

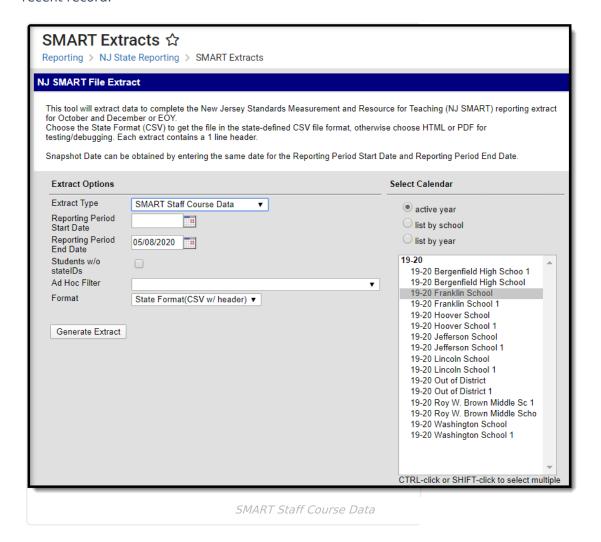
SMART Staff Course Data Extract (New Jersey)

Last Modified on 03/11/2024 8:44 am CDT

Tool Search: SMART Extracts

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The Staff Course Data Extract reports a record for each staff member who is responsible for the roster in a course that is active during the reporting start and end dates. If this staff member enters, exits and then re-enters the same course section, information is reported from the most recent record.



Report Logic

The extract will first look for a **Primary Teacher**, **Teacher** or **Staff** listed as the Teacher of Record on the **Staff** History tool. If no Primary Teacher is assigned, the report will look for a **Teacher** assignment. If no Primary Teacher or Teacher assignment exists, the report then looks for a **Staff Member** assignment.



If a course section does not have any students scheduled into it, that section is not included in the report.

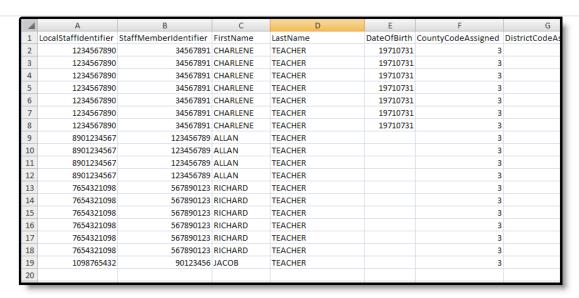
Report Editor

Field	Description
Extract Type	Selection determines which extract generates.
Reporting Period Start Date	Entered date determines the time frame of the extract, reporting only that student data as of that date. Dates are entered in mmddyy format or can be chosen by using the calendar icon.
Reporting Period End Date	Entered date determines the time frame of the extract, reporting only that student data as of that date. Dates are entered in mmddyy format or can be chosen by using the calendar icon. The end date field is auto-populated with the current date.
Students without state IDs	When marked, students who are not assigned a state ID will be returned, in addition to those students who do have a state ID.
Ad hoc Filter	When selected, only those students in the filter will be included on the selected SMART extract.
Format	SMART Extracts generate in either HTML format or in CSV format (state format).
Calendar Selection	Selection indicates from where the data is pulled.
Report Generation	Use the Generate Extract button to display the results of the extract immediately.

Generate the Extract

- 1. Select **SMART Staff Course Data** from the **Extract Type** dropdown list.
- 2. Enter a Reporting Period Start Date.
- 3. Enter a Reporting Period End Date.
- 4. Mark the **Student w/o stateIDs** if those students should not appear in the report.
- 5. Select ad **Ad hoc Filter,** if desired.
- 6. Indicate the **Format** in which in which the report should generate.
- 7. Click the **Generate Extract** button to generate the report in the desired format.





Staff Course Data Extract - State Format (CSV)

LocalStaffIdentifier	StaffMemberIdentifier	FirstName	LastName	DateOfBirth	CountyCodeAssigned	DistrictCo
0000000000	00000000	CHARLENE	TEACHER	19710731	3	0300
0000000000	00000000	CHARLENE	TEACHER	19710731	3	0300
0000000000	00000000	CHARLENE	TEACHER	19710731	3	0300
0000000000	00000000	CHARLENE	TEACHER	19710731	3	0300
0000000000	00000000	CHARLENE	TEACHER	19710731	3	0300
0000000000	00000000	CHARLENE	TEACHER	19710731	3	0300
0000000000	00000000	CHARLENE	TEACHER	19710731	3	0300
0000000000	00000000	ALLAN	TEACHER		3	0300
0000000000	00000000	ALLAN	TEACHER		3	0300
0000000000	00000000	ALLAN	TEACHER		3	0300
0000000000	00000000	ALLAN	TEACHER		3	0300
0000000000	00000000	RICHARD	TEACHER		3	0300
0000000000	00000000	RICHARD	TEACHER		3	0300
0000000000	00000000	RICHARD	TEACHER		3	0300
0000000000	00000000	RICHARD	TEACHER		3	0300

Staff Course Data Extract - HTML Format

Report Layout

Data Element	Description	Location
Local Staff Identifier	A unique number or alphanumeric code assigned to a staff member by the district. Alphanumeric, 20 characters.	Census > People > Demographics > Person Identifiers > Local Staff Number Person.staffNumber



Data Element	Description	Location
Staff Member Identifier	A unique number assigned and maintained by the New Jersey Department of Education that is unique for each staff member. Numeric, 8 digits	Census > People > Demographics > Person Identifiers > Staff State ID Person.staffStateID
First Name	The staff person's legal first name. Alphanumeric, 30 characters	Census > People > Demographics > Person Information > First Name Identity.firstName
Last Name	The staff person's legal last name. Alphanumeric, 50 characters	Census > People > Demographics > Person Information > Last Name Identity.lastName
Date of Birth	Staff person's date of birth. Date field, 8 characters (YYYYMMDD)	Census > People > Demographics > Person Information > Birth Date Identity.birthDate
County Code Assigned	Indicates the New Jersey county in which the staff member is employed during the course start and end date. Numeric, 2 digits	Census > People > District Employment > Employment Information System Administration > Resources > Counties > Number Counties.number
District Code Assigned	Indicates the local education agency in which the staff member is employed during the course start and end date. Numeric, 4 digits	Census > People > District Employment > Employment Information System Administration > Resources > District Information > State District Number District.Number
School Code Assigned	Indicates the school in which the staff member is employed during the course start and end date. Numeric, 3 digits	Census > People > District Employment > Employment Information System Administration > Resources > School > State School Number School.Number



Data Element	Description	Location
Section Entry Date	The most recent date the staff member was assigned to the specific section of the course. If the Primary Teacher Start Date field is blank, the value reports from the Term Start Date entered in Calendar Terms. When more than one record exists for the Primary Teacher, the most recent record reports. Date field, 8 characters (YYYYMMDD)	Scheduling > Courses > Course > Section > Staff History > Start Date StaffHistory.startDate
Section Exit Date	The last date the staff member was assigned to the specific section of the course. If the Primary Teacher End Date field is blank, the value reports from the Term End Date entered in Calendar Terms. When more than one record exists for the Primary Teacher, the most recent record reports. Date field, 8 characters (YYYYMMDD)	Scheduling > Courses > Course > Section > Staff History > End Date StaffHistory.endDate
Subject Area	The general content code per the NCES SCED code listing. Numeric, 2 digits	Scheduling > Courses > Course > NCES Data > SCED Subject Area Course.scedCourseID
Course Identifier	NCES-assigned course code. Numeric, 3 digits	Scheduling > Courses > Course > NCES Data > SCED Course Identifier Course.scedCourseID



Data Element	Description	Location
Course Level	Indicates the level of rigor for the course.	Scheduling > Courses > Course > NCES Data > SCED Course Level
	See the NCES Data information for more information.	Course.scedCourseLevel
	Alphanumeric, 1 character	
Grade Span	Identifies the intended grade span for a prior-to-secondary course.	Scheduling > Courses > Course > NCES Data > SCED Lowest Grade, SCED Highest Grade
	Alphanumeric, 4 characters	Course.scedLowestGrade
		Course.scedHighestGrade
Available Credit	Identifies the amount of credits available toward graduation to a student who successfully meets	Scheduling > Courses > Course > NCES Data > SCED Available Credit
	the objectives of the course.	Course.scedAvailableCredit
	Range of values - 0.000 to 20.000	
	Numeric, 6 digits	
Course Sequence	Indicates the course's consecutive sequence, interpreted as Part N of M and is reported as NM.	Scheduling > Courses > Course > NCES Data > SCED Sequence Course.scedSequenceNum
	Range of values - 11 to 99	Course.scedSequenceMax
	Numeric, 2 digits	
Local Course Title	District's local name for the course.	Scheduling > Courses > Course > Name
Title	Alphanumeric, 50 characters	Course.name
Local Course Code	District's local number for the course.	Scheduling > Courses > Course > Number
	Alphanumeric, 15 characters	Course.number



Data Element	Description	Location
Local Section Code	District's local section number of the course.	Scheduling > Courses > Course > Section > Section Number
	Alphanumeric, 10 characters	Section.number