the appropriate Job Code, edit the Staff Detail page, and finally update the record.

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

**Resolution:** Job Code must be a value specified in the job codes listed on the Job Codes and Job Code Subcategories Excel file. Check to make sure the code entered is a value NJDOE Code and update the staff's record page.

# JobCodeSubcategory

## Definition of Data Element

The sub-category within the staff member's job code.

## Functional, Policy or Legal Description

NJDOE, Division of Finance.

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

## Range of Values

1= General Education

2 = Bilingual

3 = Hearing

4 = Visual

5 = Special Education

6 = Administrator or Supervisory Staff

7 = Non-certified Staff

## Validation Checks

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

## Additional Notes

- If Job Code = 1486, then Job Code Subcategory must equal 2.
- As staff members may have multiple assignments, this element will appear in the portal as: JobCodeSubcategory1, JobCodeSubcategory2, JobCodeSubcategory3, JobCodeSubcategory4, JobCodeSubcategory5, JobCodeSubcategory6. The file submitted to the Staff Submission must also be submitted in this way.

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** This is a required field. Under "Range of Values," find the appropriate value, and update the Staff's Record.

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

**Resolution:** Job Code Subcategory must have a value of 1, 2, 3, 4, 5, 6, or 7. Find the appropriate value, and update the Staff's Record.

**Error Message:** Field does not correspond to Job Code submitted.

**Resolution:** Job Code Subcategory must be a value accepted for the Job Code submitted as specified in the Job Code and Job Code Subcategories Excel File. Download the Job Code and Job Code Subcategories file, and you can find the Sub-categories under the column "Corresponding Job Code Subcategory."

# AgeGroupTaught

## Definition of Data Element

The grouping of student ages for whom the Special Education teacher is responsible.

## Functional, Policy or Legal Description

Used to establish teacher assignment to a school or district.

## Is this Data Element Required?

Mandatory only for Special Education staff members. Required if JobCodeSubcategory is equal to 3, 4, or 5.

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

## Range of Values

1 = Teacher is responsible for students ages 3 to 5 years

2 = Teacher is responsible for students ages 6 to 21 years

## Validation Checks

- An error will occur if codes do not conform to the NJDOE codes listed.
- An error will occur if field is left NULL if JobCodeSubcategory has a value of 3, 4, or 5.

## Additional Notes

- As staff members may have multiple assignments, this element will appear in the portal as: AgeGroupTaught1, AgeGroupTaught2, AgeGroupTaught3, AgeGroupTaught4, AgeGroupTaught5, AgeGroupTaught6. The file submitted to the Staff Submission must also be submitted in this way.
- If a staff member teaches with in both of the above age groups, report the age group in which the staff member works with the most.

## Common Errors

**Error Message:** Field cannot be left blank if Job Code Subcategory has a value of 3, 4, or 5.

**Resolution:** Age Group Taught must be filled in if Job Code Subcategory has a value of 3, 4, or 5 (Hearing, Visual, Special Education Job Sub-categories). Entering in any of those values, will require you to fill out this field. Check the Job Sub-Category field first, if it is one of those 3 values, then find the correct value listed above and update this field.

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

**Resolution:** If not blank, Age Group Taught must have a value of 1 or 2.

# NumberOfClassesTaught

## Definition of Data Element

The number of classes taught within the teacher's Job Code.

## Functional, Policy or Legal Description

USDOE Title I Programs. For further explanation, see ED Facts file specification N063 and/or N064 at <http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html>

## Is this Data Element Required?

Field is mandatory for all staff members in a teaching job code.

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 2

## Range of Values

1-40

## Validation Checks

- An error will occur if values outside the acceptable range are used.

## Additional Notes

- Leave field blank for all staff members that are not teachers.
- To number of classes taught is equivalent to the number of rosters taught by the teacher.
- If the Job Code reported for the staff member indicates they are in a highly qualified position, Number of Classes Taught cannot be left blank.
- As staff members may have multiple assignments, this element will appear in the portal as: NumberOfClassesTaught1, NumberOfClassesTaught2, NumberOfClassesTaught3, NumberOfClassesTaught4, NumberOfClassesTaught5, NumberOfClassesTaught6. The file submitted to the Staff Submission must also be submitted in this way.

## Common Errors

**Error Message:** Field must be a whole number of 1 through 40.

**Resolution:** The minimum number of classes taught is 1 and the maximum number of classes is 40. Teachers tend to have rosters for each class taught, find the number of rosters the teacher currently has and update this field. Leave this field blank for Staff Members that are not teachers as reflected in the Job Code field.

# HQTQualificationStatus

## Definition of Data Element

An indication of whether an individual is classified as highly qualified for his/her assignment according to state definition.

## Functional, Policy or Legal Description

USDOE Title I Programs. For further explanation, see ED Facts file specification N063 and/or N064 at <http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html>.

## Is this Data Element Required?

Field is mandatory for all staff members who hold a position that falls into Job Code 0100-4001.

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

## Range of Values

1 = No, not highly qualified

2 = Does not need to be highly qualified

3 = Yes, passed the Praxis/NTE

4 = Yes, by the House Matrix

5 = Yes, has 30 credits in content area

6 = Yes, has graduate degree in subject area

7 = Yes, has undergraduate degree in subject area

8 = Yes, is Nationally Board Certified

## Validation Checks

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

## Additional Notes

- If Job Code is identified as being required to be highly qualified, then code 2 cannot be accepted.
- As staff members may have multiple assignments, this element will appear in the portal as: HQTQualificationStatus1, HQTQualificationStatus2, HQTQualificationStatus3, HQTQualificationStatus4, HQTQualificationStatus5, HQTQualificationStatus6. The file submitted to the Staff Submission must also be submitted in this way.

## Common Errors

**Error Message:** Field cannot be left blank if Job Code has a value between 0100 and 4001.

**Resolution:** This field is required for staff members who hold of job code of 0100-4001. View the staff members reported Job Code, if the staff member holds one of these Job Codes complete the appropriate qualification status. Remember to leave this field blank if the staff member holds a position other than what is outlined.

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

**Resolution:** If not blank, HQT Qualification Status must have a value of 1, 2, 3, 4, 5, 6, 7, or 8. Choose the appropriate code listed above and update the staff member's record.

**Error Message:** Field cannot have a value of 2 if Job Code is identified as being highly qualified.

**Resolution:** A value of 2 means this staff member is not highly qualified. If you receive this error, check the Job Code field and make sure you have the correct code entered for that field. This field is for certificated staff members ONLY.

# ReasonsForNotBeingHighlyQualified

## Definition of Data Element

An indication of why a staff member is not highly qualified who is teaching in a job code that requires the staff member to be highly qualified.

## Functional, Policy or Legal Description

USDOE Highly Qualified Teaching requirements, as reported in NJDOE's annual Consolidated State Performance Report.

## Is this Data Element Required?

Field is mandatory for staff members with a HQT Qualification Status of 1.

## Acceptable Values if Required

**Type:** Alphanumeric

**Minimum Length:** 3

**Maximum Length:** 3

## Range of Values

QA1 = Not certified in subject being taught

QA2 = Has not demonstrated content expertise in the subject being taught

QA3 = Middle school teacher with K-8 certification and no content Praxis Test or content major

QA4 = Special education teacher with Teacher of the Handicapped Certification and no content Praxis Test or content major

QA5 = P-3 teacher with no Praxis Test or demonstration of content expertise

QA6 = Other reasons

## Validation Checks

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

## Additional Notes

- Field must be filled in when HQT Qualification Status = 1.
- As staff members may have multiple assignments, this element will appear in the portal as: ReasonsForNotBeingHighlyQualified1, ReasonsForNotBeingHighlyQualified2, ReasonsForNotBeingHighlyQualified3, ReasonsForNotBeingHighlyQualified4, ReasonsForNotBeingHighlyQualified5, ReasonsForNotBeingHighlyQualified6. The file submitted to the Staff Submission must also be submitted in this way.

## Common Errors

**Error Message:** Field cannot be left blank if HQT Qualification Status has a value of 1.

**Resolution:** HQT Qualification Status value of 1 means that a staff member is not highly qualified. This field will become a mandatory field as this field is for staff members who are not highly qualified. Find the correct value for this field, and update the record.

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

**Resolution:** If not blank, Reasons For Not Being Highly Qualified must have a value of QA1, QA2, QA3, QA4, QA5, or QA6. Find the appropriate code and update your records.

# SupportToBecomeHighlyQualified

## Definition of Data Element

Indicates how districts will support certificated teachers to become highly qualified.

## Functional, Policy or Legal Description

USDOE Highly Qualified Teaching requirements, as reported in NJDOE's annual Consolidated State Performance Report.

## Is this Data Element Required?

Field is mandatory for certificated teachers with a HQT Qualification Status of 1.

## Acceptable Values if Required

**Type:** Alphanumeric

**Minimum Length:** 3

**Maximum Length:** 3

## Range of Values

QB1 = Reassign to position in which the teacher is Highly Qualified

QB2 = Increase Professional Learning Opportunities in the content

QB3 = Create Collaborative Professional Learning Teams within/between schools

QB4 = Provide review sessions in required test (e.g. Praxis)

QB5 = Reimburse for required test (e.g. Praxis) fees

QB6 = Provide tuition reimbursement for course in content

QB7 = Support National Board Certification (e.g. mentoring, study groups, release time for portfolio development)

QB8 = Other

## Validation Checks

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

## Additional Notes

- Field must be filled in when HQT Qualification Status = 1.
- As staff members may have multiple assignments, this element will appear in the portal as: SupportToBecomeHighlyQualified1, SupportToBecomeHighlyQualified2, SupportToBecomeHighlyQualified3, SupportToBecomeHighlyQualified4, SupportToBecomeHighlyQualified5, SupportToBecomeHighlyQualified6. The file submitted to the Staff Submission must also be submitted in this way.

## Common Errors

**Error Message:** Field cannot be left blank if HQT Qualification Status has a value of 1.

**Resolution:** HQT Qualification Status value of 1 means that a staff member is not highly qualified. This field will become a mandatory field as this field is for teachers who are not highly qualified. Find the correct value for this field, and update the record.

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

**Resolution:** If not blank, Support To Become Highly Qualified must have a value of QB1, QB2, QB3, QB4, QB5, QB6, QB7, or QB8. Choose the appropriate code and update your records.



## CredentialType

### Definition of Data Element

An indication of the category of credential an individual holds.

### Functional, Policy or Legal Description

Used to establish credential in a school or district. NJDOE, Office of Teacher Credentials.

### Is this Data Element Required?

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

### Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

### Range of Values

1 = Standard certificate/license/endorsement

6 = Non-citizen

2 = Provisional

7 = Certificate of Eligibility (CE) only

3 = Emergency

8 = Certificate of Eligibility with Advanced Standing (CEAS) only

### Validation Checks

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

### Additional Notes

- Only staff members with a Job Code = 3101, 3105, 3114, 3115, 3116, 3117, 3119, 3120, 3122, 3123, and 3124 can have a data value = 3.
- If the staff member holds more than one credential, report the credential that is most relevant to the job code.
- As staff members may have multiple assignments, this element will appear in the portal as: CredentialType1, CredentialType2, CredentialType3, CredentialType4, CredentialType5, CredentialType6. The file submitted to the Staff Submission must also be submitted in this way.

### Common Errors

**Error Message:** Field cannot be left blank if Job Code 1 has a value of 0100 through 4001.

**Resolution:** This field is staff members who hold one of the outlined position. Check the staff members Job Code to determine if this field is mandatory or not.

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

**Resolution:** If not blank, Credential Type must have a value of 1, 2, 3, 6, 7, or 8. Choose the appropriate code and update your records.

**Error Message:** Field can only have a value of 3 if Job Code has a value of 3101, 3105, 3114, 3115, 3116, 3117, 3119, 3120, 3122, 3123, or 3124.

**Resolution:** If you have generated this error, you will need to change the Credential Type to one of the other codes listed above. If you believe this is the correct code (3 = Emergency) Check the Job Code of that staff member to make sure it is one of the codes listed in the Additional Notes section. You can only use a Credential Type of 3 for job codes listed above.

# TeacherPrep

## Definition of Data Element

The institute in which the staff member received their credential.

## Functional, Policy or Legal Description

Used to establish teacher experience in a school or district.

## Is this Data Element Required?

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

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

## Range of Values

1 = Alternate Route

2 = Traditional

## Validation Checks

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

## Additional Notes

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

## Common Errors

**Error Message:** Field cannot be left blank if JobCode has a valid value of 0100 through 4001.

**Resolution:** Teacher Prep cannot be left blank for certificated staff members who hold a position in Job Codes 0100-4001.

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

**Resolution:** If not blank, Teacher Prep must have a value of 1 or 2. There are only two choices available for this field, choose the appropriate code and update your records.