

# SMART Staff Course Data Extract (New Jersey)

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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.

SMART Staff Course Data

## 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 |
|-------|-------------|
|-------|-------------|

| Field                              | Description  |
|------------------------------------|--|
| <b>Extract Type</b>                | Selection determines which extract generates.  |
| <b>Reporting Period Start Date</b> | 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.   |
| <b>Reporting Period End Date</b>   | 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 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 have not been assigned a state ID will be returned, along with those who do have a state ID.   |
| <b>Exclude Cross-Site Data</b>     | Cross-site section enrollment data is <b>not</b> included in the report when checked. <ul style="list-style-type: none"> <li>• <a href="#">Cross-site enrollment</a> functionality must be enabled at the district level for the checkbox to display.</li> <li>• Defaults to checked.</li> </ul> |
| <b>Ad Hoc Filter</b>               | When selected, only those students in the filter will be included on the selected SMART extract.   |
| <b>Format</b>                      | <ul style="list-style-type: none"> <li>• HTML</li> <li>• CSV format (state format)</li> </ul>  |
| <b>Calendar Selection</b>          | Indicates from where the data is pulled.   |
| <b>Generate Extract</b>            | Selection displays 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 the report should be generated.
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 | DistrictCodeAs |
| 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 | DistrictCod |
| 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   |
|-------------------------------|---|--|
| <b>Local Staff Identifier</b> | A unique number or alphanumeric code assigned to a staff member by the district.<br><br><i>Alphanumeric, 20 characters.</i> | Census > People > Demographics > Person Identifiers > Local Staff Number<br><br>Person.staffNumber |

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

| 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 course objectives.</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 for the course.<br><br><i>Alphanumeric, 10 characters</i> | Scheduling > Courses > Course > Section > Section Number<br><br>Section.number |

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