


## SURE Submission Layout File Specifications

This guide serves as a reference in preparation to submit a SURE file via the secure data platform MOVEit. This document is intended to serve as a checklist, but does not replace the [data dictionary](#).

All fields identified with a “Y” in the column titled “*Required*” are required. The “*Page*” column indicates the page number of the data dictionary on which more information for the specific field can be found. Pages in **BOLD** indicate fields that have historically been prone to errors and thus merit closer attention. If you have any questions, please e-mail [research@oshe.nj.gov](mailto:research@oshe.nj.gov).

### STEP 1: Create Student Unit Record

SURE data files should use the layout below. Each SURE file must be submitted in XLSX format.

**IMPORTANT:** Do not enter commas, dashes, or slashes in any of the fields. For all fields with “*Text*” in the “*Variable Type*” column below, select the entire column in the file and change the type from “General” to “Text” and then paste as values 

### SURE Fall Enrollment File Layout Specifications

COLUMN	FIELD NAME	VARIABLE TYPE	LENGTH	REQUIRED	FORMAT	PAGE	CHECK LIST
A	Reporting Month	Text	1	Y	MM	8	<input type="checkbox"/> Values are either 01 (Spring) or 09 (Fall)
B	Reporting Year	Numeric	4	Y	YYYY	9	<input type="checkbox"/> Year indicated is current <b>calendar</b> year
C	Institution Code	Text	6	Y	XXXXXX	<b>10</b>	<input type="checkbox"/> All codes are 6 digits, formatted as text
D	Social Security Number	Text	9	Y	XXXXXXXXX	<b>11</b>	<input type="checkbox"/> SSN is 9 characters long <input type="checkbox"/> Date does not include separators, slashes “/” or dashes “-” <input type="checkbox"/> Invalid <u>SSN’s</u> are replaced with a <u>temporary identifier</u> in the format 9XXXXXXXXX, using “9” followed by the Student ID Number. <input type="checkbox"/> This temporary Identifier has been consistently reported across reporting years and submission type. <input type="checkbox"/> Column is formatted as text and not a custom format
E	Sex	Numeric	1	Y	X	12	<input type="checkbox"/> All values are 1 digit and valid values are between 1 or 2
F	Citizenship	Numeric	1	Y	X	13	<input type="checkbox"/> All values are 1 digit and valid values are between 0 and 3
G	Birth Date	Text	8	Y	MMDDYYYY	14	<input type="checkbox"/> Date does not include separators, slashes “/” or dashes “-” <input type="checkbox"/> Yields age between 11 and 100 <input type="checkbox"/> Column is formatted as text and not a custom format
H	Zip Code of Home Address at Admission	Text	5	N	XXXXX	15	<input type="checkbox"/> ZIP Code is 5 digits and includes leading 0’s <input type="checkbox"/> Column is formatted as text and not a custom format

I	State of Residence	Text	2	Y	XX	16-17	<input type="checkbox"/> All values are 2 digits, formatted as text <input type="checkbox"/> State and county codes <b>do not conflict.</b>
J	NJ County of Residence	Text	2	Y	XX	18	<input type="checkbox"/> All values are 2 digits, formatted as text <input type="checkbox"/> State and county codes <b>do not conflict.</b> <b>FYI</b> <ul style="list-style-type: none"> <li>• If State is '57' (Unknown), NJ county code should be '00' (Unknown).</li> <li>• If State='34' and the county is <u>unknown</u> then the NJ county='88' (Unknown).</li> <li>• If State is outside of N.J. (not 34), NJ County=99</li> </ul>
K	Registration Status	Numeric	1	Y	X	19	<input type="checkbox"/> All values are 1 digit and valid values are between 1 and 4 <b>FYI</b> <ul style="list-style-type: none"> <li>• If registration status =2 (transfer), admission status must be either a 4 or 6, unless there is a specific case.</li> </ul>
L	Admissions Status	Numeric	1	Y	X	20	<input type="checkbox"/> All values are 1 digit and valid values are between 1 and 6
M	Matriculation Status	Numeric	1	Y		21	<input type="checkbox"/> All values are 1 digit <b>FYI</b> <ul style="list-style-type: none"> <li>• If value = '1' <u>Program Major</u> is required</li> </ul>
N	Attendance Status	Numeric	1	Y	X	22	<input type="checkbox"/> All values are 1 digit
O	Class Level	Text	1	Y	X	23-24	<input type="checkbox"/> All values are 1 digit and valid values are between 1 and 9 <b>FYI</b> <ul style="list-style-type: none"> <li>• If Class level =1-4, then <u>Matric status</u>=1</li> <li>• If Class level =6, then <u>Matric status</u>=1</li> <li>• If Class level =7, then <u>Matric status</u>=2</li> </ul>
P	Total Credits Enrolled	Numeric	2-4	Y	XX.XX	25	<input type="checkbox"/> All values are separated by a decimal and are between 2 and 4 digits <input type="checkbox"/> Does not contain values of 0, as it is invalid number. <input type="checkbox"/> No leading zeros
Q	Accumulated Degree Credits	Numeric	2-5	Y	XXX.XX	26	<input type="checkbox"/> All values are separated by a decimal and are between 2 and 5 digits <input type="checkbox"/> All values of 0 indicate "failed all attempted credits" <input type="checkbox"/> No leading zeros <b>FYI</b> <ul style="list-style-type: none"> <li>• Leave blank if unavailable, student is first-time freshman and has no prior credits, or is a transfer student awaiting credit evaluation.</li> </ul>
R	Accumulated Grade Point Average	Numeric	3	Y	X.XX	27	<input type="checkbox"/> All values are separated by a decimal and 3 digits <input type="checkbox"/> All values of 0 indicate "failed all attempted credits" <input type="checkbox"/> No leading 0s present.

							<b>FYI</b> <ul style="list-style-type: none"> <li>Cell can <u>only be left blank</u> if information is <u>not available</u> or student is first-time with no semester GPA</li> </ul>
S	High School Code	Text	6	Y	XXXXXX	28	<input type="checkbox"/> Code is 6 digits, formatted as text, including correct 2 digits for state code and 4 digits for high school code. <b>FYI</b> Only leave blank if information is <u>not available</u>
T	High School Graduation Year	Numeric	4	Y	YYYY	29	<input type="checkbox"/> Year of High School graduation year has already passed <input type="checkbox"/> Year of Graduation is <u>not</u> in future <b>FYI</b> Only leave blank if information is not available or graduation year is in the future
U	High School Rank	Numeric	3	N	XXX	30	<input type="checkbox"/> Rank is listed as a computed percentile <input type="checkbox"/> Rank percentile between 1 and 100 <b>FYI</b> <ul style="list-style-type: none"> <li>Only leave cell blank if information is not available</li> </ul>
V	Program Major	Text	6	Y	XXXXXX	31	<input type="checkbox"/> Code is 6 digits, formatted as text, including leading 0's. For accepted codes, refer to the Degree Program Inventory on the OSHE website
W	Pre-Baccalaureate Degree Program	Numeric	1	Y	X	32	<input type="checkbox"/> All values are 1 digit and valid values are between 1 and 7 <b>FYI</b> <ul style="list-style-type: none"> <li>Only required for schools that have associate's degree programs.</li> <li>Only leave blank if student is not enrolled in a pre-baccalaureate program</li> </ul>
X	Joint Program Indicator	Numeric	1	Y	X	33	<input type="checkbox"/> All values are 1 digit and valid values are between 1 and 3 <b>FYI</b> <ul style="list-style-type: none"> <li>Not enrolled in joint program = 0</li> </ul>
Y	Transfer Institution Code	Text	6	Y	XXXXXX	34	<input type="checkbox"/> All codes are 6 digits, formatted as text <input type="checkbox"/> Value matched the CEEB Code indicated within the data dictionary for the institution from which they transferred.  This code must be provided to compile annual state report.
Z	SAT Score-Mathematics	Numeric	3	N	XXX	35	<input type="checkbox"/> Scores are 3 digit value ranging from 200-800 Field not required but highly suggested
AA	SAT Score-Writing- <b>No Longer Used</b>	Numeric	3	N	XXX	36	This score is no longer reported as of 2016. Leave blank.
AB	SAT Score-Evidence-Based Reading and Writing	Numeric	3	N	XXX	37	<input type="checkbox"/> Scores are 3 digit value ranging from 200-800 Field not required but highly suggested

AC	Computation Remediation Course Enrollment	Numeric	1	N	X	38	<input type="checkbox"/> All values are 1 digit and valid values are between 0 and 4
AD	Algebra Remediation Course Enrollment	Numeric	1	N	X	39	<input type="checkbox"/> All values are 1 digit and valid values are between 0 and 4
AE	Reading Remediation Course Enrollment	Numeric	1	N	X	40	<input type="checkbox"/> All values are 1 digit and valid values are between 0 and 4
AF	Writing Remediation Course Enrollment	Numeric	1	N	X	41	<input type="checkbox"/> All values are 1 digit and valid values are between 0 and 4
AG	English Remediation Course Enrollment	Numeric	1	N	X	42	<input type="checkbox"/> All values are 1 digit and valid values are between 0 and 4
AH	NJ SMART Identification Number	Text	10	Y	XXXXXXXXXX	<b>43</b>	<input type="checkbox"/> Valid NJ SMART SID is provided. <input type="checkbox"/> NJ SMART ID Includes leading 0's <input type="checkbox"/> Left blank (ONLY if NJ SMART SID is NOT available) <input type="checkbox"/> Column is formatted as text and not a custom format
AI	Hispanic/Latino Code	Numeric	1	Y	X	44	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
AJ	American Indian/Alaskan Native Code	Numeric	1	Y	X	45	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
AK	Asian Code	Numeric	1	Y	X	46	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
AL	Black/African American Code	Numeric	1	Y	X	47	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
AM	Native Hawaiian/Pacific	Numeric	1	Y	X	48	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
AN	White Code	Numeric	1	Y	X	49	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
AO	Dual Enrollment	Numeric	1	N	X	50	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 2
AP	Institutional Student Identification Number	Text	0-15	Y	XXXXXXXXXXXXXXXXXX	<b>51</b>	<input type="checkbox"/> Valid Institutional ID is ≤ 15 characters <input type="checkbox"/> Institutional ID Includes leading 0's <input type="checkbox"/> Identical Institutional ID should not appear on multiple rows <input type="checkbox"/> Column is formatted as text and not a custom format
AQ	Distance Education Status	Numeric	1	Y	X	<b>52</b>	<input type="checkbox"/> All values are 1 digit and valid values are between 1 and 3

## STEP 2: SAVING AND NAMING Your File

Your file name should include your account code. You can use underscores in your file name, but should NOT use these characters: ! @ # \$ % ^ & \* ( ) +. Files must be submitted using the file extension XLSX). All SURE files must contain the appropriate naming convention and preparing it for submission. Please review the naming convention criteria and examples below.

### TITLE VARIABLE

### EXAMPLE

1. INSTITUTION NAME    South University
2. SEMESTER             Fall or Spring or FY, Feb, August

3. REPORTING YEAR        YYYY (e.g 2021)
4. SURE FILE TYPE        Enrollment, FY Completions, 12 Month, SSN Updates, New Transfer, Non Credit
5. VERSION                Initial submission : V1  
                                 Revised Version : V2, V3, etc.
  
6. DATE OF SUBMISSION   Month, day, year format (MMDDYY) the file was submitted.

#### **Naming convention for Initial file type**

1. *InstitutionName\_Fall20YYEnrollment\_V1\_MMDDYY*
2. *InstitutionName\_Spring20YYEnrollment\_V1\_MMDDYY*

## **REVISED FILE SUBMISSION**

For submission of a **revised file**, we request the file to be saved with the following naming convention before the file is dropped or uploaded to the respective MOVEit folder.

*InstitutionName\_Revised\_ENRXXXXXF2X\_Fall20YYEnrollment\_V2\_MMDDYY*

(Ex. Fall 2022 Revised file submitted on 2/15/2023 will have the naming convention ***InstitutionName\_Fall2022Enrollment\_V2\_021523***)

### **STEP 3: Uploading prepared SURE File to MOVEit platform.**

Once the file is ready and appropriately named, it is ready to be placed in the designated folder via MOVEit. You will navigate to the NJ secure MOVEit platform by going to the log-in URL- <https://njgov.MOVEitcloud.com/>.

Use your login credentials to login to the secure platform. Once logged in, your home folder should be a folder with the institution's name. Click into that folder and either drag and drop the file you are submitting or click the "upload files" option. Once the file has been uploaded, you should see the uploaded file in the folder. Once the file is uploaded, we will be able to retrieve the file from the folder and OSHE Research will get a message indicating a new file has been uploaded to your institutions folder.

We kindly ask you avoid sending your files using the packages option in MOVEit by sending the file to [Research@oshe.nj.gov](mailto:Research@oshe.nj.gov), as this generates a new member username and password that requires a separate login and may get missed.