

**NEW JERSEY DEPARTMENT OF EDUCATION**

**STATE SUBMISSION**

**STUDENT DATA HANDBOOK**

**VERSION 2.1**



State of New Jersey  
Department of Education

100 River View Executive Plaza  
P.O. Box 500  
Trenton, New Jersey 08652

September, 2008

## **FOREWORD**

The New Jersey Department of Education is pleased to publish the *2008 New Jersey State Submission 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 *New Jersey State Submission Student Data Handbook* is intended to support the core data collections for the October 15<sup>th</sup> and End of Year/June 30<sup>th</sup> snapshot dates, 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.

## TABLE OF CONTENTS

	Page
<b>TABLE OF CONTENTS .....</b>	<b>3</b>
<b>EXECUTIVE SUMMARY .....</b>	<b>4</b>
<b>DATA ELEMENTS AND DEFINITIONS .....</b>	<b>5</b>
<b>PRIVACY AND SECURITY.....</b>	<b>6</b>
<b>DATA ELEMENTS OUTLINE.....</b>	<b>7</b>
DATA ELEMENTS .....	8
LocalIdentificationNumber (LID) .....	9
StateIdentificationNumber (SID).....	10
FirstName.....	11
LastName .....	12
DateOfBirth.....	13
CityOfResidence .....	14
CountyCodeReceiving .....	15
DistrictCodeReceiving.....	16
SchoolCodeReceiving.....	17
TuitionCode .....	18
MigrantStatus .....	19
FreeandReducedRateLunchStatus .....	20
EnrollmentType .....	21
GradeLevel.....	22
Retained .....	23
ProgramTypeCode .....	24
SpecialEducationClassification.....	25
LEPProgramStartDate.....	27
LEPProgramCompletionDate .....	28
HealthInsuranceStatus.....	29
HealthInsuranceProvider.....	30

## **Executive Summary**

Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system. The *2008 New Jersey State Submission 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 *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), 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., a student may not have a middle name or a student who has not exited the district will not have an exit date). 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 <sup>st</sup> 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* generally 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.

## **Data Elements Outline**

The following is an outline of the data elements included in the *2008 New Jersey State Submission Student Data Handbook*, categorized by their appropriate headings.

### **STUDENT INFORMATION**

- Local Identification Number (LID)
- State Identification Number (SID)
- First Name
- Last Name
- Date of Birth
- City of Residence
- County Code Receiving
- District Code Receiving
- School Code Receiving
- Tuition Code
- Migrant Status
- Free and Reduced Lunch Status
- Enrollment Type

### **PROGRAM INFORMATION**

- Grade Level
- Retained
- Program Type Code
- Special Education Classification
- LEP Program Start Date
- LEP Program Completion Date

### **HEALTH-RELATED INFORMATION**

- Health Insurance Status
- Health Insurance Provider

# DATA ELEMENTS

**Name of Data Element:**  
**LocalIdentificationNumber (LID)**

**NJ DOE Number: 1**

Definition: A number assigned and maintained by the local school district that is unique for each student in the district.

Functional, Policy or Legal Description: Two student identifiers are used to track students within and across districts over time and to keep student information secure and confidential – one is assigned by the district where the student is enrolled and one is assigned by NJ DOE. 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 Sides to districts. This data element is used to verify the unique identification of the student.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Alphanumeric

Min Length: 1

Max Length: 20

Range of Values: N/A

Required element? Yes. **Mandatory** for all students

NCES

Format: 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 even when the student withdraws and re-enrolls. 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.

Additional Notes: 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.

Error will occur if multiple students within the district with the same LID are reported.

Error will occur if field is *NULL*.

**Name of Data Element:**  
**StateIdentificationNumber (SID)**

**NJ DOE Number: 2**

Definition: A unique number 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 SMART 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.

The initial 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.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Numeric

Min Length: 10

Max Length: 10

Range of Values: N/A

Required Element? Yes, **Mandatory** for all students.

NCES

Format: 10-digit state identification number. A SID must be a valid number as issued by NJ SMART or an error will occur.

Additional Notes: All submission files must include SIDs for all students. A student record may not be submitted without a SID.

Error will occur when field is *NULL*.

## Name of Data Element: FirstName

NJ DOE Number: 3

Definition: A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. 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.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Alpha

Min Length: 1

Max Length: 30

Range of Values: N/A

Required Element? Yes. **Mandatory** for all students

NCES

Format: First Name and Last Name must be reported as separate fields.

Additional Notes: No nicknames or abbreviated names should be reported. Periods are not accepted in this field.

Error will occur when field is *NULL*.

## Name of Data Element: LastName

NJ DOE Number: 5

Definition: The name borne in common by members of a family. 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.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Alpha

Min Length: 1

Max Length: 50

Range of Values: N/A

Required Element? Yes. **Mandatory** for all students

NCES

Format: First Name and Last Name must be reported as separate fields.

Students with multiple last names may 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. Kennedy Smyth would be last name = "Kennedy Smyth".

Additional Notes: Error will occur when field is *NULL*.

Periods are not accepted in this field.

## Name of Data Element: DateOfBirth

NJ DOE Number: 8

Definition: The year, month and day on 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.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Alpha

Min Length: 8

Max Length: 8

Range of Values: N/A

Required Element? Yes. **Mandatory** for all students

NCES

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

Additional Notes: 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 (date occurs in future, date ages student outside legal limits of education system).

Error will occur if field is left *NULL*.

**Name of Data Element: CityOfResidence**

**NJ DOE Number: 12**

Definition: The name of the city or town (or comparable unit) of the student’s permanent or other home address at the time of reporting or last known residence.

Functional, Policy or Legal Description: This data element is used to uniquely identify students who have similar name and birth data.

Snapshot Dates: October 15, End of Year or June 30

Type: Alpha

Min Length: 1

Max Length: 30

Range of Values: N/A

Required element? Yes, **Mandatory** for all students

NCES

Format: N/A

Additional Notes: Do not include any abbreviations.

Error will occur if field is *NULL*.

An error will occur if punctuation is included in CityOfResidence.

**Name of Data Element:**  
**CountyCodeReceiving**

**NJ DOE Number: 64**

Definition: 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

Snapshot Dates: Year-round

Type: Alpha

Min Length: 2

Max Length: 2

Range of Values:

For County Codes, please refer to:

<http://www.nj.gov/education/njsmart/download/#13>

Required Element? Yes. **Mandatory** for all students

Format: Codes must conform to codes listed or error will occur.

Additional Notes: If the receiving county is outside of the State of New Jersey and the school is not included in the list above, enter "99".

The Receiving school may often be the same as the Attending school information.

Error if field is left *NULL*.

Example: A student residing in a K-8 district, but is in 9<sup>th</sup> grade or above and is in 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.

**Name of Data Element:**  
**DistrictCodeReceiving**

NJ DOE Number: 65

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

Functional, Policy or Legal Description: NJDOE, Division of Finance, Office of Special Education

Snapshot Dates: Year-round

Type: Alpha

Min Length: 4

Max Length: 4

Range of Values:

For District Codes, please refer to:

<http://www.nj.gov/education/njsmart/download/#13>

Required Element? Yes. **Mandatory** for all students

Format: Codes must conform to NJ DOE codes listed or error will occur.

Additional Notes: If the receiving district is outside of the State of New Jersey and the school is not included in the list above, enter "9999".

The Receiving school may often be the same as the Attending school information.

Error if field is left *NULL*.

Example: A student residing in a K-8 district, but is in 9<sup>th</sup> grade or above and is in 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.

**Name of Data Element:**  
**SchoolCodeReceiving**

**NJ DOE Number: 66**

Definition: 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

Snapshot Dates: Year-round

Type: Alpha

Min Length: 3

Max Length: 3

Range of Values:

For School Codes please refer to:

<http://www.nj.gov/education/njsmart/download/#13>

Required Element? Yes. **Mandatory** for all students

Format: Codes must conform to NJ DOE codes listed or error will occur.

Additional Notes: If the receiving school is outside of the State of New Jersey and the school is not included in the list above, enter “999”.

The Receiving school may often be the same as the Attending school information.

Error if field is left *NULL*.

Example: A student residing in a K-8 district, but is in 9<sup>th</sup> grade or above and is in 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.

## Name of Data Element: TuitionCode

NJ DOE Number: 67

Definition: An indicator of the source of payment for a non-resident student.

Functional, Policy or Legal Description: NJ DOE, Division of Finance

Snapshot Dates: October 15, End of Year or June 30

Type: Numeric

Min Length: 2

Max Length: 2

Range of Values:

01 = Paid by another school district

02 = Paid by parents

03 = Paid by state institutions or other agencies

04 = Tuition free: child of a teaching staff member

05 = Tuition free: all other tuition free students except codes 04 and 06

06 = Paid by the state: a non-resident student attending a choice district

Required Element: Yes, **Mandatory** for students whose tuition is paid by another entity.

Format: Codes must conform to format above or error will occur.

Additional Notes: Leave *NULL* if not applicable for a student.

Most students attending a Charter School do not need a Tuition Code filled in. However, it is important to have the resident district filled in where the student lives, and the attending district to be the Charter School.

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 can be removed.

Students received from a K-6 or K-8 district do not need to enter a Tuition Code entered unless their tuition is paid by another entity other than the district of residence. 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.

## Name of Data Element: MigrantStatus

NJ DOE Number: 44

Definition: Student is eligible for migrant education services. (1) The child is younger than 22 and has not graduated from high school or does not hold a high school equivalency certificate; (2) and the child is a migrant agricultural worker or a migrant fisher or has a parent, spouse, or guardian who is a migrant agricultural worker or a migrant fisher; (3) and the child has moved within the preceding 36 months in order to obtain (or seek) or to accompany (or join) a parent, spouse, or guardian to obtain (or seek), temporary or seasonal employment in qualifying agricultural or fishing work; and (4) such employment is a principal means of livelihood; and (5) the child has moved from one school district to another.

Functional, Policy or Legal Description: No Child Left Behind Act of 2001: 20 USC 6399

Snapshot Dates: October 15, End of Year or June 30

Type: Alpha

Min Length: 1

Max Length: 1

Code Description:

Y = Yes

N = No

Required element? Yes. **Mandatory** for all students

Format: Migrant Status should be specified as: "Y" for Migrant Status or "N" for non-Migrant Status.

Additional Notes: Error will occur if field is *NULL*.

**Name of Data Element:**  
**FreeandReducedRateLunchStatus**

**NJ DOE Number: 45**

Definition: An indication of a student's enrollment in the national school lunch program (free and reduced price breakfast, lunch and milk programs) according to the income guidelines provided by the US Department of Agriculture.

Functional, Policy or Legal Description: No Child Left Behind Act of 2001: 20 USC 6399. NJ DOE, Division of Finance

Snapshot Dates: October 15, End of Year or June 30

Type: Alpha

Min Length: 1

Max Length: 1

Code Description:

N = None (refers to students who pay full price)

F = Enrolled in Free Lunch

R = Enrolled in Reduced Rate Lunch

Required element? Yes. **Mandatory** for all students

Format: Free and Reduced Rate Lunch Status should be specified as: "N" for not enrolled, "F" for enrolled in Free Lunch, or "R" for enrolled in Reduced Rate Lunch.

Error will occur if field is *NULL*.

Additional Notes: Federal and State funding will be calculated using this data.

## Name of Data Element: EnrollmentType

NJ DOE Number: 46

Definition: The percentage 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

Snapshot Dates: October 15, End of Year or June 30

Type: Alpha

Min Length: 1

Max Length: 1

Code Description:

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)

Required element? Yes. **Mandatory** for all students

Format: Enrollment Type should be specified as: "F" for full-time or "S" for shared time.

Additional Notes: Error will occur if field is *NULL*.

***Note: Reporting responsibilities remain the same—shared time students should be reported by the district which has reported them in the past. Shared time students should NOT be reported by multiple districts.***

## Name of Data Element: GradeLevel

NJ DOE Number: 32

Definition: The grade level or primary instructional level at which a student receives services in a school or an educational institution during a given academic session.

Functional, Policy or Legal Description: NJ DOE, Division of Finance

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Alpha

Min Length: 2

Max Length: 2

Range of Values:

3H = Half-day Pre-school 3 years old

3F = Full-day Pre-school 3 years old

4H = Half-day Pre-school 4 years old

4F = Full-day Pre-school 4 years old

5H = Half-day Pre-school 5 years old

5F = Full-day Pre-school 5 years old

DH = Half-day Transitional/Developmental Kindergarten

DF = Full-day Transitional/Developmental Kindergarten

KH = Half-day Kindergarten

KF = Full-day Kindergarten

PF = Full-day Transitional Grade 1/Pre-First

01 = Grade 1

02 = Grade 2

03 = Grade 3

04 = Grade 4

05 = Grade 5

06 = Grade 6

07 = Grade 7

08 = Grade 8

09 = Grade 9

10 = Grade 10

11 = Grade 11

12 = Grade 12

PG = Post Graduate

A1 = Adult High School (1 – 14 credits)

A2 = Adult High School (15 or more credits)

Required Element? Yes. **Mandatory** for all students

Format: Codes must conform to NJ DOE codes above or error will occur.

Additional Notes: All students must be assigned a grade level, including special education students per direction of NJDOE as of October 2004.

Code half-day Transitional/Developmental Kindergarten as “DH” and full-day Transitional/Developmental Kindergarten as “DF”.

Code Transitional Grade 1/Pre-First as “PF”.

Transitional Grade 1/Pre-First is a full day program only.

NJ SMART will capture every student that appears on the school register, which includes post secondary students as well as those attending an Adult High School.

Error will occur if field is left *NULL*.

Error will occur if student has GradeLevel of Pre-Kindergarten through 12<sup>th</sup> grade and DateOfBirth ages him or her outside of reasonable parameters (under 2 years old or over 22 years old).

Adult High School student should be classified according to the number of credits for which the student is enrolled.

## Name of Data Element: Retained

NJ DOE Number: 68

Definition: An indication that the student is repeating their current grade level.

Functional, Policy or Legal Description: NJ DOE, Division of Finance, Division of Assessment

Snapshot Dates: October 15, End of Year or June 30

Type: Alpha

Min Length: 1

Max Length: 1

Range of Values:

Y = Yes

N = No

Required Element? Yes. **Mandatory** for all students

Format: Only “Y” or “N” responses will be accepted. Each student must have a Y or an N response.

Additional Notes: Only enter “Y” if the student is repeating their current grade level.

# Name of Data Element: ProgramTypeCode

NJ DOE Number: 33

Definition: The primary program of instruction for the student.

Functional, Policy or Legal Description: New Jersey Administrative Code (NJAC 6:3)

Snapshot Dates: October 15, End of Year or June 30

Type: Alpha

Min Length: 2

Max Length: 2

Range of Values:

3H = Half-day Pre-school 3 years old

3F = Full-day Pre-school 3 years old

4H = Half-day Pre-school 4 years old

4F = Full-day Pre-school 4 years old

5H = Half-day Pre-school 5 years old

5F = Full-day Pre-school 5 years old

DH = Half-day Transitional/Developmental Kindergarten

DF = Full-day Transitional/Developmental Kindergarten

KH = Half-day Kindergarten

KF = Full-day Kindergarten

PF = Transitional Grade 1/Pre-First

01 = Grade 1

02 = Grade 2

03 = Grade 3

04 = Grade 4

05 = Grade 5

06 = Grade 6

07 = Grade 7

08 = Grade 8

09 = Grade 9

10 = Grade 10

11 = Grade 11

12 = Grade 12

PG = Post Graduate

AD = Adult High School

18 = Cognitive-Mild Special Class

19 = Cognitive-Moderate Special Class

20 = Learn and/or Lang Disabilities - Mild/Moderate Special Class

21 = *Not currently used*

22 = Behavioral Disabilities Special Class

23 = Multiple Disabilities Special Class

24 = Learn and/or Lang Disabilities – Severe Special Class

25 = Auditory Impairments Special Class

26 = Home Instruction

27 = *Not currently used*

28 = Visual Impairments Special Class

29 = Pull-Out Replacement Resource (more than 60% of the school day) – Secondary Only

30 = Autism Special Class

31 = Cognitive-Severe Special Class

32 = Full-Day Preschool Disabilities Class

33 = Half-Day Preschool Disabilities Class

34 = Regular County Vocational Grade 9

35 = Regular County Vocational Grade 10

36 = Regular County Vocational Grade 11

37 = Regular County Vocational Grade 12

38 = Special Education County Vocational

39 to 55 = *Not currently used*

56 = Full-Time Post Secondary Vocational

57 = Part-Time Post Secondary Vocational

Required Element? Yes. **Mandatory** for all students

Format: Codes must conform to NJ DOE codes above or error will occur.

Additional Notes: Use Code 26 for Home Instruction for students with disabilities whose IEP requires Home Instruction as the student's **full-time** placement.

Transitional Grade 1/Pre-First is a full day program only.

Error will occur if field is left *NULL*.

**Name of Data Element:**  
**Special Education Classification**

NJ DOE Number: 47

Definition: The outcome of eligibility assessment for special education and related services.

Functional, Policy or Legal Description: NJ DOE, Office of School Funding, Office of Special Education Programs, Administrative Code 6A:14-3.5 and 6A:14-3.6

Snapshot Dates: October 15, End of Year or June 30

Type: Numeric

Min Length: 2

Max Length: 2

Code Description:

State Codes

- 00 = Determined Ineligible
- 01 = Auditorily Impaired
- 02 = Autistic
- 03 = Cognitively Impaired – Mild Cognitive Impairment
- 04 = Cognitively Impaired – Moderate Cognitive Impairment
- 05 = Cognitively Impaired – Severe Cognitive Impairment
- 06 = Communication Impaired
- 07 = Emotionally Disturbed
- 08 = Multiply Disabled
- 09 = Deaf-Blindness
- 10 = Orthopedically Impaired
- 11 = Other Health Impaired
- 12 = Preschool Child with a Disability
- 13 = Social Maladjustment
- 14 = Specific Learning Disability
- 15 = Traumatic Brain Injury
- 16 = Visually Impaired
- 17 = Eligible for Speech-Language Services

Federal Codes

- = Hearing Impairments
- = Autism
- = Mental Retardation
- = Mental Retardation
- = Mental Retardation
- = Speech or Language Impairments
- = Emotional Disturbance
- = Multiple Disabilities
- = Deaf-Blindness
- = Orthopedic Impairments
- = Other Health Impairments
- = Developmental Delay
- = Not used
- = Specific Learning Disabilities
- = Traumatic Brain Injury
- = Visual Impairments
- = Speech or Language Impairments

Required element? Yes. **Mandatory** for all students evaluated for special education eligibility

**Name of Data Element:**  
**Special Education Classification**

**NJ DOE Number: 47**  
**CONTINUED**

Format: Codes must conform to format above or error will occur.

Additional Notes: Leave *NULL* if not applicable for a student.

If a student has been evaluated and determined ineligible, use code 00. Students that have not been referred for special education should NOT have any code entered.

Code 00 should only be entered for students whose *initial* eligibility outcome was determined ineligible. Students that were previously in special education, but have been declassified, should not be included in the Special Education Submission.

*Students who are listed in a Special Education Program Type Code (codes 18-33) require a Special Education Classification code or an error will occur.*

For additional information about the code description, please see your Director of Special Education Services. The code value, along with Special Education Services, will determine the ASSA tier for state aid purposes.

**Name of Data Element:**  
**LEPProgramStartDate**

**NJ DOE Number: 69**

Definition: The month, day, and year on which a student starts a Limited English Proficient program based on multiple criteria as defined by the Office of Specialized Populations.

Functional, Policy or Legal Description: NJ DOE, Office of Specialized Populations. N.J.A.C. 6A:15-1.10

Snapshot Dates: October 15, End of Year or June 30

Type: Date

Min Length: 8

Max Length: 8

Range of Values: N/A

Required Element? Yes. **Mandatory** for all students who have entered an LEP program.

Format: Date must be in YYYYMMDD format. Do not include any separators such as “/” or”-“.

Additional Notes: 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 date occurs in the future.

Error will occur if LEPProgramStartDate is a date after LEPProgramCompletionDate.

Field should be left *NULL*, if not applicable.

Field may be left *NULL* for students who exited a language assistance program greater than two years in the past.

**Name of Data Element:**  
**LEPProgramCompletionDate**

**NJ DOE Number: 70**

Definition: The month, day, and year on which a student successfully completes a Limited English Proficient program based on multiple criteria as defined by the Office of Specialized Populations.

Functional, Policy or Legal Description: NJ DOE, Office of Specialized Populations. N.J.A.C. 6A:15-1.10

Snapshot Dates: October 15, End of Year or June 30

Type: Date

Min Length: 8

Max Length: 8

Range of Values: N/A

Required Element? Yes. **Mandatory** for all students who have successfully completed an LEP program.

Format: Date must be in YYYYMMDD format. Do not include any separators such as “/” or “-”.

Additional Notes: 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).

Field should be left *NULL*, if not applicable.

Field may be left *NULL* for students who exited a language assistance program greater than two years in the past.

Error will occur if LEPProgramCompletionDate has a value and LEPProgramStartDate is *NULL*.

**Name of Data Element:**  
**HealthInsuranceStatus**

**NJ DOE Number: 35**

Definition: Indication of whether student has health insurance coverage.

Functional, Policy or Legal Description: NJ FamilyCare outreach initiative

Snapshot Dates: October 15, End of Year or June 30

Type: Alpha

Min Length: 1

Max Length: 1

Range of Values:

Y = Yes, student has health insurance coverage

N = No, student does not have health insurance coverage

Required Element? No. **Optional** for all students.

Format: N/A

Additional Notes: If unknown, field should be left *NULL*.

**Name of Data Element:**  
**HealthInsuranceProvider**

**NJ DOE Number: 36**

Definition: The complete name of the health insurance coverage provider of the student if applicable.

Functional, Policy or Legal Description: NJ FamilyCare outreach initiative

Snapshot Dates: October 15, End of Year or June 30

Type: Alpha

Min Length: 1

Max Length: 50

Range of Values: N/A

Required Element? No. **Optional** for all students.

Format: N/A

Additional Notes: To include this data element for a student requires “Y” for Health Insurance Status.

Provider name should be the complete name without abbreviations.

If unknown, field should be left *NULL*.