

# NJSLEDS Staff Course Data

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

## 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 Extracts ☆**

Reporting > NJ State Reporting > NJSLEDS Extracts

**NJ SLEDS File Extract**

This tool will extract data to complete the New Jersey Statewide Longitudinal Education Data System (NJSLEDS) 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.

<b>Extract Options</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <b>Extract Type</b>: NJSLEDS Staff Course Data           </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Reporting Period Start Date</b>: <input type="text" value="12/05/2025"/> </div> <div style="width: 45%;"> <b>Select Calendar</b> <div style="display: flex; justify-content: space-between;"> <input checked="" type="radio"/> active year           <input type="radio"/> list by school           <input type="radio"/> list by year         </div> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Reporting Period End Date</b>: <input type="text" value="12/05/2025"/> </div> <div style="width: 45%;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Students w/o stateIDs</b>: <input type="checkbox"/> </div> <div style="width: 45%;"> <b>Ad Hoc Filter</b>: <input type="text"/> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Format</b>: State Format(CSV w/ header)           </div> <div style="width: 45%;"></div> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Generate Extract"/> </div>	<b>25-26</b> <div style="display: flex; justify-content: space-between; font-size: small;"> <div style="width: 45%;">25-26 Adams High School</div> <div style="width: 45%;">25-26 Adams Middle School</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div style="width: 45%;">25-26 Franklin School</div> <div style="width: 45%;">25-26 Hoover School</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div style="width: 45%;">25-26 Jefferson School</div> <div style="width: 45%;">25-26 Lincoln School</div> </div>
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CTRL-click or SHIFT-click to select multiple

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
<b>Extract Type</b>	Selection determines which extract is generated.
<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.

Field	Description
<b>Reporting Period End Date</b>	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.
<b>Students without state IDs</b>	When marked, students who have not been assigned a state ID will be returned, along with those who have a state ID.
<b>Exclude Cross-Site Data</b>	<p>Cross-site section enrollment data is <b>not</b> included in the report when checked.</p> <ul style="list-style-type: none"> <li>• <u>Cross-site enrollment</u> 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 in the selected NJSLEDS 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 **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.

	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	DistrictCode
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	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	ALLAN	TEACHER	19710731	3	0300
0000000000	00000000	RICHARD	TEACHER		3	0300
0000000000	00000000	RICHARD	TEACHER		3	0300
0000000000	00000000	RICHARD	TEACHER	19710731	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.  <i>Alphanumeric, 20 characters.</i>	Census > People > Demographics > Person Identifiers > Local Staff Number  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 dates.</p> <p><i>Numeric, 2 digits</i></p>	<p>Census &gt; People &gt; District Employment &gt; Employment Information</p> <p>School &amp; District Settings &gt; District &gt; County Setup &gt; Number AND</p> <p>School &amp; District Settings &gt; District &gt; District Information &gt; County</p> <p>District.number</p> <p>District.county</p>
<b>District Code Assigned</b>	<p>Indicates the local education agency where the staff member is employed during the course start and end dates.</p> <p><i>Numeric, 4 digits</i></p>	<p>Census &gt; People &gt; District Employment &gt; Employment Information</p> <p>School &amp; District Settings &gt; District &gt; District Information &gt; State District Number</p> <p>District.number</p>

Data Element	Description	Location
<b>School Code Assigned</b>	<p>Indicates the school where the staff member is employed during the course start and end dates.</p> <p><i>Numeric, 3 digits</i></p>	<p>Census &gt; People &gt; District Employment &gt; Employment Information</p> <p>School &amp; District Settings &gt; Schools &gt; School Information &gt; State School Number</p> <p>School.number</p>
<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>Data Element</b>	<b>Description</b>	<b>Location</b>
<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>
<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 for 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>

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