NEW JERSEY DEPARTMENT OF EDUCATION

SPECIAL EDUCATION STUDENT DATA

HANDBOOK

VERSION 1.0

State of New Jersey
Department of Education

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November 21, 2007

FOREWORD

The New Jersey Department of Education is pleased to publish the *2007 Special Education Student Data Handbook v 1.0*. 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 *Special Education Student Data Handbook* is intended to support the December 1st NJ SMART data submission, which reports on 1) students classified as eligible for special education and related services; as well as 2) students who have been referred for a special education evaluation during the previous school year, whether or not they were determined eligible for special education. Students served by Part C who were referred to Part B for evaluation are included in this submission set.

Much of the student data required for the December 1st snapshot data submission is consistent with the core data set requirements (demographic data) for NJ SMART. This supports the linking of student data across time and submissions, and also ensures accurate validation of Statewide Student Identifiers (SIDs).

TABLE OF CONTENTS

Executive Summary

Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system. The *2007 Special Education 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 *Special Education Student Data 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 *Special Education Student Data 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 special education 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 *Special Education Student Data 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, and the order in which the data element will be submitted in the NJ SMART file.
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. Core student data elements are to be collected two times per year (October 15 snapshot and End of Year snapshot), even though the values may not change during this span of time. A December 1 snapshot file will be submitted representing students involved in the special education process, containing data defined by the *Special Education Student Data Handbook* 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.
Reporting District	Indication of whether the resident and/or attending district is required to submit the data element.
Range of Values	The value options of each data element, if applicable.

Required Element?	Indication of whether the data element is required for file submission.
NCES	Indicates National Center for Education Statistics (NCES) 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* 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 NJ SMART special education data submission, categorized by their appropriate headings. Note that some data elements apply to certain students (Active, US-born, etc.) as well as certain snapshot dates (i.e. December 1, 2006).

STUDENT INFORMATION
Identification:
- Local Identification Number (LID)
- State Identification Number (SID)
- First Name
- Middle Name
- Last Name
- Generation Code Suffix
- Gender
- Date of Birth
- City of Birth
- State of Birth
- Country of Birth
- City of Residence

Background:
- Ethnicity
- Race

ENROLLMENT INFORMATION
Resident School:
- Status
- County Code - Resident
- District Code – Resident
- School Code – Resident

Attending School:
- County Code - Attending
- District Code - Attending
- School Code – Attending

PROGRAM INFORMATION
- Grade Level
- Program Type Code
- Limited English Proficient Program Enrollment

FILE SUBMISSION INFORMATION
- School Year

SPECIAL EDUCATION INFORMATION
- Referral Date
- Parental Consent Date
- Eligibility Determination Date
- Initial IEP Meeting Date
- Most Recent IEP Meeting Date
- Special Education Classification
- IEP Begin Date
- IEP End Date
- Reevaluation Date
- Special Education Process Delay Reason
- Special Education Placement
- Related Services

STUDENT INFORMATION

<u>Identification</u>

Name of Data Element: LocalIdentificationNumber

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

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, December 1, End of Year or June 30

Type: Alphanumeric	Min Length: 1	Max Length: 20	Reporting District: Resident

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

NJ DOE Number: 2

Definition: A unique number (SID) 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 DOE 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.

SID will be a new number assigned by NJ SMART. The initial batch 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 and annually resolve all duplicate students within the district prior to the beginning of the school year.

Snapshot Dates: October 15, December 1, End of Year or June 30

Type: Numeric	Min Length: 10	Max Length: 10	Reporting District: Resident

Range of Values: N/A

Required Element? Yes, **Mandatory for all students with SIDs**	NCES

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

Additional Notes: This field should be left NULL for new students entering NJ public schools. Example: Transfer students from out-of state, transfer students from out-of-country, and first time pre-school students.

All submission files must include SIDs for students who have had SIDs issued; if a file submission does not include SIDs, it will not be accepted by NJ SMART.

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, December 1, End of Year or June 30

Type: Alpha	Min Length: 1	Max Length: 30	Reporting District: Resident

Range of Values: N/A

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

Format: First name, middle name and last name must be reported as three separate fields.

Additional Notes: No nicknames or abbreviated names should be reported.

Error will occur when student's name is spelled differently from the previous data submission.

Error will occur when field is *NULL*.

Name of Data Element: MiddleName

Definition: A secondary 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, December 1, End of Year or June 30

Type: Alpha	Min Length: 1	Max Length: 30	Reporting District: Resident

Range of Values: N/A

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

Format: First name, middle name and last name must be reported as three separate fields. Middle initial (no period permitted) or full middle name are accepted.

Additional Notes: Error will occur when student's name is spelled differently from the previous data submission.

While Middle Name is an optional field, if the district maintains this data element it should be reported to support unique identification of the student.

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, December 1, End of Year or June 30

Type: Alpha	Min Length: 1	Max Length: 50	Reporting District: Resident

Range of Values: N/A

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

Format: First name, middle name and last name must be reported as three separate fields.

Students with multiple last names should include multiple last names in this field and not in the middle name 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 student's name is spelled differently from the previous data submission.

Error will occur when field is *NULL*.

Name of Data Element: GenerationCodeSuffix

NJ DOE Number: 6

Definition: An appendage, if any, used to denote an individual's generation in his family (e.g., Jr, Sr, III). 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, December 1, End of Year or June 30

Type: Alpha	Min Length: 1	Max Length: 3	Reporting District: Resident

Range of Values: N/A

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

Format: No punctuation should be included.

Additional Notes: Leave *NULL* if not available or does not exist.

While Generation Code/Suffix is an optional data element, the district should use this data element to differentiate among students who would otherwise have the same name and birth information such as twins, triplets, etc.

Name of Data Element: Gender

Definition: The student's gender.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: October 15, December 1, End of Year or June 30

Type: Alpha   Min Length: 1   Max Length: 1   Reporting District: Resident

Range of Values:

M = Male

F = Female

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

Format: Gender should be specified as: "F" for Female, "M" for Male.

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

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, December 1, End of Year or June 30

Type: Alpha	Min Length: 8	Max Length: 8	Reporting District: Resident

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: CityOfBirth

NJ DOE Number: 9

Definition: The name of the city or town (or comparable unit) in which the student 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, December 1, End of Year or June 30

Type: Alpha	Min Length: 1	Max Length: 30	Reporting District: Resident

Range of Values: N/A

Required Element? Yes, **Mandatory for all US-born students. Optional for all foreign-born students.**	NCES

Format: N/A

Additional Notes: This attribute should contain the name of the city where the student was born (typically recorded on a birth certificate or passport). The city may be within the US or any country. Do not include country of birth or state of birth in this field. Do not include any abbreviations.

An error will occur if CityOfBirth, StateOfBirth, and CountryOfBirth are left *NULL*, for a student. For US-born students, CityOfBirth and StateOfBirth are required. For foreign-born students CountryOfBirth is required and CityOfBirth is optional. StateOfBirth must be left *NULL* for foreign-born students.

An error will occur if punctuation is included in CityOfBirth.

Name of Data Element: StateOfBirth

NJ DOE Number: 10

Definition: The name of the state (within the United States) or extra-state jurisdiction (e.g. province, territory) in 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, December 1, End of Year or June 30

Type: Alpha	Min Length: 2	Max Length: 2	Reporting District: Resident

Range of Values:

AL = ALABAMA
AK = ALASKA
AS = AMERICAN SAMOA
AZ = ARIZONA
AR = ARKANSAS
CA = CALIFORNIA
CO = COLORADO
CT = CONNECTICUT
DE = DELAWARE
DC = DISTRICT OF COLUMBIA
FM = FEDERATED STATES OF MICRONESIA
FL = FLORIDA
GA = GEORGIA
GU = GUAM
HI = HAWAII
ID = IDAHO
IL = ILLINOIS
IN = INDIANA
IA = IOWA
KS = KANSAS
KY = KENTUCKY
LA = LOUISIANA
ME = MAINE
MH = MARSHALL ISLANDS
MD = MARYLAND
MA = MASSACHUSETTS
MI = MICHIGAN
MN = MINNESOTA
MS = MISSISSIPPI
MO = MISSOURI

Name of Data Element: StateOfBirth

MT = MONTANA
NE = NEBRASKA
NV = NEVADA
NH = NEW HAMPSHIRE
NJ = NEW JERSEY
NM = NEW MEXICO
NY = NEW YORK
NC = NORTH CAROLINA
ND = NORTH DAKOTA
MP = NORTHERN MARIANA ISLANDS
OH = OHIO
OK = OKLAHOMA
OR = OREGON
PW = PALAU
PA = PENNSYLVANIA
PR = PUERTO RICO
RI = RHODE ISLAND
SC = SOUTH CAROLINA
SD = SOUTH DAKOTA
TN = TENNESSEE
TX = TEXAS
UT = UTAH
VT = VERMONT
VI = VIRGIN ISLANDS
VA = VIRGINIA
WA = WASHINGTON
WV = WEST VIRGINIA
WI = WISCONSIN
WY = WYOMING

Military "States"
AE = Armed Forces Africa
AA = Armed Forces Americas (except Canada)
AE = Armed Forces Canada
AE = Armed Forces Europe
AE = Armed Forces Middle East
AP = Armed Forces Pacific

Required Element? Yes, **Mandatory for all US-born students.** Should not be used for foreign-born students unless associated with a military "state."

NCES

Format: Two character postal code required. Codes listed above must be used or error will occur.

Additional Notes: No state should be listed for foreign-born students, except for students from PR.

An error will occur if CityOfBirth, StateOfBirth, and CountryOfBirth are all left *NULL* for a student. For US-born students, CityOfBirth and StateOfBirth are required. For foreign-born students CountryOfBirth is required and CityOfBirth is optional. StateOfBirth must be left *NULL* for foreign-born students.

Name of Data Element: CountryOfBirth

NJ DOE Number: 11

Definition: The name of the country in 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, December 1, End of Year or June 30

| Type: Alpha | Min Length: 4 | Max Length: 4 | Reporting District: Resident |

Range of Values: For a current list of NCES Country Codes please refer to:

http://www.nj.gov/education/njsmart/download/Countrycode.pdf

| Required Element? Yes, **Mandatory for all foreign-born students.** Not required for US-born students. | NCES |

Format: Codes must conform to the NCES list cited above or an error will occur.

Additional Notes: Enter country of birth as it appears on a birth certificate or other legal document presented at time of enrollment. Do not include the foreign city of birth in this field; it should be entered in the CityofBirth field if available. Foreign born students must have a country of birth listed but do not require CityofBirth or StateofBirth.

An error will occur if CityOfBirth, StateOfBirth, and CountryOfBirth are all left *NULL* for a student. For US-born students, CityOfBirth and StateOfBirth are required. For foreign-born students CountryOfBirth is required and CityOfBirth is optional. StateOfBirth must be left *NULL* for foreign-born students.

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, December 1, End of Year or June 30

Type: Alpha

Min Length: 1

Max Length: 30

Reporting District: Resident

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.

STUDENT INFORMATION

Race/Ethnicity

Name of Data Element: Ethnicity

Definition: The ethnic category which most clearly reflects the individual's recognition of his or her community or with which the individual identifies.

Functional, Policy or Legal Description: The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have two categories for data on ethnicity. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

Hispanic or Latino
Not Hispanic or Latino

Snapshot Dates: October 15, December 1, End of Year or June 30

Type: Alpha	Min Length: 1	Max Length: 1	Reporting District: Resident

Range of Values:

Y = Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

N = Not Hispanic or Latino

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

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

Additional Notes: If positive identification of Hispanic or Latino is not possible, "N" should be entered.

If Ethnicity = "N," at least one Race category must be identified as "Y."

Error will occur if field is left *NULL*.

Name of Data Element: RaceAmericanIndian

NJ DOE Number: 14

Definition: The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Description: The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native	Black or African American
Asian	Native Hawaiian or Other Pacific Islander
White	

Snapshot Dates: October 15, December 1, End of Year or June 30

Type: Alpha	Min Length: 1	Max Length: 1	Reporting District: Resident

Range of Values:

Y = Yes to American Indian or Alaska Native - A person having origins in any of the original people of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.

N = No to American Indian or Alaska Native

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

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

Additional Notes: Multiple race categories may be identified for a student. All race categories that are not applicable to a student should be marked as "N".

Error will occur if field is left *NULL*.

Name of Data Element: RaceAsian

NJ DOE Number: 15

Definition: The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Description: The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native	Black or African American
Asian	Native Hawaiian or Other Pacific Islander
White	

Snapshot Dates: October 15, December 1, End of Year or June 30

Type: Alpha	Min Length: 1	Max Length: 1	Reporting District: Resident

Range of Values:

Y = Yes to Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

N = No to Asian

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

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

Additional Notes: Multiple race categories may be identified for a student. All race categories that are not applicable to a student should be marked as "N".

Error will occur if field is left *NULL*.

Name of Data Element: RaceBlack

NJ DOE Number: 16

Definition: The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Description: The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native	Black or African American
Asian	Native Hawaiian or Other Pacific Islander
White	

Snapshot Dates: October 15, December 1, End of Year or June 30

Type: Alpha	Min Length: 1	Max Length: 1	Reporting District: Resident

Range of Values:

Y = Yes to Black or African American - A person having origins in any of the black racial groups of Africa.

N = No to Black or African American

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

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

Additional Notes: Multiple race categories may be identified for a student. All race categories that are not applicable to a student should be marked as "N".

Error will occur if field is left *NULL*.

Name of Data Element: RacePacific

Definition: The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Description: The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native	Black or African American
Asian	Native Hawaiian or Other Pacific Islander
White	

Snapshot Dates: October 15, December 1, End of Year or June 30

Type: Alpha	Min Length: 1	Max Length: 1	Reporting District: Resident

Range of Values:

Y = Yes to Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

N = No to Native Hawaiian or Other Pacific Islander

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

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

Additional Notes: Multiple race categories may be identified for a student. All race categories that are not applicable to a student should be marked as "N".

Error will occur if field is left *NULL*.

Name of Data Element: RaceWhite   NJ DOE Number: 18

Definition: The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Description: The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native	Black or African American
Asian	Native Hawaiian or Other Pacific Islander
White	

Snapshot Dates: October 15, December 1, End of Year or June 30

Type: Alpha	Min Length: 1	Max Length: 1	Reporting District: Resident

Range of Values:

Y = Yes to White - A person having origins of the original peoples of Europe, the Middle East or North Africa.

N = No to White

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

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

Additional Notes: Multiple race categories may be identified for a student. All race categories that are not applicable to a student should be marked as "N".

Error will occur if field is left *NULL*.

ENROLLMENT INFORMATION

Resident School

Name of Data Element: Status

Definition: The student's current enrollment status as of the snapshot date

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

Snapshot Dates: October 15, December 1, End of Year or June 30

Type: Alpha	Min Length: 1	Max Length: 1	Reporting District: Resident

Range of Values:

A = Active

I = Inactive

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

Format: N/A

Additional Notes: A descriptor for the current status of the student as a member of the district. A student is either an 'Active" or 'Inactive' student. Active students are those who are kept on the current roster of the district, including special education classified students who are "sent" to other districts or specialized placements. Inactive students are students who are no longer attending the district or have left for some reason.

All students who have been active at some point during the reporting period should be reported to NJ SMART, regardless of whether they are Active or Inactive on the snapshot date.

All students with status = "I" require SchoolExitDate and SchoolExitWithdrawalCode or error will occur.

Error will occur if field is left *NULL*.

Name of Data Element: CountyCodeResident

NJ DOE Number: 22

Definition: The New Jersey county in which the student resides.

Functional, Policy or Legal Description: NJDOE, Division of Finance

Snapshot Dates: October 15, December 1, End of Year or June 30

Type: Alpha	Min Length: 2	Max Length: 2	Reporting District: Resident

Range of Values:

For County Codes, please refer to:

http://www.nj.gov/education/njsmart/download/#l3

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

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

Additional Notes: If the student is a resident of a state or country outside of New Jersey, enter "99".

Error if field is left *NULL*.

Name of Data Element: DistrictCodeResident

NJ DOE Number: 23

Definition: The resident district of the student. The code is unique to the district.

Functional, Policy or Legal Description: NJDOE, Division of Finance

Snapshot Dates: October 15, December 1, End of Year or June 30

Type: Alpha	Min Length: 4	Max Length: 4	Reporting District: Resident

Range of Values:

For District Codes, please refer to:

 http://www.nj.gov/education/njsmart/download/#l3

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

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

Additional Notes:

Error if field is left *NULL*.

Name of Data Element: SchoolCodeResident

NJ DOE Number: 24

Definition: The resident school in which a student would attend based upon their permanent or other home address. This school code is unique for each school within each district.

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

Snapshot Dates: October 15, December 1, End of Year or June 30

Type: Alpha	Min Length: 3	Max Length: 3	Reporting District: Resident

Range of Values:

For School Codes please refer to:

http://www.nj.gov/education/njsmart/download/#l3

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

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

Additional Notes:

Error if field is left *NULL*.

ENROLLMENT INFORMATION

Attending School

Name of Data Element: CountyCodeAttending

Definition: The county in which the student is attending school.

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

Snapshot Dates: October 15, December 1, End of Year or June 30

Type: Alpha	Min Length: 2	Max Length: 2	Reporting District: Resident

Range of Values:

For County Codes, please refer to:

http://www.nj.gov/education/njsmart/download/#l3

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

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

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

Last known attending information may be used for INACTIVE students.

Name of Data Element: DistrictCodeAttending

NJ DOE Number: 27

Definition: The district in which the student is currently attending.

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

Snapshot Dates: October 15, December 1, End of Year or June 30

Type: Alpha	Min Length: 4	Max Length: 4	Reporting District: Resident

Range of Values:

For District Codes, please refer to:

http://www.nj.gov/education/njsmart/download/#l3

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

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

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

Last known attending information may be used for INACTIVE students.

Name of Data Element: SchoolCodeAttending

NJ DOE Number: 28

Definition: The school in which a student is attending. This school code is unique for each school within each district.

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

Snapshot Dates: October 15, December 1, End of Year or June 30

Type: Alpha	Min Length: 3	Max Length: 3	Reporting District: Resident

Range of Values:

For School Codes please refer to:

http://www.nj.gov/education/njsmart/download/#l3

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

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

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

Last known attending information may be used for INACTIVE students.

PROGRAM INFORMATION

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, December 1, End of Year or June 30

Type: Alpha | Min Length: 2 | Max Length: 2 | Reporting District: Resident

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
KH = Half-day Kindergarten
KF = Full-day Kindergarten
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

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 Transitional Grade 1 or Pre-First as "01".
Code Transitional KG or Developmental Kindergarten as either "KH" or "KF".

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 students with GradeLevels pre-kindergarten through 12th grade have DateOfBirths which age them under 2 years old or over 22 years old.

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, December 1, End of Year or June 30

Type: Alpha	Min Length: 2	Max Length: 2	Reporting District: Resident

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
KH = Half-day Kindergarten
KF = Full-day Kindergarten
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 ACTIVE 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.

For elementary students receiving pull-out replacement resource instruction, use the code for the appropriate grade level.

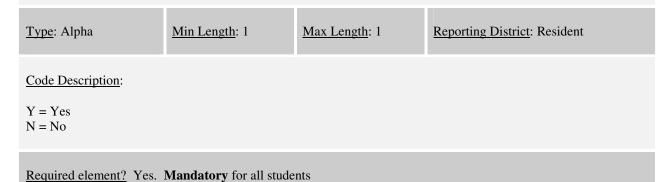Error will occur if field is left *NULL*.

Name of Data Element: LimitedEnglishProficientProgramEnrollment

NJ DOE Number: 48

Definition: Limited English Proficient Program enrollment refers to students who are:
1.   Resident and non-resident students identified as Limited English Proficient (LEP), in accordance with N.J.A.C. 6A:15.1.3(c), who are participating in a bilingual, ESL, or ELS program; and

2.   Students who continue to need and participate in bilingual, ESL or ELS program services on the basis of multiple indicators as per N.J.A.C. 6A:15-1.10(b).

Functional, Policy or Legal Description: NJ DOE, Division of Finance, Office of Specialized Populations, Office of Evaluation and Assessment

Snapshot Dates: October 15, December 1, End of Year or June 30

Type: Alpha	Min Length: 1	Max Length: 1	Reporting District: Resident

Code Description:

Y = Yes
N = No

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

Format: LEP Program Enrollment should be specified as: "Y" for enrolled in LEP and receiving services or "N" for not enrolled in LEP.

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

FILE SUBMISSION INFORMATION

Name of Data Element: SchoolYear

NJ DOE Number: 41

Definition: The school year that the file submission represents.

Functional, Policy or Legal Description: NJ SMART file requirement.

Snapshot Dates: October 15, December 1, End of Year or June 30

| Type: Alpha | Min Length: 9 | Max Length: 9 | Reporting District: Resident |

Range of Values: N/A

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

Format: YYYY-YYYY (example: 2007-2008)

Additional Notes: N/A

SPECIAL EDUCATION INFORMATION

Name of Data Element: ReferralDate

NJ DOE Number: 49

Definition: The date on which a New Jersey school district receives the written request for a child study team evaluation for a school age student, a speech evaluation for a school age student,or a child study team evaluation for a preschool age student receiving Part C (Early Intervention) services.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education, IDEA Part B

Snapshot Dates: December 1

Type: Alpha   Min Length: 8   Max Length: 8   Reporting District: Resident

Range of Values: N/A

Required Element: Yes

Format: Date must be in YYYYMMDD format.

Additional Notes: An error will occur if ReferralDate is a date in the future.

Name of Data Element:
ParentalConsentDate

NJ DOE Number: 50

Definition: The date on which the parent provides **written** consent for an **initial** evaluation to determine eligibility for special education and related services and eligibility for speech-language services.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education, IDEA Part B

Snapshot Dates: December 1

Type: Alpha | Min Length: 8 | Max Length: 8 | Reporting District: Resident

Range of Values: N/A

Required Element?: Yes, Mandatory for all students who have been evaluated for special education services after June 30, 2006.

Format: Date must be in YYYYMMDD format.

Additional Notes:

An error will occur, if ParentalConsentDate is NULL, or blank, when EligibilityDeterminationDate is after June 30, 2006.

Name of Data Element: EligibilityDeterminationDate

Definition: The date on which initial eligibility or ineligibility for special education services or speech-language services is determined. .

Functional, Policy or Legal Description: NJ DOE, Office of Special Education, IDEA Part B

Snapshot Dates: December 1

Type: Alpha	Min Length: 8	Max Length: 8	Reporting District: Resident

Range of Values: N/A

Required Element: Yes, Mandatory for all students whose eligibility determination has occurred.

Format: Date must be in YYYYMMDD format.

Additional Notes: If eligibility determination has not yet been made, leave as NULL, or blank.

An error will occur, if EligibilityDeterminationDate is a date in the future.

Either an EligibilityDeterminationDate *OR* a ReevaluationDate is required when:
An InitialIEPMeetingDate is listed;
A SpecialEducationClassification is listed;
A MostRecentIEPMeetingDate is listed;
An IEPBeginDate or an IEPEndDate is listed;
A SpecialEducationPlacement is listed.

Name of Data Element: InitialIEPMeetingDate

NJ DOE Number: 52

Definition: The date of the student's **initial** IEP meeting.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education, IDEA Part B

Snapshot Dates: December 1

Type: Alpha	Min Length: 8	Max Length: 8	Reporting District: Resident

Range of Values: N/A

Required Element: Yes, Mandatory for all students whose eligibility determination has occurred.

Format: Date must be in YYYYMMDD format.

Additional Notes:

If eligibility determination has not yet been made, leave InitialIEPMeetingDate as NULL, or blank.

An error will occur if InitialIEPMeetingDate is a date in the future.

If an InitialIEPMeetingDate is listed, either an EligibilityDeterminationDate *OR* a ReevaluationDate is required.

Name of Data Element: MostRecentIEPMeetingDate

NJ DOE Number: 53

Definition: The date of the student's **most recent** IEP meeting.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education, IDEA Part B

Snapshot Dates: December 1

Type: Alpha	Min Length: 8	Max Length: 8	Reporting District: Resident

Range of Values: N/A

Required Element: Yes, Mandatory for all students whose eligibility determination has occurred

Format: Date must be in YYYYMMDD format.

Additional Notes:

If eligibility determination has not yet been made, leave as NULL, or blank.

An error will occur if MostRecentIEPDate is a date that is in the future.

If InitialIEPMeetingDate is the only meeting date, then MostRecentIEPMeetingDate will be the same as InitialIEPMeetingDate.

If a MostRecentIEPMeetingDate is listed, either an EligibilityDeterminationDate *OR* a ReevaluationDate is required.

An error will occur when IEPBeginDate has a value, and MostRecentIEPMeetingDate is NULL, or blank.

An error will occur when SpecialEducationPlacement has a value, and MostRecentIEPDate is NULL, or blank.

An error will occur when any of the related services elements (data elements 59-63) has a value, and MostRecentIEPDate is NULL, or blank.

Name of Data Element: SpecialEducationClassification

NJ DOE Number: 47

Definition: The category by which the student has been determined eligible 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, December 1, End of Year or June 30

Type: Alpha	Min Length: 2	Max Length: 2	Reporting District: Resident

Range of Values:

State Codes	Federal Codes
01 = Auditorily Impaired	= Hearing Impairments
02 = Autistic	= Autism
03 = Cognitively Impaired – Mild Cognitive Impairment	= Mental Retardation
04 = Cognitively Impaired – Moderate Cognitive Impairment	= Mental Retardation
05 = Cognitively Impaired – Severe Cognitive Impairment	= Mental Retardation
06 = Communication Impaired	= Speech or Language Impairments
07 = Emotionally Disturbed	= Emotional Disturbance
08 = Multiply Disabled	= Multiple Disabilities
09 = Deaf-Blindness	= Deaf-Blindness
10 = Orthopedically Impaired	= Orthopedic Impairments
11 = Other Health Impaired	= Other Health Impairments
12 = Preschool Child with a Disability	= Developmental Delay
13 = Social Maladjustment	= Not used
14 = Specific Learning Disability	= Specific Learning Disabilities
15 = Traumatic Brain Injury	= Traumatic Brain Injury
16 = Visually Impaired	= Visual Impairments
17 = Eligible for Speech-Language Services	= Speech or Language Impairments

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

Name of Data Element: SpecialEducationClassification	NJ DOE Number: 47

Additional Notes: Leave *NULL* if eligibility of student has not yet been determined.

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

If a SpecialEducationClassification is listed, either an EligibilityDeterminationDate **OR** a ReevaluationDate is required.

An error will occur when SpecialEducationPlacement has a value and SpecialEducationClassification is NULL, or blank.

An error will occur when any of the related services elements (data elements 59-63) has a value, and SpecialEducationClassification is NULL, or blank.

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: IEPBeginDate

NJ DOE Number: 54

Definition: The date on which a student's current IEP begins.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education, IDEA Part B

Snapshot Dates: December 1

Type: Alpha	Min Length: 8	Max Length: 8	Reporting District: Resident

Range of Values: N/A

Required Element?:   Yes. Mandatory for all students classified as special education eligible.

Format: Date must be in YYYYMMDD format.

Additional Notes:

Leave NULL if student is not classified as special education eligible.

An error will occur if IEPBeginDate is a date in the future.

An error will occur when IEPBeginDate occurs before MostRecentIEPMeetingDate.

An error will occur when IEPEndDate has a value and IEPBeginDate is NULL, or blank.

If an IEPBeginDate is listed, either an EligibilityDeterminationDate *OR* a ReevaluationDate is required.

An error will occur when SpecialEducationPlacement has a value and IEPBeginDate is NULL, or blank.

An error will occur when any of the related services elements (data elements 59-63) has a value, and IEPBeginDate is NULL, or blank.

Name of Data Element: IEPEndDate

NJ DOE Number: 55

Definition: The date on which a student's current IEP ends.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education, IDEA Part B

Snapshot Dates: December 1

Type: Alpha	Min Length: 8	Max Length: 8	Reporting District: Resident

Range of Values: N/A

Required Element?: Yes. Mandatory for all students classified as special education eligible.

Format: Date must be in YYYYMMDD format.

Additional Notes:

Leave NULL if student is not classified as special education eligible.

An error will occur if IEPBeginDate has a value and IEPEndDate is NULL, or blank.

An error will occur when IEPBeginDate has a value, and the IEPEndDate is beyond 365 days from the IEPBeginDate.

An error will occur when IEPEndDate is a date before the IEPBeginDate.

If an IEPEndDate is listed, either an EligibilityDeterminationDate *OR* a ReevaluationDate is required.

An error will occur when SpecialEducationPlacement has a value, and IEPEndDate is NULL, or blank.

An error will occur when any of the related services elements (data elements 59-63) has a value, and IEPEndDate is NULL, or blank.

Name of Data Element: ReevaluationDate	**NJ DOE Number: 56**

Definition: The date on which a student was last reevaluated to determine his or her continued eligibility for special education services.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education, IDEA Part B

Snapshot Dates: December 1

Type: Alpha	Min Length: 8	Max Length: 8	Reporting District: Resident

Range of Values: N/A

Required Element?: Yes. Mandatory for all students who have been reevaluated.

Format: Date must be in YYYYMMDD format.

Additional Notes: Leave NULL if student is still receiving services under the initial IEP and has not yet been reevaluated.

Leave NULL if student is not classified as special education.

An error will occur if ReevaluationDate is a date in the future.

Either an EligibilityDeterminationDate **OR** a ReevaluationDate are required when:
An InitialIEPMeetingDate is listed;
A SpecialEducationClassification is listed;
A MostRecentIEPMeetingDate is listed;
An IEPBeginDate or an IEPEndDate is listed;
A SpecialEducationPlacement is listed.

Name of Data Element: SpecialEducationProcessDelayReason

Definition: The primary reason for delay in determination of special education eligibility for children served in Early Intervention Programs (Part C) whose referral and eligibility determination is past their third birthday, and for students age 6-21 whose eligibility is determined more than 90 days after parental consent to evaluate is provided.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education, IDEA Part B

Snapshot Dates: December 1

Type: Alpha   Min Length: 2   Max Length: 2   Reporting District: Resident

Range of Values:

01 = Incomplete Residency/Enrollment Information: Parent failed to complete the residency/enrollment information in a timely manner (more than 15 days) after receipt of the forms.

02 = Additional Evaluations Needed (After Initial Evaluation Plan): After the initial evaluation plan, it was determined that additional assessments were needed.

03 = Specialized Evaluations Needed: Evaluations by specialists not employed by the district were not completed within required timelines.

04 = Delays in Scheduling Evaluation/Assessments: The child or parent was unavailable due to illness, vacation, etc.

05 = Missed Appointments by the Child or Parent: The parent repeatedly missed or cancelled scheduled appointments for assessments/interviews/meetings.

06 = Vacancies of Child Study Team or Related Services Personnel: The school district had child study team or related services personnel vacancies that delayed the completion of the assessments within required timelines

07 = Child Study Team or Related Services Personnel were Unavailable: Child study team or related services personnel were not able to complete assessments within the required timelines due to vacation, illness, or large numbers of evaluations to be completed.

The following code applies only to students with disabilities ages 6-21:

08 = Mediation or a Due Process Hearing: A request for mediation or a due process hearing was filed with the Office of Special Education Programs after the school district received consent to evaluate but before the 90th day.

The following two additional codes apply ONLY for children served in Early Intervention Programs (Part C), reasons for delays beyond 3rd birthday in eligibility determination process:

09 = Late Referral: if the written referral for the initial evaluation was made fewer than 120 days prior to age 3

10 = Delay in Receipt of Consent to Evaluate: Parent failed to attend the identification/evaluation planning meeting and/or did not provide consent in a timely manner (more than 15 days) after the meeting.

11= Mediation or a Due Process Hearing: A request for mediation or a due process hearing was filed with the Office of Special Education Programs after the school district received the referral but before the child's 3rd birthday.

Required Element?: Yes, for all students whose eligibility determination occurred after required due date.

Additional Notes: Leave NULL if not applicable.

Do not report delay reason for: A) Students who moved out of the school district prior to completion of the evaluation; or B) students whose evaluations were completed according to an extended timeline pursuant to N.J.A.C. 6A: 14- 3.4(e) *[if the student enrolls after initial evaluation was undertaken by the previous district but prior to the completion of the initial evaluation, the parent and district may agree to a specified modified timeframe for completing the evaluation]*

An error will occur when a student is 6-21 years of age,, the EligibilityDeterminationDate is more than 90 days from the ParentalConsentDate, the ParentalConsentDate has occurred after June 30, 2006, and SpecialEducationProcessDelayReason is NULL, or blank.

An error will occur when the ReferralDate occurs before a student's third birthday, the ReferralDate occurs after June 30, 2006, the EligibilityDeterminationDate occurs after the student's third birthday, and SpecialEducationProcessDelayReason is NULL, or blank.

If a student is four years of age or older, SpecialEducationProcessDelay codes 09, 10 and 11 are invalid and will result in an error.

If a student is younger than six years of age and older than 21 years of age, SpecialEducationProcessDelay code 08 is invalid and will result in an error.

Name of Data Element: SpecialEducationPlacement

NJ DOE Number: 58

Definition: The placement group in which the student with the disability is currently receiving special education and related services.

Functional, Policy or Legal Description: NJ DOE, Division of Finance, Office of Special Education, IDEA Part B

Snapshot Dates: December 1

Type: Alpha | Min Length: 2 | Max Length: 2 | Reporting District: Resident

Range of Values:

For Age 3-5:

01 = 80% or more of the school day in the presence of regular education students *(students who attend a regular Early Childhood program or kindergarten that includes at least 50% nondisabled children for at least 80% of their school day. Early Childhood programs include, but are not limited to: Head Start; kindergarten; privately operated general education preschool;, preschool classes offered to an eligible pre-kindergarten population by the public school system; and group childcare.)*

02 = Between 40-79% of the school day in the presence of regular education students *(students who attend a regular Early Childhood program or kindergarten that includes at least 50% nondisabled children for between 40%-79% of their school day. This does not include children who are reported as receiving education programs in public or private separate schools or residential facilities)*

03 = Less than 40% of the school day in the presence of regular education students *(students who attend a regular Early Childhood program or kindergarten that includes at least 50% nondisabled children for less than 39% of their school day. This includes students who are in out-of-district placements including public and approved private school programs that are operated in public school buildings with regular education grades. This does not include children who are reported as receiving education programs in public or private separate schools or residential facilities)*

04 = Separate class *(students who attend a special education program in a class with less than 50% nondisabled children. Does not include children who also attend a regular early childhood program)*

05 = Separate school *(students receiving special education and related services for greater than 50% of the school day in public or private separate schools)*

06 = Residential facility *(students who receive education programs and live in public or private residential facilities during the school week. Includes children receiving special education and related services for greater than 50% of the school day in public or private residential facilities)*

07 = Home *(students who receive special education and related services in the principal residence of the child's family or caregivers/babysitters, and who DID NOT attend an early childhood program or a special education*

program provided in a separate class, separate school, or residential facility. Includes children who receive special education both at home and in a service provider location)

08 = **Service Provider Location** *(students who receive all of their special education and related services from a service provider and who DID NOT attend an early childhood program or a special education program provided in a separate class, separate school, or residential facility. For example, speech instruction provided in: a private clinician's office, in clinicians; offices located in school buildings, hospital facilities on an outpatient basis, or libraries or other public locations. Do not include children who also receive special education at home. Children who receive special education both in a service provider location and at home should be reported in the home category)*

For Age 6-21:

09 = **80% or more of the school day in the presence of regular education students** *(students included in the regular education setting at least 80% of the school day)*

10 = **Between 40-79% of the school day in the presence of regular education students** *(students included in the regular education setting from 40% to 79% percent of the school day)*

11 = **Less than 40% of the school day in the presence of regular education students** *(students who are included in the regular education setting up to 39% of the school day. This includes students who are in out-of-district placements including public and approved private school programs that are operated in public school buildings with regular education grades)*

12 = **Public Separate School** *(students who receive special education and related services for more than 50% of the school day in <u>a public school building without regular education students</u>. These settings may include the following receiving schools: educational services commission, regional day school, special services school district, jointure commission, public college operated program)*

13 = **Private Day School** *(students who receive special education and related services at public expense for more than 50% of the school day in a separate private school for the disabled. In addition to reporting students who attend a separate private day program, districts should report students in residential programs for whom the district pays only the educational costs and not the residential costs)*

14 = **Private Residential** *(students who receive special education and related services in a private residential facility for greater than 50% of the school day and lived in the facility during the school week. The district of residence reports the student in this placement group when the district pays both the educational and residential costs. Districts should not report students in residential programs at Katzenbach School for the Deaf or whose residential costs are paid by the Department of Human Services as they are reported by those agencies respectively)*

15 = Public Residential ***STUDENTS IN THIS PLACEMENT GROUP ARE REPORTED BY DHS AND KATZENBACH SCHOOL FOR THE DEAF ONLY. DISTRICTS SHOULD NOT REPORT STUDENTS USING THIS CODE.***

16 = **Home Instruction** *(students receiving special education and related services in the home, hospital, or other setting)*

17 = **Correctional Facility** *(students receiving special education and related services in short term detention facilities (community-based or residential) or longer term correctional facilities)*

<u>Required Element</u>: Yes, for all students classified as special education eligible.

Additional Notes:

Determining time in presence of regular education students:

For Age 3-5:
When determining whether to report a child in a general early childhood program, you must calculate the percentage of time the child spends in a regular early childhood program. A regular early childhood program includes at least 50% nondisabled students. The numerator for this calculation is the amount of time per week the child spends in a regular early childhood program. The denominator for this calculation is the total number of hours the child spends in a regular early childhood program PLUS any time the child spends receiving special education and related services outside of a regular early childhood program. The result is multiplied by 100.

For Age 6-21:
To calculate the percentage of time in the presence of general education students:
Divide the number of minutes per day in the presence of general education students by the total number of minutes in the entire school day (between the first and last bell) and multiply times 100.

If a student's schedule varies from day to day, calculate the percentage on a weekly basis:
Divide the number of hours per week in the presence of general education students by the total number of hours in the entire school week and multiply times 100.

Special education and related services provided in the regular education classroom should be counted as time spent in the presence of regular education students.

Additional Notes:

Leave NULL if student is not classified as special education eligible.

If a SpecialEducationPlacement is listed, either an EligibilityDeterminationDate *OR* a ReevaluationDate is required.

An error will occur when SpecialEducationClassification has a value and SpecialEducationPlacement is NULL, or blank.

An error will occur when IEPBeginDate has a value and SpecialEducationPlacement is NULL, or blank.

An error will occur when IEPEndDate has a value and SpecialEducationPlacement is NULL, or blank.

An error will occur if student is under 6 years old or over 21 years old and SpecialEducationPlacement codes 09-17 are listed.

An error will occur is student is over 6 years old and SpecialEducationPlacement codes 01-08 are listed.

Name of Data Element: CounselingServices

NJ DOE Number: 59

Definition: Indication of whether or not the student receives counseling services *as of Dec. 1st* according to their IEP. Counseling refers to regular counseling (at least monthly) provided by a school psychologist, school social worker, or guidance counselor received by the student, parent or guardian.

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

Snapshot Dates: December 1

Type: Alpha	Min Length: 1	Max Length: 1	Reporting District: Resident

Range of Values:

Y = Yes, student receives counseling services according to their IEP
N = No, student does not receive counseling services according to their IEP

Required Element: Yes, for all students classified as special education eligible

Format:
Y = Yes
N = No

Additional Notes:

Leave NULL if student is not classified as special education eligible.

Name of Data Element: OccupationalTherapyServices

NJ DOE Number: 60

Definition: Indication of whether or not the student receives occupational therapy services *as of Dec. 1st* according to their IEP. Occupational Therapy services refers to services specified in the student's IEP for: improving, developing or restoring functions impaired or lost through illness, injury or deprivation; improving ability to perform tasks for independent functions when functions are impaired or lost; and preventing, through early intervention, initial or further impairment or loss of function.

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

Snapshot Dates: December 1

Type: Alphanumeric | Min Length: 1 | Max Length: 1 | Reporting District: Resident

Range of Values:

Y = Yes, student receives occupational therapy services according to their IEP
N = No, student does not receive occupational therapy services according to their IEP

Required Element?: Yes, for all students classified as special education eligible

Format:

Y = Yes
N = No

Additional Notes: Leave NULL if student is not classified as special education eligible.

Name of Data Element: PhysicalTherapyServices

NJ DOE Number: 61

Definition: Indication of whether or not the student receives physical therapy services *as of Dec. 1st* according to their IEP.   Physical Therapy refers to services and treatments as specified in the student's IEP provided by a qualified physical therapist.

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

Snapshot Dates: December 1

Type: Alpha	Min Length: 1	Max Length: 1	Reporting District: Resident

Range of Values:

Y = Yes, student receives physical therapy services according to their IEP
N = No, student does not receive physical therapy services according to their IEP

Required Element?: Yes, for all students classified as special education eligible

Format:

Y = Yes
N = No

Additional Notes: Leave NULL if student is not classified as special education eligible.

Name of Data Element: SpeechLanguageTherapyServices

NJ DOE Number: 62

Definition: Indication of whether or not the student receives speech language therapy services *as of Dec. 1st* according to their IEP. Speech Language Therapy refers to services for the habilitation or prevention of communicative disorders as specified in the student's IEP in addition to another special education program.

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

Snapshot Dates: December 1

Type: Alpha	Min Length: 1	Max Length: 1	Reporting District: Resident

Range of Values:

Y = Yes, student receives speech language services according to their IEP
N = No, student does not receive speech language services according to their IEP

Required Element?: Yes, for all students classified as special education eligible

Format:

Y = Yes
N = No

Additional Notes: Leave NULL if student is not classified as special education eligible.

Name of Data Element: OtherRelatedServices	**NJ DOE Number: 63**

Definition: Indication of whether or not the student receives other related services *as of Dec. 1st* according to their IEP. This category represents other related services which include, but are not limited to, such developmental, corrective, and other supportive services as are required to assist a student with a disability to benefit from special education as specified in the student's IEP. The include, but are not limited to, audiology services, psychological services, recreation, rehabilitation counseling, orientation and mobility services, and medical services for diagnostic or evaluation purposes, school nursing services, and parent counseling or training that is related to the education of the student. Transportation is NOT included in other related services.

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

Snapshot Dates: December 1

Type: Alpha	Min Length: 1	Max Length: 1	Reporting District: Resident

Range of Values:

Y = Yes, student receives other related services according to their IEP
N = No, student does not receive other related services according to their IEP

Required Element?: Yes, for all students classified as special education eligible	

Format:

Y = Yes

N = No

Additional Notes: Leave NULL if student is not classified as special education eligible.