

# SMART Staff Course Data Extract (New Jersey)

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Tool Search: SMART Extracts

[Report Logic](#) | [Report Editor](#) | [Generate the Extract](#) | [Report Layout](#)

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.

SMART Extracts ☆

Reporting > NJ State Reporting > SMART Extracts

NJ SMART File Extract

This tool will extract data to complete the New Jersey Standards Measurement and Resource for Teaching (NJ SMART) reporting extract for October and December or EOY.  
Choose the State Format (CSV) to get the file in the state-defined CSV file format, otherwise choose HTML or PDF for testing/debugging. Each extract contains a 1 line header.

Snapshot Date can be obtained by entering the same date for the Reporting Period Start Date and Reporting Period End Date.

Extract Options

Extract Type

SMART Staff Course Data ▼

Reporting Period Start Date

Reporting Period End Date

05/08/2020

Students w/o stateIDs

☐

Ad Hoc Filter

Format

State Format(CSV w/ header) ▼

Generate Extract

Select Calendar

☒ active year

☐ list by school

☐ list by year

19-20

19-20 Bergenfield High Schoo 1

19-20 Bergenfield High School

19-20 Franklin School

19-20 Franklin School 1

19-20 Hoover School

19-20 Hoover School 1

19-20 Jefferson School

19-20 Jefferson School 1

19-20 Lincoln School

19-20 Lincoln School 1

19-20 Out of District

19-20 Out of District 1

19-20 Roy W. Brown Middle Sc 1

19-20 Roy W. Brown Middle Scho

19-20 Washington School

19-20 Washington School 1

CTRL-click or SHIFT-click to select multiple

SMART Staff Course Data

## 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
<b>Extract Type</b>	Selection determines which extract generates.
<b>Reporting Period Start Date</b>	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.
<b>Reporting Period End Date</b>	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.
<b>Students without state IDs</b>	When marked, students who are not assigned a state ID will be returned, in addition to those students who do have a state ID.
<b>Ad hoc Filter</b>	When selected, only those students in the filter will be included on the selected SMART extract.
<b>Format</b>	SMART Extracts generate in either HTML format or in CSV format (state format).
<b>Calendar Selection</b>	Selection indicates from where the data is pulled.
<b>Report Generation</b>	Use the <b>Generate Extract</b> 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 hoc Filter**, if desired.
6. Indicate the **Format** in which the report should generate.
7. Click the **Generate Extract** button to generate the report in the desired format.

	A	B	C	D	E	F	G
1	LocalStaffIdentifier	StaffMemberIdentifier	FirstName	LastName	DateOfBirth	CountyCodeAssigned	DistrictCodeAssigned
2	1234567890	34567891	CHARLENE	TEACHER	19710731	3	
3	1234567890	34567891	CHARLENE	TEACHER	19710731	3	
4	1234567890	34567891	CHARLENE	TEACHER	19710731	3	
5	1234567890	34567891	CHARLENE	TEACHER	19710731	3	
6	1234567890	34567891	CHARLENE	TEACHER	19710731	3	
7	1234567890	34567891	CHARLENE	TEACHER	19710731	3	
8	1234567890	34567891	CHARLENE	TEACHER	19710731	3	
9	8901234567	123456789	ALLAN	TEACHER		3	
10	8901234567	123456789	ALLAN	TEACHER		3	
11	8901234567	123456789	ALLAN	TEACHER		3	
12	8901234567	123456789	ALLAN	TEACHER		3	
13	7654321098	567890123	RICHARD	TEACHER		3	
14	7654321098	567890123	RICHARD	TEACHER		3	
15	7654321098	567890123	RICHARD	TEACHER		3	
16	7654321098	567890123	RICHARD	TEACHER		3	
17	7654321098	567890123	RICHARD	TEACHER		3	
18	7654321098	567890123	RICHARD	TEACHER		3	
19	1098765432	90123456	JACOB	TEACHER		3	
20							

Staff Course Data Extract - State Format (CSV)

Smart Staff Course Data File Records:566						
LocalStaffIdentifier	StaffMemberIdentifier	FirstName	LastName	DateOfBirth	CountyCodeAssigned	DistrictCodeAssigned
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	19710731	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
<b>Local Staff Identifier</b>	<p>A unique number or alphanumeric code assigned to a staff member by the district.</p> <p><i>Alphanumeric, 20 characters.</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Local Staff Number</p> <p>Person.staffNumber</p>

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

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

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

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