New Jersey Department of Education

Portfolio Appeals Data Spreadsheet
2026-2027 Field Definitions

Introduction

The purpose of this document is to provide the information needed to populate values in the Portfolio Appeals Data Spreadsheet that is required for the electronic submission of portfolio appeals. This document contains a table with the list of fields that will be present in the data file. This table also indicates the field name, field length requirements, field definitions, field notes, and expected values for entering valid values. Please note that incomplete or incorrectly completed fields may result in delays to the review of portfolio appeals submissions and/or require data to be revised and resubmitted.

Data Fields

Column Letter	Field Name	Field Length	Field Definitions	Field Notes	Expected Values
A	Anticipated Graduation Date	8	The year, month and day the school anticipates holding graduation ceremonies for the current school year.	This field is used only as a reference for submissions made by the May deadline to assist in processing appeals in time for June graduation ceremonies.	YYYYMMDD
B	Accountable District Code	6	The county and district responsible for specific educational services and/or instruction of the student. 2-digit county code plus 4-digit district code. Example: 01 + 0110 = 010110	• An Approved Private School for Students with Disabilities (APSSD) organization may not be populated as an Accountable District or School. • For County and District Codes, please refer to the NJSLEDS County District School (CDS) List.	0 to 9

Column Letter	Field Name	Field Length	Field Definitions	Field Notes	Expected Values
C	Accountable School Code	3	The school responsible for specific educational services and/or instruction of the student. 3-digit school code. Example: 050	• An Approved Private School for Students with Disabilities (APSSD) organization may not be populated as an Accountable District or School. • For School Codes, please refer to the NJSLEDS County District School (CDS) List.	0 to 9
D	State Student Identifier	10	State Student Identifier is the student's unique 10-digit NJSLEDS SID number.	Must be exactly 10 digits.	0 to 9 No embedded spaces
E	Local Student Identifier	30	A unique number or alphanumeric code assigned to a student by a school system or any other entity.	--	A to Z 0 to 9 No embedded spaces Blank
F	Last or Surname	35	The name borne in common by members of a family.	--	A to Z . Period - Hyphen ' Standard Apostrophe Embedded Spaces
G	First Name	35	A name given to an individual.	--	A to Z . Period - Hyphen ' Standard Apostrophe Embedded Spaces

Column Letter	Field Name	Field Length	Field Definitions	Field Notes	Expected Values
H	Middle Name	35	A secondary name given to an individual.	--	A to Z . Period - Hyphen ' Standard Apostrophe Embedded Spaces Blank Blank
I	Birth Date	8	The year, month and day on which an individual was born.	--	YYYYMMDD
J	Portfolio Appeal for ELA	1	Indicator for submission of portfolio appeals data for ELA	• Y = Yes, student requires a portfolio appeal for ELA and data is included in this submission. • N = No, student does not require a portfolio appeal for ELA at this time or the data for the appeal will be submitted at a later date. • If this field is left blank or populated with N, the portfolio appeals outcome for the student will display as NA even if data is populated in columns L through S.	Y or N

Column Letter	Field Name	Field Length	Field Definitions	Field Notes	Expected Values
K	Portfolio Appeal for Mathematics	1	Indicator for submission of portfolio appeals data for mathematics	• Y = Yes, student requires a portfolio appeal for ELA and data is included in this submission. • N = No, student does not require a portfolio appeal for ELA at this time or the data for the appeal will be submitted at a later date. • If this field is left blank or populated with N, the portfolio appeals outcome for the student will display as NA even if data is populated in columns T through AE.	Y or N
L	ELA – Reading: Literary Text (Percentage of Points Earned)	3	This field indicates the percentage of points a student earned for the Reading: Literary Text task.	• As an example, if a student earned 7 out of 9 possible points, the percentage of points earned would be 78. • Must be a whole number (no decimals). • The cell should not be formatted as a percentage (i.e., % should not display). • Leave the cell blank if no scores for this field are being submitted.	0 to 100 Blank

Column Letter	Field Name	Field Length	Field Definitions	Field Notes	Expected Values
M	ELA – Reading: Informational Text (Percentage of Points Earned)	3	This field indicates the percentage of points a student earned for the Reading: Informational Text task.	• As an example, if a student earned 6 out of 10 possible points, the percentage of points earned would be 60. • Must be a whole number (no decimals). • The cell should not be formatted as a percentage (i.e., % should not display). • Leave the cell blank if no scores for this field are being submitted.	0 to 100 Blank
N	ELA – Writing: Narrative (Composition Score)	1	This field indicates the score earned for the NJSLA-A Grade 9 Narrative Rubric.	• Rubric score = 1, 2, 3, 4, or 5 • Leave the cell blank if no scores for this field are being submitted.	1 to 5 Blank
O	ELA – Writing: Narrative (Conventions Score)	1	This field indicates the score earned for the NJSLA-A Grade 9 and NJGPA-A Conventions Rubric.	• Rubric score = 1, 2, 3, 4, or 5 • Leave the cell blank if no scores for this field are being submitted.	1 to 5 Blank
P	ELA – Writing: Informative/Explanatory (Composition Score)	1	This field indicates the score earned for the NJSLA-A Grade 9 and NJGPA-A Informative and Explanatory Rubric.	• Rubric score = 1, 2, 3, 4, or 5 • Leave the cell blank if no scores for this field are being submitted.	1 to 5 Blank
Q	ELA – Writing: Informative/Explanatory (Conventions Score)	1	This field indicates the score earned for the NJSLA-A Grade 9 and NJGPA-A Conventions Rubric.	• Rubric score = 1, 2, 3, 4, or 5 • Leave the cell blank if no scores for this field are being submitted.	1 to 5 Blank

Column Letter	Field Name	Field Length	Field Definitions	Field Notes	Expected Values
R	ELA – Writing: Argument (Composition Score)	1	This field indicates the score earned for the NJSLA-A Grade 9 and NJGPA-A Argumentative Rubric.	• Rubric score = 1, 2, 3, 4, or 5 • Leave the cell blank if no scores for this field are being submitted.	1 to 5 Blank
S	ELA – Writing: Argument (Conventions Score)	1	This field indicates the score earned for the NJSLA-A Grade 9 and NJGPA-A Conventions Rubric.	• Rubric score = 1, 2, 3, 4, or 5 • Leave the cell blank if no scores for this field are being submitted.	1 to 5 Blank
T	Mathematics – Task 1 (Practice)	3	This field indicates the mathematical practice addressed for the task associated with columns U and V.	• MP2 = 2. Reason abstractly and quantitatively. • MP3 = 3. Construct viable arguments and critique the reasoning of others. • MP4 = 4. Model with mathematics. • Leave the cell blank if no scores for this field are being submitted.	MP2, MP3, or MP4 Blank
U	Mathematics – Task 1 (Conceptual Category)	1	This field indicates the conceptual category addressed for the task associated with columns T and V.	• N = Numbers and Quantity • A = Algebra • F = Functions • G = Geometry • S = Statistics and Probability • Leave the cell blank if no scores for this field are being submitted.	N, A, F, G, or S Blank

Column Letter	Field Name	Field Length	Field Definitions	Field Notes	Expected Values
V	Mathematics – Task 1 (Percentage of Points Earned)	3	This field indicates the percentage of points the student earned for the task associated with columns T and U.	• As an example, if a student earned 2 points on a 3-point rubric, the percentage of points earned would be 67. • Must be a whole number (no decimals). • The cell should not be formatted as a percentage (i.e., % should not display). • Leave the cell blank if no scores for this field are being submitted.	0 to 100 Blank
W	Mathematics – Task 2 (Practice)	3	This field indicates the mathematical practice addressed for the task associated with columns X and Y.	• MP2 = 2. Reason abstractly and quantitatively. • MP3 = 3. Construct viable arguments and critique the reasoning of others. • MP4 = 4. Model with mathematics. • Leave the cell blank if no scores for this field are being submitted.	MP2, MP3, or MP4 Blank
X	Mathematics – Task 2 (Conceptual Category)	1	This field indicates the conceptual category addressed for the task associated with columns W and Y.	• N = Numbers and Quantity • A = Algebra • F = Functions • G = Geometry • S = Statistics and Probability • Leave the cell blank if no scores for this field are being submitted.	N, A, F, G, or S Blank

Column Letter	Field Name	Field Length	Field Definitions	Field Notes	Expected Values
Y	Mathematics – Task 2 (Percentage of Points Earned)	3	This field indicates the percentage of points the student earned for the task associated with columns W and X.	• As an example, if a student earned 2 points on a 3-point rubric, the percentage of points earned would be 67. • Must be a whole number (no decimals). • The cell should not be formatted as a percentage (i.e., % should not display) • Leave the cell blank if no scores for this field are being submitted.	0 to 100 Blank
Z	Mathematics – Task 3 (Practice)	3	This field indicates the mathematical practice addressed for the task associated with columns AA and AB.	• MP2 = 2. Reason abstractly and quantitatively. • MP3 = 3. Construct viable arguments and critique the reasoning of others. • MP4 = 4. Model with mathematics. • Leave the cell blank if no scores for this field are being submitted.	MP2, MP3, or MP4 Blank
AA	Mathematics – Task 3 (Conceptual Category)	1	This field indicates the conceptual category addressed for the task associated with columns Z and AB.	• N = Numbers and Quantity • A = Algebra • F = Functions • G = Geometry • S = Statistics and Probability • Leave the cell blank if no scores for this field are being submitted.	N, A, F, G, or S Blank

Column Letter	Field Name	Field Length	Field Definitions	Field Notes	Expected Values
AB	Mathematics – Task 3 (Percentage of Points Earned)	3	This field indicates the percentage of points the student earned for the task associated with columns Z and AA.	• As an example, if a student earned 2 points on a 3-point rubric, the percentage of points earned would be 67. • Must be a whole number (no decimals). • The cell should not be formatted as a percentage (i.e., % should not display) • Leave the cell blank if no scores for this field are being submitted.	0 to 100 Blank
AC	Mathematics – Task 4 (Practice)	3	This field indicates the mathematical practice addressed for the task associated with columns AD and AE.	• MP2 = 2. Reason abstractly and quantitatively. • MP3 = 3. Construct viable arguments and critique the reasoning of others. • MP4 = 4. Model with mathematics. • Leave the cell blank if no scores for this field are being submitted.	MP2, MP3, or MP4 Blank
AD	Mathematics – Task 4 (Conceptual Category)	1	This field indicates the conceptual category addressed for the task associated with columns AC and AE.	• N = Numbers and Quantity • A = Algebra • F = Functions • G = Geometry • S = Statistics and Probability • Leave the cell blank if no scores for this field are being submitted.	N, A, F, G, or S Blank

Column Letter	Field Name	Field Length	Field Definitions	Field Notes	Expected Values
AE	Mathematics – Task 4 (Percentage of Points Earned)	3	This field indicates the percentage of points the student earned for the task associated with columns AC and AD.	• As an example, if a student earned 2 points on a 3-point rubric, the percentage of points earned would be 67. • Must be a whole number (no decimals). • The cell should not be formatted as a percentage (i.e., % should not display) • Leave the cell blank if no scores for this field are being submitted.	0 to 100 Blank
AF	ASVAB AFQT Score	3	This field indicates the Armed Services Vocational Aptitude Battery Armed Forces Qualification Test (ASVAB AFQT) score.	• This field is only required if the student qualifies for a streamlined appeal based on the ASVAB AFQT score. • Leave the cell blank if no scores for this field are being submitted.	0 to 100 Blank

Column Letter	Field Name	Field Length	Field Definitions	Field Notes	Expected Values
AG	IVC Earned	6	This field indicates the Industry-Valued Credential (IVC) code that corresponds to the IVC earned by the student.	• This field is only required if the student qualifies for a streamlined appeal based on IVC attainment. • Leave the cell blank if no scores for this field are being submitted.	Alphanumeric Blank **Note:** The list of qualifying IVCs and the expected values for each are available in the Industry-Valued Credentials section of the Streamlined Portfolio Appeals section of the Graduation Assessment Requirement webpage.

Column Letter	Field Name	Field Length	Field Definitions	Field Notes	Expected Values
AH	WBL Completed	1	This field indicates the value for the Work-Based Learning (WBL) experience the student has participated in.	• 0 = No Work-based Learning experience. • 1 = Career Exploration • 2 = Career Preparation • 3 = Career Training • This field is only required if the student qualifies for a streamlined appeal based on a qualifying WBL experience (e.g., Career Preparation or Career Training). • Leave the cell blank if no scores for this field are being submitted. • For more information about qualifying WBL experiences visit the Work-Based Learning section of the Streamlined Portfolio Appeals section of the Graduation Assessment Requirement webpage.	0 to 3 Blank