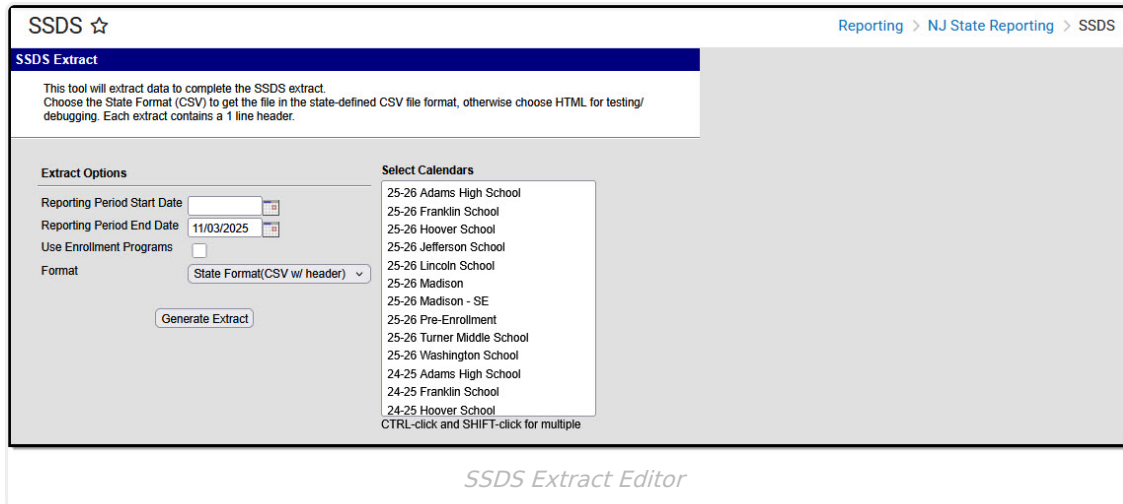# SSDS Extract (New Jersey)

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: SSDS

The Student Safety Data System (SSDS) collects and reports data regarding behavioral incidents to comply with state and federal reporting requirements.

SSDS Extract Editor

Report Logic

Students in the selected calendar who meet the following criteria will report on the extract:

- The Event Date is in the date range of the Reporting Period Start Date and the Reporting Period End Date.
- The Behavior Role is Offender or Victim.
- The State Behavior Event codes are selected from the State Event Code (Behavior>Event Types>Detail Information>State Code).
- The Participant value assigned to the event is 02: Student with Disability and a State Resolution Code of ISS or OSS.
- Behavior Events with resolutions assigned.

SSDS Extract Editor Options

Data Element	Description
Reporting Period Start Date	The start date for the reporting period. Dates are entered in *mmddyy* format or can be selected using the calendar icon.
Reporting Period End Date	The end date for the reporting period. Dates are entered in *mmddyy* format or can be selected using the calendar icon.

Data Element	Description
Use Enrollment Programs	Program participation records are reported when the checkbox is NOT selected (the default). When the checkbox is marked, program fields on the enrollment record are taken into consideration.
Format	Determines how the request is generated: • State Format (CSV w/ header): Use when submitting the list to the state. • HTM: Use when reviewing data.
Select Calendar	At least one calendar must be selected for the extract to generate. Students in the chosen calendars are included in the extract.

Generate the Report

1. Enter a date in the **Reporting Period Start Date**.
2. Enter a date in the **Reporting Period End Date** (Defaults to the current day).
3. Select the **Use Enrollment Programs** checkbox if you want data to be considered from enrollment programs instead of the student's program participation records.
4. Select the report **Format**.
5. Select the **Calendar(s)** for the report.
6. Click the **Generate Extract** button. The report will be displayed in the selected format.

Report Layout

Data Element	Description	Location
School Name	The name of the school submitting the report. *Alphanumeric, 50 characters*	System Administration > Resources > School > School Detail > Name School.name
Student Number	The unique identifier assigned to the student. *Numeric, 20 digits*	Census > People > Demographics > Person Identifiers > Student Number Person.studentNumber
SID	The student's unique state identification number. *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > State ID Person.stateID

Data Element	Description	Location
Grade Level	Indicates the grade level of the student being reported. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > General Enrollment Information > Grade Enrollment.grade
Last Name	The student's legal last name. *Alphanumeric, 50 characters*	Census > People > Demographics > Person Information > Last Name Identity.lastName
First Name	The student's legal first name. *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > First Name Identity.firstName
Middle Name	The student's legal middle name. *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > Middle Name Identity.middleName
Date of Birth	The student's date of birth. *Date field, 8 characters YYYYMMDD*	Census > People > Demographics > Person Information > Birth Date Identity.birthDate
Gender	The student's gender. *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Gender Identity.gender
Ethnicity	The student's ethnicity. *Alphanumeric, 1 character*	Census > People > Demographics > Person > Primary Race Ethnicity Identity.raceEthnicity

Data Element	Description	Location
LEP	Indicates if the student is in an EL Program. *Enhancement Line Logic*: • A value of Y reports if the student is actively EL on the date of the incident. • A student is considered EL when the effective date of the report falls within the EL Identified Date and EL Exit Date range. • If EL Identified Date is within or before the date parameters set on the extract editor and EL Exit Date is blank, the student is considered EL. *Alphanumeric, 1 character*	Student Information > General > Enrollments > LEP (EL) Reporting > LEP (EL) Entry Date (**E Line**) Student Information > Program Participation > English Learners (EL) > EL > Identified Date Enrollment.english Proficiency Date LEP
Section 504	Indicates if the student is in a Section 504 Program. *Alphanumeric, 1 character*	Student Information > General > Enrollments > State Reporting Fields > Sections 504 Enrollment.section504
Location	The location of the incident being reported. *Alphanumeric, 10 characters*	Behavior Management > Incident Detail > Location Behavior.location
Incident Cost	The cost of the damages caused by the incident. *Alphanumeric, 6 characters*	Behavior Management > Incident Detail > Damages Behavior.damages
Event Date	The date of the incident. *Date field, 8 characters* *YYYYMMDD*	Behavior Management > Incident Detail > Date of Incident Behavior.timestamp
Event Time	The time of the incident. *Time field, 8 characters* *HH:MM* *AM/PM*	Behavior Management > Incident Detail > Time of Incident Behavior.timestamp

Data Element	Description	Location
Bias Incident	Identifies if it is a bias incident. Reports as N (Default) or Y. *Alphanumeric, 1 character Y or N*	Behavior Management > Incident Detail > Event Detail Editor > Bias Incident BehaviorEvent.bias
Gang Related	Identifies if the incident is gang-related. Reports as N (Default) or Y. *Alphanumeric, 1 character Y or N*	Behavior Management > Incident Detail > Event Detail Editor > Gang Related Behavior.gangRelated
Police Notified	Indicates if the police were notified as a result of the incident. Reports as N (Default) or Y. *Alphanumeric, 1 character Y or N*	Behavior Management > Incident Detail > Event Detail Editor > Police Notified Behavior.policeNotified
Charges Filed	Indicates if charges were filed as a result of the incident. Reports as N (Default) or Y. *Alphanumeric, 1 character Y or N*	Behavior Management > Incident Detail > Event Detail Editor > Charges Filed Behavior.charges
Contact Name/Phone	Identifies contact information. *Alphanumeric, 65 characters*	Behavior Management > Incident Detail > Event Detail Editor > Contact Name/Phone Behavior.altComments
Event Code	Identifies the event code for the incident being reported. *Alphanumeric, 5 characters*	Behavior Management > Incident Detail > Event Detail Editor > Event Type BehaviorEvent.name
Event Name	Indicates the name of the event being reported. *Alphanumeric, 50 characters*	Behavior Management > Incident Detail > Event Detail Editor > Event Type BehaviorEvent.name

Data Element	Description	Location
Victim Type	Identifies the victim type affected by the incident being reported. These are the options: • 01: Regular Education Student • 02: Student With Disability • 03: Student From Another School • 04: Non-Student or School Personnel *Numeric, 2 digits*	Behavior Management > Incident Detail > Participant Detail > Victim Type Behavior.victimType
Offender Type	Identifies the offender type of the incident being reported. These are the options: • 01: Regular Education Student • 02: Student With Disability • 03: Student From Another School • 04: Non-Student or School Personnel *Numeric, 2 digits*	Behavior Management > Incident Detail > Event Details > Offender Type Behavior.offenderType
Weapon Used	Indicates the weapon used during the incident being reported. See the Weapon Used Code List. *Alphanumeric, 4 characters*	Behavior Management > Incident Detail > Event Detail > Weapon BehaviorEvent.weapon Code
Drug Type	Indicates the drug type related to the incident being reported. See the Drug Type Code List. *Alphanumeric, 4 characters*	Behavior Management > Incident Detail > Event Detail Editor > Drug Type BehaviorEvent.drugType

Data Element	Description	Location
Offender Known	Identifies if the offender for the incident being reported is known. Reports as N (Default) or Y. *Alphanumeric, 1 character* *Y or N*	Behavior Management > Incident Detail > Event Detail Editor > Offender Known BehaviorEvent.offender Known
Role Code	Indicates the role of the student being reported. These are the options: • O: Offender • P: Participant • V: Victim • W: Witness *Alphanumeric, 1 character*	Behavior Management > Incident Detail > Participant Detail > Role BehaviorResolution.role Code
Resolution Name	Indicates the resolution for the incident being reported. *Alphanumeric, 50 characters*	Behavior Management > Events and Participants > Resolution > Resolution Details > Resolution Type BehaviorResolution.name
Resolution Date	Indicates the date the resolution took place for the incident being reported. *Date field, 8 characters* *YYYYMMDD*	Behavior Management > Events and Participants > Resolution > Resolution Details > Resolution Assign Date BehaviorResolution.disc AssignDate
Resolution Time	Indicates the time of the resolution for the incident being reported. *Time field, 8 characters* *HH:MM* *AM/PM*	Behavior Management > Events and Participants > Resolution > Resolution Details > Resolution Start Time BehaviorResolution.time
Resolution End Date	Indicates the date the resolution will end. *Date field, 8 characters* *YYYYMMDD*	Behavior Management > Events and Participants > Resolution > Resolution Details > Resolution End Date BehaviorResolution.end Date

Data Element	Description	Location
Resolution Code	Identifies the resolution to the incident being reported. See the [Behavior Resolution Code List](#). *Alphanumeric, 4 characters*	Student Information > General > Behavior > Behavior Resolution > Behavior Resolution Code BehaviorResolution.resolutionCode
Removal Days	Identifies how many days the student is removed from school due to the incident being reported. *Numeric, 3 digits*	Behavior Management > Events and Participants > Resolution > Resolution Details > Duration in School Days BehaviorResolution.removal Days
Program Services	Identifies the program services assigned to the behavior resolution for the reported incident. These are the Program Services options: • 1: Assignments • 2: Academic Instruction • 3: Support Service • 4: Education Program *Numeric, 1 digit*	Behavior Management > Events and Participants > Resolution > Resolution Details > Program Services BehaviorResolution.prog Services
Location Program Services	Indicates the location of the program services assigned to the behavior resolution for the reported incident. These are the Location Program Services options: • 1: In-School Setting • 2: In-District Setting • 3: Out-District Setting • 4: Home *Numeric, 1 digit*	Behavior Management > Events and Participants > Resolution > Resolution Details > Location Program Services BehaviorResolution. locationProgServices
District Approved Education	Indicates if the resolution was part of the district-approved education. Reports as either Yes or No. *Alphanumeric, 3 characters*	Behavior Management > Events and Participants > Resolution > Resolution Details > District Approved Education BehaviorResolution.districtApprEd

Data Element	Description	Location
Injury	Indicates if an injury occurred as a result of the incident being reported. Injury reports as one of these options: • 1: Minor Injury • 2: Major Injury *Numeric, 1 digit*	Behavior Management > Incident Detail > Participant Detail > Injury Behavior.injury
Incident Description	Describes the incident being reported. *Alphanumeric, 300 characters*	Behavior Management > Incident Detail > Event Detail Editor > Comments BehaviorEvent.incidentDescription

Weapon Used Code List

Code	Description
EV01	Handgun Possession
EV02	Handgun Used
EV03	Rifle Possession
EV04	Rifle Used
EV05	Air, Pellet, BB Gun Possession
EV06	Air, Pellet, BB Gun Used
EV07	Imitation Firearm Possession
EV08	Imitation Firearm Used
EV09	Knife, Blade, Razor, Scissors, Box Cutter Possession
EV10	Knife, Blade, Razor, Scissors, Box Cutter Used
EV11	Pin, Sharp Pencil/Pen Possession
EV12	Pin, Sharp Pencil/Pen Used
EV13	Chain, Club, Brass Knuckles Possession
EV14	Chain, Club, Brass Knuckles Used
EV15	Spray Possession
EV16	Spray Used
EV17	Other Weapon Possession
EV18	Other Weapon Used

Code	Description
EV19	Bomb Exploded
EV20	Bomb Unexploded
EV21	Sale/Distribution of Weapon

Drug Type Code List

Code	Description
EV01	Alcohol Use
EV02	Alcohol Possession
EV03	Alcohol Sale
EV04	Marijuana Use
EV05	Marijuana Possession
EV06	Marijuana Sale
EV07	Amphetamines Use
EV08	Amphetamines Possession
EV09	Amphetamines Sale
EV10	Party Drug Use
EV11	Party Drug Possession
EV12	Party Drug Sale
EV13	Cocaine/Crack Use
EV14	Cocaine/Crack Possession
EV15	Cocaine/Crack Sale
EV16	Hallucinogens Use
EV17	Hallucinogens ?Possession
EV18	Hallucinogens Sale
EV19	Narcotics Use
EV20	Narcotics Possession
EV21	Narcotics Sale
EV22	Depressant Use
EV23	Depressant Possession

Code	Description
EV24	Depressant Sale
EV25	Anabolic Steroid Use
EV26	Anabolic Steroid Possession
EV27	Anabolic Steroid Sale
EV28	Unauthorized Prescription Use
EV29	Unauthorized Prescription Possession
EV30	Unauthorized Prescription Sale
EV31	Unauthorized Over-the-Counter Use
EV32	Unauthorized Over-the-Counter Possession
EV33	Unauthorized Over-the-Counter Sale
EV34	Inhalants Use
EV35	Inhalants Possession
EV36	Inhalants Sale
EV37	Drug Paraphernalia Use
EV38	Drug Paraphernalia Possession
EV39	Drug Paraphernalia Sale

Behavior Resolution Code List

Code	Description
EV01	In-School Suspension
EV02	Out-Of-School Suspension
EV03	Expulsion
EV04	Unilateral Removal
EV05	Removal by ALJ for Dangerousness
EV06	None
EV07	Detention
EV08	Other