

# Course Roster Submission FAQs

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### **1. Question: How do I determine whether to use a Prior to Secondary SCED code or a Secondary SCED code?**

Answer: If the student will earn credit toward a high school diploma through the course, a code from the Secondary list must be selected. Any course that has a Prior to Secondary *Grade Span* must not be reported using Secondary course codes.

Note: A course in high school can carry a Secondary SCED while not offering credit toward the diploma, i.e., an extra period to enhance study skills that carries zero credits. Your district may decide whether or not to report this course depending on your district's practice of placing zero credit courses on transcripts.

### **2. Question: In general, who do I report to the Course Roster Submission?**

Answer: Please follow the reporting guidance below:

- Staff Course Roster: Report the teachers and co-teachers who are 100% responsible for each course section's roster and *assigned* to your district. A district must submit staff information for teachers that carry responsibility for 100% of the students on the district's rosters. Thus, lead *teachers* and *co-teachers* will be included in your Course Roster submission.
- Student Course Roster: Report students enrolled and attending courses in your district. This includes student *attending* your district that are not your SID Management reporting responsibility; these students will appear in your Out of District Records page in SID Management.

Note: Preschool students placed at contracted preschool provider locations are not reported to the Course Roster Submission as they do not attend an in-district school.

### **3. Question: Which classes are to be submitted for the collection?**

Answer: The following courses will be collected for the Course Roster Submission:

- Standard courses taught by a single teacher assigned to your district
- Standard courses taught by co-teachers assigned to your district
- Remote courses physically attended by students off-site (location other than at another LEA) that are taught by staff **not** assigned to your district
- College level dual enrollment/ dual credit courses taught by staff **not** assigned to your district

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- College level dual enrollment/ dual credit courses taught by staff assigned to your district
- Online courses taught by staff **not** assigned to your district

**4. Question: Are Special Services School Districts (SSSDs) and Approved Private Schools for Students with Disabilities (APSSDs) with students assigned to courses required to submit to the Course Roster Submission?**

Answer: Special Services School Districts will be required to submit to the Course Roster Collection. Course Roster data will not be collected from private placements or non-publics.

**5. Question: Is the Educational Services Commission (ESC) or the Department of Children and Family (DCF) required to report students assigned to courses to the Course Roster Submission?**

Answer: Neither the ESC nor the DCF will be required to submit any information to Course Roster Submission.

**6. Question: Are we required to report service rosters to the Course Roster Submission?**

Answer: Districts are not required to report service rosters (commonly defined as rosters in which a subset of the section is receiving specialized services, i.e. an inclusion teacher working with small group of students).

Districts that have chosen to report service rosters have done so by creating a separate course section that is specific to the service roster. For example:

- Teacher A is the primary teacher for a Language Arts course section and is responsible for all students enrolled in that course. The district would report the full course section as assigned only to Teacher A, whom is responsible for all students on the entire roster.
- Teacher B is an Inclusion teacher who works cooperatively with Teacher A to provide services for a subset of the students in the course. To report the service roster, an additional course section with a different local section number would be reported to include only the subset of students receiving the service and would be assigned to Teacher B.

**7. Question: If a teacher goes on temporary leave (illness, sabbatical, maternity leave, etc.) and a permanent sub comes in, should the teacher on leave be reported?**

Answer: The teacher on leave and the permanent sub should both be reported to the Course Roster Submission. Include the section exit date when reporting staff members who have exited a course section on temporary leave.

**8. Question: Since the course submission is being collected as of the end of the year, will all students have a course exit date?**

Answer: Yes.

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**9. Question: *If a student left my district and did not complete a course, is the student reported to my district's Course Roster Submission?***

Answer: While inactive records that appear in the End of Year SID Snapshot are accepted within the Course Roster Submission, inactive students that *have not completed a course* are not required to be reported to the Course Roster Submission. The decision to report these inactive students to the Course Roster Submission will need to be made by the district based on how the student information system is used to manage student records. It is possible to enter NG as the grade for a student that is inactive and did not complete a course. As a reminder, an inactive student who has one or more final grades must be reported to the Course Roster Submission.

**10. Question: *My student information system does not automatically store a year-end final grade when a student does not complete a course and is no longer active in my district. How do I decide if a student should have a final grade stored so it will create a Student Course Roster Record?***

Answer: This is a district decision and should be made by an administrator such as a Principal, Guidance Director, Curriculum Director or Superintendent. NJ SMART submitters and SIS Administrators should have clear direction from an administrator to store a final grade for a student who has left the district so that a Student Course Roster Record is submitted to the Course Roster Submission.

**11. Question: *What are the implications if we do not submit a Student Course Roster record for a student who is no longer active in my district and was being taught by a teacher in an SGP subject?***

Answer: If no Student Course Roster Record is submitted for a student then that student's SGP will not be counted in the Median SGP calculation for any teacher that taught them that year.

**12. Question: *Should I include classes such as Study Hall, Community Service, Work Place Experience, etc. in the Course Roster Collection?***

Answer: As the Course Roster Submission collects transcript data, all courses that appear on a student's transcript should be reported. Courses that are not classified under a specific content area may be found in the miscellaneous section of the SCED codes list (Prior to Secondary: Subject Area 72, Secondary: Subject Area 22). The available credit value should be 0.000 if students do not receive a grade.

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**13. Question: How do I indicate that a class is an AP class?**

Answer: AP and IB classes have separate and unique SCEDs as the College Board and the International Baccalaureate Organization define the content and set the performance standards for AP and IB courses.

**14. Question: What grades should be included in the Grade Span field?**

Answer: The Grade Span field is intended for use with Prior to Secondary courses.

**15. Question: How do I determine Grade Span for a class that is intended for a particular grade range but in actuality has students of varying grade levels in membership?**

Answer: Grade Span indicates the grades the course is meant to teach rather than the grades of students in membership. For example, a 6<sup>th</sup> grade student that sits in a 7<sup>th</sup> grade class would not change the grade span of the class. The grade span would be 0707 though the student membership span would be 6<sup>th</sup>-7<sup>th</sup> grade.

**16. Question: How do I determine my Available Credit value?**

Answer: Available Credit value for a course is the credit value that has already been assigned to a course by your district. Established credit values for a course should not be altered for the purpose of submitting to Course Roster Collection and should reflect what is captured in the student's transcript.

If a course is part of a multipart sequence, a district may break apart the Available Credit value to accurately reflect the credit value of each term, i.e., a Chemistry 1 course with 2 terms and a total available credit value of 5.000 may potentially have an available credit value of 2.500 for sequence 12 and a value of 2.500 for sequence 22. The combined credits of each sequence should equal the total available credit value. It is up to the district to determine the value of each term.

**17. Question: Is there any state standardized grading system being used to determine grade values submitted to the Course Roster Submission?**

Answer: No, there is no standard state grade scale in place for Course Collection. Use the values that are already developed and in use by your LEA.

**18. Question: Will I be required to identify each subject area for my self-contained K-5 courses?**

Answer: For non-subject specific Prior to Secondary courses, use the codes that begin with Subject Area 73.

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**19. Question: Am I required to report long term substitutes to Course Roster Submission?**

Answer: Yes, you are required to submit *long-term* substitutes to Course. You may identify your long-term substitutes as any substitute that holds a certificate from the state and is replacing a regularly employed teacher for a period of twenty or more consecutive days.

**20. Question: Why are changes made to records in my student or staff section of Course Roster Submission not being reflected on my Course Rosters tab?**

Answer: If changes made to a student or staff record are not being reflected in the Course Rosters Tab, select edit/ update on the details page of any records that validate against the record that was changed or perform another file upload to both the Course Staff and Course Student sections. This will process the change across the entire submission. Once you have completed any edits or file uploads, always check the Course Rosters Tab to ensure that data for the linked staff-student course is accurately being reflected.

**21. Question: Do I need to upload all of my LEA's student or staff records during my first full file upload?**

Answer: Although your first upload to Course Roster Submission must be a Full File upload, you do not need to upload every student or staff record in your district for your first Full File Upload. You may append your submission data with subsequent partial file uploads after your initial Full File Upload.

**22. Question: Will staff records in Sections-without-Students and student records in Student Out-of-Sync show on the Course Rosters page?**

Answer: No, the Course Roster tab located in Roster Refresh/ Release displays only records that have been successfully linked together as a student and staff member assigned to a course. Records in Sections-without-Students are staff members who do not have students linked to the assigned course through the matching Course Identifier elements. Similarly, student records in Student Out-of-Sync are students assigned to a course who are not linked to a staff record through the matching Course Identifier elements.

**23. Question: What are the Course Identifier elements?**

Answer: The Course Identifier elements are nine data elements that are combined to form your unique course identification. All nine of these elements must match exactly between the staff record and student record to successfully link a staff member and student to one course. The nine elements are Subject Area, Course Identifier, Course Level, Course Sequence, Local Course Code, Local Section Code, County Code Assigned, District Code Assigned, and School Code Assigned.

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**24. Question: Are we responsible for submitting records for students attending college, remote, or virtual courses in addition to our standard courses?**

Answer: Yes. Students enrolled in courses occurring in any of the following nonstandard instructional environments should be reported to the Course Roster submission:

- College level dual credit/ dual enrollment courses taught by staff not assigned to your district
- Remote courses physically attended by students at a location other than at another LEA that are taught by staff not assigned to your district
- Online courses taught by staff not assigned to your district

The data element, Course Type, allows districts the opportunity to report these courses regardless of the lack of staff data. Course Type codes for these scenarios should only be used if the district/ entity where the student attends the course is NOT required to report these students.

**25. Question: Which NCES SCED Code must be used for students enrolled in a Prior to Secondary Algebra 1 course?**

Answer: Students enrolled in a Prior to Secondary Algebra 1 course must use the NCES SCED of 52 052 (Subject Area 52 and Course Identifier 052).

**26. Question: Where do I go to find information on the criteria used to calculate the data displayed the Course Roster Summary Report compiled by the NJDOE?**

Answer: For clarification on the Course Roster Summary Report, please see the [Course Roster Verification and Submission](#) document.

**27. Question: What courses will be pulled for use in mSGP calculations for my staff?**

Answer: A course will be included in the mSGP calculation if it meets the following criteria:

- Subject area of 51, 52, or 73 (Math and ELA).
  - mSGPs are only available for Language Arts in grades 4-8 and Mathematics in grades 4-7.
- The teacher of record is present for 60% of the course prior to the state assessment.
- There are SGP scores for at least 20 separate students who are enrolled in the class for at least 70% of the school year before taking the state assessment.

**28. Question: Which NJ SMART SCED Codes are used to indicate that a course is a Structured Learning Experience (SLE)?**

Answer: A secondary SCED code with a Course Identifier ending in 48 or 98 indicates that the course is a SLE.

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**29. Question: How is Staff and Student Course Roster Submission data used in the School Performance Reports?**

Answer: Course roster data is used to report on Advanced Placement (AP), International Baccalaureate (IB), and dual enrollment course participation. It is also used to report on course participation in Mathematics, Science, Social Studies/History, World Language, Computer Science, and Visual and Performing Arts courses.

Please see the [NJ School Performance Reports: NJ SMART Course Roster Submission Guidance](#) and [School Performance Reports Reference Guide](#) for more details on what fields are used and how data is calculated.

**30. Question: How should I report a student's name if it is unknown?**

Answer: In the case that you do not know a student's first or last name, you should report the value of "Unknown" into the FirstName or LastName data elements.

**31. Question: I uploaded my data, and some special characters are missing from my LocalCourseTitle fields. Why?**

Answer: If data is uploaded into any NJ SMART submission with one of four special characters listed as the first character in a field, the special character will be removed after being uploaded. The four special characters are: + - @ =

For example, if your LocalCourseTitle field is +Geometry, after your file uploads into NJ SMART, the name of the class will appear as Geometry in your State Assessment Registration Submission records. **This new rule will apply to all NJ SMART fields in all submissions.** Please avoid using these special characters in the first position throughout any NJ SMART data collections to ensure that your local data system always matches what is reported to NJ SMART.

**32. Question: One of our courses did not have a permanent teacher this year. Instead, the course was taught by a series of short-term/per-diem substitutes, who do not get reported to SMID Management. Who do I report as the StaffMemberAssigned for this course?**

Answer: You should report whichever staff member is most directly tied to this course. It may be whoever oversaw the curriculum/assignments, or it may be a department head or other administrator. Please note that whoever is assigned to this course may therefore be eligible for an mSGP score if the staff member, the students, and the course itself meet other criteria; these criteria are indicated in our [mSGP FAQs](#).

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**33. Question: Why have certain SCED codes within the Social Sciences and History subject area been removed for the 2023-2024 school year?**

Answer: The New Jersey Department of Education (NJDOE) has reduced the number of available Social Science and History subject area codes in an effort to assist LEAs with increasing data quality and reducing code errors. To further support LEAs, corresponding course titles that apply to designated SCED Codes have been listed under the new NJDOE Guidance column in the [NJ SMART SCED Course Code List](#) document. If LEAs need additional assistance in identifying the appropriate SCED code for a specific Social Studies course, please contact the NJDOE Social Studies Coordinator at [socialstudies@doe.nj.gov](mailto:socialstudies@doe.nj.gov).