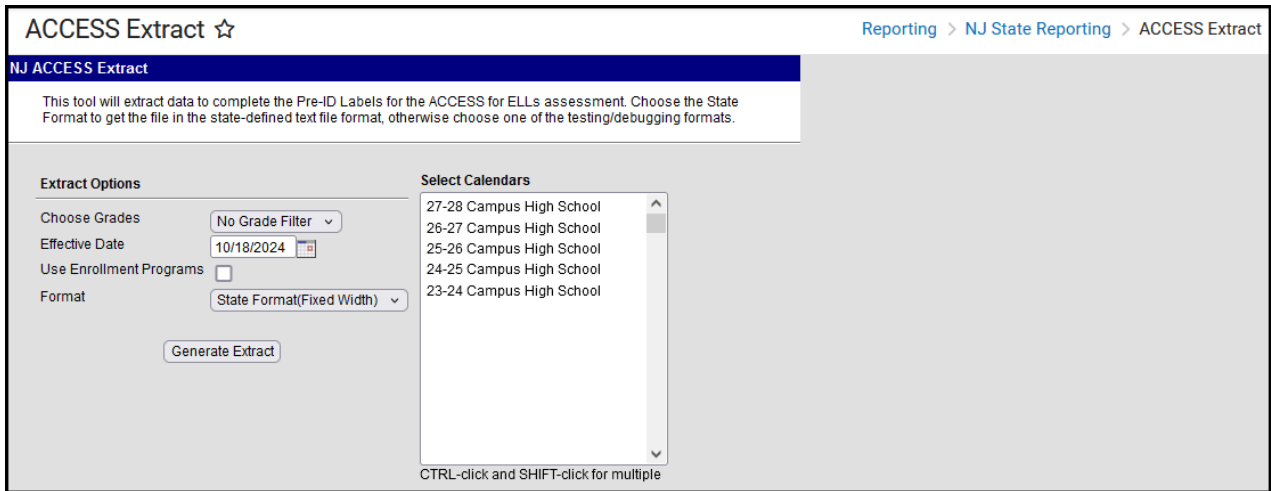# ACCESS Extract (New Jersey)

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

[Report Logic](#) | [Generate the ACCESS Extract](#) | [Report Layout](#)

Tool Search: ACCESS Extract

The ACCESS Extract collects demographic and enrollment information about students participating in an EL (English Learners) program.

Report Logic

A student is included on the report if:

- The student is actively enrolled as of the Effective Date entered on the Report Editor.
- The student has been issued a SID.
- The student is included in SID Management and has an active status.
- The student is EL or Exited EL with an Identified Date that is prior to the Effective Date entered on the report editors, and there is no Exit Date, or the Exit Date is after the entered Effective Date.
- The student is not in Error, Unresolved, Sync, or Conflict.
- The student has been submitted to State and Special Education Submissions without error.

Overlapping enrollments in the same calendar report 1 record per enrollment.
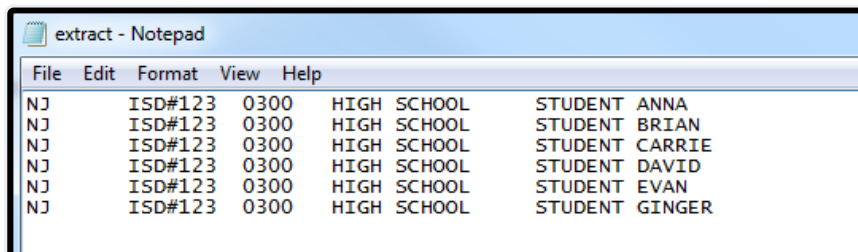
Enrollments that are end dated (consecutive enrollments) are not reported.

Generate the ACCESS Extract

1. Indicate what **Grades** should appear in the report.
2. Enter an **Effective Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. This date will limit the report to enrollments which are active on this date. The field
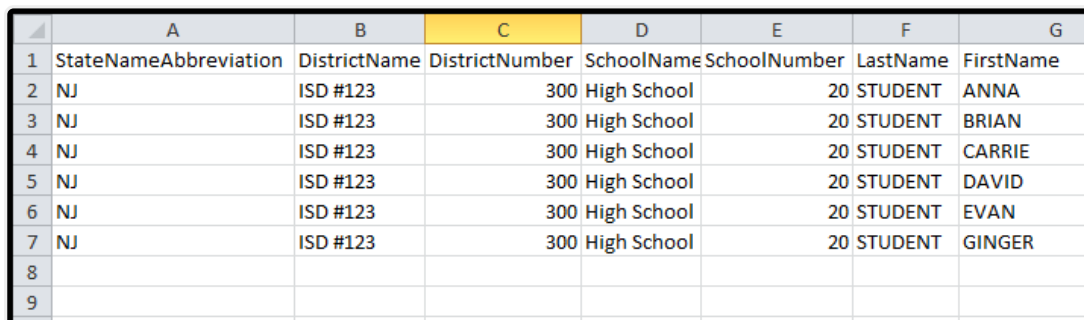
defaults to the current date.

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 **Format** in which the report should generate. Options are State Format (Fixed Width), CSV and HTML. CSV and HTML formats are used for data review. For submission to the state, use State Format (Fixed Width).
5. Select the **Calendar(s)** which will appear in the report.
6. Click **Generate Extract** to generate the report in the indicated format.
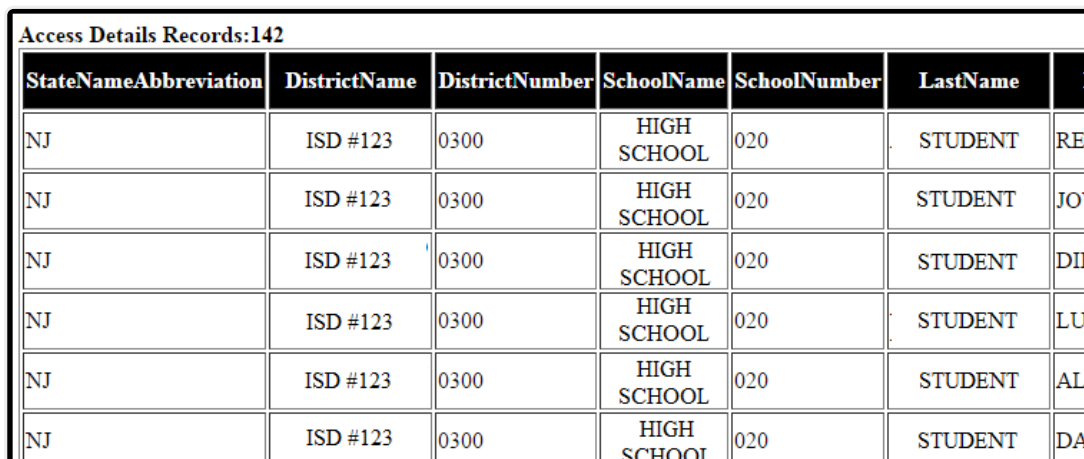
ACCESS Extract - State Format (Fixed Width)

	A	B	C	D	E	F	G
1	StateNameAbbreviation	DistrictName	DistrictNumber	SchoolName	SchoolNumber	LastName	FirstName
2	NJ	ISD #123	300	High School	20	STUDENT	ANNA
3	NJ	ISD #123	300	High School	20	STUDENT	BRIAN
4	NJ	ISD #123	300	High School	20	STUDENT	CARRIE
5	NJ	ISD #123	300	High School	20	STUDENT	DAVID
6	NJ	ISD #123	300	High School	20	STUDENT	EVAN
7	NJ	ISD #123	300	High School	20	STUDENT	GINGER
8							
9							

ACCESS Extract - CSV

Access Details Records:142

StateNameAbbreviation	DistrictName	DistrictNumber	SchoolName	SchoolNumber	LastName	F
NJ	ISD #123	0300	HIGH SCHOOL	020	STUDENT	REE
NJ	ISD #123	0300	HIGH SCHOOL	020	STUDENT	JOV
NJ	ISD #123	0300	HIGH SCHOOL	020	STUDENT	DIE
NJ	ISD #123	0300	HIGH SCHOOL	020	STUDENT	LUI
NJ	ISD #123	0300	HIGH SCHOOL	020	STUDENT	ALE
NJ	ISD #123	0300	HIGH SCHOOL	020	STUDENT	DAI

ACCESS Extract - HTML

Report Layout

Element Name	Description	Location
State Identification Number	A unique number assigned and maintained by the New Jersey Department of Education for each student. *Numeric, 10 digits*	Census > People > Demographics > State ID Person. stateID
District Name	Reports the student's attending district name. *Alphanumeric, 18 characters*	School & District Settings > District > District Information > Name District.name
District Number	Reports the student's attendance district number. *Numeric, 4 digits*	School & District Settings > District > District Information > State District Number District.number
School Name	Reports the student's attending school name. *Alphanumeric, 18 characters*	School & District Settings > Schools > School Information > Name School.name
School Number	Reports the student's attendance school number. *Numeric, 3 digits*	School & District Settings > Schools > School Information >Number School.number
Last Name	The legal last name of the student. *Alphanumeric, 40 characters*	Census > People > Demographics > Last Name Identity. lastName
First Name	The legal first name of the student. *Alphanumeric, 35 characters*	Census > People > Demographics > First Name Identity. firstName
Middle Initial	Reports the first letter of the student's middle name. *Alphanumeric, 1 character*	Census > People > Demographics > Middle Name Identity. middleName

Element Name	Description	Location
Date of Birth	The student's date of birth. *Date field, 8 digits* *YYYYMMDD*	Census > People > Demographics > Birth Date Identity. birthdate
Gender	Reports the student's gender. *Alphabetic, 1 character* *M or F*	Census > People > Demographics > Gender Identity.gender
State Identification Number	A unique number assigned and maintained by the New Jersey Department of Education for each student. *Numeric, 10 digits*	Census > People > Demographics > State ID Person. stateID
Local Identification Number	A unique number assigned and maintained by the local school district for each student. *Numeric, 6 digits*	Census > People > Demographics > Student Number Person. studentNumber
Grade Level	Reports the student's grade level of enrollment based on when the student was assessed. *Alphanumeric, 2 characters*	Student Information > General > Enrollment > General Enrollment Information > Grade Enrollment.grade
Ethnicity	Reports the ethnic category which most clearly reflects the student's recognition of his or her community or with which the student identifies. Reports Y when H: Hispanic/Latino is marked; otherwise, reports N. *Alphabetic, 1 character*	Census > People > Demographics > Race/Ethnicity > Is individual Hispanic/Latino? Identity. hispanicEthnicity Identity. raceEthnicity
Race American Indian	Indicates the student is considered American Indian or Alaska Native. *Alphabetic, 1 character*	Census > People > Demographics > Race/Ethnicity > American Indian or Alaska Native Identity. raceEthnicity

Element Name	Description	Location
Race Asian	Indicates the student is considered Asian. *Alphabetic, 1 character*	Census > People > Demographics > Race/Ethnicity > Asian Identity. raceEthnicity
Race Black	Indicates the student is considered Black of African American. *Alphabetic, 1 character*	Census > People > Demographics > Race/Ethnicity > Black or African American Identity. raceEthnicity
Race Pacific	Indicates the student is considered Native Hawaiian or Pacific Islander. *Alphabetic, 1 character*	Census > People > Demographics > Race/Ethnicity > Native Hawaiian or Pacific Islander Identity. raceEthnicity
Race White	Indicates the student is considered White or Caucasian. *Alphabetic, 1 character*	Census > People > Demographics > Race/Ethnicity > White Identity. raceEthnicity
Home Language	Reports the student's home primary language. *Alphabetic, 1 character*	Census > People > Demographics > Home Primary Language
First Entry Date into a US School	Reports the month, day and year of the student's initial enrollment into a United States school. *Date field, 8 digits YYYYMMDD*	Student Information > General > Enrollments > State Reporting Fields > District Entry Date Enrollment.district EntryDate

Element Name	Description	Location
Length of Time in ELL Program	Represents the total amount of time (in years) how long the student has been in a bilingual or ESOL Program. The value always rounds down. A Kindergarten student reports as 00; a student in a program for one year and 10 months reports as 01, a student in a program for two years and 10 months reports as 02. *Numeric, 2 digits*	Student Information > General > Programs Lep.lepStartDate
Title III Status	Indicates the student is part of the district's Title III NCLB allocation grant. Reports Y if EL Service Type = 99. *Alphabetic, 1 character*	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type LepService. titleIII
Migrant Status	Indicates the student or student's parents are migratory agricultural workers. *Alphabetic, 1 character*	Student Information > General > Enrollments > State Reporting Fields > Migrant Enrollment.migrant
IEP Status	Indicates the student has special education needs and has an education plan. *Alphabetic, 1 character*	Student Information > General > Enrollments > Special Ed Fields > Special Ed Status Enrollment. specialEdStatus
Section 504	Indicates if the student is participating in a 504 Plan program. *Alphabetic, 1 character* *Y or N*	Student Information > General > Enrollments > State Reporting Fields > Section 504 Enrollment. section504

Element Name	Description	Location
ESL Program Type - NAS	Indicates the student's EL Service Type is No Additional Services (NAS). Reports Y when selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > NAS: No Additional Services LepServiceType.lepServiceTypeID
ESL Program Type - CAT	Indicates the student's EL Service Type is Content Area Tutoring (CAT). Reports Y when selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > CAT: Content Area Tutoring LepServiceType.lepServiceTypeID
ESL Program Type - CBE	Indicates the student's EL Service Type is Content-Based ESL (CBE). Reports Y when selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > CBE: Content Based EL LepServiceType.lepServiceTypeID
ESL Program Type - DBE	Indicates the student's EL Service Type is Developmental Bilingual (DBE). Reports Y when selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > DBE: Developmental Bilingual LepServiceType.lepServiceTypeID
ESL Program Type - HLA	Indicates the student's EL Service Type is Heritage Language (HLA). Reports Y when selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > HLA: Heritage Language LepServiceType.lepServiceTypeID
ESL Program Type - POE	Indicates the student's EL Service Type is Pull-Out ESL (POE). Reports Y when selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > POE: Pull-Out ESL LepServiceType.lepServiceTypeID

Element Name	Description	Location
ESL Program Type - SEI	Indicates the student's EL Service Type is Sheltered English Instruction (SEI). Reports Y when selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > SEI: Sheltered English Instruction LepServiceType.lepServiceTypeID
ESL Program Type - SEN	Indicates the student's EL Service Type is Structured English Immersion or SDAIE (SEN). Reports Y when selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > SEN: Structured English Immersion or SADIE LepServiceType.lepServiceTypeID
ESL Program Type - TBI	Indicates the student's EL Service Type is Transitional Bilingual (TBI). Reports Y when selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > TBI: Transitional Bilingual LepServiceType.lepServiceTypeID
ESL Program Type - TWI	Indicates the student's EL Service Type is Dual Language and Two-way Immersion (TWI). Reports Y when selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > TWI:Dual Language - Two Way Immersion LepServiceType.lepServiceTypeID
Support Delivery Model - NA	Indicates the student does not receive services. Reports Y when NA: Not Applicable is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > NA: Not Applicable LepServiceType.lepServiceTypeID
Support Delivery Model - IS	Indicates the student receives inclusionary support services. Reports Y when IS: Inclusionary Support is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > IS:Inclusionary Support LepServiceType.lepServiceTypeID

Element Name	Description	Location
Support Delivery Model - PO	Indicates the student receives pull-out for individualized support services. Reports Y when PO: Pull-Out for Individualized Support is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > PO: Pull-Out for Individualized Support LepServiceType.lepServiceTypeID
Support Delivery Model - PR	Indicates the student's parents/guardians refused services. Reports Y when PR: Parental Refusal for Services. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > PR: Parental Refusal for Services. LepServiceType.lepServiceTypeID
Support Delivery Model - SC	Indicates the student receives self-contained support services. Reports Y when SC: Self-Contained is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > SC: Self-Contained LepServiceType.lepServiceTypeID
Special Accommodations - MC	Indicates the student was provided with the accommodation to manually control to start audio play when taking a test. Reports Y when Accommodation Type MC: Manual Control to Start Audio Plan of Item (A) is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > MC: Manual Control to Start Audio Play of Item (A) LepAccommodation Type.lep Accommodation TypeID
Special Accommodations - RA	Indicates the student was provided with the accommodation to repeat the audio item. Reports Y when Accommodation Type RA: Repeat Item Audio is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > RA: Repeat Item Audio (A) LepAccommodation Type.lep Accommodation TypeID

Element Name	Description	Location
Special Accommodations - ES	Indicates the student was provided with the accommodation to extend speaking test response time. Reports Y when Accommodation Type ES: Extended Speaking Test Response Time is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > ES: Extended Speaking Test Response Time (A) LepAccommodation Type.lep Accommodation TypeID
Special Accommodations - LP	Indicates the student was provided with the accommodation to use a large print booklet. Reports Y when Accommodation Type LP: Large Print Booklet is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation >English Learners (EL) > EL Accommodations > Accommodation Type > LP: Large Print Booklet (A) LepAccommodation Type.lep Accommodation TypeID
Special Accommodations - BR	Indicates the student was provided with the accommodation to use a Braille test. Reports Y when Accommodation Type BR: Braille Test is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > BR: Braille Test or Write (A) LepAccommodation Type.lep Accommodation TypeID
Special Accommodations - SD	Indicates the student was provided with the accommodation to have an interpreter sign test directions in ASL. Reports Y when Accommodation Type SD: Interpreter Signs Test Directions in ASL is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > SD: Interpreter Signs Test Directions in ASL (A) LepAccommodation Type.lep Accommodation TypeID

Element Name	Description	Location
Special Accommodations - LH	Indicates the student was provided with the accommodation to have the test response options read aloud by a human reader. Reports Y when Accommodation Type LH: Read Aloud Listening Test Response Options by Human Reader is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > LH: REad Aloud Listening Response by Human Reader (A) LepAccommodation Type.lep Accommodation TypeID
Special Accommodations - RL	Indicates the student was provided with the accommodation to have the response options repeated by a human reader. Reports Y when Accommodation Type Repeat Listening Test Response Options by Human Reader (RL) is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > RL: Repeat Listening Responses by Human Reader (A) LepAccommodation Type.lep Accommodation TypeID
Special Accommodations - IH	Indicates the student was provided with the accommodation to have the test items read aloud by a human reader. Reports Y when Accommodation Type IH: Read Aloud Test Items by Human Reader (IH) is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > IH: Read Aloud Test Items by a Human Reader (A) LepAccommodation Type.lep Accommodation TypeID

Element Name	Description	Location
Special Accommodations - RI	Indicates the student was provided with the accommodation to have the test items repeated aloud by a human reader. Reports Y when Accommodation Type Repeat Test Items by Human Reader (RI) is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > RI: Repeat Test Items by Human Reader (A) LepAccommodation Type.lep Accommodation TypeID
Special Accommodations - SR	Indicates the student was provided with the accommodation to have a scribed response. Reports Y when Accommodation Type is SR: Scribed Response is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > SD: Scribed Response (A) LepAccommodation Type.lep Accommodation TypeID
State Defined Optional Data	This field does not report.	N/A
District Defined Optional Data	This field does not report.	N/A
Online or Paper Test	Indicates whether the student is tested online (O) or on paper (P) . This value defaults to Online. *Alphabetic, 1 character*	N/A
Alternate ACCESS Tester	This field does not report.	N/A

Element Name	Description	Location
Special Accommodations - WD	Indicates the student was provided with the accommodation to suse a word processor or keyboarding device to respond to test items. Reports Y when Accommodation Type WD: Word Processor or Similar Keyboarding Device to Respond to Test Items is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > WD: Word Processor or Similar Devices (A) LepAccommodation Type.lep Accommodation TypeID
Special Accommodations - AC	Indicates the student was provided with the accommodation to respond orally using external augmentative and alternate communication device or software. Reports Y when Accommodation Type AC: Student Responds Orally Using External Augmentative and Alternate Communication Device or Software is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > AC: Student Responds Orally Using External Device (A) LepAccommodation Type.lep Accommodation TypeID
Special Accommodations - RD	Indicates the student was provided with the accommodation to use a recording device that is played back and transcribed by the student. Reports Y when Accommodation Type RD: Student Responds Using a Recording Device, which is Payed Back and Transcribed by the Student is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > RD: Student Responds Using a Recording Device (A) LepAccommodation Type.lep Accommodation TypeID

Element Name	Description	Location
Special Accommodations - BW	Indicates the student was provided with the accommodation to respond with a Braille writer or notetaker. Reports Y when Accommodation Type BW: Student Responds Using Braille Writer or Braille Notetaker is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > BW: Student Responds Using Braille Writer/Notetaker (A) LepAccommodation Type.lep Accommodation TypeID
Special Accommodations - AT	Indicates the student was provided with the accommodation to use assistive technology to respond to test items. Reports Y when Accommodation Type AT: Student Uses Assistive Technology to Respond To Test Items is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > AT: Student Uses Assistive Technology to Respond (A) LepAccommodation Type.lep Accommodation TypeID
Special Accommodations - NS	Indicates the student was provided with the accommodation to have the test administered by school personnel in a non-school setting. Reports Y when Accommodation Type NS: Test may be Administered by School Personnel in a Non-School Setting is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > NS: Test Administered in a Non-School Setting LepAccommodation Type.lep Accommodation TypeID

Element Name	Description	Location
Special Accommodations - ET	Indicates the student was provided with the accommodation to have extended an extended test session. Reports Y when Accommodation Type ET: Extended Testing Time within the School Day is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > ET: Extended Testing Time Within the School Day LepAccommodation Type.lep Accommodation TypeID
Special Accommodations - EM	Indicates the student was provided with the accommodation to have an extended test session over multiple days. Reports Y when Accommodation Type EM: Extended Testing Session Over Multiple Days for a Single Domain is selected. *Alphabetic, 1 character* *Y or N*	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > EM: Extended Testing Session Over Multiple Days (A) LepAccommodation Type.lep Accommodation TypeID