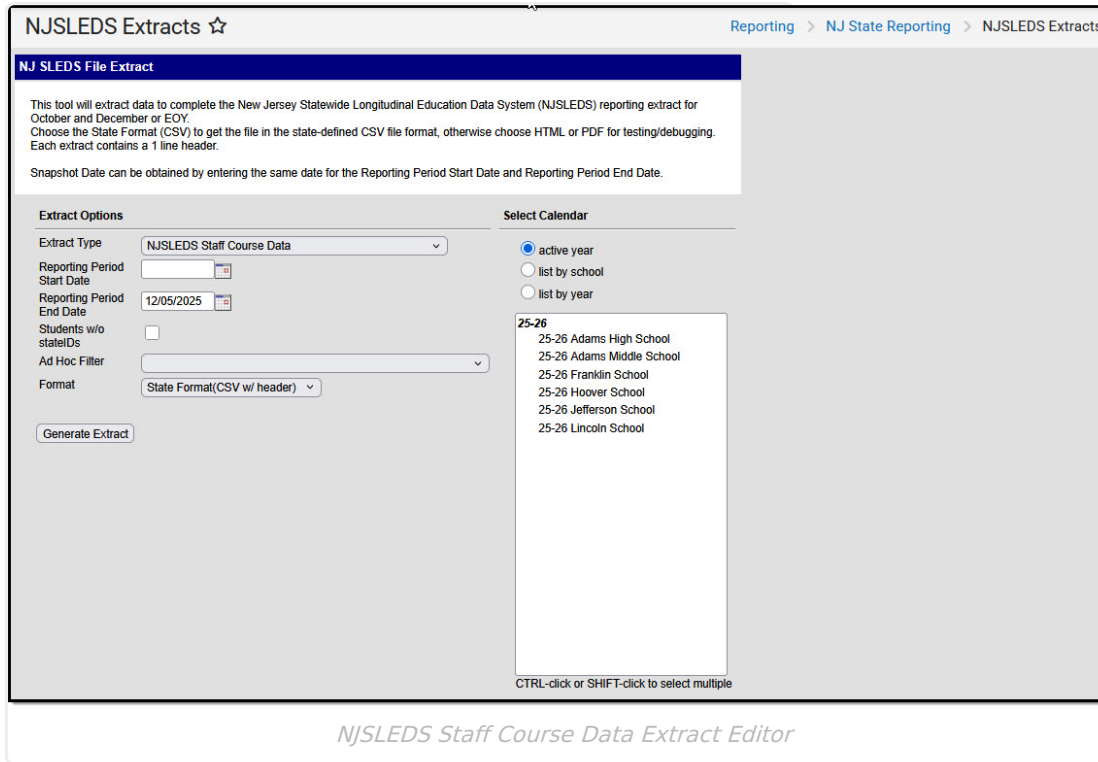# NJSLEDS Staff Course Data

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Tool Search: NJSLEDS Extracts

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

NJSLEDS Staff Course Data Extract Editor

Report Logic

The extract will first look for a **Primary Teacher**, **Teacher,** or **Staff** member 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 looks for a **Staff Member** assignment.

If a course section has no students scheduled, it is not included in the report.

Report Editor

Field	Description
Extract Type	Selection determines which extract is generated.
Reporting Period Start Date	Date determines the time frame of the extract, reporting only student data as of that date. Dates are entered in mmddyy format or can be chosen using the calendar icon.

Field	Description
Reporting Period End Date	Date determines the time frame of the extract, reporting only the student data as of that date. Dates are entered in mmddyy format or can be chosen using the calendar icon. The end date field is auto-populated with the current date.
Students without state IDs	When marked, students who have not been assigned a state ID will be returned, along with those who have a state ID.
Exclude Cross-Site Data	Cross-site section enrollment data is **not** included in the report when checked. • Cross-site enrollment functionality must be enabled at the district level for the checkbox to display. • Defaults to checked.
Ad Hoc Filter	When selected, only those students in the filter will be included in the selected NJSLEDS extract.
Format	• HTML • CSV format (state format)
Calendar Selection	Indicates from where the data is pulled.
Generate Extract	Selection displays the results of the extract immediately.

Generate the Extract

1. Select **NJSLEDS 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 appear in the report.
5. Select an **Ad hoc Filter,** if desired.
6. Indicate the **Format** in which the report should be generated.
7. Click the **Generate Extract** button to generate the report in the desired format.

Staff Course Data Extract - State Format (CSV)

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 where the staff member is employed during the course start and end dates. *Numeric, 2 digits*	Census > People > District Employment > Employment Information School & District Settings > District > County Setup > Number AND School & District Settings > District > District Information > County District.number District.county
District Code Assigned	Indicates the local education agency where the staff member is employed during the course start and end dates. *Numeric, 4 digits*	Census > People > District Employment > Employment Information School & District Settings > District > District Information > State District Number District.number

Data Element	Description	Location
School Code Assigned	Indicates the school where the staff member is employed during the course start and end dates. *Numeric, 3 digits*	Census > People > District Employment > Employment Information School & District Settings > Schools > School Information > State School Number School.number
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

Data Element	Description	Location
Course Identifier	NCES-assigned course code. *Numeric, 3 digits*	Scheduling > Courses > Course > NCES Data > SCED Course Identifier Course.scedCourseID
Course Level	Indicates the level of rigor for the course. See the NCES Data information for more information. *Alphanumeric, 1 character*	Scheduling > Courses > Course > NCES Data > SCED Course Level Course.scedCourseLevel
Grade Span	Identifies the intended grade span for a prior-to-secondary course. *Alphanumeric, 4 characters*	Scheduling > Courses > Course > NCES Data > SCED Lowest Grade, SCED Highest Grade Course.scedLowestGrade Course.scedHighestGrade
Available Credit	Identifies the amount of credits available toward graduation for a student who successfully meets the course objectives. Range of values - 0.000 to 20.000 *Numeric, 6 digits*	Scheduling > Courses > Course > NCES Data > SCED Available Credit Course.scedAvailableCredit
Course Sequence	Indicates the course's consecutive sequence, interpreted as Part N of M, and is reported as NM. Range of values - 11 to 99 *Numeric, 2 digits*	Scheduling > Courses > Course > NCES Data > SCED Sequence Course.scedSequenceNum Course.scedSequenceMax
Local Course Title	District's local name for the course. *Alphanumeric, 50 characters*	Scheduling > Courses > Course > Name Course.name

Data Element	Description	Location
Local Course Code	District's local number for the course. *Alphanumeric, 15 characters*	Scheduling > Courses > Course > Number Course.number
Local Section Code	District's local section number for the course. *Alphanumeric, 10 characters*	Scheduling > Courses > Course > Section > Section Number Section.number