

# SMART SID Management Extract (New Jersey)

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The SMART SID (Student Identifiers) Management Extract collects basic student demographic information as well as Resident, Receiving, and Attending school information.

SMART Extracts ☆

Reporting > NJ State Reporting > SMART Extracts

NJ SMART File Extract

This tool will extract data to complete the New Jersey Standards Measurement and Resource for Teaching (NJ SMART) 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.

Extract Options

Extract Type

SMART SID Management

Reporting Period Start Date

Reporting Period End Date

10/04/2024

Students w/o stateIDs

☐

Use Enrollment Programs

☐

State Exclude

Exclude State Exclude Enrollments

Ad Hoc Filter

Format

State Format(CSV w/ header)

Generate Extract

Select Calendar

☒ active year

☐ list by school

☐ list by year

24-25

24-25 Campus High School

CTRL-click or SHIFT-click to select multiple

SMART SID Management Extract

## Report Logic

The extract reports a record for each student who:

- Has an active enrollment at any point within the Start and End Dates entered on the extract editor.
- Is NOT marked as 'No Show'.

The extract filters and reports students based on the State Exclude option selected on the extract editor:

- Exclude State Exclude Enrollments (*default*)
- Include State Exclude Enrollments
- Only State Exclude Enrollments

### The State Exclude selection on the extract editor affects the output.

- Any enrollment with State Exclude checked is not used in consolidation when 'Exclude State Exclude Enrollments' is selected on the extract editor.
- Enrollments in calendars marked 'Exclude' do not report.
- Enrollments with a grade that is grade-level excluded do not report.
- Enrollments marked 'No Show' do not report.

The report consolidates each of a student's enrollments into a single record when the enrollments match the following fields:

- Local Identification Number
- State Identification Number
- First Name
- Last Name
- Date of Birth
- School Entry Date
- County Code Attending
- District Code Attending
- School Code Attending

When enrollment records are consolidated:

- Attendance Data is combined from all enrollments (active or Inactive) for distinct days.
  - Remote Days Present
  - Remote Days Absent
  - Number of Days Present
  - Number of Days Absent
  - Number of State Excused Absences
- Fields pulling from the enrollment for consolidated enrollment records must report based on the following hierarchy:
  1. Primary enrollment
  2. Most recent (or blank) End Date
  3. Most recent Start Date
  4. Highest enrollmentID

State Program data reports from the most current program when there are multiple program entries for the selected calendar.

## Non-Binary Gender Reporting

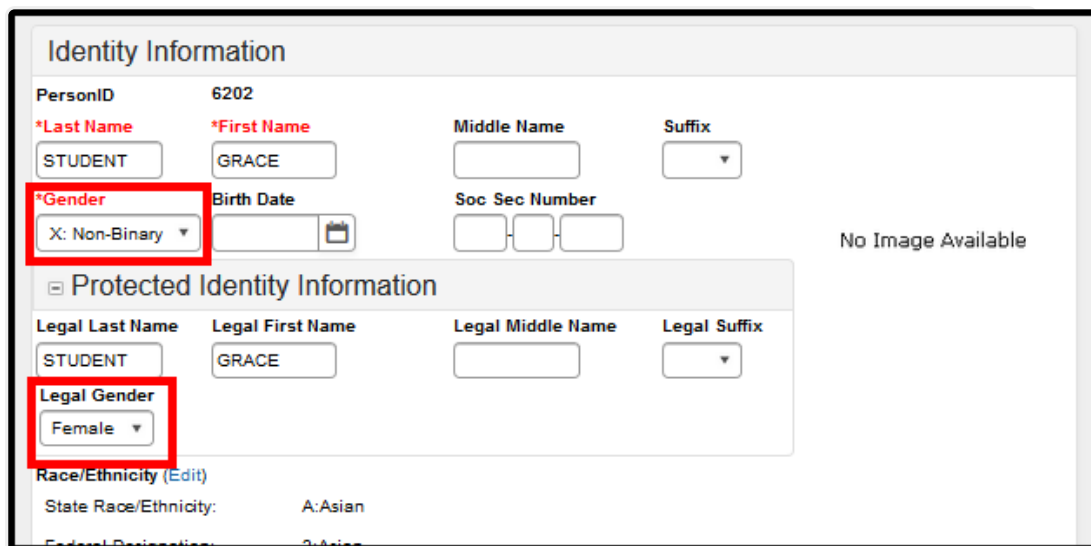
Schools can assign students a gender of M: Male, F: Female or X: Non-binary. This is done on the [Identities](#) and/or the [Demographics](#) tools. **While New Jersey accepts a non-binary gender for**

state reporting, federal reporting standards do not. Keep this in mind for any federal reporting pulled from Infinite Campus data.

State Reporting Extracts use the Legal Gender field included in the Protected Identity Information to report student identity information.

To properly record a gender of X:Non-Binary on the Identities tab:

1. Assign the **Gender of X:Non-Binary** in the standard identify fields.
2. Assign the **Protected Identity Information Legal Gender** field to either M: Male or F: Female.
3. Save the record when finished.



Gender and Legal Gender Assignment

## Report Editor

| Field               | Description   |
|---------------------|---|
| <b>Extract Type</b> | <p>Selection determines which extract generates.</p> <ul style="list-style-type: none"> <li>• <b>SMART SID Management</b></li> </ul> <p><a href="#">Attendance Data Validation</a> tools are available to review student attendance data prior to generating the extract. Two options are available:</p> <ul style="list-style-type: none"> <li>• <b>SMART SID Management Attendance Period Details</b> - generates a list of attendance data for each student in a seven-day range (start and end date must be no more than a range of 7 days) for each period of the day, and includes a total number of present and absent minutes for both in classroom attendance and virtual attendance.</li> </ul> |

| Field                              | Description  |
|------------------------------------|--|
|                                    | <b>SMART SID Management Attendance Day Details</b> - generates a list of attendance data for each student for each day in a 31-day range (start and end date must be no more than a range of 31 days) and includes a total number of present and absent minutes for both in classroom attendance and virtual attendance.   |
| <b>Reporting Period Start Date</b> | The entered date determines the time frame of the extract, which reports 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>   | The entered 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 by using the calendar icon. The end date field is auto-populated with the current date.   |
| <b>Fall Snapshot</b>               | When marked, attendance data for inactive and active students reports.   |
| <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>Use Enrollment Programs</b>     | 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 considered.<br>See the reporting logic for the following programs in the report layout below. <ul style="list-style-type: none"> <li>• Alternative Education Program</li> <li>• Gifted and Talented</li> <li>• Migrant Status</li> <li>• Title I Indicator</li> </ul> |
| <b>Exclude Cross-Site Data</b>     | <u>Cross-site enrollment</u> functionality must be enabled at the district level for the checkbox to display.<br><br>Cross-site section enrollment data is <b>not</b> included in the report when checked. <ul style="list-style-type: none"> <li>• Defaults to checked.</li> </ul>  |
| <b>State Exclude</b>               | Droplist options include: <ul style="list-style-type: none"> <li>• Exclude State Exclude Enrollments (<i>default</i>)</li> <li>• Include State Exclude Enrollments</li> <li>• Only State Exclude Enrollments</li> </ul>  |
| <b>Ad Hoc Filter</b>               | When selected, only those students in the filter will be included in the selected SMART extract.   |
| <b>Format</b>                      | Indicates how the report generates: <ul style="list-style-type: none"> <li>• HTML</li> <li>• CSV format (state format)</li> </ul>  |

| Calendar Field Selection | Description   |
|--------------------------|---|
|                          | Selection indicates from where the data is pulled.  |
| <b>Generate Report</b>   | Generate the results immediately in the selected format.  |
| <b>Submit to Batch</b>   | Sends the extract to the <a href="#">Batch Queue</a> . Batch Queue functionality allows you to schedule when the report is generated and reduces the impact of generating the report on system performance. |

# SMART SID Management Extract

[Generate the Extract](#) | [SID Management Extract Layout](#)

## Generate the Extract

1. Select **SMART SID Management** 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 the checkbox if you want data to be considered from **Enrollment Programs** instead of the student's program participation records.
6. Determine if the **Cross-Site Data** should be included (Cross-site enrollment functionality must be enabled at the district level for the checkbox to display).
7. Indicate the **Format** in which the report should generate.
8. Click the **Generate Extract** button to generate the report in the desired format. Alternatively, use the [Submit to Batch](#) button (if applicable) to choose when the extract is generated.

|    | A                   | B         | C         | D          | E        | F              | G      | H           | I           | J            | K         |
|----|---------------------|-----------|-----------|------------|----------|----------------|--------|-------------|-------------|--------------|-----------|
| 1  | LocalIdentification | StateIden | FirstName | MiddleName | LastName | GenerationCode | Gender | DateOfBirth | CityOfBirth | StateOfBirth | CountryOf |
| 2  | 123456              |           | ANDREW    |            | STUDENT  |                | M      | 19991030    |             |              |           |
| 3  | 234567              |           | BETHANY   |            | STUDENT  |                | F      | 19980206    | BRONX       | NY           |           |
| 4  | 345678              |           | CARL      |            | STUDENT  |                | F      | 19990125    | HOBOKEN     | NJ           |           |
| 5  | 456789              |           | DENISE    |            | STUDENT  |                | F      | 19971002    | MANILA      |              |           |
| 6  | 567890              |           | ERIK      |            | STUDENT  |                | M      | 19991208    | MANILA      |              |           |
| 7  | 678901              |           | FRANCINE  |            | STUDENT  |                | M      | 19961015    |             |              |           |
| 8  |                     |           |           |            |          |                |        |             |             |              |           |
| 9  |                     |           |           |            |          |                |        |             |             |              |           |
| 10 |                     |           |           |            |          |                |        |             |             |              |           |
| 11 |                     |           |           |            |          |                |        |             |             |              |           |

SMART SID Management - State Format

| SID Management Records:231 |                           |           |            |          |        |        |             |
|----------------------------|---------------------------|-----------|------------|----------|--------|--------|-------------|
| LocalIdentificationNumber  | StateIdentificationNumber | FirstName | MiddleName | LastName | Suffix | Gender | DateOfBirth |
| 123456                     | 1234567890                | EMMA      | MARIE      | TEST     |        | F      | 20040823    |
| 234567                     | 2345678901                | SAM       |            | TEST     |        | M      | 20020420    |
| 345678                     | 3456789012                | ROMEO     |            | TEST     |        | F      | 20030407    |
| 456789                     | 4567890123                | ALICE     |            | TEST     |        | M      | 20040203    |
| 567891                     | 5678901234                | KIM       |            | TEST     |        | F      | 20030721    |
| 678912                     | 6789012345                | JUSTIN    |            | TEST     |        | F      | 20030721    |
| 789123                     | 7890123456                | JAMES     | L          | TEST     |        | M      | 20041027    |

SMART SID Management - HTML Format

# SID Management Extract Layout

► [Click here to expand...](#)

| Data Element                       | Description  | Location  |
|------------------------------------|--|---|
| <b>Local Identification Number</b> | The number assigned and maintained by the local school district that is unique for each student.<br><br><i>Numeric, 6 digits</i>   | Demographics > Student<br><br>Person.studentNumber  |
| <b>State Identification Number</b> | The number assigned and maintained by the New Jersey Department of Education that is unique for each student.<br><br><i>Numeric, 10 digits</i>   | Demographics > State ID<br><br>Person.stateID       |
| <b>First Name</b>                  | The legal first name of the student.<br><br><i>Alphanumeric, 35 characters</i>   | Demographics > First Name<br><br>Person.firstName   |
| <b>Middle Name</b>                 | The legal middle name of the student.<br><br><i>Alphanumeric, 30 characters</i>  | Demographics > Middle Name<br><br>Person.middleName |
| <b>Last Name</b>                   | The legal last name of the student.<br><br><i>Alphanumeric, 40 characters</i>  | Demographics > Last Name<br><br>Person.lastName     |
| <b>Suffix</b>                      | The suffix attached to the student's name, such as Jr or III.<br><br>This report does not include periods. If an option in Census contains a period, it will be stripped out when the report is generated.<br><br><i>Alphanumeric, 50 characters</i> | Demographics > Suffix<br><br>Identity.suffix        |
| <b>Gender</b>                      | The gender of the student.<br><br>See the <a href="#">Non-Binary Gender Reporting</a> section for more information.<br><br><i>Alphanumeric, 1 character (M or F)</i>   | Demographics > Gender<br><br>Identity. gender       |
| <b>Date of Birth</b>               | The date of birth of the student.<br><br><i>Date field, 8 digits (YYYYMMDD)</i>  | Demographics > Birthdate<br><br>Identity.birthdate  |

| <b>Data Element</b>         | <b>Description</b>   | <b>Location</b>   |
|-----------------------------|--|---|
| <b>City of Birth</b>        | The name of the city in which the student was born.<br><i>Alphanumeric, 30 characters</i>  | Demographics > City of<br><br>Identity.birthCity                                  |
| <b>State of Birth</b>       | The abbreviation of the state in which the student was born.<br><i>Alphanumeric, 2 characters</i>                                    | Demographics > State of<br><br>Identity.birthState                                |
| <b>Country of Birth</b>     | The code representing the country in which the student was born.<br><i>Alphanumeric, 4 characters</i>                                | Demographics > Country<br><br>Identity.birthCountry                               |
| <b>Ethnicity</b>            | Indicates whether the student is considered to be Hispanic/Latino<br><i>Alphanumeric, 1 character (Y or N)</i>                       | Demographics > Is this student Hispanic/Latino?<br><br>identity.hispanicEthnicity |
| <b>American Indian Race</b> | Indicates if the student's race/ethnicity is American Indian or Alaska Native.<br><i>Alphanumeric, 1 character (Y or N)</i>          | Demographics > Person Race/Ethnicity<br><br>Identity.raceEthnicity                |
| <b>Asian Race</b>           | Indicates if the student's race/ethnicity is Asian.<br><i>Alphanumeric, 1 character (Y or N)</i>                                     | Demographics > Person Race/Ethnicity<br><br>Identity.raceEthnicity                |
| <b>Black Race</b>           | Indicates if the student's race/ethnicity is Black or African American.<br><i>Alphanumeric, 1 character (Y or N)</i>                 | Demographics > Person Race/Ethnicity<br><br>Identity.raceEthnicity                |
| <b>Pacific Race</b>         | Indicates if the student's race/ethnicity is Native Hawaiian or Other Pacific Islander.<br><i>Alphanumeric, 1 character (Y or N)</i> | Demographics > Person Race/Ethnicity<br><br>Identity.raceEthnicity                |
| <b>White Race</b>           | Indicates if the student's race/ethnicity is White.<br><i>Alphanumeric, 1 character (Y or N)</i>                                     | Demographics > Person Race/Ethnicity<br><br>Identity.raceEthnicity                |
| <b>District Status</b>      | The student's current enrollment status  | Enrollments > Start Date  |

| Data Element                 | as of the snapshot date.<br>Description   | Location<br>Enrollment.startDate  |
|------------------------------|---|---|
|                              | <ul style="list-style-type: none"> <li>A value of A: Active reports when the Enrollment End Date is AFTER o the same as the End Date entered on the Report Editor.</li> <li>A value of I: Inactive reports when the Enrollment End Date is BEFORE the End Date entered on the Report Editor.</li> </ul> <p><i>Alphanumeric, 1 character</i></p> | Enrollment.endDate  |
| <b>Enrollment Type</b>       | <p>Percentage of the school day a student is in attendance at the school listed as the Attending School.</p> <p>The default value for this field is F. A value of S reports when the Shared Time checkbox is marked.</p> <p><i>Alphanumeric, 1 character (F or S)</i></p>   | <p>Enrollments &gt; State Rep<br/>&gt; Shared Time</p> <p>EnrollmentNJ.sharedTim</p>            |
| <b>Resident County</b>       | <p>The New Jersey county in which the student resides.</p> <p><i>Alphanumeric, 2 characters</i></p>   | <p>Enrollments &gt; State Rep<br/>&gt; Resident County</p> <p>EnrollmentNJ.residentCo</p>       |
| <b>Resident District</b>     | <p>The district in which the student resides. If no selection is made, the default value reports.</p> <p><i>Alphanumeric, 4 characters</i></p>  | <p>Enrollments &gt; State Rep<br/>&gt; Resident District</p> <p>Enrollment.residentDistr</p>    |
| <b>Resident School</b>       | <p>The unique school code the student would attend based on the permanent or other home address.</p> <p><i>Alphanumeric, 3 characters</i></p>   | <p>Enrollments &gt; State Rep<br/>&gt; Resident School</p> <p>EnrollmentNJ.residentSc</p>       |
| <b>District Entry Date</b>   | <p>The date on which the student enrolled in the district.</p> <p><i>Date field, 8 digits (YYYYMMDD)</i></p>  | <p>Enrollments &gt; State Rep<br/>&gt; District Entry Date</p> <p>Enrollment.districtEntryI</p> |
| <b>County Code Receiving</b> | <p>The code of the county in which the student is received in a sending/receiving relationship.</p> <p><i>Alphanumeric, 2 characters</i></p>  | <p>Enrollments &gt; State Rep<br/>&gt; Receiving County</p> <p>EnrollmentNJ.receivingC</p>      |



| <b>Data Element</b>            | <b>Description</b>  | <b>Location</b>   |
|--------------------------------|---|---|
| <b>District Code Receiving</b> | The code of the student's receiving district in a sending/receiving relationship. If no value is selected, the default value reports.<br><br><i>Alphanumeric, 4 characters</i>  | Student Information > G<br>Enrollments > State Rep<br>> Receiving District<br><br>EnrollmentNJ.receivingD |
| <b>School Code Receiving</b>   | The code of the receiving school of the student in a sending/receiving relationship.<br><br><i>Alphanumeric, 3 characters</i>   | Enrollments > State Rep<br>> Receiving School<br><br>EnrollmentNJ.receivingS                              |
| <b>Attending County</b>        | The code of the county in which the student is attending school.<br><br><i>Alphanumeric, 2 characters</i>   | Enrollments > State Rep<br>> Attending County<br><br>EnrollmentNJ.attendingC                              |
| <b>Attending District</b>      | The code of the district in which the student is attending school. If no value is selected, the default value reports.<br><br><i>Alphanumeric, 4 characters</i>   | Enrollments > State Rep<br>> Attending District<br><br>EnrollmentNJ.attendingD                            |
| <b>Attending School</b>        | The code of the school the student is attending.<br><br><i>Alphanumeric, 3 characters</i>   | Enrollments > State Rep<br>> Attending School<br><br>EnrollmentNJ.attendingS                              |
| <b>Year of Graduation</b>      | The projected year of the student's high school graduation.<br><br><i>Date field, 4 digits (YYYY)</i>   | Graduation > State Rep<br>Graduation Fields > Proj<br>Graduation Year<br><br>Graduation.gradYear          |
| <b>School Entry Date</b>       | The date on which the student enrolled in the attending school.<br><br><i>Date field, 8 digits (YYYYMMDD)</i>   | Enrollments > State Rep<br>> School Entry Date<br><br>Enrollment.schoolEntryC                             |
| <b>School Exit Date</b>        | The date of the first day after the date of a student's last attendance at a school. This field is required for inactive students and reports the exit date if it is within the reporting window.<br><br>For active students, this field reports blank.<br><br><i>Date field, 8 digits (YYYYMMDD)</i> | Enrollments > End Date<br><br>Enrollment.endDate  |

| <b>Data Element Code</b>              | <b>Description</b>  | <b>Location</b>   |
|---------------------------------------|---|---|
| <b>Withdrawal Code</b>                | <p>The type of exit/withdrawal of a student from a school. Reports if the student's Exit Date is within the reporting period.</p> <p><i>Alphanumeric, 3 characters</i></p>  | <p>Enrollments &gt; End Status</p> <p>Enrollment.endStatus</p>                      |
| <b>Tuition Code</b>                   | <p>The indicator of the source of payment for a non-resident student.</p> <p><i>Numeric, 2 digits</i></p>   | <p>Enrollments &gt; State Rep &gt; Tuition Code</p> <p>EnrollmentNJ.tuitionCode</p> |
| <b>Free/Reduced Rate Lunch Status</b> | <p>Indicates if the student is enrolled in the national school lunch program.</p> <ol style="list-style-type: none"> <li>1. Reports 'S' when State Qualified as Free checkbox is marked.</li> <li>2. Otherwise, reports the eligibility code entered in the FRAM Eligibility Detail.</li> </ol> <p>Eligibility code is based on Start/End Dates from Eligibility Detail to Effective Date on the Report Editor.</p> <ul style="list-style-type: none"> <li>• N = Default</li> <li>• F = Enrolled in free lunch.</li> <li>• R = Enrolled in reduced rate lunch.</li> <li>• S = Student is not eligible at the Federal level, but State qualified as Free.</li> </ul> <p><i>Alphanumeric, 1 character</i></p> | <p>FRAM &gt; Eligibility Detail</p>   |
| <b>Grade Level</b>                    | <p>The grade level of the student's enrollment</p> <p><i>Alphanumeric, 2 characters</i></p>   | <p>Enrollments &gt; Grade</p> <p>Enrollment.grade</p>                               |
| <b>Program Type Code</b>              | <p>The primary program of instruction for the student.</p> <p><i>Alphanumeric, 2 characters</i></p>   | <p>Enrollments &gt; State Rep &gt; Program Type</p> <p>EnrollmentNJ.programTy</p>   |
| <b>Retained</b>                       | <p>Indicates if the student is repeating the current grade level.</p> <ul style="list-style-type: none"> <li>• Report Y when a student's previous year's last enrollment's End Action is R: Retained.</li> <li>• Report N when the last enrollment from last year's End Action field is blank, D: Demote, or P: Promote,</li> </ul>   | <p>Enrollments &gt; General E Editor &gt; Retained</p> <p>Enrollment.retained</p>   |

| Data Element                            | Description   | Location   |
|---|---|--|
|   | <p>even if the student has the same grade level as last year's enrollment, or if there is no previous enrollment.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>  |  |
| <b>Special Education Classification</b> | <p>The outcome of an eligibility assessment for special education and related services. This field reports a null value unless a primary disability code is selected.</p> <p><i>Numeric, 2 digits</i></p>   | <p>Special Ed &gt; State Repo Reporting Details &gt; Primary</p> <p><code>specialEDState.primaryC</code></p>         |
| <b>Declassification SPED Date</b>       | <p>The year, month, and day on which the student is no longer considered eligible as a student with a disability according to N.J.A.C. 6A: 14-3.5(c) or 3.6(a).</p> <p>Reports the date entered when Special Ed Exit Date is NOT = null and &lt;= extract editor End Date.</p> <p>Otherwise, reports null.</p> <p><i>Date field, 8 digits (YYYYMMDD)</i></p>  | <p>Special Ed &gt; State Repo Reporting Details &gt; Special Ed Date</p> <p><code>specialEDState.exitDate</code></p> |
| <b>Eligible for LIEP</b>                | <p>Indication that the student has undergone the Multilingual Learner (ML) identification process and whether, on the submission snapshot date, the student was eligible or ineligible for placement in a language instruction educational program (LIEP).</p> <p>This field captures the result of the ML identification process as set forth in N.J.A.C. 6A-15, which includes three steps for students in grades K through 12: 1) the Home Language Survey, 2) a Records Review and 3) an English Language Proficiency (ELP) screener assessment. The process for preschool students includes steps 1 and 2 only.</p> <p>An ML means a student whose primary language is not English, who is identified through the ML identification process, and who is developing proficiency in multiple languages. The term is synonymous with "English Learner".</p> | <p>Program Participation &gt; Learners (EL) &gt; EL &gt; Identified</p> <p><code>Lep.identifiedDate</code></p>       |

| Data Element         | Description  | Location   |
|----------------------|--|--|
|                      | <ul style="list-style-type: none"> <li>• Reports "Y" when the following apply: <ul style="list-style-type: none"> <li>◦ Student's most recent EL record has an Identified Date not = null and &lt;= extract Reporting Period End Date, where: <ul style="list-style-type: none"> <li>▪ Program Exit Date = null or &gt; extract Reporting Period End Date</li> </ul> </li> </ul> </li> <li>• Otherwise, reports "N".</li> </ul>  |  |
| <b>LIEPStartDate</b> | <p>The year, month, and day on which the student begins to receive services in a language instruction educational program (LIEP).</p> <ol style="list-style-type: none"> <li>1. Qualifying EL record: <ul style="list-style-type: none"> <li>◦ Identified Date NOT = null and &lt;= extract Reporting Period End Date</li> <li>◦ Program Exit Date = null or &gt;= extract Reporting Period Start Date</li> <li>◦ Parent Declined Date = null or &gt; Identified Date <ul style="list-style-type: none"> <li>▪ Test Scenarios: <ul style="list-style-type: none"> <li>▪ When Parent Declined &lt;= Identified Date, LIEPStartDate must report blank</li> <li>▪ When Parent Declined &gt; Identified Date, LIEPStartDate must report when a qualifying Service exists</li> </ul> </li> </ul> </li> </ul> </li> <li>2. <u>More than 1 qualifying EL record:</u> <ol style="list-style-type: none"> <li>1. Reports the Start Date of the EL Service with the earliest Start Date &lt;= extract Reporting Period End Date from the student's EL record with the EARLIEST Identified Date.</li> <li>2. When the qualifying Service has Start Date = null or &gt; extract reporting period End Date, OR when no Service exists in the EARLIEST qualifying EL record with Start Date &lt;= extract</li> </ol> </li> </ol> | <p>Program Participation &gt; Learners (EL) &gt; EL &gt; Ide</p> <p>Program Participation &gt; Learners (EL) &gt; EL &gt; Sta</p> <p>Lep.startDate</p> |

| Data Element         | Description   | Location   |
|----------------------|---|--|
|                      | <p>with Start Date &lt;= extract Reporting Period End Date, reports blank</p> <p>3. <u>Only 1 qualifying EL record:</u></p> <ol style="list-style-type: none"> <li>1. Reports the Start Date of the EL Service with the earliest Start Date &lt;= extract Reporting Period End Date from the student's EL record with the EARLIEST Identified Date.</li> <li>2. When the qualifying Service has Start Date = null or &gt; extract reporting period End Date, OR when no Service exists in the EARLIEST qualifying EL record with Start Date &lt;= extract Reporting Period End Date, reports blank</li> </ol> <p><i>Date field, 8 digits (YYYYMMDD)</i></p>   |  |
| <b>LIEP End Date</b> | <p>The date on which the student ceases to be served by a language instruction education program (LIEP) because the student was determined to no longer need an LIEP per N.J.A.C. 6A:15-1.9 or because the student's parent(s) removed the student from the LIEP.</p> <ol style="list-style-type: none"> <li>1. Qualifying EL record: <ul style="list-style-type: none"> <li>◦ Identified Date NOT = null and &lt;= extract Reporting Period End Date</li> <li>◦ Program Exit Date = null or &gt;= extract Reporting Period Start Date</li> <li>◦ Parent Declined Date = null or &gt; Identified Date <ul style="list-style-type: none"> <li>▪ Test Scenarios: <ol style="list-style-type: none"> <li>1. When Parent Declined &lt;= Identified Date, LIEPEndDate must report blank</li> <li>2. When Parent Declined &gt; Identified Date, LIEPEndDate must report when a qualifying Service exists</li> </ol> </li> </ul> </li> </ul> </li> <li>2. <u>More than 1 qualifying EL record:</u> <ol style="list-style-type: none"> <li>1. Reports the End Date of the EL</li> </ol> </li> </ol> | <p>Program Participation &gt; Learners (EL) &gt; EL &gt; Ide</p> <p>Program Participation &gt; Learners (EL) &gt; EL &gt; En</p> <p>Lep.exitDate</p> |

| Data Element          | Description  | Location   |
|-----------------------|--|--|
|                       | <p>Service with the earliest Start Date &lt;= extract Reporting Period End Date from the student's EL record with the EARLIEST Identified Date.</p> <p>2. When the qualifying Service has End Date = null or &gt; extract reporting period End Date, OR when no Service exists in the EARLIEST qualifying EL record with Start Date &lt;= extract Reporting Period End Date, reports blank</p> <p>3. <u>Only 1 qualifying EL record:</u></p> <p>1. Reports the End Date of the EL Service with the earliest Start Date &lt;= extract Reporting Period End Date from the student's EL record with the EARLIEST Identified Date.</p> <p>2. When the qualifying Service has End Date = null or &gt; extract reporting period End Date, OR when no Service exists in the EARLIEST qualifying EL record with Start Date &lt;= extract Reporting Period End Date, reports blank.</p> <p><i>Date field, 8 digits (YYYYMMDD)</i></p> |  |
| <b>LEIPStartDate2</b> | <p>The date on which the student reenters a language instruction educational program (LIEP) after having exited multilingual learner status, per N.J.A.C. 6A:15-1.9(g).</p> <p>1. Qualifying EL record:</p> <ul style="list-style-type: none"> <li>◦ Identified Date NOT = null and &lt;= extract Reporting Period End Date</li> <li>◦ Program Exit Date = null or &gt;= extract Reporting Period Start Date</li> <li>◦ Parent Declined Date = null or &gt; Identified Date <ul style="list-style-type: none"> <li>■ Test Scenarios: <ol style="list-style-type: none"> <li>1. When Parent Declined &lt;= Identified Date, LEIPStartDate must</li> </ol> </li> </ul> </li> </ul>   | <p>Program Participation &gt; Learners (EL) &gt; EL &gt; Ide</p> <p>Program Participation &gt; Learners (EL) &gt; EL &gt; Sta</p> <p>Lep.startDate</p> |

| Data Element        | Description  | Location   |
|---------------------|--|--|
|                     | <p>report blank</p> <p>2. When Parent Declined &gt; Identified Date, LIEPStartDate must report when a qualifying Service exists</p> <p>2. <u>More than 1 qualifying EL record:</u></p> <ol style="list-style-type: none"> <li>1. Reports the Start Date of the EL Service with the earliest Start Date &lt;= extract Reporting Period End Date from the student's EL record with the <b>2nd</b> EARLIEST Identified Date.</li> <li>2. When the qualifying Service has Start Date = null or &gt; extract reporting period End Date, OR when no Service exists in the <b>2nd</b> EARLIEST qualifying EL record with Start Date &lt;= extract Reporting Period End Date, reports blank</li> </ol> <p>3. <u>Only 1 qualifying EL record:</u></p> <ul style="list-style-type: none"> <li>◦ Reports blank</li> </ul> <p><i>Date field, 8 digits (YYYYMMDD)</i></p> |  |
| <b>LEIPendDate2</b> | <p>The date on which the student exits a language instruction educational program (LIEP) for the second time because the student was determined to no longer needs a LIEP per N.J.A.C. 6A:15-1.9 or because the student's parent(s) removed the student from the LIEP.</p> <p><u>Qualifying EL record:</u></p> <ul style="list-style-type: none"> <li>• Identified Date NOT = null and &lt;= extract Reporting Period End Date</li> <li>• Program Exit Date = null or &gt;= extract Reporting Period Start Date</li> <li>• Parent Declined Date = null or &gt; Identified Date <ul style="list-style-type: none"> <li>◦ Test Scenarios: <ol style="list-style-type: none"> <li>1. When Parent Declined &lt;= Identified Date, LIEPEndDate must report blank</li> <li>2. When Parent Declined &gt; Identified Date.</li> </ol> </li> </ul> </li> </ul>        | <p>Program Participation &gt; Learners (EL) &gt; EL &gt; Ide</p> <p>Program Participation &gt; Learners (EL) &gt; EL &gt; En</p> <p>Lep.exitDate</p> |

| Data Element                 | Description  | Location   |
|------------------------------|--|--|
|                              | <p>LIEPEndDate must report when a qualifying Service exists</p> <p><u>More than 1 qualifying EL record:</u></p> <ol style="list-style-type: none"> <li>1. Reports the End Date of the EL Service with the earliest Start Date &lt;= extract Reporting Period End Date from the student's <b>2nd</b> EARLIEST EL record with the latest Identified Date.</li> <li>2. When the qualifying Service has End Date = null or &gt; extract reporting period End Date, OR when no Service exists in the 2nd EARLIEST qualifying EL record with Start Date &lt;= extract Reporting Period End Date, reports blank</li> </ol> <p><u>Only 1 qualifying EL record:</u></p> <ul style="list-style-type: none"> <li>• Reports blank</li> </ul> <p><i>Date field, 8 digits (YYYYMMDD)</i></p>   |  |
| <b>LIEPParentRefusalDate</b> | <p>The date on which a parent refused language instruction educational program (LIEP) for the student who was identified as eligible, regardless of whether the student had been served by an LIEP prior to the parent's refusal.</p> <ol style="list-style-type: none"> <li>1. Reports the Parent Declined Date from the student's EL record with the EARLIEST Identified Date, where: <ul style="list-style-type: none"> <li>◦ Parent Declined Date NOT = null and &lt;= extract Reporting Period End Date</li> <li>◦ Identified Date NOT = null and &lt;= extract Reporting Period End Date</li> <li>◦ Program Exit Date = null or &gt;= extract Reporting Period Start Date</li> </ul> </li> <li>2. When no qualifying EL record exists, or when Parent Declined Date is blank or &gt; extract Reporting Period End Date, reports blank</li> </ol> | <p>Program Participation &gt; English Learner &gt; EL : Date</p> <p>Program Participation &gt; Learner &gt; EL &gt; Parent C</p> |



| Data Element                   | <i>Date field, 8 digits (YYYYMMDD)</i><br>Description   | Location  |
|--------------------------------|---|---|
| <b>ELPScreenerDate</b>         | <p>The date on which a student was given the state-approved English Language Proficiency (ELP) screener. The current state-approved screeners are the WIDA Screener or the WIDA MODEL.</p> <p>The ELP screener is administered as the final step to determine eligibility for language instruction educational program (LIEP) placement for students in grades K through 12.</p> <p>Reports the Date in the Screener Date field from the student's most recent EL record with a non-null Screener Date that is &lt;= extract Reporting Period End Date.</p> <ul style="list-style-type: none"> <li>When no EL records have a Screener Date entered that is &lt;= extract Reporting Period End Date, reports the Identified Date of the EL record with the <b>earliest</b> Identified Date where: <ol style="list-style-type: none"> <li>Identified Date = not null and &lt;= extract Reporting Period End Date</li> <li>Program Exit Date = null or &gt;= extract Reporting Period Start Date</li> </ol> </li> </ul> <p>Otherwise, reports blank.</p> <p><i>Date field, 8 digits (YYYYMMDD)</i></p> |   |
| <b>NonPublic</b>               | <p>Indicates the student has been parentally placed into a private school and receives services under an individual services plan.</p> <ul style="list-style-type: none"> <li>Default value = Blank</li> <li>REC: Eligible and Receiving Services</li> <li>NREC: Eligible and Not Receiving Services</li> </ul> <p><i>Alphanumeric, 1 character (Y or blank)</i></p>  | <p>Special Ed &gt; State Repo Reporting Details &gt; Non</p> <p>specialEDState.nonPubli</p> |
| <b>Resident Municipal Code</b> | <p>The resident municipality of the student. The code is unique to the municipality as defined by the NJ Department of the Treasury.</p>  | <p>Enrollments &gt; State Rep &gt; Residential Municipal</p>                                |

| Data Element                                | Description   | Location   |
|---|---|--|
|   | <i>Numeric, 4 digits</i>  | EnrollmentNJ.residential   |
| <b>Military Connected Student Indicator</b> | <p>Indicates the student's parent/guardian is on active duty, in the National Guard or Reserve components of the United States military services.</p> <ul style="list-style-type: none"> <li>1: Not Military Connected</li> <li>2: Active Duty</li> <li>3: National Guard or Reserve</li> <li>4: Unknown</li> </ul> <p><i>Numeric, 1 digit</i></p>  | <p>Enrollments &gt; State Rep<br/>&gt; Military Connected</p> <p>EnrollmentNJ.militaryCor</p>                          |
| <b>ELA Graduation Pathway Indicator</b>     | <p>Indicates the graduate's pathway to graduation for ELA.</p> <p>Reports the code selected from the ELA Graduation Pathway drop list.</p> <p><i>Alphanumeric, 1 character</i></p>  | <p>Graduation &gt; Graduation<br/>State Reporting Graduat<br/>ELA Graduation Pathway</p> <p>Graduation.gradPathELA</p> |
| <b>Math Graduation Pathway Indicator</b>    | <p>Indicates the graduate's pathway to graduation for Math.</p> <p>Reports the code selected from the Math Graduation Pathway drop list.</p> <p><i>Alphanumeric, 1 character</i></p>  | <p>Graduation Detail &gt; Stat<br/>Graduation Fields &gt; Mat<br/>Pathway</p> <p>Graduation.gradPathMat</p>            |
| <b>In District Placement</b>                | <p>Indicates when a student is attending a school that is not their resident school within their resident district.</p> <p>Reports the option selected on the enrollment editor.</p> <ul style="list-style-type: none"> <li><b>SPECED</b> = Student attends a specialized program for special education in a school that is not his/her resident school within his/her resident school district</li> <li><b>ML</b> = Student attends a specialized program for English Language Learners in a school that is not his/her resident school within his/her resident school district</li> <li><b>OTHER</b> = Student attends a school that is not his/her resident school within his/her resident school district for any other reason</li> </ul> <p><i>Alphanumeric, 1 character</i></p> | <p>Enrollments &gt; State Rep<br/>&gt; In District Placement</p> <p>Enrollment.inDistrictPlac</p>                      |

| Data Element                                    | Description   | Location  |
|---|---|---|
|   | <ul style="list-style-type: none"> <li>• <b>ALTREC</b> = Student attends an alternative education program or a recovery high school program in a school that is not his/her resident school within his/her resident school district</li> <li>• <b>ADULT</b> = Student attends an adult high school for students pursuing a locally-issued, state-endorsed diploma in a school that is not his/her resident school within his/her resident school district</li> </ul> <p><i>Alphanumeric, 6 characters</i></p>   |   |
| <b>Language Instruction Educational Program</b> | <p>Indicates the course in which an English language learner is placed in order to develop and attain English proficiency while meeting challenging State academic standards. Reports the code selected for the EL Service Type. Valid options are:</p> <ol style="list-style-type: none"> <li>1: Dual language</li> <li>2: Full Time Bilingual (Transitional)</li> <li>3: Bilingual alternative Programs</li> <li>4: English alternative Programs (Hi-Intensity, SEI)</li> <li>5: ESL Only or ELS</li> <li>6: Currently an ELL but ELL Program Services refused by parent/guardian</li> <li>7: Preschool program</li> </ol> <p><i>Numeric, 1 digit</i></p> | <p>Program Participation &gt; Learners EL &gt; EL Service Type</p> <p>LepServiceType.code</p>         |
| <b>Biliterate</b>                               | <p>Indicates whether students in their final year of high school have achieved passing scores on both a World Language Assessment and an English Assessment to demonstrate they are biliterate.</p> <ul style="list-style-type: none"> <li>• Blank is the default value.</li> <li>• Reports 'N' if the grade level is 12.</li> <li>• Reports 'Y' if the grade level is 12 <u>AND</u> a World Language Assessment has been awarded for the State Seal.</li> </ul> <p><i>Alphanumeric, 1 character (Y or N)</i></p>   | <p>Graduation &gt; State Seal State Seal</p> <p>GraduationSeal.method<br/>GraduationSeal.language</p> |
| <b>World Language Assessment 1-5</b>            | <p>Reports the code of the World Language Assessment, other than an English Language Assessment, taken by the student.</p>  | <p>Graduation &gt; State Seal Language Assessment</p> <p>GraduationSeal.method</p>                    |

| Data Element                        | Description  | Location  |
|-------------------------------------|--|---|
|                                     | <p>Default value=NULL</p> <p><i>Alphanumeric, 10 characters</i></p>  |   |
| <b>World Languages Assessed 1-5</b> | <p>Indicates the code of the language (other than English) that is being assessed.</p> <p>Default value=NULL</p> <p><i>Alphanumeric, 3 characters</i></p>  | <p>Graduation &gt; State Seal Language</p> <p>GraduationSeal.languag</p>                  |
| <b>Gifted and Talented Student</b>  | <p>Indicates the student has been identified as gifted and talented or twice-exceptional as defined by the Strengthening Gifted and Talented Education Law.</p> <p>When "Use Enrollment Programs" is checked, reports Y. Otherwise, N.</p> <p>When "Use Enrollment Programs" is NOT checked, reports "Y" when:</p> <ul style="list-style-type: none"> <li>The student has a Gifted &amp; Talented program record with: <ul style="list-style-type: none"> <li>Start Date &lt;= extract Reporting Period End Date</li> <li>Start Date &lt;= the earlier of: <ul style="list-style-type: none"> <li>Enrollment End Date when not = null AND</li> <li>The last instructional calendar day in the calendar when enrollment End Date = null</li> </ul> </li> <li>End Date = null or &gt;= earlier of: <ul style="list-style-type: none"> <li>Enrollment End Date when not = null, otherwise last instructional calendar day AND</li> <li>The extract Reporting Period End Date</li> </ul> </li> </ul> </li> </ul> <p>Otherwise, reports "N".</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p> | <p>Enrollments &gt; State Rep &gt; Gifted and Talented</p> <p>Enrollment.giftedAndTal</p> |
| <b>Student Learning Environment</b> | <p>Reports the code for the selected method for delivering instruction to the student.</p> <p>1 = Fulltime on premises</p>   | <p>Program Participation &gt; Programs &gt; Instruction I Student Learning Enviro</p>     |

| Data Element               | Description  | Location                                |
|----------------------------|--|---|
|                            | <p>2 = Hybrid (partial in person on premises/partial remote instruction)<br/> 3 = Fulltime remote—district choice<br/> 4 = Fulltime remote—parental or guardian choice</p> <p><i>Numeric, 1 digit</i></p>  | InstructionMode.status                  |
| <b>Remote Days Present</b> | <p>Reports the number of remote (virtual) instruction days a student is marked as present during the annual reporting period from July 1 through June 30.</p> <ol style="list-style-type: none"> <li>1. No Half Day Logic. If Absent Minutes &lt; (Less Than) Full Days Absent Minutes in Calendar Setting then Day is Marked as Present.</li> <li>2. Don't Count if State Code = 3, 4, 6, 8, or 9 (State Excused Absences DE#91)</li> <li>3. If Enrollment Type = S (DE#19) <ol style="list-style-type: none"> <li>1. Each day of membership counts as a half or .5</li> <li>2. Example 175 Present Days would be reported as 87.5</li> </ol> </li> </ol> <p><i>Numeric, up to 5 characters</i></p>                                     | Blended Learning > Attendance > Virtual |
| <b>Remote Days Absent</b>  | <p>Reports the number of remote (virtual) instruction days a student is marked as absent and scheduled to receive instruction in a remote learning environment during the annual reporting period from July 1 through June 30.</p> <ol style="list-style-type: none"> <li>1. No Half Day Logic. If Absent Minutes =&gt;(Greater Than or Equal To) Full Days Absent Minutes in Calendar Setting then Day is Marked as Absent.</li> <li>2. Status = Absent</li> <li>3. Excuse = Unknown, Excused, or Unexcused</li> <li>4. Don't Count if State Code = 3, 4, 6, 8, or 9 (State Excused Absences DE#91)</li> <li>5. These Days Should be subtracted from Number of Days Present</li> <li>6. If there is an Absent Day with State</li> </ol> | Blended Learning > Attendance > Virtual |

| Data Element                         | Description  | Location   |
|--------------------------------------|--|--|
|                                      | <p>Code 5 (Half Day Absence) Then count that day as a Full Day Present.</p> <p>7. If Enrollment Type = S (DE#19)</p> <ol style="list-style-type: none"> <li>Each day of membership counts as a half or .5</li> <li>Example 5 Absent Days would be reported as 2.5</li> </ol> <p><i>Numeric, up to 5 characters</i></p>   |  |
| <b>Student Internet Connectivity</b> | <p>Reports the selected code for student access to the Internet (district-paid, paid by household, etc.).</p> <p>Only the most current Digital Equity Program reports.</p> <ol style="list-style-type: none"> <li>1 = Personal access</li> <li>2 = School provided access through mobile hotspots with paid data plans</li> <li>3 = School provided access through Internet-connected devices with paid data plans</li> <li>4 = School provided access by paying the cost of home Internet subscription for student</li> <li>5 = School provided access through a district-managed wireless network</li> <li>6 = School provided access by another means</li> <li>7 = Other</li> <li>8 = Unknown</li> </ol> <p><i>Numeric, 1 digit</i></p> | <p>Program Participation &gt; Programs &gt; Digital Equity Connectivity</p> <p>DigitalEquity.internetAcc</p> |
| <b>Student Device Owner</b>          | <p>Reports the selected code to indicate the owner of the device used for remote instruction.</p> <p>Only the most current Digital Equity Program reports.</p> <ul style="list-style-type: none"> <li>1 = Personal, dedicated device (student is the sole user)</li> <li>2 = Personal device, shared with others</li> <li>3 = School or district-provided, dedicated device (student is the sole user)</li> <li>4 = School or district-provided device, shared with others</li> <li>5 = Other</li> </ul>   | <p>Program Participation &gt; Programs &gt; Digital Equity Owner</p> <p>DigitalEquity.deviceAcce</p>         |

| Data Element                                | Description  | Location  |
|---|--|---|
|   | <p>• 7 = None</p> <p><i>Numeric, 1 digit</i></p>   |   |
| <b>Student Device Type</b>                  | <p>Reports the selected code to indicate the type of device used for remote instruction.</p> <p>Only the most current Digital Equity Program reports.</p> <p>1 = Chromebooks/laptops<br/>2 = iPads/tablets<br/>3 = Other<br/>4 = Unknown<br/>5 = None</p> <p><i>Numeric, 1 digit</i></p>   | <p>Program Participation &gt; Programs &gt; Digital Equity Type</p> <p>DigitalEquity.digitalDeviceType</p>              |
| <b>Bridge Year</b>                          | <p>Indicates whether the student plans to or is currently participating in the Bridge Year Pilot Program.</p> <p>Reports the Code selected in the Bridge Year field when the enrollment grade is mapped to a State Grade Level Code of 12.</p> <p>Reports blank when the enrollment grade is not mapped to a State Grade Level Code of 12.</p> <p><i>Alphanumeric, 1 character</i></p> | <p>Enrollments &gt; State Reporting &gt; Bridge Year</p> <p>Enrollment.bridgeYear</p>                                   |
| <b>Federal HS Math Testing Requirements</b> | <p>Indicates whether a student has met the federal requirement to take Algebra I (or one of the exceptions noted below) while in high school.</p> <p>Reports the selected code (A -G) from the student's enrollment record. When not populated, a blank value reports.</p> <p><i>Alphanumeric, 1 character</i></p>   | <p>Enrollments &gt; Assessment Fields &gt; Federal HS Math</p> <p>Enrollment.federalMathF</p>                           |
| <b>IEP Graduation Course Requirement</b>    | <p>An indication of whether a student with a disability did not meet the state course requirement component of the NJDOE graduation requirements because of an exemption or modification contained in</p>  | <p>Graduation &gt; State Reporting &gt; Graduation Fields &gt; IEP Course Requirement</p> <p>Graduation.iepGradCour</p> |

| Data Element                        | Description   | Location   |
|-------------------------------------|---|--|
|                                     | <p>their Individualized Education Program (IEP).</p> <p>Reports the selected code:</p> <ul style="list-style-type: none"> <li>1 - student has an exemption or modification to course requirements</li> <li>2 - student does not have an exemption or modification to course requirements</li> </ul> <p><i>Numeric, 1 digit</i></p>  |  |
| <b>IEP Graduation Attendance</b>    | <p>An indication of whether a student with a disability did not meet the local attendance requirement component of the NJDOE graduation requirements because of an exemption or modification contained in their Individualized Education Program (IEP).</p> <p>Reports the selected code:</p> <ul style="list-style-type: none"> <li>1 - student has an exemption or modification to local attendance requirements</li> <li>2 - student does not have an exemption or modification to local attendance requirements</li> </ul> <p><i>Numeric 1, digit</i></p> | <p>Graduation &gt; State Rep<br/>Graduation Fields &gt; IEP Attendance</p> <p>Graduation.iepGradAtten</p>    |
| <b>LIEP Language of Instruction</b> | <p>The language of instruction for the Language Instruction Educational Program (LIEP) course in which an Multilingual Learner (ML) is placed in order to develop and attain English proficiency while meeting challenging State academic standards.</p> <p>Reports the selected code from the student's enrollment record. When not populated, a blank value reports.</p> <p><i>Alphanumeric, 3 characters</i></p>   | <p>Program Participation &gt; Learners (EL) &gt; EL &gt; LIE Instruction</p> <p>Lep.liepInstructionLangu</p> |
| <b>City of Residence</b>            | <p>The name of the city in which the student lives.</p> <p>If there is more than one primary city of residence, the most current city by start date reports. Any secondary city of residence does not report.</p>   | <p>Census &gt; Address &gt; City</p> <p>Address.city</p>   |



| Data Element                         | Description<br><i>Alphanumeric, 30 characters</i>   | Location  |
|--------------------------------------|---|---|
| <b>Migrant Status</b>                | <p>Indicates if the student is eligible for migrant education services.</p> <p>When "Use Enrollment Programs" is checked, reports Y if checked. Else, N.</p> <p>When "Use Enrollment Programs" is NOT checked:</p> <ol style="list-style-type: none"> <li>1. Reports "Y" when the student has a Migrant program record with: <ul style="list-style-type: none"> <li>◦ Start Date &lt;= extract Reporting Period End Date</li> <li>◦ Start Date &lt;= the earlier of: <ul style="list-style-type: none"> <li>▪ Enrollment End Date when not = null</li> <li>AND</li> <li>▪ The last instructional calendar day in the calendar when enrollment End Date = null</li> </ul> </li> <li>◦ End Date = null or &gt;= earlier of: <ul style="list-style-type: none"> <li>▪ Enrollment End Date when not = null, otherwise last instructional calendar day</li> <li>AND</li> <li>▪ The extract Reporting Period End Date</li> </ul> </li> </ul> </li> </ol> <p>Otherwise, reports "N"</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p> | <p>Enrollments &gt; State Rep<br/>&gt; Migrant</p> <p>Enrollment.migrant</p>              |
| <b>Eighth Technological Literacy</b> | <p>Indicates whether the student has met the eighth-grade criteria of technological proficiency.</p> <ul style="list-style-type: none"> <li>• 8th grade students report either the default or selected value for the 8 Tech Literacy</li> <li>• All other grades should be reported as Blank value.</li> </ul> <p>Valid Selection Choices are:</p> <ul style="list-style-type: none"> <li>• Y = Deemed to be technologically proficient</li> <li>• N = Deemed to not be</li> </ul>  | <p>Enrollments &gt; State Rep<br/>&gt; 8 Tech Literacy</p> <p>EnrollmentNJ.8TechLiter</p> |

| Data Element                     | Description<br>technologically proficient<br>• NE = Not evaluated  | Location  |
|----------------------------------|--|---|
|                                  | <i>Alphanumeric, 2 characters</i>  |   |
| <b>Health Insurance Status</b>   | Indicates whether the student has health insurance coverage.<br><br><i>Alpha, 1 character (Y or N)</i>   | Enrollments > State Rep<br>> Health Coverage<br><br>EnrollmentNJ.healthCove   |
| <b>Health Insurance Provider</b> | The name of the student's health insurance provider.<br><br><i>Alphanumeric, 50 characters</i>   | Enrollments > State Rep<br>> Health Insurance Prov<br><br>EnrollmentNJ.healthInsu   |
| <b>Home Language 1</b>           | The primary language or dialect that students use to communicate at home.<br><br><i>Alphanumeric, 3 characters</i>   | Identities > Home Prima<br><br>Identity.homePrimaryLai  |
| <b>Home Language 2-5</b>         | Must be submitted once for all students. Additional data only needs to be submitted if the student has been identified as speaking more than one Home Language as reported on the Home Language Survey. However, the data elements must still be repeated 5 times in the file.<br><br>(HomeLanguage1, HomeLanguage2, HomeLanguage3, HomeLanguage4, HomeLanguage5) even if the additional four iterations are not needed.<br><br>Reports the code selected in Census > People > Demographics > Secondary Language, Third Language, Fourth Language, Fifth Language<br><br>When null, reports blank<br><br><i>Alphanumeric, 3 characters</i> | Demographics > Second<br>Language, Third Langua<br>Language, Fifth Langua<br><br>Identity.homePrimaryLai<br>(Secondary Language, T<br>Language, Fourth Langu<br>Language) |
| <b>Immigrant Status</b>          | Selection indicates student meets the Federal definition of being an immigrant:<br><ul style="list-style-type: none"><li>• aged 3-21</li><li>• not born in any state</li><li>• have not been attending one or more schools in any one or more States for over three full academic years.</li></ul>   | Enrollments > State Rep<br>> Immigrant<br><br>Enrollment.immigrant  |

| Data Element                               | Description  | Location   |
|--|--|--|
|  | <p>Reports value from Dropbox selection:</p> <ul style="list-style-type: none"> <li>• Null</li> <li>• N: No</li> <li>• Y: YES</li> </ul> <p>Default value is NULL</p> <p><i>Alphanumeric, 1 character</i></p>  |  |
| <b>First Entry Date into a US School</b>   | <p>Date the student first received schooling at a school in the United States.</p> <p>Reports the date associated with the student's Date Entered US School if the student's Birth Country is any selection other than 2330: United States or 1790: Puerto Rico.</p> <p>Reports a blank value if the Birth Country is the United States or Puerto Rico.</p> <p><i>Date field, 8 characters (YYYYMMDD)</i></p>  | <p>Demographics &gt; Date Entered US School</p> <p>Census &gt; Person Information &gt; Country</p> <p>Identity.dateEnteredSchool</p> |
| <b>Homeless</b>                            | <p>An indication that the student lacks a fixed, regular, and adequate residence.</p> <ul style="list-style-type: none"> <li>• Reports Y1 when Unaccompanied Youth = No.</li> <li>• Reports Y2 when Unaccompanied Youth = Yes.</li> <li>• Homeless record must be NOT null anytime during the Reporting Period Start and End Dates.</li> <li>• Reports from the Homeless tab record with the latest Start Date that was active on or between the extract editor dates.</li> </ul> <p><i>Alphanumeric, 2 characters</i></p> | <p>Program Participation &gt; Homeless.unaccompaniedYouth</p>  |
| <b>Homeless Primary Nighttime Resident</b> | <p>Indication of the nighttime residence of homeless students.</p> <p>Report Nighttime Residence Code Selected if the student was Homeless = Yes at any time during the Reporting Period Start and End Date.</p> <p>Default value = NULL</p> <p>Acceptable Values:</p> <ul style="list-style-type: none"> <li>• 1 = Shelters Transitional Housing</li> </ul>   | <p>Program Participation &gt; Primary Night Time Residence</p> <p>Homeless.primaryNighttimeResident</p>                              |

| Data Element                          | Description   | Location                                       |
|---------------------------------------|---|--|
|                                       | <p>2 = Doubled-Up.<br/>           • 3 = Unsheltered.<br/>           • 4 = Hotels or Motels</p> <p><i>Alphanumeric, 1 character</i></p>  |  |
| <b>Homeless Instructional Service</b> | <p>Indication of whether a homeless student is receiving or not receiving instructional services under 42 U.S.C. §11432(a).</p> <p>Reports "Y" when:</p> <ul style="list-style-type: none"> <li>Student has a Homeless record with:               <ul style="list-style-type: none"> <li>Start Date ≤ extract End Date and End Date of null or ≥ extract Start Date</li> <li>Instructional Services = Y</li> </ul> </li> </ul> <p>Reports "N" when:</p> <ul style="list-style-type: none"> <li>Student has a Homeless record with:               <ol style="list-style-type: none"> <li>Start Date ≤ extract End Date and End Date of null or ≥ extract Start Date</li> <li>Instructional Services = N</li> </ol> </li> </ul> <p>Otherwise, reports Blank.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p> | Program Participation > Instructional Services |
| <b>Homeless Support Service</b>       | <p>Indication of whether or not a homeless student is receiving support services under 42 U.S.C. §11432(a).</p> <p>Reports "Y" when:</p> <ul style="list-style-type: none"> <li>Student has a Homeless record with:               <ul style="list-style-type: none"> <li>Start Date ≤ extract End Date and End Date of null or ≥ extract Start Date</li> <li>Support Services = Y</li> </ul> </li> </ul> <p>Reports "N" when:</p> <ul style="list-style-type: none"> <li>Student has a Homeless record with:               <ol style="list-style-type: none"> <li>Start Date ≤ extract End Date and End Date of null or ≥ extract Start Date</li> <li>Support Services = N</li> </ol> </li> </ul> <p>Otherwise, reports Blank.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>                             | Program Participation > Support Services       |

| Data Element                         | Description   | Location   |
|--------------------------------------|---|--|
| <b>Alternative Education Program</b> | <p>Indication that the student is enrolled in an alternative education program.</p> <p>When "Use Enrollment Programs" is checked:</p> <ul style="list-style-type: none"> <li>If the Alternative Program check box is selected, then report a Y value. Else report an N value</li> </ul> <p>When "Use Enrollment Programs" is NOT checked:</p> <ul style="list-style-type: none"> <li>Reports "Y" when the student has an Alternative Program record with: <ul style="list-style-type: none"> <li>Start Date &lt;= extract Reporting Period End Date</li> <li>Start Date &lt;= the earlier of: <ol style="list-style-type: none"> <li>Enrollment End Date when not = null AND</li> <li>The last instructional calendar day in the calendar when enrollment End Date = null</li> </ol> </li> <li>End Date = null or &gt;= earlier of: <ol style="list-style-type: none"> <li>Enrollment End Date when not = null, otherwise last instructional calendar day AND</li> <li>The extract Reporting Period End Date</li> </ol> </li> </ul> </li> </ul> <p>Otherwise, reports "N".</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p> | <p>Enrollments &gt; State Reporting Fields Program</p> <p>Enrollment.atlProgram</p>  |
| <b>Title I Indicator</b>             | <p>Indication that the student is participating in and being served by programs under Title I, Part A of ESEA as amended.</p> <p>When "Use Enrollment Programs" is checked:</p> <ul style="list-style-type: none"> <li>Reports <b>01</b> when: <ol style="list-style-type: none"> <li>School &gt; Title 1 = Targeted Assistance Program or is blank AND</li> <li>Any Title 1 checkbox on the student's enrollment = checked: <ul style="list-style-type: none"> <li>Title 1 Language Arts</li> <li>Title 1 Math</li> </ul> </li> </ol> </li> </ul>  | <p>School Information &gt; School Information &gt; Title I</p> <p>Enrollments &gt; State Reporting Fields &gt; Title 1 (multiple fields)</p> |

| Data Element | Description  | Location |
|--------------|--|----------|
|              | <ul style="list-style-type: none"> <li>▪ Title 1 Math</li> <li>▪ Title 1 Science</li> <li>▪ Title 1 Spanish Math</li> <li>▪ Title 1 Biology</li> <li>• Reports <b>02</b> when:               <ul style="list-style-type: none"> <li>◦ School &gt; Title 1 Schoolwide Program</li> </ul> </li> <li>• Reports <b>05</b> when:               <ul style="list-style-type: none"> <li>◦ School &gt; Title 1 = Targeted Assistance Eligible - No Program OR</li> <li>◦ School &gt; Title 1 = Schoolwide Eligible - No Program OR</li> <li>◦ School &gt; Title 1 = Not a Title I School OR</li> <li>When Blank, and the student's enrollment doesn't have any Title 1 checkboxes = checked:                   <ul style="list-style-type: none"> <li>▪ Title 1 Language Arts</li> <li>▪ Title 1 Math</li> <li>▪ Title 1 Science</li> <li>▪ Title 1 Spanish Math</li> <li>▪ Title 1 Biology</li> </ul> </li> <li>◦ Else, reports <b>05</b>.</li> </ul> </li> <li>• When "Use Enrollment Programs" is NOT checked:               <ul style="list-style-type: none"> <li>◦ Reports <b>01</b> when:                   <ol style="list-style-type: none"> <li>1. School &gt; Title 1 = Targeted Assistance Program or is blank AND</li> <li>2. The student has a Title 1 program record with:                       <ul style="list-style-type: none"> <li>▪ Start Date &lt;= extract Reporting Period End Date</li> <li>▪ Start Date &lt;= the earlier of:                           <ul style="list-style-type: none"> <li>▪ Enrollment End Date when not = null AND</li> <li>▪ The last instructional calendar day in the calendar when enrollment</li> </ul> </li> </ul> </li> </ol> </li> </ul> </li> </ul> |          |

| Data Element | Description   | Location |
|--------------|---|----------|
|              | <p>End Date = null<br/>           ■ End Date = null or &gt;= earlier of:</p> <ul style="list-style-type: none"> <li>■ Enrollment End Date when not = null, otherwise last instructional calendar day AND</li> <li>■ The extract Reporting Period End Date</li> </ul> <p>◦ Reports <b>02</b> when:</p> <ol style="list-style-type: none"> <li>1. School &gt; Title 1 Schoolwide Program</li> </ol> <p>◦ Reports <b>05</b> when:</p> <ol style="list-style-type: none"> <li>1. School &gt; Title 1 = Targeted Assistance Eligible - No Program OR</li> <li>2. School &gt; Title 1 = Schoolwide Eligible - No Program OR</li> <li>3. School &gt; Title 1 = Not a Title I School OR</li> </ol> <p>When Blank, and the student does <b>not</b> have a qualifying Title 1 program record, where:</p> <ol style="list-style-type: none"> <li>1. The student has a Title 1 program record with:               <ol style="list-style-type: none"> <li>1. Start Date &lt;= extract Reporting Period End Date</li> <li>2. Start Date &lt;= the earlier of:                   <ol style="list-style-type: none"> <li>1. Enrollment End Date when not = null AND</li> <li>2. The last instructional calendar day in the</li> </ol> </li> </ol> </li> </ol> |          |

| Data Element      | Description  | calendar when enrollment End Date = null   | Location    |    |                                      |    |                                      |    |   |  |  |
|-------------------|--|--|-------------|----|--------------------------------------|----|--------------------------------------|----|---|--|--|
|                   | <div>3. End Date = null or &gt;= earlier of:</div> <div><div>1. Enrollment End Date when not = null, otherwise last instructional calendar day AND</div><div>2. The extract Reporting Period End Date</div></div> <div>◦ Else, reports <b>05</b>.</div> <div>Alphanumeric, 2 characters</div>  |  |             |    |                                      |    |                                      |    |   |  |  |
| School Status     | <div>Reports the student's current enrollment status.</div> <div>A = Active<ul style="list-style-type: none"><li>If Enrollment End Date &gt;= Report Editor End Date</li></ul></div> <div>I = Inactive<ul style="list-style-type: none"><li>If Enrollment End Date &lt; Report Editor End Date</li></ul></div> <div>Alphanumeric, 1 character (A or I)</div> | <div>Enrollments &gt; General E Editor &gt; End Date</div> <div>Enrollment.endDate</div> |             |    |                                      |    |                                      |    |   |  |  |
| School Entry Code | <div>Reports the local Enrollment Local Start Status.</div> <table><tr><th>Code</th><th>Description</th></tr><tr><td>E1</td><td>Original entry for the United States</td></tr><tr><td>R1</td><td>Re-entry from within the same school</td></tr><tr><td>R2</td><td>Re-entry from a public school within the district</td></tr></table>                        | Code   | Description | E1 | Original entry for the United States | R1 | Re-entry from within the same school | R2 | Re-entry from a public school within the district | <div>Enrollments &gt; General E Editor &gt; Local Start Stat</div> <div>Enrollment.localStartSta</div> |  |
| Code              | Description  |  |             |    |                                      |    |                                      |    |   |  |  |
| E1                | Original entry for the United States   |  |             |    |                                      |    |                                      |    |   |  |  |
| R1                | Re-entry from within the same school   |  |             |    |                                      |    |                                      |    |   |  |  |
| R2                | Re-entry from a public school within the district  |  |             |    |                                      |    |                                      |    |   |  |  |



| Data Element                  | Description  | Location   |
|-------------------------------|--|--|
|                               | <p><b>R3</b> Re-entry from a nonpublic school in the state</p> <p><b>R4</b> Re-entry from another public school within the state</p> <p><b>R5</b> Re-entry from the same class in the same school</p> <p><b>R6</b> Re-entry from a school in another state.</p> <p><b>R7</b> Re-entry from another country</p> <p><b>R9</b> Re-entry from a state or county institution for incarceration</p> <p><b>R10</b> Re-entry from an institution for treatment of a physical, mental, or emotional disability</p> <p><b>R11</b> Re-entry after requesting a transfer but never having attended another school</p> <p><b>R12</b> Re-entry from parental instruction</p> <p><b>R13</b> Re-entry from charter school</p> <p><b>R14</b> Re-entry from choice school</p> <p><i>Alphanumeric, 3 characters</i></p> |  |
| <b>Days Open</b>              | <p>Reports the number of days the program of instruction was in session for the entire year, July 1 to June 30.</p> <p>Acceptable values between 180 and 250.</p> <p><i>Numeric, 3 digits</i></p>  | <p>Calendar Information &gt; End Date</p> <p>Calendar.startDate<br/>Calendar.endDate</p> |
| <b>Number of Days Present</b> | <p>The number of school days in session a student is recorded as present during the annual reporting period from July 1 to June 30. This includes days the student attended from a remote learning environment.</p> <p>Report the total number of days a student was present for school including in person</p>  | <p>Calendar Information &gt; Absence</p> <p>Calendar.wholeDayAbse</p>                    |

| Data Element                        | Description  | Location  |
|-------------------------------------|--|---|
|                                     | <p>1. No Half Day Logic. If Absent Minutes &lt; <b>(Less Than)</b> Full Days Absent Minutes in Calendar Setting then Day is Marked as <b>Present</b>.</p> <p>2. Base logic is Days Open then Subtracting Out Absent Days</p> <p>3. <b>Don't</b> Count if State Code = <b>3, 4, 6, 8, 9, 10 or 11</b> (State Excused Absences DE#91)</p> <p>4. <b>If Enrollment Type = S (DE#19)</b></p> <ul style="list-style-type: none"> <li>Each day of membership counts as a half or .5</li> <li>Example 175 Present Days would be reported as 87.5</li> </ul> <p><i>Numeric, 5 digits</i></p>  |   |
| <p><b>Number of Days Absent</b></p> | <p>The number of school days in session a student is recorded as absent during the annual reporting period from July 1 to June 30. This includes days the student was absent and scheduled to receive instruction from a remote learning environment.</p> <p>Report the total number of days a student was absent for school including in person and remote.</p> <p>1. No Half Day Logic. If Absent Minutes =&gt;(Greater Then or Equal To) Full Days Absent Minutes in Calendar Setting then Day is Marked as Absent.</p> <p>2. Status = Absent</p> <p>3. Excuse = Unknown, Excused, or Unexcused</p> <p>4. Don't Count if State Code = 3, 4, 6, 8, 9, 10, or 11 (State Excused Absences DE#91)</p> <p>5. These Days Should be subtracted from Number of Days Present</p> <p>6. If there is an Absent Day with State Code = 5 (Half Day Absence) Then count that day as a Full Day Present.</p> <p>7. If Enrollment Type = S</p> <ul style="list-style-type: none"> <li>Each day of membership counts as a half or .5</li> <li>Example 5 Absent Days would</li> </ul> | <p>Calendar Information &gt; Absence</p> <p>Calendar.wholeDayAbse</p> |

| Data Element   | Description   | Location  |                              |                   |                                 |                                   |  |  |
|--|---|---|------------------------------|-------------------|---------------------------------|-----------------------------------|--|--|
|  | <i>Numeric, 5 digits</i>  |   |                              |                   |                                 |                                   |  |  |
| <b>Number of State Excused Absences</b>                      | <p>Reports the number of days a student is absent for a State-excused reason during the annual reporting period, July 1 to June 30.</p> <p>Report the total number of days a student was absent from school, including in-person and remote for only State Excused Absents of:</p> <ol style="list-style-type: none"><li>1. Status = Absent</li><li>2. Excuse = Exempt</li><li>3. State Code = 3, 4, 6, 8, 9, 10 or 11.</li><li>4. These days Do Not Add or Subtract from Number of Days Present or Days Absent</li></ol> <table><tr><td>3 = Religious or BYCW Day</td></tr><tr><td>4 = Closed No Transportation</td></tr><tr><td>6 = College Visit</td></tr><tr><td>8 = Take Your Child to Work Day</td></tr><tr><td>9 = Participation in Veterans Day</td></tr><tr><td>10 = Participation in district board of election Civic Event</td></tr></table> <p><i>Numeric, 3 digits</i></p> | 3 = Religious or BYCW Day   | 4 = Closed No Transportation | 6 = College Visit | 8 = Take Your Child to Work Day | 9 = Participation in Veterans Day | 10 = Participation in district board of election Civic Event | <p>Attendance Code Setup</p> <p>AttendanceExcuse.state</p> |
| 3 = Religious or BYCW Day                                    |   |   |                              |                   |                                 |                                   |  |  |
| 4 = Closed No Transportation                                 |   |   |                              |                   |                                 |                                   |  |  |
| 6 = College Visit  |   |   |                              |                   |                                 |                                   |  |  |
| 8 = Take Your Child to Work Day                              |   |   |                              |                   |                                 |                                   |  |  |
| 9 = Participation in Veterans Day                            |   |   |                              |                   |                                 |                                   |  |  |
| 10 = Participation in district board of election Civic Event |   |   |                              |                   |                                 |                                   |  |  |
| <b>Reports Shared Voc</b>                                    | <p>An indication that the student is a shared-time vocational school student being reported by the county vocational school.</p> <p>Reports Y when the Shared Time field is selected on the State Reporting Enrollment editor. Otherwise, reports a value of N.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>  | <p>Enrollments &gt; State Rep &gt; Shared Time</p> <p>Enrollment.sharedTime</p>                     |                              |                   |                                 |                                   |  |  |
| <b>Deaf Hard of Hearing</b>                                  | <p>An indication of whether a preschool student is Deaf or Hard of Hearing.</p> <p>Reports a value of Y when the student has a Special Education State Reporting</p>  | <p>Special Ed &gt; State Repo Reporting Details &gt; Dea Hearing</p> <p>specialEDState.deafHarc</p> |                              |                   |                                 |                                   |  |  |

| Data Element                      | Description   | Location   |
|-----------------------------------|---|--|
|                                   | <p>Special Education State Reporting<br/>Deaf or Hard of Hearing</p> <p>The checkbox marked at any time during the date range entered on the extract editor.</p> <p>The student must be enrolled in a non-excluded enrollment with a preschool state grade level of 3H, 3F, 4H, 4F, 5H, or 5F.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>   |  |
| <b>Language Acquisition</b>       | <p>The language acquisition rating of a preschool child who is Deaf or Hard of Hearing.</p> <p>Reports the code selected in Language Acquisition from the most recent (latest Start Date) State Reporting record during the extract editor date range that has Deaf or Hard of Hearing = checked, when:</p> <ol style="list-style-type: none"> <li>1. In the extract editor Start and End Date range, the student has a non-excluded enrollment with a state grade level of 3H, 3F, 4H, 4F, 5H, or 5F</li> <li>2. During the qualifying enrollment in the extract editor date range, the Special Ed &gt; General &gt; State Reporting tab record has a Start Date &lt;= extract End Date, and End Date of null or &gt;= extract Start Date, in the record with the latest Start Date, where:: <ul style="list-style-type: none"> <li>◦ Deaf or Hard of Hearing = Checked</li> <li>◦ Language Acquisition is not null</li> </ul> </li> </ol> <p>Otherwise, reports blank.</p> <p><i>Numeric, 1 character</i></p> | <p>Special Ed &gt; State Reporting Details &gt; Language Acquisition<br/>specialEDState.language</p> |
| <b>FAFSA Completion Indicator</b> | <p>An indication a student met the graduation requirement to complete the Free Application for Federal Student Aid (FAFSA) or the New Jersey Alternative Financial Aid Application or is exempted from the requirement in accordance with procedures outlined in the law.</p> <p><i>For 12th Graders and Graduates Only</i></p>   | <p>Student Information &gt; Graduation Details</p>   |

| Data Element | Description  | Location |
|--------------|--|----------|
|              | <p>For 12th Graders and Graduates Only</p> <ul style="list-style-type: none"> <li>If the student's enrollment Grade Level maps to state grade level code of 12.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>If the student exited their enrollment and their Local End Status maps to the state end status code L: Graduation then report the value selected</li> </ul> <p>Otherwise, reports blank.</p> |          |



## Attendance Data Validation Details

[Attendance Codes](#) | [Attendance Period Details Validation](#) | [Attendance Day Details Validation](#)

The Attendance Data Validation Details reports return a total count of period minutes and total of days, respectively, by date and attendance code for students in the selected grade levels. Two options are available - Attendance Period Details and Attendance Day Details.

These reports can be used to validate a student's attendance minutes prior to submitting the SMART SID Management Extract to the state.

Use these Validation reports to assist with troubleshooting attendance calculations you feel are in error. By comparing the results of the SMART SID Management Extract with the results of the Validation reports, attendance issues can be corrected before submitting information to the state.

If there are concerns with the results, contact Campus Support and include the CSV output.

SMART Extracts ☆

Reporting > NJ State Reporting > SMART Extracts

NJ SMART File Extract

This tool will extract data to complete the New Jersey Standards Measurement and Resource for Teaching (NJ SMART) 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.

Extract Options

Extract Type

SMART SID Management Attendance Period Details ▼

SMART State Submission

SMART Special Ed Submission

SMART SID Management

**SMART SID Management Attendance Period Details**

**SMART SID Management Attendance Day Details**

SMART Staff Course Data

SMART Student Course Data

SMART CTE Submission

Select Calendar

☒ active year

☐ list by school

☐ list by year

20-21

20-21 Abbott Elementary

20-21 Bryant Elementary

20-21 Chowen Middle

20-21 Drew Middle

20-21 Ewing High

20-21 Fremont High

Generate Extract

Submit to Batch

SMART SID Management Attendance Validation Tools

## Attendance Codes

Each attendance record counted in the validation reports uses the assigned State Code. For ease of calculation, only one attendance code is used for each student for each day, with the code with the most minutes assigned taking precedence.

For example, if a student is marked as Absent/Excused for periods 2, 3, 4, and 5 using an attendance code associated with State Code 3 with a total of 240 minutes of absence, and marked as Absent/Unknown for period 1 using an attendance code associated with State Code 5 with a total of 60 minutes of absence, the primary state attendance code for that day would be 3 (not 5). State Code 5, Half Day Attendance, does not impact how the day is processed and does not prevent the student from being marked as a full day of absence.

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### Attendance Code Setup ☆

Attendance Office > Settings > Attendance Code Setup

+ New 
 💾 Save 
 ✕ Delete

#### AttendanceExcuses Editor

| Code | Description                 |
|------|-----------------------------|
| ABR  | Attendance-Behavior Related |
| AEX  | Absent Excused              |
| AUK  | Absent Unknown              |
| AUX  | Absent Unexcused            |
| AX   | Absent Exempt               |
| EReX | Early Release Excused       |
| ERuK | Early Release Unknown       |
| ERuX | Early Release Unexcused     |
| ERX  | Early Release Exempt        |
| ISS  | In-School Suspension        |
| MED  | Medical excused             |
| OSS  | Out of School Suspension    |
| PRE  | Present                     |
| TBUS | Tardy Bus Late              |
| TEX  | Tardy Excused               |
| TUK  | Tardy Unknown               |
| TUX  | Tardy Unexcused             |
| TX   | Tardy Exempt                |

#### AttendanceExcuse Detail

\*Code: 2

\*State Code: 1: A full day's absence

- 0: No State Code Required
- 1: A full day's absence
- 2: Absent never attended
- 3: Excused/Exempt absence Religious or "BYCW" day
- 4: Excused/Voc school-district closed-no transport
- 5: A half-day absence
- 6: Excused Absence Due to College Visits
- 7: Home Instruction
- 8: Take Your Child to Work Day
- 9: Participation in Veterans Day

State Codes for Attendance Statuses

Acceptable **Attendance Codes** for a State Excused Day must have one of the following State Codes selected:

- 3: Excused/Exempt absence Religious or BYCW day
- 4: Excused Vocational School, District closed no transport
- 6: Excused Absence Due to College Visits
- 8: Take Your Child to Work Day
- 9: Participation in Veteran's Day

Acceptable **Excuse Codes** for a State Excused Day must have an Excuse value of Exempt.

+ New 
 💾 Save 
 ✕ Delete

#### AttendanceExcuses Editor

| Code | Description       |
|------|-------------------|
| 1    | ABSENCE UNEXCUSED |
| 2    | ABSENCE EXCUSED   |
| 3    | ABSENCE EXEMPT    |
| 4    | ABSENCE AM        |
| 5    | ABSENCE PM        |
| A    | TARDY AM          |
| AP   | AP EXAMS          |
| CF   | COLLEGE FAIR      |
| CP   | COUNSELING        |
| CUT  | CUT - PERIOD CUT  |
| CV   | COLLEGE VISIT     |
| D2   | INCARCERATED      |
| DA   | DR. APPOINTMENT   |

#### AttendanceExcuse Detail

\*Code: CV

\*State Code: 6: Excused Absence Due to College Visits

Description: COLLEGE VISIT

Status: Absent

Excuse: Exempt

☐ Display code in behavior resolution  
☐ Use code in virtual attendance posting

Attendance Code Setup for Excused Day

**Attendance entries with a State Code of 5: Half-Day Absence take precedence over every other state code assignment.**

The following table answers which State Code and what Excuse Codes are used to determine whether Present Minutes, Absent Minutes, and Excused Minutes are calculated for an attendance entry.

| Excuse Code   | Present Minutes | Absent Minutes | Excused Minutes |
|---|-----------------|----------------|-----------------|
| <b>Attendance entry with a State Code of 3, 4, 6, 8, or 9:</b>          |                 |                |                 |
| U: Unknown  | No              | Yes            | No              |
| E: Excused  | No              | Yes            | No              |
| X: Exempt   | No              | No             | Yes             |
| <b>Attendance entry with a State Code that is NOT 3, 4, 6, 8, or 9:</b> |                 |                |                 |
| U: Unknown  | No              | Yes            | No              |
| E: Excused  | No              | Yes            | No              |
| X: Exempt   | No              | Yes            | No              |

## Attendance Period Details Validation

The Period Details Validation generates a list of attendance data for each student in a seven-day range (start and end date must be no more than a range of 7 days) for each period of the day and includes a total number of present and absent minutes for both in classroom attendance and virtual attendance.

### Calculation for Attendance Period Details Validation

The following details the steps used to calculate attendance period minutes. Click on the image to display a larger view.

#### Step 1. Assign Minutes to Presence or Absence

For each attendance record, a status of Present or Absent is assigned. When students are attending in-person classes, an attendance record most often indicates a student was absent. When students are attending virtual classes, an attendance record most often indicates a student was present.

In the image below, a student who was marked absent from in-person classes has a total of 55 minutes absent, while a student who was marked as present for virtual classes has a total of 55 minutes present.



| Internal Status | Displayed as on Detail Data Report | Date     | Start Time | End Time | Period Minutes | Physical Absent | Physical Present | Remote Absent | Remote Present |
|-----------------|------------------------------------|----------|------------|----------|----------------|-----------------|------------------|---------------|----------------|
| PA              | Physical Absent                    | 1/9/2021 | 8:00       | 8:55     | 55             | 55              | 0                | 0             | 0              |
| PP              | Physical Present                   | 1/9/2021 | 9:00       | 9:55     | 55             | 0               | 55               | 0             | 0              |
| VN              | Remote Absent                      | 1/9/2021 | 10:00      | 10:55    | 55             | 55              | 0                | 55            | 0              |
| VP              | Remote Present                     | 1/9/2021 | 11:00      | 11:55    | 55             | 0               | 55               | 0             | 55             |

*Attendance Minutes for Present or Absent*

## Step 2. Adjust based on State Codes 3, 4, 6, 8, 9, and Excuse = Exempt

That 55 minutes of absent/present is adjusted for the state code assigned to the attendance record, as well as the Exempt excuse. Absent minutes for State Code 5 are not adjusted in this step. A state code of 3, 4, 6, 8, or 9 counts those 55 minutes as excused.

| Internal Status | Displayed as on Detail Data Report | Excuse Category | State Code       | Minutes Present from Absence Record | Period Minutes | Physical Absent | Physical Present | Remote Absent | Remote Present | State Excused Minutes |
|-----------------|------------------------------------|-----------------|------------------|-------------------------------------|----------------|-----------------|------------------|---------------|----------------|-----------------------|
| PA              | Physical Absent                    | Exempt(X)       | NOT( 3,4,6,8,9 ) | 10                                  | 55             | 55              | 0                | 0             | 0              | 0                     |
| PP              | Physical Present                   |                 |                  |                                     | 55             | 0               | 55               | 0             | 0              | 0                     |
| VN              | Remote Absent                      | Exempt(X)       | 3,4,6,8,9        | 10                                  | 55             | 0               | 0                | 0             | 0              | 55                    |
| VP              | Remote Present                     |                 |                  |                                     | 55             | 0               | 55               | 0             | 0              | 0                     |

*Attendance Entry for Exempt Records*

## Step 3. Adjust for Minutes Present from Absent Record with Absent Minutes Greater than Zero

The total number of minutes the student is marked as Present is subtracted from the total period minutes. The result is reported as the student's total absent minutes for that period (the value should be greater than zero).

| Internal Status                        | Displayed as on Detail Data Report | Excuse Category         | State Code       | Minutes Present from Absence Record | Period Minutes | Physical Absent | Physical Present | Remote Absent | Remote Present | State Excused Minutes |
|--|------------------------------------|-------------------------|------------------|-------------------------------------|----------------|-----------------|------------------|---------------|----------------|-----------------------|
| Records with Non-Exempt Absent Minutes |                                    |                         |                  |                                     |                |                 |                  |               |                |                       |
| PA                                     | Physical Absent                    | Exempt(X)               | NOT( 3,4,6,8,9 ) | 10                                  | 55             | 45              | 10               | 0             | 0              | 0                     |
| PP                                     | Physical Present                   |                         |                  |                                     | 55             | 0               | 55               | 0             | 0              | 0                     |
| VN                                     | Remote Absent                      | Unknown or Unexcused(U) | Any State Code   | 10                                  | 55             | 45              | 10               | 45            | 10             | 0                     |
| VP                                     | Remote Present                     | Excused (E)             |                  |                                     | 55             | 0               | 55               | 0             | 0              | 0                     |
| Records with State Excused Minutes     |                                    |                         |                  |                                     |                |                 |                  |               |                |                       |
| PA                                     | Physical Absent                    | Exempt(X)               | 3,4,6,8,9        | 10                                  | 55             | 0               | 10               | 0             | 0              | 45                    |
| PP                                     | Physical Present                   |                         |                  |                                     | 55             | 0               | 55               | 0             | 0              | 0                     |
| VN                                     | Remote Absent                      | Exempt(X)               | 3,4,6,8,9        | 10                                  | 55             | 0               | 10               | 0             | 10             | 45                    |
| VP                                     | Remote Present                     |                         |                  |                                     | 55             | 0               | 55               | 0             | 0              | 0                     |

*Absent Minutes Greater Than Zero*

## Generate the Attendance Period Details Validation Report

1. Select **SMART SID Management Attendance Period Details** from the **Extract Type** dropdown list.
2. Enter a **Reporting Period Start Date**.
3. Enter a **Reporting Period End Date**. Note that the Start and End Date range cannot be more than seven days.
4. Mark the **Student w/o stateIDs** if those students should not appear in the report.
5. Indicate the **Format** in which the report should be generated.
6. Click the **Generate Extract** button to generate the report in the desired format. Alternatively, use the Submit to Batch button (if applicable) to choose when the extract is generated.

|    | A          | B        | C           | D        | E       | F         | G         | H          | I     | J         | K         | L       | M         | N        | O         | P       | Q     | R    | S    | T    | U    | V       | W      | X   | Y      |     |        |    |       |       |
|----|------------|----------|-------------|----------|---------|-----------|-----------|------------|-------|-----------|-----------|---------|-----------|----------|-----------|---------|-------|------|------|------|------|---------|--------|-----|--------|-----|--------|----|-------|-------|
| 1  | DetailRepo | Calendar | VirtualPart | WholeDay | StateID | LastName  | FirstName | MiddleName | Date  | ShareTime | StartTime | EndTime | Scheduled | Attended | SDistrict | Atter   | Excus | Stat | Acce | Acce | Mini | Present | Absent | Min | Remote | Pri | Remote | Ab | State | Excus |
| 2  | Attendance | 21-22    | Berg        | Disabled | 240     | 123456789 | Student   | Andrew     | James | #####     | N         | 8:54 AM | 9:44 AM   | 50       | Physical  | Present |       |      |      |      |      | 50      | 0      | 0   | 0      | 0   | 0      | 0  | 0     | 0     |
| 3  | Attendance | 21-22    | Berg        | Disabled | 240     | 123456789 | Student   | Andrew     | James | #####     | N         | 8:54 AM | 9:44 AM   | 50       | Physical  | Present |       |      |      |      |      | 50      | 0      | 0   | 0      | 0   | 0      | 0  | 0     | 0     |
| 4  | Attendance | 21-22    | Berg        | Disabled | 240     | 123456789 | Student   | Andrew     | James | #####     | N         | 8:54 AM | 9:44 AM   | 50       | Physical  | Present |       |      |      |      |      | 50      | 0      | 0   | 0      | 0   | 0      | 0  | 0     | 0     |
| 5  | Attendance | 21-22    | Berg        | Disabled | 240     | 123456789 | Student   | Andrew     | James | #####     | N         | 8:54 AM | 9:44 AM   | 50       | Physical  | Present |       |      |      |      |      | 50      | 0      | 0   | 0      | 0   | 0      | 0  | 0     | 0     |
| 6  | Attendance | 21-22    | Berg        | Disabled | 240     | 123456789 | Student   | Andrew     | James | 8/2/2021  | N         | 8:54 AM | 9:44 AM   | 50       | Physical  | Present |       |      |      |      |      | 50      | 0      | 0   | 0      | 0   | 0      | 0  | 0     | 0     |
| 7  | Attendance | 21-22    | Berg        | Disabled | 240     | 123456789 | Student   | Andrew     | James | 8/3/2021  | N         | 8:54 AM | 9:44 AM   | 50       | Physical  | Present |       |      |      |      |      | 50      | 0      | 0   | 0      | 0   | 0      | 0  | 0     | 0     |
| 8  | Attendance | 21-22    | Berg        | Disabled | 240     | 234567890 | Student   | Gavin      |       | #####     | N         | 8:00 AM | 8:50 AM   | 50       | Physical  | Present |       |      |      |      |      | 50      | 0      | 0   | 0      | 0   | 0      | 0  | 0     | 0     |
| 9  | Attendance | 21-22    | Berg        | Disabled | 240     | 234567890 | Student   | Gavin      |       | #####     | N         | 8:54 AM | 9:44 AM   | 50       | Physical  | Present |       |      |      |      |      | 50      | 0      | 0   | 0      | 0   | 0      | 0  | 0     | 0     |
| 10 | Attendance | 21-22    | Berg        | Disabled | 240     | 234567890 | Student   | Gavin      |       | #####     | N         | 8:00 AM | 8:50 AM   | 50       | Physical  | Present |       |      |      |      |      | 50      | 0      | 0   | 0      | 0   | 0      | 0  | 0     | 0     |
| 11 | Attendance | 21-22    | Berg        | Disabled | 240     | 234567890 | Student   | Gavin      |       | #####     | N         | 8:54 AM | 9:44 AM   | 50       | Physical  | Present |       |      |      |      |      | 50      | 0      | 0   | 0      | 0   | 0      | 0  | 0     | 0     |
| 12 | Attendance | 21-22    | Berg        | Disabled | 240     | 234567890 | Student   | Gavin      |       | #####     | N         | 8:00 AM | 8:50 AM   | 50       | Physical  | Present |       |      |      |      |      | 50      | 0      | 0   | 0      | 0   | 0      | 0  | 0     | 0     |

SMART SID Management Attendance Period Details

## Attendance Period Details Validation Report Layout

| Field                                   | Description   | Location   |
|---|---|--|
| <b>Detail Report Type</b>               | Indicates which validation report displays. Reports <b>Attendance Data by Period</b> for all students.  | N/A  |
| <b>Calendar</b>                         | Lists from which calendar the data was pulled. This is the name of the calendar selected in the Report editor.  | System Administration > Calendar > Calendar > Calendar > Name<br><br>Calendar.name                         |
| <b>Virtual Participation Preference</b> | Indicates whether Virtual Attendance Preferences have been enabled for the selected district.<br><br>When the Enable Virtual Attendance checkbox is marked on the <b>Virtual Attendance Preferences</b> tool, it displays a value of Enabled. When it is NOT marked, it displays a value of Disabled. | System Administration > Attendance > Virtual Attendance Preferences > Enable Virtual Attendance            |
| <b>Whole Day Absence</b>                | Indicates the total number of minutes that is considered a full day of absence. This is the value entered in the Whole Day Absence field on the Calendar Detail tool.   | System Administration > Calendar > Calendar > Calendar > Whole Day Absence<br><br>Calendar.wholeDayAbsence |
| <b>State ID</b>                         | Reports the student's assigned State ID number.   | Census > People > Demographics > Person Identifiers > State ID<br><br>Person.stateID                       |

| Field                           | Description   | Location   |
|---------------------------------|---|--|
| <b>Last Name</b>                | Reports the last name of the student.   | Census > People > Demographics > Person Information > Last Name<br><br>Identity.lastName     |
| <b>First Name</b>               | Reports the first name of the student.  | Census > People > Demographics > Person Information > First Name<br><br>Identity.firstName   |
| <b>Middle Name</b>              | Reports the middle name of the student.   | Census > People > Demographics > Person Information > Middle Name<br><br>Identity.middleName |
| <b>Date</b>                     | Reports the date of the student's attendance entry.   |  |
| <b>Share Time Enrollment</b>    | Indicates whether the student is full time enrolled in the selected calendar or shares time with an enrollment in another calendar. | Student Information > General > Enrollments > State Reporting Fields > Shared Time           |
| <b>Start Time</b>               | Lists the start time of the first period in which the student is enrolled.  | System Administration > Calendar > Calendar > Periods > Period Selection > Start Time        |
| <b>End Time</b>                 | Lists the end time of the first period in which the student is enrolled.  | System Administration > Calendar > Calendar > Periods > Period Selection > End Time          |
| <b>Scheduled Period Minutes</b> | Reports the total number of minutes in that scheduled period.   | System Administration > Calendar > Calendar > Periods > Period Selection > Period Info       |
| <b>Attended Status</b>          | Lists the student's status for the day.   | Student Information > General > Attendance > Attendance Record > Status                      |
| <b>District Attendance Code</b> | Lists the attendance code assigned for the attendance entry for that day.   | Student Information > General > Attendance > Attendance Record > Code                        |

| Field  | Description   | Location   |
|--|---|--|
| <b>Excuse Category</b>                                   | Indicates whether the attendance excuse is Unexcused, Unknown, or Excused.  | Student Information > General > Attendance > Attendance Record > Excuse                      |
| <b>State Attendance Code</b>                             | Reports the State Code assigned to the attendance code.   | System Administration > Attendance > Attendance Code > Attendance Excuse Detail > State Code |
| <b>Acceptable Attendance Code for State Excused Days</b> | Indicates whether the attendance state code (3, 4, 6, 8, or 9) is valid for the excused days recognized by the state. Reports Yes or No.                        | System Administration > Attendance > Attendance Code > Attendance Excuse Detail > State Code |
| <b>Acceptable Excuse Code for State Excused Days</b>     | Indicates whether the excuse reason (Exempt) is valid for the excused days recognized by the state. Reports Yes or No.  | System Administration > Attendance > Attendance Code > Attendance Excuse Detail > Excuse     |
| <b>Minutes Present on Absence Record</b>                 | Reports any total number of minutes the student was considered present for a period when the attendance record indicates the record as an absence.              | Student Information > General > Attendance > Attendance Record > Present Minutes             |
| <b>Present Minutes</b>                                   | Lists the total number of minutes for which the student was marked present for the entire period.   | Student Information > General > Attendance > Attendance Record > Present Minutes             |
| <b>Absent Minutes</b>                                    | Lists the total number of minutes for which the student was marked absent.<br><br>Unless noted otherwise, a student is considered absent for the entire period. | Student Information > General > Attendance > Attendance Record                               |
| <b>Remote Present Minutes</b>                            | Lists the total number of minutes for which the student was marked present for remote (virtual) learning.   | Student Information > General > Attendance > Attendance Record > Present Minutes             |
| <b>Remote Absent Minutes</b>                             | Lists the total number of minutes for which the student was marked absent for remote (virtual) learning.  | Student Information > General > Attendance > Attendance Record                               |

| Field                        | Description  | Location   |
|------------------------------|--|--|
| <b>State Excused Minutes</b> | Lists the total number of minutes the student was marked as excused and approved by the state. | System Administration > Attendance > Attendance Code > Attendance Excuse Detail > State Code, Excuse |
| <b>Days Open</b>             | Reports the total number of calendar days in the selected calendar.                            | System Administration > Calendar > Calendar > Days > Start Date, End Date                            |

## Attendance Day Details Validation

generates a list of attendance data for each student for each day in a 31-day range (start and end date must be no more than a range of 31 days) and includes a total number of present and absent minutes for both in-classroom attendance and virtual attendance.

## Calculation for Attendance Day Details Validation

The following details the steps used to calculate attendance day minutes, and provides information on how multiple state codes and excused codes in a single day are processed. Click on the image to display a larger view.

### Step 1. Determine Primary Attendance Code

Out of the eight periods in one day, three periods have a State Code assigned - two with State Code 3, one with State Code 5. The number of period minutes covered by State Code 3 is 100; the number of period minutes covered by State Code 5 is 50. **The primary state attendance code for the day is 3.**

| Periods to Summarize | Whole Day Absence | Shared Time Enrollment | State Code | Period Minutes | Physical Absent | Physical Present | Remote Absent | Remote Present | State Excused Minutes |
|----------------------|-------------------|------------------------|------------|----------------|-----------------|------------------|---------------|----------------|-----------------------|
| 1                    | 240               | No                     | 5          | 50             | 40              | 10               | 0             | 0              | 0                     |
| 2                    | 240               | No                     |            | 50             | 0               | 50               | 0             | 0              | 0                     |
| 3                    | 240               | No                     |            | 50             | 40              | 10               | 40            | 10             | 0                     |
| 4                    | 240               | No                     |            | 50             | 0               | 50               | 0             | 0              | 0                     |
| 5                    | 240               | No                     | 3          | 50             | 0               | 10               | 0             | 0              | 40                    |
| 6                    | 240               | No                     |            | 50             | 0               | 50               | 0             | 0              | 0                     |
| 7                    | 240               | No                     | 3          | 50             | 0               | 10               | 0             | 10             | 40                    |
| 8                    | 240               | No                     |            | 50             | 0               | 50               | 0             | 0              | 0                     |

*Primary Attendance Code for the Day*

### Step 2. Summarize the Minutes

8 periods in a day x 50 minutes = 400 total minutes of a day.

A whole day of absence is 240. Of those 400 minutes, the student was physically absent for 80, virtually absent for 40, physically present for 240, and virtually present for 20, with 80 minutes considered excused based on the assigned state code.

| Whole Day Absence | Shared Time Enrollment | Primary State Code | Period Minutes | Physical Absent | Physical Present | Remote Absent | Remote Present | State Excused Minutes |
|-------------------|------------------------|--------------------|----------------|-----------------|------------------|---------------|----------------|-----------------------|
| 240               | No                     | 3                  | 400            | 80              | 240              | 40            | 20             | 80                    |

Summary of Day Minutes

### Step 3. Calculate Day Absent

When Physically Absent Minutes are greater than the Calendar minutes minus Whole Day Absence, the student has 1 day of absence.

| Whole Day Absence | Shared Time Enrollment | Primary State Code | Period Minutes | Physical Absent | Physical Present | Remote Absent | Remote Present | State Excused Minutes | Days Absent | Days Present | Remote Days Absent | Remote Days Present |
|-------------------|------------------------|--------------------|----------------|-----------------|------------------|---------------|----------------|-----------------------|-------------|--------------|--------------------|---------------------|
| 240               | No                     | 5                  | 400            | 300             | 100              | 0             | 0              | 0                     | 1           | 0            | 0                  | 0                   |
| 240               | No                     | 9                  | 400            | 300             | 0                | 300           | 0              | 100                   | 1           | 0            | 1                  | 0                   |
| 240               | No                     | 0                  | 400            | 300             | 100              | 300           | 100            | 0                     | 1           | 0            | 1                  | 0                   |
| 240               | No                     | 1                  | 400            | 50              | 350              | 50            | 350            | 0                     | 0           | 1            | 0                  | 1                   |
| 240               | No                     | 5                  | 400            | 400             | 0                | 400           | 0              | 0                     | 1           | 0            | 1                  | 0                   |
| 240               | No                     | 3                  | 400            | 0               | 0                | 0             | 0              | 400                   | 0           | 1            | 0                  | 0                   |
| 240               | No                     | 3                  | 400            | 50              | 50               | 50            | 50             | 300                   | 0           | 1            | 0                  | 1                   |
| 240               | Yes                    | 4                  | 250            | 150             | 100              | 150           | 100            | 0                     | 0           | 1            | 0                  | 1                   |
| 240               | Yes                    |                    | 250            | 0               | 250              | 0             | 250            | 0                     | 0           | 1            | 0                  | 1                   |
| 240               | Yes                    |                    | 250            | 250             | 0                | 250           | 0              | 0                     | 1           | 0            | 1                  | 0                   |

Days Absent Calculation

### Step 4. Shared Time = 1 Absent Day

When the student has a Shared Time Enrollment and the Absent Minutes are greater than the Whole Day Absence are divided by 2, the student has 1 day of absence.

| Whole Day Absence | Shared Time Enrollment | Primary State Code | Period Minutes | Physical Absent | Physical Present | Remote Absent | Remote Present | State Excused Minutes | Days Absent | Days Present | Remote Days Absent | Remote Days Present |
|-------------------|------------------------|--------------------|----------------|-----------------|------------------|---------------|----------------|-----------------------|-------------|--------------|--------------------|---------------------|
| 240               | No                     | 5                  | 400            | 300             | 100              | 0             | 0              | 0                     | 0           | 1            | 0                  | 0                   |
| 240               | No                     | 9                  | 400            | 300             | 0                | 300           | 0              | 100                   | 1           | 0            | 1                  | 0                   |
| 240               | No                     | 0                  | 400            | 300             | 100              | 300           | 100            | 0                     | 1           | 0            | 1                  | 0                   |
| 240               | No                     | 1                  | 400            | 50              | 350              | 50            | 350            | 0                     | 0           | 1            | 0                  | 1                   |
| 240               | No                     | 5                  | 400            | 400             | 0                | 400           | 0              | 0                     | 0           | 1            | 0                  | 1                   |
| 240               | No                     | 3                  | 400            | 0               | 0                | 0             | 0              | 400                   | 0           | 1            | 0                  | 0                   |
| 240               | No                     | 3                  | 400            | 50              | 50               | 50            | 50             | 300                   | 0           | 1            | 0                  | 1                   |
| 240               | Yes                    | 4                  | 250            | 150             | 100              | 150           | 100            | 0                     | 1           | 0            | 1                  | 0                   |
| 240               | Yes                    |                    | 250            | 0               | 250              | 0             | 250            | 0                     | 0           | 1            | 0                  | 1                   |
| 240               | Yes                    |                    | 250            | 250             | 0                | 250           | 0              | 0                     | 1           | 0            | 1                  | 0                   |
| 240               | Yes                    | 5                  | 250            | 250             | 0                | 250           | 0              | 0                     | 1           | 0            | 1                  | 0                   |

Calculation for Shared Time Enrollments

### Step 5. Shared Time = Half Day

When the student has a Shared Time Enrollment, and the Absent Days and Days Present are divided by 2, the student has a half day of absence.

| Whole Day Absence | Shared Time Enrollment | Primary State Code | Period Minutes | Physical Absent | Physical Present | Remote Absent | Remote Present | State Excused Minutes | Days Absent | Days Present | Remote Days Absent | Remote Days Present |
|-------------------|------------------------|--------------------|----------------|-----------------|------------------|---------------|----------------|-----------------------|-------------|--------------|--------------------|---------------------|
| 240               | No                     | 5                  | 400            | 300             | 100              | 0             | 0              | 0                     | 0           | 1            | 0                  | 0                   |
| 240               | No                     | 9                  | 400            | 300             | 0                | 300           | 0              | 100                   | 1           | 0            | 1                  | 0                   |
| 240               | No                     | 0                  | 400            | 300             | 100              | 300           | 100            | 0                     | 1           | 0            | 1                  | 0                   |
| 240               | No                     | 1                  | 400            | 50              | 350              | 50            | 350            | 0                     | 0           | 1            | 0                  | 1                   |
| 240               | No                     | 5                  | 400            | 400             | 0                | 400           | 0              | 0                     | 0           | 1            | 0                  | 1                   |
| 240               | No                     | 3                  | 400            | 0               | 0                | 0             | 0              | 400                   | 0           | 1            | 0                  | 0                   |
| 240               | No                     | 3                  | 400            | 50              | 50               | 50            | 50             | 300                   | 0           | 1            | 0                  | 1                   |
| 240               | Yes                    | 4                  | 150            | 150             | 0                | 150           | 0              | 0                     | 0.5         | 0            | 0.5                | 0                   |
| 240               | Yes                    |                    | 150            | 0               | 150              | 0             | 150            | 0                     | 0           | 0.5          | 0                  | 0.5                 |
| 240               | Yes                    |                    | 150            | 150             | 0                | 0             | 0              | 0                     | 0.5         | 0            | 0                  | 0                   |
| 240               | Yes                    |                    | 150            | 90              | 60               | 90            | 60             | 0                     | 0           | 0.5          | 0                  | 0.5                 |

Calculation for Shared Time Enrollments for Half Day Absence

### Step 6. Process Primary State Code 5

Attendance Records for days with a primary State Code of 5 do not use absent minutes to determine the daily attendance. These records are treated as half-day absences, and a student is

counted as having a full day of attendance, except if the student is a Shared Time student, in which case the student receives a half day (.5) of absence.

| Whole Day Absence | Shared Time Enrollment | Primary State Code | Period Minutes | Physical Absent | Physical Present | Remote Absent | Remote Present | State Excused Minutes | Days Absent | Days Present | Remote Days Absent | Remote Days Present |
|-------------------|------------------------|--------------------|----------------|-----------------|------------------|---------------|----------------|-----------------------|-------------|--------------|--------------------|---------------------|
| 240               | No                     | 5                  | 400            | 300             | 100              | 0             | 0              | 0                     | 0           | 1            | 0                  | 0                   |
| 240               | No                     | 5                  | 400            | 300             | 0                | 300           | 0              | 100                   | 1           | 0            | 1                  | 0                   |
| 240               | No                     | 0                  | 400            | 300             | 100              | 300           | 100            | 0                     | 1           | 0            | 1                  | 0                   |
| 240               | No                     | 1                  | 400            | 50              | 350              | 50            | 350            | 0                     | 0           | 1            | 0                  | 1                   |
| 240               | No                     | 5                  | 400            | 400             | 0                | 400           | 0              | 0                     | 0           | 1            | 0                  | 1                   |
| 240               | No                     | 5                  | 400            | 0               | 0                | 0             | 0              | 400                   | 0           | 1            | 0                  | 0                   |
| 240               | No                     | 5                  | 400            | 50              | 50               | 50            | 50             | 300                   | 0           | 1            | 0                  | 1                   |
| 240               | Yes                    | 4                  | 150            | 150             | 0                | 150           | 0              | 0                     | 0.5         | 0            | 0.5                | 0                   |
| 240               | Yes                    |                    | 150            | 0               | 150              | 0             | 150            | 0                     | 0           | 0.5          | 0                  | 0.5                 |
| 240               | Yes                    |                    | 150            | 150             | 0                | 0             | 0              | 0                     | 0.5         | 0            | 0                  | 0                   |
| 240               | Yes                    | 5                  | 150            | 90              | 60               | 90            | 60             | 0                     | 0.5**       | 0            | 0.5                | 0                   |

\*\* missing a half day when you are there only a half day student = absent

Attendance State Code 5

## Step 7. Process Days with All State Excused Minutes

When the total Period Minutes for the day are less than or equal to the Period Minutes State Excused by an Exempt State Code, Days Present and Days Absent equals 0 and Days Excused equals 1.

| Whole Day Absence | Shared Time Enrollment | Primary State Code | Period Minutes | Physical Absent | Physical Present | Remote Absent | Remote Present | State Excused Minutes | Days Absent | Days Present | Remote Days Absent | Remote Days Present | State Excused Days |
|-------------------|------------------------|--------------------|----------------|-----------------|------------------|---------------|----------------|-----------------------|-------------|--------------|--------------------|---------------------|--------------------|
| 240               | No                     | 5                  | 400            | 300             | 100              | 0             | 0              | 0                     | 0           | 1            | 0                  | 0                   | 0                  |
| 240               | No                     | 5                  | 400            | 300             | 0                | 300           | 0              | 100                   | 1           | 0            | 1                  | 0                   | 0                  |
| 240               | No                     | 0                  | 400            | 300             | 100              | 300           | 100            | 0                     | 1           | 0            | 1                  | 0                   | 0                  |
| 240               | No                     | 1                  | 400            | 50              | 350              | 50            | 350            | 0                     | 0           | 1            | 0                  | 1                   | 1                  |
| 240               | No                     | 5                  | 400            | 400             | 0                | 400           | 0              | 0                     | 0           | 1            | 0                  | 1                   | 1                  |
| 240               | No                     | 5                  | 400            | 0               | 0                | 0             | 0              | 400                   | 0           | 0            | 0                  | 0                   | 1                  |
| 240               | No                     | 5                  | 400            | 50              | 50               | 50            | 50             | 300                   | 0           | 1            | 0                  | 1                   | 1                  |
| 240               | Yes                    | 4                  | 150            | 0               | 0                | 0             | 0              | 150                   | 0           | 0            | 0                  | 0                   | 0.5                |
| 240               | Yes                    |                    | 150            | 0               | 1                | 0             | 0              | 149                   | 0           | 0.5          | 0                  | 0                   | 0                  |
| 240               | Yes                    |                    | 150            | 150             | 0                | 0             | 0              | 0                     | 0.5         | 0            | 0                  | 0                   | 0                  |

State Excused Minutes

## Generate the Attendance Day Details Validation Report

1. Select **SMART SID Management Attendance Day Details** from the **Extract Type** dropdown list.
2. Enter a **Reporting Period Start Date**.
3. Enter a **Reporting Period End Date**. Note that the Start and End Date range cannot be more than seven days.
4. Mark the **Student w/o stateIDs** if those students should not appear in the report.
5. Indicate the Format in which the report should be generated.
6. Click the **Generate Extract** button to generate the report in the desired format. Alternatively, use the Submit to Batch button (if applicable) to choose when the extract is generated.

|    | A          | B                    | C         | D        | E         | F          | G        | H         | I         | J    | K      | L        | M         | N         | O        | P          | Q          | R         | S         | T        | U          | V        | W |
|----|------------|----------------------|-----------|----------|-----------|------------|----------|-----------|-----------|------|--------|----------|-----------|-----------|----------|------------|------------|-----------|-----------|----------|------------|----------|---|
| 1  | DetailRepo | WholeDay/VirtualPart | StateID   | LastName | FirstName | MiddleName | Date     | ShareTime | PeriodMin | Prim | Accepi | PresentM | AbsentMin | RemotePri | RemoteAb | StateExcus | PresentDay | AbsentDay | RemotePri | RemoteAb | StateExcus | DaysOpen |   |
| 2  | Attendance | 240 Disabled         | 345678901 | Student  | Amber     |            | 8/2/2021 | N         | 50        |      |        | 50       | 0         | 0         | 0        | 0          | 0          | 1         | 0         | 0        | 0          | 24       |   |
| 3  | Attendance | 240 Disabled         | 345678901 | Student  | Amber     |            | 8/2/2021 | N         | 50        |      |        | 50       | 0         | 0         | 0        | 0          | 0          | 1         | 0         | 0        | 0          | 24       |   |
| 4  | Attendance | 240 Disabled         | 345678901 | Student  | Amber     |            | 8/2/2021 | N         | 50        |      |        | 50       | 0         | 0         | 0        | 0          | 0          | 1         | 0         | 0        | 0          | 24       |   |
| 5  | Attendance | 240 Disabled         | 345678901 | Student  | Amber     |            | 8/2/2021 | N         | 50        |      |        | 50       | 0         | 0         | 0        | 0          | 0          | 1         | 0         | 0        | 0          | 24       |   |
| 6  | Attendance | 240 Disabled         | 345678901 | Student  | Amber     |            | 8/2/2021 | N         | 50        |      |        | 50       | 0         | 0         | 0        | 0          | 0          | 1         | 0         | 0        | 0          | 24       |   |
| 7  | Attendance | 240 Disabled         | 345678901 | Student  | Amber     |            | 8/3/2021 | N         | 50        |      |        | 50       | 0         | 0         | 0        | 0          | 0          | 1         | 0         | 0        | 0          | 24       |   |
| 8  | Attendance | 240 Disabled         | 456789012 | Student  | Ben       |            | 8/2/2021 | N         | 50        |      |        | 50       | 0         | 0         | 0        | 0          | 0          | 1         | 0         | 0        | 0          | 24       |   |
| 9  | Attendance | 240 Disabled         | 456789012 | Student  | Ben       |            | 8/2/2021 | N         | 50        |      |        | 50       | 0         | 0         | 0        | 0          | 0          | 1         | 0         | 0        | 0          | 24       |   |
| 10 | Attendance | 240 Disabled         | 456789012 | Student  | Ben       |            | 8/2/2021 | N         | 50        |      |        | 50       | 0         | 0         | 0        | 0          | 0          | 1         | 0         | 0        | 0          | 24       |   |
| 11 | Attendance | 240 Disabled         | 456789012 | Student  | Ben       |            | 8/2/2021 | N         | 50        |      |        | 50       | 0         | 0         | 0        | 0          | 0          | 1         | 0         | 0        | 0          | 24       |   |
| 12 | Attendance | 240 Disabled         | 456789012 | Student  | Ben       |            | 8/2/2021 | N         | 50        |      |        | 50       | 0         | 0         | 0        | 0          | 0          | 1         | 0         | 0        | 0          | 24       |   |
| 13 | Attendance | 240 Disabled         | 456789012 | Student  | Ben       |            | 8/3/2021 | N         | 50        |      |        | 50       | 0         | 0         | 0        | 0          | 0          | 1         | 0         | 0        | 0          | 24       |   |

SMART SID Management Attendance Day Details

## Attendance Day Details Validation Report Layout

| Field                                   | Description   | Location   |
|---|---|--|
| <b>Detail Report Type</b>               | Indicates which validation report displays. Reports <b>Attendance Data by Day</b> for all students.   | N/A  |
| <b>Whole Day Absence</b>                | Indicates the total number of minutes that is considered a full day of absence. This is the value entered in the Whole Day Absence field on the Calendar Detail tool.   | System Administration > Calendar > Calendar > Calendar > Whole Day Absence<br><br>Calendar.wholeDayAbsence |
| <b>Virtual Participation Preference</b> | Indicates whether Virtual Attendance Preferences have been enabled for the selected district.<br><br>When the Enable Virtual Attendance checkbox is marked on the <b>Virtual Attendance Preferences</b> tool, displays a value of Enabled. When the Enable Virtual Attendance checkbox is NOT marked, displays a value of Disabled. | System Administration > Attendance > Virtual Attendance Preferences > Enable Virtual Attendance            |
| <b>State ID</b>                         | Reports the student's assigned State ID number.   | Census > People > Demographics > Person Identifiers > State ID<br><br>Person.stateID                       |
| <b>Last Name</b>                        | Reports the last name of the student.   | Census > People > Demographics > Person Information > Last Name<br><br>Identity.lastName                   |
| <b>First Name</b>                       | Reports the first name of the student.  | Census > People > Demographics > Person Information > First Name<br><br>Identity.firstName                 |
| <b>Middle Name</b>                      | Reports the middle name of the student.   | Census > People > Demographics > Person Information > Middle Name<br><br>Identity.middleName               |



| Field  | Description   | Location  |
|--|---|---|
| <b>Date</b>  | Reports the date of the student's attendance entry.   | Student Information > General > Attendance<br><br>Attendance.date   |
| <b>Share Time Enrollment</b>                             | Indicates whether the student is full time enrolled in the selected calendar or shares time with an enrollment in another calendar.                             | Student Information > General > Enrollments > State Reporting Fields > Shared Time  |
| <b>Period Minutes for the Day</b>                        | Reports the total number of instructional period minutes for the entire school day. This is usually the same as the Student Day minutes on the Calendar Detail, | System Administration > Calendar > Calendar > Period > Period Schedule Info > Instructional Minutes<br><br>System Administration > Calendar > Calendar > Calendar > Student Day (Instructional Minutes) |
| <b>Primary State Code</b>                                | Reports the State Code assigned to the attendance code.   | System Administration > Attendance > Attendance Code > Attendance Excuse Detail > State Code  |
| <b>Acceptable Attendance Code for State Excused Days</b> | Indicates whether the attendance state (3, 4, 6, 8 or 9) code is valid for the excused days recognized by the state. Reports Yes or No.                         | System Administration > Attendance > Attendance Code > Attendance Excuse Detail > State Code  |
| <b>Present Minutes</b>                                   | Lists the total number of minutes for which the student was marked present for the selected day.  | Student Information > General > Attendance > Attendance Record > Present Minutes  |
| <b>Absent Minutes</b>                                    | Lists the total number of minutes for which the student was marked absent for the selected day.   | Student Information > General > Attendance > Attendance Record  |
| <b>Remote Present Minutes</b>                            | Lists the total number of minutes for which the student was marked present for remote (virtual) learning.   | Student Information > General > Attendance > Attendance Record > Present Minutes  |
| <b>Remote Absent Minutes</b>                             | Lists the total number of minutes for which the student was marked absent for remote (virtual) learning.  | Student Information > General > Attendance > Attendance Record  |

| Field                        | Description   | Location   |
|------------------------------|---|--|
| <b>State Excused Minutes</b> | Lists the total number of minutes the student was marked as excused and approved by the state.  | System Administration > Attendance > Attendance Code > Attendance Excuse Detail > State Code, Excuse |
| <b>Present Days</b>          | Reports the total number of days the student was considered present. One day reports as 1.0; less than one day reports as 0.5.  | Student Information > General > Attendance > Attendance Record                                       |
| <b>Absent Days</b>           | Reports the total number of days the student was considered absent. One day reports as 1.0; less than one day reports as 0.5.   | Student Information > General > Attendance > Attendance Record                                       |
| <b>Remote Present Days</b>   | Reports the total number of days the student was considered present. One day reports as 1.0; less than one day reports as 0.5.  | Student Information > General > Attendance > Attendance Record                                       |
| <b>Remote Absent Days</b>    | Reports the total number of days the student was considered absent. One day reports as 1.0; less than one day reports as 0.5.   | Student Information > General > Attendance > Attendance Record                                       |
| <b>State Excused Days</b>    | Lists in numeric form whether that day of absence is considered exempt by the state and does not count as a day of absence. One day reports as 1.0; less than one day reports as 0.5. | Student Information > General > Attendance > Attendance Record                                       |
| <b>Days Open</b>             | Reports the total number of calendar days in the selected calendar.   | System Administration > Calendar > Calendar > Days > Start Date, End Date                            |