

NEW JERSEY DEPARTMENT OF EDUCATION

SID MANAGEMENT

STUDENT DATA HANDBOOK

VERSION 2.0



State of New Jersey
Department of Education

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FOREWORD

The New Jersey Department of Education is pleased to publish the *2011 SID Management Student Data Handbook v2.0*. Because quality information requires student data elements that are uniform, consistent and easy to understand, this reference guide defines and maintains a set of standards for educational data. The *SID Management Student Data Handbook* is intended to support the year round management of Statewide Student Identifiers (SID) and is intended for school, district, and state educators who must have data that are reliable and valid over time to make appropriate, cost-effective and timely decisions about student and school performance.

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

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Executive Summary

Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system. The *2011 SID Management Student Data Handbook* was developed to assist school districts in providing education information to the New Jersey Department of Education (NJ DOE) in a standardized format to comply with state and federal requirements. For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured. This *SID Management Student Data Handbook (Handbook)* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

NJ Standards Measurement and Resource for Teaching (NJ SMART) was developed for three primary reasons. First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored. To achieve this goal, education data must be collected, managed and reported in a fashion that is more useful, accurate, consistent and timely. Second, major regulatory changes, such as the federal *No Child Left Behind Act* (NCLB) and the *Individuals with Disabilities Education Act* (IDEA), are compelling Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements. The NJ DOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way. Third, the NJ DOE is committed to becoming more service-oriented to LEAs and the public. By providing better information to LEAs and other stakeholders, and by simplifying the burdensome data reports to the state, the NJ DOE hopes to increase administrative efficiency through the use of technology.

Data Elements and Definitions

This *Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJ DOE. Not all data elements are relevant to each student (e.g., students born outside of the US will not have a State of Birth). It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJ SMART so that a collaborative resolution can be reached.

The following information is provided for each data element in the *Handbook*:

Name of Data Element	The data element name used within the NJ SMART system.
NJ DOE Number	The numerical identification of the data element, which will remain in effect over time regardless of data elements retired or added.
Definition	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.
Snapshot Dates	The date when each data element must be reported in accordance with NJ DOE requirements. Data elements required for SID Management can be submitted throughout the year. State Submission core data elements will be collected twice during the year (October 15 snapshot and End of Year snapshot). A December 1 st snapshot file will be submitted containing Special Education data only.
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.
Required Element?	Indication of whether the data element is required for file submission.
NCES / SIF	Indicates National Center for Education Statistics (NCES) and/or Schools Interoperability Framework (SIF) standard.
Format	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

Privacy of student records is required by the Family Educational Rights and Privacy Act (FERPA). FERPA requires state and local education agencies to protect the privacy of education records that contain “information directly related to a student” and which are maintained by an educational agency or institution. Education data stored in NJ SMART qualify as education records within the limits of FERPA. Absent written consent from the parent or student, or a valid court order, FERPA prohibits the release of education records to anyone other than local school officials, or federal and state education agencies with legitimate educational interests for the information

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

Local Identification Number

NJ DOE Number
1

Definition of Data Element

A number assigned and maintained by the local school district that is unique for each student in the district (LID) and is consistently used by the district across all of its data systems.

Functional, Policy or Legal Description

A local student identifier is assigned by the district and used to track students within a district over time and to keep student information secure and confidential. Districts must assign the Local Identification Number for each student in order to receive a State Identification Number (SID). This provides an additional matching field and an efficient way for NJ DOE to provide SIDs to districts. This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 20

Validation Checks

- Error will occur if multiple students within the district with the same LID are reported.
- Error will occur if field is left blank.

Additional Notes

- Type and length can vary based on a series of numbers and letters used by a school district. A student's LID must be unique throughout the student's enrollment in the district. For school districts without a LID, a LID scheme must be created and assigned for all students so that DOE can uniquely identify all students in a particular district.
 - For a LID that includes leading zeros, be sure when extracting and storing the data for transmission that the zeros are maintained. This is accomplished by creating the field as an alphanumeric data element.
 - It is important that for confidentiality purposes, the local identification numbers do not contain any embedded meaning linked to student-specific information.
-

StateIdentificationNumber

NJ DOE Number
2

Definition of Data Element

A unique number (SID) assigned and maintained by the New Jersey Department of Education that is unique for each student over time and across districts.

Functional, Policy or Legal Description

In order to track students within and across districts over time, NJ DOE will assign a unique 10-digit number to all students enrolled in New Jersey public schools. After the initial assignment of identification numbers, districts will be required to verify or obtain an identification number whenever a new student enrolls in the district.

SID will be a new number assigned by NJ SMART. The initial batch assignment of the SID occurred in March 2007. After initial assignment, districts must use the SID on all student-level data submitted to the New Jersey Department of Education and annually resolve all duplicate students within the district prior to the beginning of the school year.

Is this Data Element Required?

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

Acceptable Values

Type: Numeric

Minimum Length: 10

Maximum Length: 10

Validation Checks

- SIDs must be valid 10-digit state identification numbers as issued by NJ SMART.

Additional Notes

- All submission files must include SIDs for students who have had SIDs issued.
-

FirstName

NJ DOE Number
3

Definition of Data Element

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

Functional, Policy or Legal Description

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

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 30

Validation Checks

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

Additional Notes

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

MiddleName

NJ DOE Number

4

Definition of Data Element

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

Functional, Policy or Legal Description

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

Is this Data Element Required?

Field is 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 student.

LastName

NJ DOE Number
5

Definition of Data Element

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

Functional, Policy or Legal Description

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

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 50

Validation Checks

- Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.

Additional Notes

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

GenerationCodeSuffix

NJ DOE Number
6

Definition of Data Element

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr, Sr, III). This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

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

Is this Data Element Required?

Field is 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 students who would otherwise have the same name and birth information such as twins, triplets, *etc.*
-

Gender

NJ DOE Number
7

Definition of Data Element

The student's gender.

Functional, Policy or Legal Description

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

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

M = Male

F = Female

Validation Checks

- Gender 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
8

Definition of Data Element

The year, month and day on which an individual was born. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

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

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: 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 data element falls outside of reasonable parameters (i.e. date occurs in future, date ages student outside legal limits of education system).

Additional Notes

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

CityOfBirth

NJ DOE Number
9

Definition of Data Element

The name of the city or town (or comparable unit) in which the student was born. This data element should correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

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

Is this Data Element Required?

Field is mandatory for all US-born students. Optional for all foreign-born students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 30

Validation Checks

- An error will occur if CityOfBirth, StateOfBirth, and CountryOfBirth are left *NULL*, for a student. For US-born students, CityOfBirth and StateOfBirth are required. For foreign-born students CountryOfBirth is required and CityOfBirth is optional. StateOfBirth must be left *NULL* for foreign-born students
- An error will occur if punctuation is included in CityOfBirth

Additional Notes

- This attribute should contain the name of the city where the student was born (typically recorded on a birth certificate or passport). The city may be within the US or any country. Do not include country of birth or state of birth in this field. Do not include any abbreviations.

StateOfBirth

NJ DOE Number
10

Definition of Data Element

The primary program of instruction for the student.

Functional, Policy or Legal Description

New Jersey Administrative Code (NJAC 6:3)

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 2

Maximum Length: 2

AL = ALABAMA	MS = MISSISSIPPI
AK = ALASKA	MO = MISSOURI
AS = AMERICAN SAMOA	MT = MONTANA
AZ = ARIZONA	NE = NEBRASKA
AR = ARKANSAS	NV = NEVADA
CA = CALIFORNIA	NH = NEW HAMPSHIRE
CO = COLORADO	NJ = NEW JERSEY
CT = CONNECTICUT	NM = NEW MEXICO
DE = DELAWARE	NY = NEW YORK
DC = DISTRICT OF COLUMBIA	NC = NORTH CAROLINA
FM = FEDERATED STATES OF MICRONESIA	ND = NORTH DAKOTA
FL = FLORIDA	MP = NORTHERN MARIANA ISLANDS
GA = GEORGIA	OH = OHIO
GU = GUAM	OK = OKLAHOMA
HI = HAWAII	OR = OREGON
ID = IDAHO	PW = PALAU
IL = ILLINOIS	PA = PENNSYLVANIA
IN = INDIANA	PR = PUERTO RICO
IA = IOWA	RI = RHODE ISLAND
KS = KANSAS	SC = SOUTH CAROLINA
KY = KENTUCKY	SD = SOUTH DAKOTA
LA = LOUISIANA	TN = TENNESSEE
ME = MAINE	TX = TEXAS
MH = MARSHALL ISLANDS	UT = UTAH
MD = MARYLAND	VT = VERMONT
MA = MASSACHUSETTS	VI = VIRGIN ISLANDS
MI = MICHIGAN	VA = VIRGINIA
MN = MINNESOTA	WA = WASHINGTON
MA = MASSACHUSETTS	WV = WEST VIRGINIA

StateOfBirth

NJ DOE Number

10

WI = WISCONSIN	<u>Military "States"</u>
WY = WYOMING	AE = Armed Forces Africa
	AA = Armed Forces Americas (except Canada)
	AE = Armed Forces Canada
	AE = Armed Forces Europe
	AE = Armed Forces Middle East
	AP = Armed Forces Pacific

Validation Checks

- An error will occur if CityOfBirth, StateOfBirth, and CountryOfBirth are all left *NULL* for a student. For US-born students, CityOfBirth and StateOfBirth are required. For foreign-born students CountryOfBirth is required and CityOfBirth is optional. StateOfBirth must be left *NULL* for foreign-born students.
- Codes listed above must be used or error will occur.

Additional Notes

- No state should be listed for foreign-born students, except for students from AS, FM, GU, MH, MP, PW, PR and VI.

CountryOfBirth

NJ DOE Number
11

Definition of Data Element

The name of the country in which an individual was born. This data element should correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

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

Is this Data Element Required?

Field is mandatory for all foreign-born students. Not required for US-born students.

Acceptable Values

Type: Alpha

Minimum Length: 4

Maximum Length: 4

For a current list of NCES Country Codes please refer to:

<http://www.nj.gov/education/njsmart/download/Countrycode.pdf>

Validation Checks

- An error will occur if CityOfBirth, StateOfBirth, and CountryOfBirth are all left *NULL* for a student. For US-born students, CityOfBirth and StateOfBirth are required. For foreign-born students CountryOfBirth is required and CityOfBirth is optional. StateOfBirth must be left *NULL* for foreign-born students.
- Codes must conform to the NCES list cited above or an error will occur.

Additional Notes

- Enter country of birth as it appears on a birth certificate or other legal document presented at time of enrollment. Do not include the foreign city of birth in this field; it should be entered in the CityofBirth field if available. Foreign born students must have a country of birth listed but do not require CityofBirth or StateofBirth.

Ethnicity

NJ DOE Number
13

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 students.

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

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

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."
-

RaceAmericanIndian

NJ DOE Number
14

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

Asian

White

Black or African American

Native Hawaiian or Other Pacific Islander

Is this Data Element Required?

Field is mandatory for all students.

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

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

Additional Notes

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

RaceAsian

NJ DOE Number
15

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

Asian

White

Black or African American

Native Hawaiian or Other Pacific Islander

Is this Data Element Required?

Field is mandatory for all students.

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

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

Additional Notes

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

RaceBlack

NJ DOE Number
16

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

Asian

White

Black or African American

Native Hawaiian or Other Pacific Islander

Is this Data Element Required?

Field is mandatory for all students.

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

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

Additional Notes

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

RacePacific

NJ DOE Number
17

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

Asian

White

Black or African American

Native Hawaiian or Other Pacific Islander

Is this Data Element Required?

Field is mandatory for all students.

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

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

Additional Notes

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

RaceWhite

NJ DOE Number
18

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

Asian

White

Black or African American

Native Hawaiian or Other Pacific Islander

Is this Data Element Required?

Field is mandatory for all students.

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

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

Additional Notes

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

Status

NJ DOE Number
21

Definition of Data Element

The student's current enrollment status.

Functional, Policy or Legal Description

NJ DOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

A = Active

I = Inactive

Validation Checks

- All students with status = "I" require SchoolExitDate, SchoolExitWithdrawalCode, CumulativeDaysInMembership, CumulativeDaysPresent, and CumulativeDaysTowardsTruancy to be filled in or error will occur.
- An error will occur if field is left blank.

Additional Notes

- A descriptor for the current status of the student as a member of the district. A student is either an 'Active' or 'Inactive' student. Active students are those who are kept on the current roster of the district, including special education classified students who are "sent" to other districts or specialized placements. Inactive students are students who are no longer attending the district or have left for some reason.

EnrollmentType

NJ DOE Number
46

Definition of Data Element

The amount of the school day a student is in attendance at the school listed as “attending school” for the student.

Functional, Policy or Legal Description

NJ DOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

F = Full-time (a student that is attending the school for more than one half of the school day)

S= Shared-time (a student that is attending the school for one half of the school day or less)

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- For shared time students, the attending school cannot be the same as the receiving school. Please refer to Appendix A – Reporting Responsibilities for further details.
-

CountyCodeResident

NJ DOE Number
22

Definition of Data Element

The New Jersey county in which the student resides.

Functional, Policy or Legal Description

NJ DOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 2

Maximum Length: 2

For County Codes, please refer to:

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

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- If the student resides in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for the Out-of-State school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.

DistrictCodeResident

NJ DOE Number
23

Definition of Data Element

The resident district of the student. The code is unique to the district.

Functional, Policy or Legal Description

NJ DOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 4

Maximum Length: 4

For District Codes, please refer to:

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

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- If the student resides in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for the Out-of-State school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.

SchoolCodeResident

NJ DOE Number
24

Definition of Data Element

The resident school in which a student would attend based upon their permanent or other home address. This school code is unique for each school within each district.

Functional, Policy or Legal Description

NJDOE, Office of Special Education

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 3

Maximum Length: 3

For School Codes, please refer to:

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

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- Only school codes designated for regular public schools can be used for School Code Resident.
 - If the student resides in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for the Out-of-State school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.
-

DistrictEntryDate

NJ DOE Number
25

Definition of Data Element

The year, month, and day on which a student is enrolled in the district.

Functional, Policy or Legal Description

NJ DOE, No Child Left Behind Act of 2001

This element is used for monitoring enrollment and mobility of students. Used in the determination of time in district for AYP purposes.

Is this Data Element Required?

Field is mandatory for all students.

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.

Additional Notes

- This date represents the first date of attendance for the student (as opposed to registration date). This date represents the most **recent** entry date into the district, in the case of students who have entered, left, and re-entered the district.
 - This date is not automatically the first day of school each school year for every student.
-

CountyCodeReceiving

NJ DOE Number
64

Definition of Data Element

The New Jersey county in which the student is received in a sending/receiving relationship.

Functional, Policy or Legal Description

NJDOE, Division of Finance, Office of Special Education.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 2

Maximum Length: 2

For County Codes, please refer to:

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

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- The Receiving school may often be the same as the Attending school information.
 - Example: A student residing in a K-8 district, but is in 9th grade or above and is also placed out-of-district for Special Education, will have the resident code corresponding to the place where the student resides. The attending codes correspond to the district where the student is physically attending school. The receiving codes correspond to the district that receives the student from a K-8 district, but sends the student out-of-district for special services.
 - If the receiving school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State receiving school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.
-

DistrictCodeReceiving

NJ DOE Number
65

Definition of Data Element

The receiving district of the student in a sending/receiving relationship.

Functional, Policy or Legal Description

NJDOE, Division of Finance, Office of Special Education.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 4

Maximum Length: 4

For District Codes, please refer to:

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

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- The Receiving school may often be the same as the Attending school information.
- Example: A student residing in a K-8 district, but is in 9th grade or above and is also placed out-of-district for Special Education, will have the resident code corresponding to the place where the student resides. The attending codes correspond to the district where the student is physically attending school. The receiving codes correspond to the district that receives the student from a K-8 district, but sends the student out-of-district for special services.
- If the receiving school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State receiving school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.

SchoolCodeReceiving

NJ DOE Number
66

Definition of Data Element

The receiving school in a sending – receiving relationship. This school code is unique for each school within each district.

Functional, Policy or Legal Description

NJDOE, Division of Finance, Office of Special Education.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 3

Maximum Length: 3

For School Codes, please refer to:

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

Validation Checks

- Codes must conform to codes listed or error will occur.
- Error will occur if school codes designated for Other or Non-operational schools are used for School Code Receiving.
- An error will occur if field is left blank.

Additional Notes

- The Receiving school may often be the same as the Attending school information.
 - Example: A student residing in a K-8 district, but is in 9th grade or above and is also placed out-of-district for Special Education, will have the resident code corresponding to the place where the student resides. The attending codes correspond to the district where the student is physically attending school. The receiving codes correspond to the district that receives the student from a K-8 district, but sends the student out-of-district for special services.
 - If the receiving school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State receiving school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.
-

CountyCodeAttending

NJ DOE Number
26

Definition of Data Element

The county in which the student is attending school.

Functional, Policy or Legal Description

NJDOE, Division of Finance.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 2

Maximum Length: 2

For County Codes, please refer to:

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

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- If the attending school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State attending school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.

DistrictCodeAttending

NJ DOE Number
27

Definition of Data Element

The district in which the student is currently attending.

Functional, Policy or Legal Description

NJDOE, Division of Finance.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 4

Maximum Length: 4

For District Codes, please refer to:

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

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- If the attending school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State attending school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.

SchoolCodeAttending

NJ DOE Number
28

Definition of Data Element

The school in which a student is attending. This school code is unique for each school within each district.

Functional, Policy or Legal Description

NJDOE, Division of Finance.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 3

Maximum Length: 3

For School Codes, please refer to:

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

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- If the attending school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State attending school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.
- Error will occur if school codes designated for Other or Non-operational schools are used for School Code Attending.

SchoolEntryDate

NJ DOE Number
29

Definition of Data Element

The year, month, and day on which a student is enrolled in their attending school.

Functional, Policy or Legal Description

NJ DOE, No Child Left Behind Act of 2001

This element is used for monitoring enrollment and mobility of students. Used in the determination of time in school for AYP purposes.

Is this Data Element Required?

Field is mandatory for all students.

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.

Additional Notes

- This date represents the first date of attendance for the student (as opposed to registration date). This date represents the most **recent** entry date into the school, in the case of students who have entered, left, and re-entered the school.
 - This should **not** necessarily be the first day of school each school year for each student. School Entry Date does not reset at the first day of each new school year; it remains the same date for as long as the student remains Active within the school.
-

SchoolExitDate

NJ DOE Number
30

Definition of Data Element

The year, month, and day of the first day after the date of a student's last attendance in a school.

Functional, Policy or Legal Description

New Jersey Administrative Code (NJAC 6:3)

Is this Data Element Required?

Field is mandatory for all **INACTIVE** students.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- Date must be in YYYYMMDD format.
- Error will occur if field is left *NULL* for an **INACTIVE** student.
- Error will occur if SchoolExitDate is listed without a SchoolExitWithdrawalCode.

Additional Notes

- Field should be left *NULL* for **ACTIVE** students.
-

SchoolExitWithdrawalCode

NJ DOE Number
31

Definition of Data Element

Describes the type of exit/withdrawal of a student from a school. This code is one of the transfer or dropout codes described in the school register.

Functional, Policy or Legal Description

N.J.A.C. 6:3. NJ DOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all **INACTIVE** students.

Acceptable Values

Type: Date

Minimum Length: 1

Maximum Length: 3

T3 = Transfer to a nonpublic school within the state – A student transferred to a nonpublic school within the state.

T4 = Transfer to any public school outside the district – A student transferred to any other public school outside the district and within the state.

T6 = Transfer to a state or county institution for incarceration – A student transferred to a state or county institution where individual instruction will be provided by the institution.

T7 = Transfer to a state or county institution for treatment of a physical, mental or emotional disability – A student transferred to a state or county institution where individual instruction will be provided by the institution.

T8 = Transfer out of the state or country – A student transferred to a public or nonpublic school or institution out of the state or country.

T9 = Transfer to parental instruction – A student transferred to an equivalent program of instruction provided by parents.

TC = Transfer to charter school – A student transferred to charter school upon official notification of attendance.

TD = Transfer to choice school – A student transferred to choice school upon notification of attendance.

TA = Transfer to alternative adult education for high school diploma – The student must be 20 years of age or younger.

TP = Transfer to a private facility. A student transferred to a private facility where individual instruction is provided by the facility.

D1 = Expulsion by the board of education – A student who is ordered to leave school based on a legal action by the board of education.

D2 = Incarceration – A legal action which placed the student in the custody of a state or county institution.

D3 = Dropout: Physical, mental or emotional disability – A student who ceases to attend due to a physical, mental or emotional disability who is not transferring to a state or county institution for individual instruction in order to continue or complete the prescribed program of studies for graduation.

D4 = Dropout: Dissatisfied with school – A student who ceases to attend because of a behavioral or academic difficulty before completing the prescribed program of studies for graduation. The reasons include difficult student/staff relationships, lack of appropriate curriculum, or dislike of one or more aspects of the school experience.

D5 = Dropout: Economic necessity and/or entered employment – A student who ceases to attend school for economic or employment reasons before completing the prescribed program of studies for graduation. The reasons may be one or more of the following: needed at home, encouraged by parents to leave school, inability to pay expenses associated with school attendance, seeking employment or had accepted employment.

D6 = Dropout: Married and/or pregnant – A student who ceases to attend because of marriage or pregnancy before completing the prescribed program of students for graduation.

D7 = Dropout: New residence, school status unknown – A student who requested a transfer to a new school for relocation to a new residence but whose school status is unknown because the student did not attend the new school.

D8 = Dropout: Reason Unknown – A student who ceases to attend, is absent for more than ten days and whose whereabouts and school status is unknown.

D9 = Death of a student.

D10 = Not of legal school age – A preschool student is no longer attending school because of a preschool handicap declassification or a child whose age is below the compulsory attendance age ceases to attend for any reason.

D11 = Reached maximum age – A student can not continue his/her education in a public school for the following school year if they have reached the age of 21.

L = Graduation – The code is used to officially remove a student from the register because the required program of instruction for graduation has been completed. This code only applies to students graduating from High School.

Validation Checks

- Codes must conform to NJ DOE codes above or error will occur.
- Error will occur if field is left *NULL* for an INACTIVE student.
- Error will occur if SchoolExitWithdrawalCode is listed without a SchoolExitDate.

Additional Notes

- Note: T1 is NOT a valid code for NJ SMART submission. T5 is NOT a valid NJ DOE code at this time. T2 is no longer a valid code to be used for NJ SMART.
-

CumulativeDaysInMembership

NJ DOE Number

114

UPDATED ELEMENT

Definition of Data Element

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

Functional, Policy or Legal Description

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

Is this Data Element Required?

Within SID Management, field is mandatory for all *inactive* students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 5

Whole and half values between 1 and 366

Validation Checks

- An error will occur if field is left blank for inactive students.
- If Status is "I" student must have CumulativeDaysInMembership filled in as of the last day the student attended school.
- If Status is "I" and SchoolExitWithdrawalCode is D10 indicate a 0 for this data element.

Additional Notes

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

CumulativeDaysPresent

NJ DOE Number

115

UPDATED ELEMENT

Definition of Data Element

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

Functional, Policy or Legal Description

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

Is this Data Element Required?

Within SID Management, field is mandatory for all *inactive* students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 5

Whole and half values between 0 and 366

Validation Checks

- An error will occur if field is left blank for inactive students.
- If Status is "I" student must have CumulativeDaysPresent filled in as of the last day the student attended school.
- If Status is "I" and SchoolExitWithdrawalCode is D10 indicate a 0 for this data element.

Additional Notes

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

CumulativeDaysTowardsTruancy

NJ DOE Number

116

UPDATED ELEMENT

Definition of Data Element

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

Functional, Policy or Legal Description

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

Is this Data Element Required?

Within SID Management, field is mandatory for all *inactive* students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 5

Whole and half values between 0 and 366

Validation Checks

- An error will occur if field is left blank for inactive students.
- If Status is "I" student must have CumulativeDaysTowardsTruancy filled in as of the last day the student attended school.
- If Status is "I" and SchoolExitWithdrawalCode is D10 indicate a 0 for this data element.

Additional Notes

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

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

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

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

YearOfGraduation

NJ DOE Number
34

Definition of Data Element

The projected year of the student's **high school** graduation.

Functional, Policy or Legal Description

This data element is used to establish the foundation for cohort tracking in support of graduation rate calculation.

Is this Data Element Required?

Field is mandatory for all active students.

Acceptable Values

Type: Date

Minimum Length: 4

Maximum Length: 4

Validation Checks

- Date must be in YYYYMMDD format.

Additional Notes

- Date must correspond to when the student is expected to graduate **high school**; date should not be for when the student is expected to complete elementary or middle school.
-

Appendix A – Reporting Responsibilities

Under typical circumstances, the resident district is responsible for reporting data elements on all students outlined in the NJ SMART Student Data Handbook as the district maintaining overall responsibility for the education of the student. Unique situations exist that require clarification regarding reporting responsibilities. Below are some examples of these situations along with explanations on how to report these students. Figures are provided as clarification for some of the more complex scenarios.

1. **Students attending an out-of-district school because of a need for specialized services are reported by the resident school district only. (Figure B)**
 - a. The receiving and attending codes will be the school the student is attending for specialized services.
 - b. A Tuition Code is not required.

2. **Students attending a district grade 7-12 or 9-12 only who are being sent by a K-6 or K-8 district are reported by the 7-12 or 9-12 district they are attending. (Figure C)**
 - a. The resident district is the sending district and the school should have a code “000”.
 - b. The receiving and attending codes will correspond to the 7-12 or 9-12 district and school the student is attending.
 - c. In the event that the 7-12 or 9-12 district has to send one of these students out to another district for special services, the reporting responsibility will remain with the 7-12 or 9-12 district . However, the attending district and school codes should now correspond to the district providing the special services.
 - d. In the event that the 7-12 or 9-12 district has to send one of these students out to another district for special services and to a shared-time vocational school, the reporting responsibility will remain with the 7-12 or 9-12 district . The resident district codes should correspond to the Regional school, the receiving codes will correspond to the Vocational school and the Attending codes should now correspond to the district providing the special services.
 - e. Students received from a K-6 or K-8 district do not need to enter a Tuition Code unless their tuition is paid by another entity other than the district of residence. In this case, a Tuition Code is required. However, it is important that that resident district information reflects the actual district the student lives in and attending information is the school of attendance.

3. **Students attending a choice district are reported by the district they are attending.**
 - a. The receiving/attending codes will be the public school the student is attending. The resident codes should correspond to the school the student would attend based on the location of their home.
 - b. A Tuition Code is required.
 - c. The Municipal Code will correspond to the resident codes.

4. **Charter School students are reported by the Charter School and not by the resident school district. (Figure E)**
 - a. The Charter School would be reported as the receiving/attending district and the receiving/attending school. Charter Schools should use a county code of “80”. No students should have a Charter School listed as the resident school. The resident school information should be the public school district the student would normally attend if they were not attending a Charter School.
 - b. The receiving codes will be the Charter School codes.
 - c. Students that are new to a charter school and are coming from a non-public school must have Tuition Code “03” filled in for the first year. Once that student completes the first school year of attendance at the charter, the tuition code should be changed to “07”.

5. **Students who are attending a public school where a parent is paying tuition, or attending a public school tuition-free where the parent teaches, are reported by the public school district that they are attending.**
 - a. The receiving/attending codes will be the public school the student is attending. The resident codes should correspond to where the student lives.
 - b. A Tuition Code is required.
6. **Students attending an in-county vocational school on a *full-time basis* are reported by the county vocational school district. (Figure F)**
 - a. For a full-time student, the county vocational school would be reported as the attending district and the attending school.
 - b. The receiving codes will be the county vocational school the student is attending. (**Note:** Students being received from a K-8 district should use the Regional School Codes as the Receiving codes)
 - c. The resident codes should correspond to where the student lives.
 - d. A Tuition Code is not required
 - e. Enrollment Type of full-time "F" should be reported

Shared-time students are reported by the resident school district. (Figure G)

- a. For shared-time students, the non-vocational school would be the receiving district and the receiving school. (**Note:** Students being received from a K-8 district should use the Regional Codes as the Receiving codes)
 - b. The attending codes will be the county vocational school the student is attending.
 - c. The resident codes should correspond to where the student lives.
 - d. A Tuition Code is required.
 - e. Enrollment Type of shared-time "S" MUST be reported in order to accurately determine enrollment at each school where the student is shared.
7. **Students attending out-of-county vocational schools are reported by the resident school district. (Figure H)**
 - a. County vocational schools accepting tuition students should be prepared to submit all NJ SMART-required data elements to the resident district for reporting purposes. County vocational schools should not be reporting out-of-county tuition students to NJSMART.
 - b. The receiving and attending codes will be the county vocational school the student is attending.
 - c. A Tuition Code is required.
 8. **Students age 21 and under receiving educational services from state agencies, such as the Department of Children and Families, Department of Corrections, or a Juvenile Justice Commission, are reported by the state agency in which they are receiving services. (Figure K)**
 - a. The resident codes will correspond to where the student lives, or if the student resides in a group home then the resident codes will correspond to the parent's address or the student's last known address.
 - b. The attending codes will be the state agency the student is attending school. The students that are placed by the *Department of Children and Families* in a state facility are also reported by the Department of Children and Families.
 - c. The receiving codes will be the state agency the student is attending.
 - d. A Tuition Code is required.
 - e. The Municipal Code will correspond to the resident codes.
 9. **Students age 21 and under receiving education services from state agencies that are *sent by a district who is paying tuition* will be reported by that tuition-paying district. (Figure L)**
 - a. The resident codes will correspond to where the student lives.
 - b. The attending codes will be the state agency the student is attending school.
 - c. The receiving codes will be the state agency the student is attending.
 - d. A Tuition Code is required.
 - e. The Municipal Code will correspond to the resident codes.

- f. For this scenario, the resident codes for students in a 7-12 or 9-12 district who are being sent by a K-6 or K-8 district will correspond to the codes for the 7-12 or 9-12 district.

10. Students who are under the legal guardianship of the State of New Jersey (state-responsible students), and are attending either a public school or a state agency, are reported by that attending district.

- a. The resident codes will correspond to the student's last known address.
- b. The attending codes will be where the student is attending school.
- c. The receiving codes will be the State: County "21", District "8909", and School "100".
- d. A Tuition Code is required.
- e. The Municipal Code will correspond to the resident codes.

11. Students receiving special education and related services in county detention facilities are reported by the resident school district.

- a. The attending codes will be the detention facility the student is attending.
- b. The receiving codes will be the detention facility the student is attending.
- c. A Tuition Code is not required.

Incarcerated students receiving special education and related services in state facilities operated or contracted by the Juvenile Justice Commission or by the Department of Corrections, are reported by those state agencies, respectively.

12. Students that reside in a non-operating district are reported by the district they are attending.

- a. As there is no "school" in the district, a code of "000" should be reported for the resident school code.
- b. The receiving and attending codes will be the public school the student is attending.
- c. A Tuition Code is not required.

13. Students who attend ESCs, SSSDs, or Jointure Commissions are reported by the resident school district only. This is true for both full-time and shared-time students at the ESC, SSSD, or Jointure Commission. (Figure M)

- a. The receiving codes will be the ESC, SSSD, or Jointure Commission the student is attending.
- b. A Tuition Code is not required.

14. Students who are enrolled in private schools by the district, attend private schools for the disabled or private agencies and clinics are reported by the resident district. This is true in the case that the student is attending full time or shared time at the private school/agency/clinic.

- a. The receiving codes will be the private school the student is attending.
- b. A Tuition Code is not required.

15. Students sent to contracted privately-operated community-based preschools are reported by the resident school district only.

- a. The receiving codes will be the preschool the student is attending.
- b. A Tuition Code is not required.

16. Home schooled students are not reported by the resident school district.

- a. If a student exits during the reporting period to be home schooled, the district would report the student as Inactive, with a School Exit Date and a School Exit Withdrawal Code of T9 = Transfer to Parental Instruction.

17. Students receiving services supplied by the school at home and are not attending school are reported by the resident school district.

- a. The resident codes should correspond to the school the student would attend based on the location of their home.

- b. The receiving and attending codes should be the school the student would be attending if they were not receiving services in their home.
- c. A Tuition Code is not required.

18. Homeless students are reported by the attending district, as determined by the County Superintendent.

- a. The resident codes will correspond to the student's last known address. If the student is living in a group home, the parent's home address will determine the resident codes.
- b. In cases where there is dispute over the resident district, the resident code as determined by the County Superintendent will be entered.
- c. The attending and receiving codes will be the public school the student is attending.
- d. A Tuition Code is not required.
- e. The Municipal Code will correspond to the resident codes.

19. Adult high school students are reported by the resident district.

- a. The receiving and attending codes will be the public adult high school the student is attending.
- b. The resident codes must correspond to the high school the student would be attending if they were below the age of 21.
- c. A Tuition Code is not required.

20. Students who reside outside of New Jersey are reported by the public school district in which they are received.

- a. The resident codes will correspond to the last known New Jersey address of the student. If the student has never lived in New Jersey, or there is no known New Jersey address, the resident codes will be Out-of-State: County "ZZ", District "0000" and School "000".
- b. The attending codes will be where the student is attending school.
- c. The receiving codes will be the public school district receiving the student.
- d. The Municipal Code will correspond to the resident codes if there is a known New Jersey address for the student. If there is no known New Jersey address, the Municipal Code will correspond to the receiving codes.

21. Students attending a private school whose tuitions are paid by the parent or legal guardian are not reported to NJ SMART.

22. Students that have completed the number of credits needed to graduate, but have other requirements to fulfill to receive their diploma, should continue to be submitted to NJ SMART.

- a. The student should be kept Active in SID Management.
- b. The Grade Level must be 12.
- c. The Program Type Code should be NE.
- d. Tuition Code should be left blank as these students are not eligible receive funding from the state.
- e. Once the requirements are met, the student can be inactivated in SID Management.

Figure A: General Case

District A



Submitting

Figure B: Special Education student sent out-of-district

District A



Sending →

District B (private school for the disabled)



Submitting

Figure C: Special Education student residing in K-8, but is in 9th grade

District A (K-8)



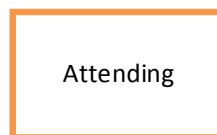
Tuition →

District C (9-12 school)



Sending →

District B (private school for the disabled)



Submitting

Figure D: Special Education student attending shared-time vocational school

District A



→

District C (Vocational School)



Submitting

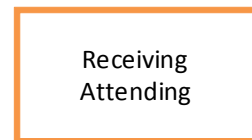
Figure E: Charter School General Case

District A (public, non-charter school)



→

District D (Charter School)



Submitting

Figure F: Full-Time Vocational - In County

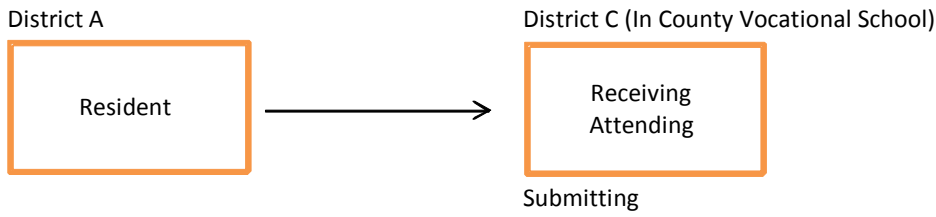


Figure G: Shared-Time Vocational School

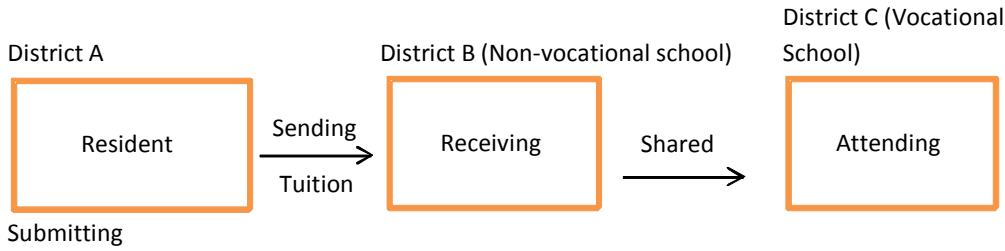


Figure H: Full-Time Vocational - Out of County

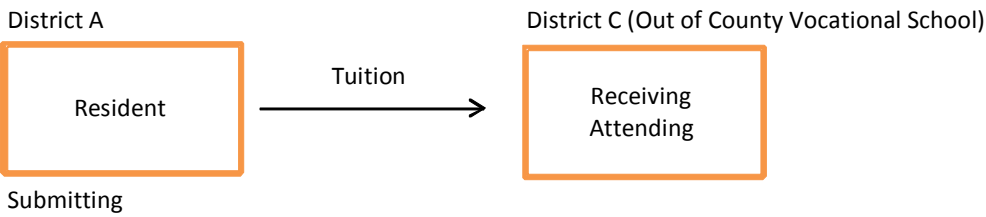


Figure I: Special Educaton shared-time vocational school and non-public school

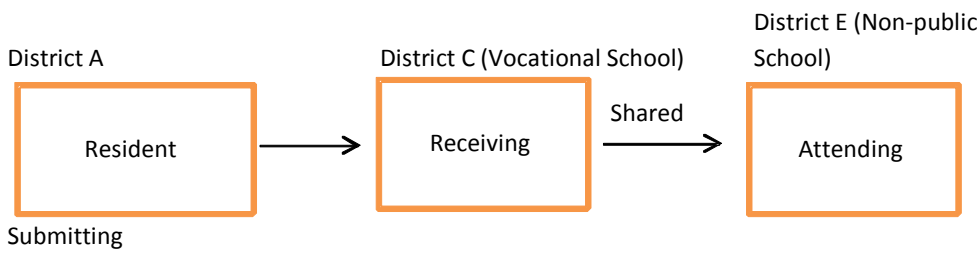


Figure J: General Shared-time attending vocational school

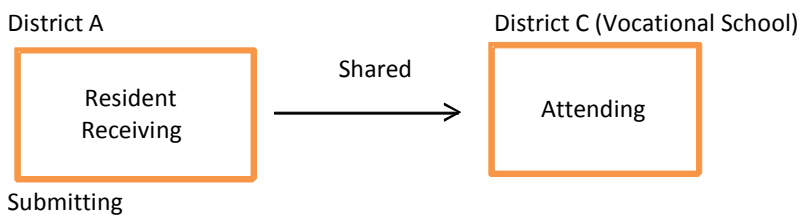


Figure K: State Agencies

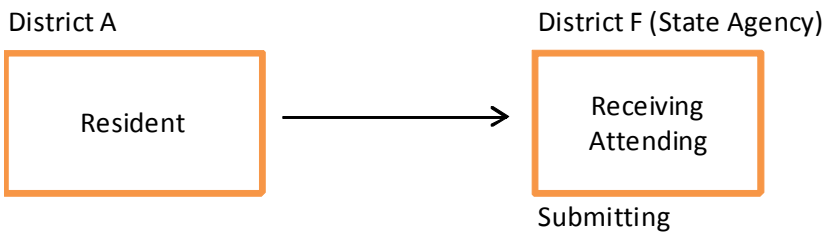


Figure L: State Agencies - Tuition paid by regular district

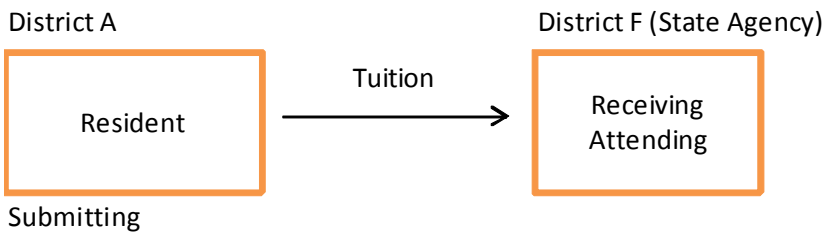


Figure M: Special Services Districts /Jointure Commissions

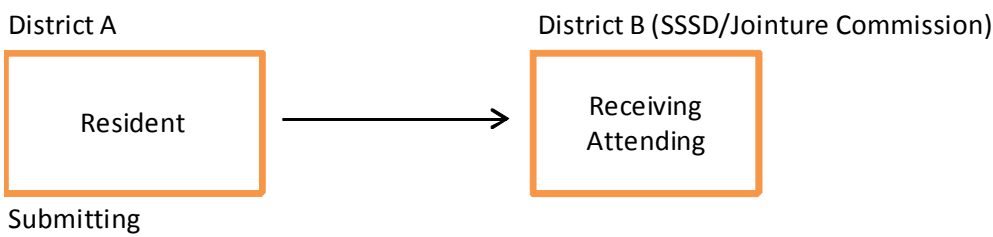


Figure N: Regular Education Student attending Choice District

