


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.

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 Noncredit Enrollment File Layout Specifications

COLUMN	FIELD NAME	VARIABLE TYPE	LENGTH	REQUIRED	FORMAT	PAGE	CHECK LIST
A	Report Starting Date	Text	6	Y	MMYYYY	6	<input type="checkbox"/> Date is in MMYYYY format <input type="checkbox"/> Date does not include separators such as “/” or “-”
B	Institution Code	Text	6	Y	XXXXXX	7	<input type="checkbox"/> All codes are 6 digits, formatted as text
C	Social Security Number	Text	9	Y	XXXXXXXXXX	8	<input type="checkbox"/> SSN is 9 characters long <input type="checkbox"/> No commas, dashes slashes are present <input type="checkbox"/> Invalid <u>SSN’s</u> are replaced with a <u>temporary identifier</u> in the format 9XXXXXXXXXX, 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
D	Sex	Numeric	1	Y	X	9	<input type="checkbox"/> All values are 1 digit and valid values are between 1 or 2
E	Citizenship	Numeric	1	Y	X	10	<input type="checkbox"/> All values are 1 digit and valid values are between 0 and 3
F	Birth Date	Text	8	Y	MMDDYYYY	11	<input type="checkbox"/> No commas, dashes slashes are present <input type="checkbox"/> Yields age between 11 and 100 <input type="checkbox"/> Column is formatted as text and not a custom format
G	Zip Code of Home Address at Admission	Text	5	N	XXXXX	12	<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
H	State of Residence	Text	2	Y	XX	13	<input type="checkbox"/> All values are 2 digits, formatted as text

							<input type="checkbox"/> State and county codes do not conflict <input type="checkbox"/> All values are 2 digits, formatted as text <input type="checkbox"/> State and county codes do not conflict FYI <ul style="list-style-type: none"> • If State is '57' (Unknown), NJ county code should be '00' (Unknown) • If State='34' and the county is <u>unknown</u> then the NJ county='88' (Unknown). • If State is outside of N.J. (not 34), NJ County=99
I	NJ County of Residence	Text	2	Y	XX	15	
J	Course Content Category	Numeric	1	Y	XX	16	<input type="checkbox"/> All values are 1 digit, formatted as numeric, with values of either 1 or 2
K	Targeted Audience	Numeric	1	Y	XX	17	<input type="checkbox"/> All values are 1 digit, formatted as numeric, with values of either 1, 2, or 3
L	Clock Hours	Numeric	3-5	Y	X.XX XX.XX XXX.XX	18	<input type="checkbox"/> All values are a numeric value in X.XX, XX.XX, or XXX.XX format
M	Hispanic/Latino Code	Numeric	1	Y	X	19	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
N	American Indian/Alaskan Native Code	Numeric	1	Y	X	20	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
O	Asian Code	Numeric	1	Y	X	21	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
P	Black/African American Code	Numeric	1	Y	X	22	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
Q	Native Hawaiian/Pacific	Numeric	1	Y	X	23	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
R	White Code	Numeric	1	Y	X	24	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
S	NJ SMART Identification Number	Text	10	Y	XXXXXXXXXX	25	<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
T	Institutional Student Identification Number	Text	0-15	Y	XXXXXXXXXXXXXXXXXX	26	<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

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

- | <u>TITLE VARIABLE</u> | <u>EXAMPLE</u> |
|-----------------------|---|
| 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_FY20XX_NonCreditEnrollment_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_FY20XX_NonCreditEnrollment_V2_MMDDYY

(Ex. Noncredit 2021 Revised file submitted on 2/15/2022 will have the naming convention ***InstitutionName_FY2021_NonCreditEnrollment_V2_021522***)

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, as this generates a new member username and password that requires a separate login and may get missed.