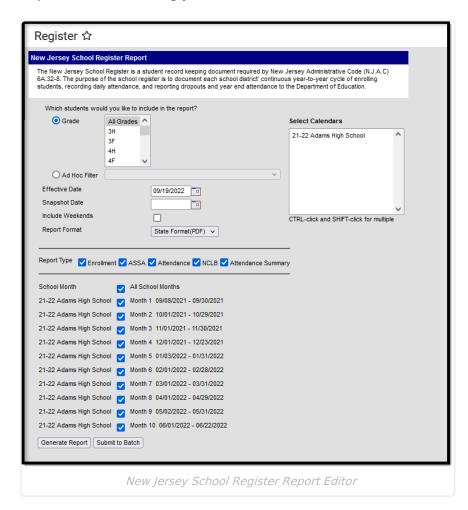# Register Report (New Jersey)

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Tool Search: Register

This report is required by New Jersey Administrative Code (N.J.A.C.) 6A:32-8 that documents each school district's continuous cycle of enrolling students, recording daily attendance, reporting dropouts, and submitting year-end attendance to the DOE.

New Jersey School Register Report Editor

Report Logic

The Register Report collects student enrollment data and attendance data by grade or by self-contained special education programs, as well as six NCLB subgroups (race, gender, low income, migrant status, LEP and IEP).

A student will be reported if the following are true:

- The student has an enrollment record within the same calendar as the calendar selected on

the report editor.
- The enrollment service type MUST be Primary.
- The student's State Reporting Enrollment Editor is populated with data.
- The student has attendance information between the enrollment start date and end date (or the enrollment end date is null) for that calendar.
- Student attendance information is not entered in a non-instructional period.
- The School Month is one of those selected, and the attendance date is between that school month's start and end date.

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Report Editor Details

The following information explains the Report Editor elements.

Option	Description
Student Selection	The Register Report requires the selection of students by either a **Grade Level** or an **Ad hoc Filter**. • **Grade levels** are created on the Calendar. Grade levels are not filtered based on the school selected in the Campus toolbar. • **Ad hoc filters** contain a subset of students meeting the fields selected in the Ad hoc Reporting Filter Designer. An **Enrollment Effective Date** can also be entered. This date reflects the current enrollment status of students. If a student was actively enrolled on the entered date, he/she will be included in the report. The field is defaulted to the current date, but can be changed to more accurately reflect the time periods for which the report is being generated. A date is required in order to generate the report. A **Snapshot Date** can be entered to return only students who are actively enrolled as of the snapshot date. The Enrollment Effective Date can be different than the Snapshot Date.
Include Weekends	When marked, includes weekend days that may be marked as instructional/attendance days. When not marked, regular school days (Monday-Friday) are included. Any instructional weekend days are included in the count in the following fields for the selected report types: • Total Instructional Days • Days Total • Days Present • Days Absent • Expand Individual Day Attendance • Days Open • Days Possible
Report Format	Indicates how the report generates - State Format (PDF) or DOCX format.

Option	Description
Calendar Selection	The Register Report requires the selection of at least on calendar for a school. The available list of calendars is dependent upon the School and Year selected in the Campus toolbar.
Report Type	The Register Report can be generated for the following types of data: • Enrollment • ASSA • NCLB • Attendance • Attendance Summary When the ASSA checkbox is marked, the Snapshot Date field must be populated. All report types can be chosen at one time; however, doing so may slow server response time and delay the generation of the report. The images in the **Generating the Report** section represent each report type.
School Month	School months are created in the Calendar toolset and represent a specific length of time in the school year. For New Jersey, each school month for each school calendar should start with the first instructional day of the physical month to the last instructional day of the month. If the first day of the month falls on a Saturday or Sunday, the school month start date should be the date of the first Monday. The report can be generated for all school months or for a selection of school months. To select specific school months, unselect the **All School Month** option. This will remove the checkboxes from the available school months. Mark the desired school months to include on the report.
Report Generation	Use the **Generate Report** button to generate the results immediately. Or, use the Submit to Batch button to determine when the extract should generate. Submit to Batch is helpful with the data set is large or there are multiple calendars selected.

Generate the Report

1. Select the students to include on the report by choosing a **Grade level** or an **Ad hoc Filter**.
2. Enter an **Enrollment Effective Date** in *mmddyy* format, or use the **Calendar** icon to select a date.
3. Enter a **Snapshot Date** in *mmddyy* format, or use the **Calendar** icon to select a date. When entered, this date prints in the Report Header next to the Total Students reported.
4. If desired, mark the **Include Weekends** checkbox.
5. Select the desired **Report Format**.
6. Select the **Calendar(s)** to include on the report.
7. Select the **Report Type(s)** to include on the report.
8. Select the appropriate **School Months** to include on the report.
9. Click the **Generate Report** button or the **Submit to Batch** button. The report displays in a new window in the selected format.

Report Examples

An example report of each type is provided below.

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Enrollment Report Type

Element Name	Description	Location
Program Type	The primary program of instruction for the student. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > State Reporting Fields > Program Type EnrollmentNJ.program Type
Name	Student's legal name in Last Name, First Name order. *Alphanumeric, 50 characters*	Census > People > Demographics > Person Information > Last Name Census > People > Demographics > Person Information > First Name Identity.lastName Identity.firstName
State ID	Identification number of the student assigned by the state DOE. *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > Student State ID Person.stateID
Grade	Student's current grade level. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > Grade Enrollment.grade
Classification	Determined disability of the student. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > Special Education Fields > Primary Disability Enrollment.disability
Date of Birth - Year	Student's year of birth (reports the last two digits of the year). *Numeric, 2 digits*	Census > People > Demographics > Person Information > Birth Date Identity.birthDate

Element Name	Description	Location
Date of Birth - Month	Student's month of birth. *Numeric, 2 digits*	Census > People > Demographics > Person Information > Birth Date Identity.birthDate
Date of Birth - Day	Student's day of birth. *Numeric, 2 digits*	Census > People > Demographics > Person Information > Birth Date Identity.birthDate
Gender	Indication of student being either male or female. *Alphanumeric, 1 character (M or F)*	Census > People > Demographics > Person Information > Gender Identity.gender
Race	Federal Race/ethnicity designation of the student. *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Primary Race Ethnicity Identity.raceEthnicity
Low Income	Indication of student meeting the requirements for free/reduced lunch. Options are: • F: Enrolled in Free Lunch • N: None - Full Price • R: Enrolled in Reduced Rate Lunch *Alphanumeric, 1 character*	Student Information > General > Enrollments > State Reporting Fields > Free/Reduced Meal Status Enrollment.mealStatus
LEP	Indication of the student being Limited English Proficient *Alphanumeric, 1 character*	Student Information > General > Enrollments > State Reporting Fields > LEP Reporting Fields > LEP Entry Date EnrollmentNJ.school EntryDate
Migrant	Indication of student being considered a migrant. *Alphanumeric, 1 character*	Student Information > General > Enrollments > State Reporting Fields > Migrant Enrollment.migrant

Element Name	Description	Location
Shared Time	Indicates the student is enrolled in two programs. *Bit field, 1 character*	Student Information > General > Enrollments > State Reporting Fields > Shared Time CustomStudent Enrollment. sharedTime
Resident District	Indicates the school district in which the student resided. *Alphanumeric, 12 characters*	Student Information > General > Enrollments > State Reporting Fields > Resident District Enrollment.resident District
Tuition	Code indicating description of how tuition is paid. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > State Reporting Fields > Tuition Code EnrollmentNJ. tuitionCode
Entry Status Code	The student's Enrollment Start Status. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > General Enrollment Information > Start Status Enrollment.start Status
Entry Status Date	Date student began enrollment at the school. *Date field, 8 characters MM/DD/YY*	Student Information > General > Enrollments > General Enrollment Information > Start Date Enrollment.startDate
School Choice Code	This field is not used.	
School Choice Date	This field is not used.	
School Choice Name	This field is not used.	
School Choice Location	This field is not used.	
District School	Indicates the school the student attends. *Numeric, 4 digits*	Student Information > General > Enrollments > State Reporting Fields > Attendance District Enrollment.district School

Element Name	Description	Location
Transfer Out/Dropout/Reentry Code	Enrollment end code assigned to the student upon ending enrollment. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > General Enrollment Information > End Status Enrollment.endStatus
Transfer Out/Dropout/Reentry Date	Date the student ended enrollment at the school. *Date field, 8 characters MM/DD/YY*	Student Information > General > Enrollments > General Enrollment Information > End Date Enrollment.endDate
Re-Enroll More 2x	If the student transfers out and in more than two times, a value of Y report. Otherwise, no value reports. *Alphanumeric, 1 character (Y)*	Calculated Value
Final Status Code	Enrollment end code assigned to the student upon ending enrollment. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > General Enrollment Information > End Status Enrollment.endStatus
Final Status Date	Date the student ended enrollment at the school. *Date field, 8 characters MM/DD/YY*	Student Information > General > Enrollments > General Enrollment Information > End Date Enrollment.endDate
Head Count	Total number of students included in the report in the designated program type. *Numeric, 5 digits*	Not dynamically stored

ASSA Report Type

The ASSA Report Type requires the entry of the Snapshot Date on the Report Editor. Summary totals are based on the state grade level of the students. Each row corresponds to a specific state grade level.

Element Name	Description
Line, Enrollment Category	Line number (to left of equal sign) relates to a specific state grade level. Enrollment Category (to the right of the equal sign) relates to the state grade level. C1 = 3H C2 = 4H, 5H D1 = 3E D2 = 4F, 5F 01 = DH, KH 02 = DF, PF, KF 03 = 01 04 = 02 05 = 03 06 = 04 07 = 05 08 = 06 09 = 07 10 = 08 11 = 09 12 = 10 13 = 11 14 = 12 15 = PG 16 = A2 17 = A1 18 = Sum of lines C1-17 19 = Special Ed Status of Y, Primary Disability 01-16, State Grades 3H-05, KF, KH 20 = Special Ed Status of Y, Primary Disability 01-16, State Grades 06-08 21 = Special Ed Status of Y, Primary Disability 01-16, State Grades 09-12 28 = Sum of lines 19-21 37 = Program Type 56 38 = Program Type 57 39 = Sum of all individual line totals
Enrollment Categories	Defines
In-District	
Total Onroll Full Time	Reports the total number of students who are NOT considered as Shared Time (chosen on Enrollment Record).
Total Onroll Shared Time	Reports the total number of students who are considered as Shared Time (chosen on Enrollment Record).
Low Income Onroll	

Element Name	Description
Free Lunch Full Time	Reports total number of students whose eligibility is Reduced and ARE NOT marked as Shared Time.
Free Lunch Shared Time	Reports total number of students whose eligibility is Free and ARE marked as Shared Time.
Reduced Lunch Full Time	Reports total number of students whose eligibility is Reduced and ARE NOT marked as Shared Time.
Reduced Lunch Shared Time	Reports total number of students whose eligibility is Reduced and ARE marked as Shared Time.
LEP Onroll	
LEP Not Low Income Full Time	Reports total number of students who have a Program Status of LEP and ARE NOT marked as Shared Time.
LEP Not Low Income Shared Time	Reports total number of students who have a Program Status of LEP and ARE marked as Shared Time.
LEP and Low Income Full Time	Reports total number of students who have a Program Status of LEP, have an eligibility of Free or Reduced and ARE NOT marked as Shared Time.
LEP and Low Income Shared Time	Reports total number of students who have a Program Status of LEP, have an eligibility of Free or Reduced and ARE marked as Shared Time.
Speech Only	
Onroll Full Time	Reports total number of students who have a Special Ed Status of Y, a Primary Disability of 17 and ARE NOT marked as Shared Time.
Onroll Shared Time	Reports total number of students who have a Special Ed Status of Y, a Primary Disability of 17 and ARE marked as Shared Time.

NCLB Report Type

This section of the Register Report provides total calculations of students by subgroup based on Days Possible, Days Present and Head Count.

Element	Description	Location
Low Income Summary		
Low Income	Low Income is F or R.	Student Information > General > Enrollments > State Reporting Fields > Low Income

Element	Description	Location
Not Low Income	Low Income is neither F nor R.	Student Information > General > Enrollments > State Reporting Fields > Low Income
Gender		
Male	Gender is male.	Census > People > Demographics > Person Information > Gender
Female	Gender is female.	Census > People > Demographics > Person Information > Gender
IEP Summary		
IEP	Classification is not blank.	Student Information > General > Enrollments > Special Education Fields > Special Education Status
Not IEP	Classification is null or blank.	Student Information > General > Enrollments > Special Education Fields > Special Education Status
LEP Summary		
LEP	LEP is not blank.	Student Information > General > Enrollments > State Reporting Fields > LEP Reporting Fields > LEP Program Type
Not LEP	LEP is null or blank.	Student Information > General > Enrollments > State Reporting Fields > LEP Reporting Fields > LEP Program Type
Migrant Summary		
Migrant	Migrant is Y.	Student Information > General > Enrollments > State Reporting Fields > Migrant
Not Migrant	Migrant is not Y.	Student Information > General > Enrollments > State Reporting Fields > Migrant
Race/Ethnicity Summary		
Asian	Race Ethnicity is A.	Census > People > Demographics > Person Information > Race/Ethnicity

Element	Description	Location
Black (Not Hispanic)	Race Ethnicity is B.	Census > People > Demographics > Person Information > Race/Ethnicity
Hispanic	Race Ethnicity is H.	Census > People > Demographics > Person Information > Race/Ethnicity
American Indian or Alaskan Native	Race Ethnicity is I.	Census > People > Demographics > Person Information > Race/Ethnicity
Pacific Islander	Race Ethnicity is P.	Census > People > Demographics > Person Information > Race/Ethnicity
White (Not Hispanic)	Race Ethnicity is W.	Census > People > Demographics > Person Information > Race/Ethnicity

Attendance Report Type

Symbol/Number	Description
-	Off Roll Day
|	Non-Instructional Day
1	A full day's absence
2	Absent, never attended
3	Excused absence due to religious holiday or Bring Your Child to Work Day
4	Excused absence from vocational school, residential district closed - no transportation
5	A half day's absence
7	Home Instruction

Element	Definition	Location
Program Type	The primary program of instruction for the student. See the Program Type table for options. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > State Reporting Fields > Program Type EnrollmentNJ. programType
Grade Level	Student's current grade level. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > Grade Enrollment.grade

Element	Definition	Location
Student Name	Student's legal name in Last Name, First Name order. *Alphanumeric, 50 characters*	Census > People > Demographics > Person Information > Last Name Census > People > Demographics > Person Information > First Name Identity.lastName Identity.firstName
School Month	Period of time for which the report was generated, as selected on the Report Editor. *Alphanumeric, 25 characters*	Not dynamically stored
Days		
Total	Total number of instructional days in the selected school month(s). *Numeric, 4 digits*	System Administration > Calendar > Calendar > School Months Calculation, not dynamically stored
Present	Total number of instructional days the student was considered present during the selected school month(s). *Numeric, 4 digits*	Student Information > General > Attendance Calculation, not dynamically stored
Absent	Total number of instructional days the student was considered absent during the selected school month(s). *Numeric, 4 digits*	Student Information > General > Attendance Calculation, not dynamically stored
Excessive Absence Reason/Dates	This field is not used.	

Attendance Summary Report Type

Element	Definition	Location
Program Type	The primary program of instruction for the student. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > State Reporting Fields > Program Type EnrollmentNJ. programType
School Month	Period of time for which the report was generated, as selected on the Report Editor. *Alphanumeric, 25 characters*	Not dynamically stored
Total for the Year	Total number of days in the school month for the entire year. *Numeric, 2 digits*	Not dynamically stored
Days Open	Total number of instructional days in the selected school month. *Numeric, 2 digits*	Not dynamically stored
Days Possible	Total number of possible days of school attendance for each student in the program. *Numeric, 6 digits*	Not dynamically stored
Days Present	Total number of possible days present for each student in the program. *Numeric, 6 digits*	Not dynamically stored
Head Count	Total number of students enrolled in the program during the school month. *Numeric, 3 digits*	Not dynamically stored