

# NONCREDIT OPEN ENROLLMENT

## DATA FILE HANDBOOK

VERSION 2.0



NJ SURE  
State of New Jersey  
July 2022

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# Executive Summary

The Student Unit Record (SURE) system which began in 1985 is a comprehensive collection, storage, and retrieval system for data on enrolled and graduated students. The SURE system was designed to strengthen the capacity of the New Jersey Office of the Secretary of Higher Education (OSHE) by creating efficiencies in documentation, data collection, student tracking, and other key processes. With the added efficiencies provided by the SURE collection and a suite of analytic tools OSHE has the ability to effectively and flexibly plan, coordinate responsibilities, conduct and disseminate research, and assist New Jersey's public colleges/universities and independent institutions.

New Jersey's establishment of a P-20W Statewide Longitudinal System (SLDS) has created the opportunity for OSHE, New Jersey Department of Education (NJDOE), and the New Jersey Department of Labor and Workforce Development (NJLWD) to collaboratively strengthen the collection, cooperative analysis, and communication of student data to inform important decisions at every level of education. As New Jersey's higher education data collection and storage capacity increases to support the development of the P-20W SLDS system, -maintaining accuracy and consistency in reporting remains important. SURE's handbooks have been published to support New Jersey's higher education institutions in this effort.

SURE's collections capture a set of postsecondary components that comprise the categories of enrollment, completions, and non-credit activity. Enrollment components are fall and spring semester "snapshots" and a 12-month enrollment file. The completions component captures data for an entire academic/state fiscal year. The non-credit file provides data on registrations for training that does not lead to college credits.

This handbook serves as a guide for the state's colleges and universities during their data submissions. Certain principles have guided the development of the SURE system such as considerations for planning at both the statewide and institutional levels, standardization, maintaining the confidentiality of individual-level data, and facilitating research.

The Noncredit Open Enrollment Data Handbook outlines the data elements, layout and definitions for students engaged in educational activities not covered by the enrollment reports due to the federal IPEDS system. These students do not receive college credit that is applicable to formal awards by the institution and cannot be transferred to another institution for credit toward a formal award.

Only Community Colleges are required to report these data since they are a significant component of their educational activity and their data is included in their annual Institutional Profiles. Any other institutions are welcome to report on these types of students in order to complete the picture of their institution.

# 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 from this collection qualifies as education records within the limits of FERPA. Absent written consent from the student, or a valid court order, FERPA prohibits the release of education records to anyone other than institutional officials, or federal and state education agencies with legitimate educational interests for the information.

OSHE takes privacy and security concerns extremely seriously. To ensure confidentiality of student records, security tools and procedures have been set in place. 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 within the portal are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, only registered and authorized users have access to information where they have a legitimate educational interest. New Jersey Higher Education Institutions and OSHE have entered into SURE data sharing agreements which specify the privacy protocols that will be followed for data transmission and use. Specifically when Personally Identifying Information (PII) are present.

## Revision History

Date	Version	Comment
July 2022	2.0	<ul style="list-style-type: none"><li>Update Data Elements and Definitions to Include Excel Column by adding in line to each variable with the excel column that variable should fall under.</li><li>Changed “Birth Year” data element to “Birth Date” data element.</li></ul>
June 2016	1.0	

# Data Elements and Definitions

This handbook includes data elements that are collected and maintained by higher education institutions. Not all data elements are relevant to each student (e.g., students without available birth information will not have a Birth Year value) 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 SURE 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 SURE system.
SURE Code	The alpha, numeric, or alphanumeric identification of the data element, which will remain in effect over time regardless of data elements retired or added.
Excel Column	The column of the Excel file in which the data should be entered
Definition	A brief description of the data element.
Functional, Policy or Legal Rationale	The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
Type	Data element types such as alpha, numeric, alphanumeric, or date indicate 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.
Validation Checks	Measure set in place to ensure proper data entry.
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.

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# Report Starting Date

SURE Code  
**N01**

## Excel Column of Data Element

This data element should be entered in Column A.

## Definition of Data Element

The point in time (month and year) that the data in this file starts.

## Functional, Policy or Legal Rationale

Report Starting Date is required for file management purposes.

## Is this Data Element Required?

Field is **mandatory** for all students.

## Acceptable Values

**Type:** Text (no custom format)

**Minimum Length:** 6

**Maximum Length:** 6

The first two digits represent the calendar month. The third through sixth digits represent the calendar year.

## Validation Checks

- Date must be in MMYYYY format. Do not include any separators such as "/" or "-".
- Each Institution should report 07YYYY (ex.2019) for the Report Starting Date as it begins in July.
- Date must specify year and month of the beginning of current fiscal year, where YYYY is a year and MM is a month.

## Additional Notes

## Common Errors

- **Error Message:** Date must be a valid value.

# Institution Code

SURE Code  
**N02**

## Excel Column of Data Element

This data element should be entered in Column B.

## Definition of Data Element

A number assigned to an institution, in most cases by the College Entrance Examination Board (CEEB).

## Functional, Policy or Legal Rationale

Institution CEEB Code is needed for file maintenance.

## Is this Data Element Required?

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

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 6

**Maximum Length:** 6

For a list of Institution Codes, please refer to the *Institution Code List*.

## Validation Checks

- Institutions may only input codes included on the above listing, which includes CEEB codes and additional codes created for institutions not coded by CEEB.

## Additional Notes

- The 5<sup>th</sup> digit indicates primary degree level: 2= Associate Degree, 4 = Bachelors.
- The 6<sup>th</sup> digit indicates control or affiliation: 1= Private, 2= Public.

## Common Errors

### Community Colleges

<u>CEEB</u>	<u>Institution Name</u>		
202422	Atlantic Cape Community College	263022	Ocean County College
203222	Bergen Community College	269422	Passaic County Comm College
218122	Brookdale Community College	286722	Raritan Valley Community College
218022	Burlington County, Rowan College at	286822	Salem Community College
212122	Camden County College	271122	Sussex County Community College
211822	Cumberland Campus, Rowan College South Jersey	292122	Union College
223722	Essex County College	272222	Warren County Comm College
228122	Gloucester Campus, Rowan College of South Jersey		
229122	Hudson County Comm College		
244422	Mercer County Comm College		
244122	Middlesex College		
212422	Morris, County College of		

# Social Security Number

SURE Code  
**N03**

## Excel Column of Data Element

This data element should be entered in Column C.

## Definition of Data Element

The nine-digit number of identification assigned to the student by the Social Security Administration.

## Functional, Policy or Legal Rationale

Social Security Number is needed for record management.

## Is this Data Element Required?

Field is **mandatory** for all students.

## Acceptable Values

**Type:** Text (no custom format)

**Minimum Length:** 9

**Maximum Length:** 9

## Validation Checks

- Social Security Number must be entered in 9 digit XXXXXXXXX format. (where the X's should be replaced with numeric values) **Separators such as "-" will not be accepted.**
- Social Security Number cannot have three or more leading zeros.
- Social Security Number cannot end in four zeros.
- Social Security Number cannot start with digits 666.
- More than one record cannot be reported with the same SSN.
- The format of temporary ID should be 9 digits long (9XXXXXXXX), where the X's should be replaced with numeric values. That first value should be a 9 and then the first 8 digits of the student ID number.

## Additional Notes

- In 2011, the Social Security Administration changed their SSN procedures to allow valid SSNs between 729 and 899.
- If a student does not have a valid SSN, institutions must create a temporary identifier in the following format beginning with 9 (it is recommended that institutions use their institutional ID padded out to 9 digits).

## Common Errors

- **Error Message:** Field must be a valid Social Security Number.



# Sex

SURE Code

**N04**

## Excel Column of Data Element

This data element should be entered in Column D.

## Definition of Data Element

The concept describing the biological traits at birth that distinguish the males and females of a species; as identified on official federal or state documentation (i.e., Driver's license, passport, SSN Card, etc).

## Functional, Policy or Legal Rationale

Sex is required for the federal IPEDS 12-Month Enrollment Survey.

## Is this Data Element Required?

Field is **mandatory** for all students.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

1 = Male

2 = Female

## Validation Checks

- Error will occur if value is not a 0, 1, or 2.

## Additional Notes

- For federal reporting purposes, students' sex is required, as well as in our SURE system. We expect this field to be reported with a valid value, by each SURE reporting institution. OSHE does not have the capacity to impute these values given the limitations in the SURE system and data collected.

## Common Errors

# Citizenship

SURE Code

**N05**

## Excel Column of Data Element

This data element should be entered in Column E.

## Definition of Data Element

An indication of whether a student is a citizen of the United States, permanent resident, or a temporary resident (with a Visa, F-1, J-1, etc.) is often known as a Non- Resident Alien.

A Non-Resident Alien is a person who is not a citizen or national of the United States and who is in this country on a temporary basis and does not have the right to remain here indefinitely. A permanent resident is a person who is not a citizen and has been lawfully admitted for permanent residence and who holds an alien registration receipt card – form 1-551/ 155.

## Functional, Policy or Legal Rationale

Citizenship is required for the federal IPEDS 12-Month Enrollment Survey.

## Is this Data Element Required?

Field is **mandatory** for all students.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

0 = Information not available

1 = U.S. Citizen

2 = Non-Resident Alien

3 = Permanent Resident

## Validation Checks

- Error will occur if value is not a 0, 1, 2, or 3.

## Additional Notes

- For federal reporting purposes, students reported as citizenship unknown are classified as citizens.

## Common Errors

# Birth Date

SURE Code

**N06**

## Excel Column of Data Element

This data element should be entered in Column F.

## Definition of Data Element

The Date of Birth as designated on the student's legal birth registration or certificate.

## Functional, Policy or Legal Rationale

Birth Date is used for federal reporting by calculating age based on the date and not just the year for age.

## Is this Data Element Required?

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

## Acceptable Values

**Type:** Text (no custom format)

**Minimum Length:** 8

**Maximum Length:** 8

Example 03011995

## Validation Checks

- Format of Date must be in MMDDYYYY.
- Birth Date should not include any divider characters (slashes (/) or dashes (-)).
- Birth Date should not include values of 8888 or 9999.
- Date cannot be in the future.
- Birth Year cannot occur 10 or fewer years prior to current year.
- Birth Year cannot occur 100 or more years prior to current year.
- Birth Date should not include values of 8888 or 9999.
- Cannot include any age less than 11 years old.

## Additional Notes

- Leave this field blank **ONLY** if information is not available. Do not enter a value of zero.

## Common Errors

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# Zip Code of Home Address at Admission

SURE Code

**N07**

## Excel Column of Data Element

This data element should be entered in Column G.

## Definition of Data Element

The postal delivery code of a student's home address at the time of reporting date.

## Functional, Policy or Legal Rationale

Zip Code is used for file maintenance and programs.

## Is this Data Element Required?

Field is required but should be reported if available.

## Acceptable Values

**Type:** Text (no custom format)

**Minimum Length:** 5

**Maximum Length:** 5

## Validation Checks

- Unless blank, field must be a five digits numeric value.
- Zip Code must include leading 0.

## Additional Notes

- Leave this field blank if student's address is in a foreign country (do not enter non-United States postal zip codes) or if student information is not available (**do not enter zero**).

## Common Errors

# State of Residence

SURE Code

**N08**

## Excel Column of Data Element

This data element should be entered in Column H.

## Definition of Data Element

An identification of the state in which a student legally resided as of the reporting date.

## Functional, Policy or Legal Rationale

State of Residence is required for the federal IPEDS Fall Enrollment Survey.

## Is this Data Element Required?

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

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 2

**Maximum Length:** 2

01 = Alabama (AL)	34 = New Jersey (NJ)	90 = Foreign Country
02 = Alaska (AK)	35 = New Mexico (NM)	57 = Unknown State of Residence
04 = Arizona (AZ)	36 = New York (NY)	
05 = Arkansas (AR)	37 = North Carolina (NC)	
06 = California (CA)	38 = North Dakota (ND)	
08 = Colorado (CO)	39 = Ohio (OH)	
09 = Connecticut (CT)	40 = Oklahoma (OK)	
10 = Delaware (DE)	41 = Oregon (OR)	
11 = District of Columbia (DC)	42 = Pennsylvania (PA)	
12 = Florida (FL)	44 = Rhode Island (RI)	
13 = Georgia (GA)	45 = South Carolina (SC)	
15 = Hawaii (HI)	46 = South Dakota (SD)	
16 = Idaho (ID)	47 = Tennessee (TN)	
17 = Illinois (IL)	48 = Texas (TX)	
18 = Indiana (IN)	49 = Utah (UT)	
19 = Iowa (IA)	50 = Vermont (VT)	
20 = Kansas (KS)	51 = Virginia (VA)	
21 = Kentucky (KY)	53 = Washington (WA)	
22 = Louisiana (LA)	54 = West Virginia (WV)	
23 = Maine (ME)	55 = Wisconsin (WI)	
24 = Maryland (MD)	56 = Wyoming (WY)	
25 = Massachusetts (MA)		
26 = Michigan (MI)		
27 = Minnesota (MN)	60 = American Samoa (AS)	
28 = Mississippi (MS)	64 = Micronesia (FM)	
29 = Missouri (MO)	66 = Guam (GU)	
30 = Montana (MT)	68 = Marshall Islands (MH)	
31 = Nebraska (NE)	69 = Northern Mariana Islands (MP)	
32 = Nevada (NV)	70 = Palau (PW)	
33 = New Hampshire (NH)	72 = Puerto Rico (PR)	

### Validation Checks

- 2 digit codes must conform to the above list used by Federal Information Process Standards (FIPS) or an error will occur.
- If NJ County Of Residence is any value other than 99 or 00, State of Residence must be 34.
- Code of 57 (Unknown) is implemented for use by NCES.

### Additional Notes

### Common Errors

# New Jersey County of Residence

SURE Code

**N09**

## Excel Column of Data Element

This data element should be entered in Column I.

## Definition of Data Element

An identification of the county of residence for all students who were legal residents of New Jersey at the time of the reporting date.

## Functional, Policy or Legal Rationale

NJ County of Residence is required for file maintenance.

## Is this Data Element Required?

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

## Acceptable Values

**Type:** Text

**Minimum Length:** 2

**Maximum Length:** 2

01 = Atlantic County	25 = Monmouth County
03 = Bergen County	27 = Morris County
05 = Burlington County	29 = Ocean County
07 = Camden County	31 = Passaic County
09 = Cape May County	33 = Salem County
11 = Cumberland County	35 = Somerset County
13 = Essex County	37 = Sussex County
15 = Gloucester County	39 = Union County
17 = Hudson County	41 = Warren County
19 = Hunterdon County	88 = N.J. resident, but county unknown
21 = Mercer County	99 = Not a N.J. resident
23 = Middlesex County	00 = Information not available

## Validation Checks

- Error will occur if value does not correspond to one of the codes from the NJ County Code list above.
- Code 00 can be used ONLY if "State of Residence" code is "57".
- If State Of Residence = 34, NJ County of Residence cannot be 99.

## Additional Notes

- These are the American National Standards Institute (ANSI) codes for the identification of the New Jersey counties. These codes replaced the Federal Information Processing Standards (FIPS) codes previously issued by the National Institute of Standards and Technology (NIST).
- The NJ County codes 88 (New Jersey resident, but county unknown), 99 (Not a New Jersey resident), and 00 (Information not available) are codes defined by OSHE.

## Common Errors

- **Error Message:** Field must have a valid code from the NJ County Code list.  
**Resolution:** Only values from the provided list will be accepted for this element. Check that you have used a code present in the list and that it is exactly 2 characters in length.

---

# Course Content Category

SURE Code  
**N10**

## Excel Column of Data Element

This data element should be entered in Column J.

## Definition of Data Element

The intended purpose of the course.

## Functional, Policy or Legal Rationale

## Is this Data Element Required?

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

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

1 = Avocational

2 = Career Enhancement

## Validation Checks

- Field must have a value of 1 or 2.

## Additional Notes

- If the course is intended for personal development, its category is avocational.
- If the course is intended for building skills and can be used for career development and/or can lead to certification, its category is career enhancement.
- No leading zeros present.

## Common Errors



# Targeted Audience

SURE Code

**N11**

## Excel Column of Data Element

This data element should be entered in Column K.

## Definition of Data Element

Targeted audience of the course.

## Functional, Policy or Legal Rationale

## Is this Data Element Required?

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

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

1 = Youth/ Children

2 = General Adult Population

3 = Senior Citizens

## Validation Checks

- Field must have a value of 1, 2, or 3.
- No leading zeros present

## Additional Notes

## Common Errors

# Clock Hours

SURE Code

**N12**

## Excel Column of Data Element

This data element should be entered in Column L.

## Definition of Data Element

The number of clock hours of the course for which the student has paid and/or enrolled as of the reporting date. A student is considered enrolled in a noncredit course if in attendance as of the second day of the class or in the first class if the class meets only once.

## Functional, Policy or Legal Rationale

## Is this Data Element Required?

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

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 4

**Maximum Length:** 6

Up to 3 whole numbers with 2 values after the decimal.

For example:

1.00 = 1 hour

1.50 = 1 and one-half hours

100.00 = 100 hours

## Validation Checks

- Unless blank, field must be a numeric value in X.XX, XX.XX, or XXX.XX format.

## Additional Notes

- 1 clock hour = 60 minutes.
- Colleges that offer bus trips to museums or plays should capture these enrollments and identify them as vocational courses with the number of clock hours reported that represent the time that the student actually spends directly involved in the activity.
- For online courses, report the number of clock hours as defined by the vendor or course developer.
- For JTPA type noncredit programs, if possible, clock hours should be calculated based on the length of time that the student attended the JTPA type training program, not the scheduled clock hours of the entire course/ training program.

## Common Errors

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# Hispanic/ Latino Code

SURE Code  
**N13**

## Excel Column of Data Element

This data element should be entered in Column M.

## Definition of Data Element

An indication that a person most identifies as having origins in any of the peoples of Central or South American, or other Spanish origins.

## Functional, Policy or Legal Rationale

## Is this Data Element Required?

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

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

0 = Not reported by student

1 = Yes, a student identifies as being Hispanic or Latino

## Validation Checks

- Field must be a value of 0 or 1.

## Additional Notes

## Common Errors

# American Indian/ Alaskan Native Code

SURE Code

**N14**

## Excel Column of Data Element

This data element should be entered in Column N.

## Functional, Policy or Legal Rationale

## Is this Data Element Required?

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

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

0 = Not reported by student

1 = Yes, a student identifies as being American Indian or Alaskan Native

## Validation Checks

- Field must be a value of 0 or 1.

## Additional Notes

## Common Errors

# Asian Code

SURE Code

**N15**

## Excel Column of Data Element

This data element should be entered in Column O.

## Definition of Data Element

An indication that a person most identifies as having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, and Vietnam.

## Functional, Policy or Legal Rationale

## Is this Data Element Required?

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

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

0 = Not reported by student

1 = Yes, a student identifies as being Asian

## Validation Checks

- Field must be a value of 0 or 1.

## Additional Notes

## Common Errors

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# Black/ African American Code

SURE Code

**N16**

## Excel Column of Data Element

This data element should be entered in Column P.

## Definition of Data Element

An indication that a person most identifies as having origins in any of the black racial groups of Africa.

## Functional, Policy or Legal Rationale

## Is this Data Element Required?

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

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

0 = Not reported by student

1 = Yes, a student identifies as being Black or African American

## Validation Checks

- Field must be a value of 0 or 1.

## Additional Notes

## Common Errors

# Native Hawaiian/ Pacific Islander Code

SURE Code

**N17**

## Excel Column of Data Element

This data element should be entered in Column Q.

## Definition of Data Element

An indication that a person most identifies as having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

## Functional, Policy or Legal Rationale

## Is this Data Element Required?

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

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

0 = Not reported by student

1 = Yes, a student identifies as being Native Hawaiian or Pacific Islander

## Validation Checks

- Field must be a value of 0 or 1.

## Additional Notes

## Common Errors

# White Code

SURE Code

**N18**

## Excel Column of Data Element

This data element should be entered in Column R.

## Definition of Data Element

An indication that a person most identifies as having origins in any of the original peoples of Europe, North Africa, or the Middle East.

## Functional, Policy or Legal Rationale

## Is this Data Element Required?

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

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 1

0 = Not reported by student

1 = Yes, a student identifies as being White

## Validation Checks

- Field must be a value of 0 or 1.

## Additional Notes

## Common Errors



# NJ SMART State Identification Number

SURE Code

**N19**

## Excel Column of Data Element

This data element should be entered in Column S.

## Definition of Data Element

Identification number assigned to a student by the New Jersey Department of Education's NJ SMART (New Jersey Standards Measurement and Resource for Teaching) System.

## Functional, Policy or Legal Rationale

Field is required for file maintenance and data matching.

## Is this Data Element Required?

This field should be reported if a valid NJ SMART SID is available.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 10

**Maximum Length:** 10

## Validation Checks

- Unless blank, field must be a valid NJ SMART-issued SID.

## Additional Notes

- NJ SMART ID numbers are only assigned to students who attended primary or secondary school at a New Jersey public or charter school.
- Leave this field blank if student's high school transcript does not contain an NJ SMART ID number.

## Common Errors

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# Institutional Student Identification Number

SURE Code

**N20**

## Excel Column of Data Element

This data element should be entered in Column T.

## Definition of Data Element

The identification number assigned to the student by the Institution.

## Functional, Policy or Legal Rationale

Institutional Student Identification Number will assist in record management and improve student tracking.

## Is this Data Element Required?

Yes, Field is **mandatory for all students**.

## Acceptable Values

**Type:** Text (No custom format)

**Maximum Length:** 15 characters

## Validation Checks

- The same Institutional Student Identification Number should not appear on multiple records in this file.
- The Institutional Student Identification Number cannot exceed 15 characters.

## Additional Notes

## Common Errors