



STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION



# New Jersey Department of Education Staff Evaluation Submission Data Element Guidebook

**State of New Jersey  
Department of Education**

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## Introduction

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Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system. The *Staff Evaluation Data Element Submission Guidebook (guidebook)* was developed to assist school districts in providing education information to the New Jersey Department of Education (NJDOE) in a standardized format to comply with state and federal requirements. For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* that can be defined and measured. This guidebook provides the definition and syntax for these data elements to produce a consistent body of information.

## Confidentiality Notification

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The Evaluation Information System (EIS) is accessible to certified NJDOE Homeroom users. Given that this interface contains confidential evaluation scores for individual educators, leaders must ensure that any district personnel accessing the information have the proper permission to do so. Specifically, evaluation data of a particular employee shall be confidential in accordance with the *TEACHNJ Act* and *N.J.S.A. 18A:6-120.d* and *121.d*. Educator evaluation data must be handled in the secure manner one would treat, handle, and store any part of a confidential personnel record and must not be released to the public. Further, such individual data is exempt from the *Open Public Records Act (OPRA)*.

## Data Elements and Definitions

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This guidebook includes data elements that are currently collected and maintained by schools, districts, and the NJDOE. Annually, districts will be required to submit these data elements into the EIS via [NJDOE Homeroom](#). To complete this annual requirement districts will:

- Download an Excel submission template from the EIS
- Populate Excel submission template with data elements
- Upload populated Excel submission template to the EIS

It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJDOE so that a collaborative resolution can be reached.

*The following information is provided for each data element in the guidebook:*

|   |   |
|---|---|
| <b>Name of Data Element</b>                     | The data element name used within the EIS.  |
| <b>Definition</b>                               | A brief description of the data element.  |
| <b>Functional, Policy, or Legal Description</b> | The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection. |
| <b>Required Element</b>                         | Indication of whether the data element is required for file submission.   |
| <b>Type</b>                                     | Data element type such as Alpha, Numeric, or Date indicates how the field should be treated in order to meet formatting requirements.         |
| <b>Minimum Length</b>                           | The minimum number of characters permitted.   |
| <b>Maximum Length</b>                           | The maximum number of characters permitted.   |
| <b>Range of Values</b>                          | The value options of each data element, if applicable.  |
| <b>Validation Checks</b>                        | Requirement for how each data element must be arranged/reported.  |
| <b>Additional Notes</b>                         | Additional relevant notes about the data element, including specifics on data validation to occur with respect to each data element.          |
| <b>Common Errors</b>                            | Identifies error messages that are frequently encountered and provides guidance on how to resolve the error.                                  |

# DistrictCodeAssigned

## Definition of Data Element

The identifier for the Local Education Authority (LEA) in which the staff member is employed.

## Functional, Policy, or Legal Description

NJDOE, Division of Finance.

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values if Required

**Type:** Numeric

**Minimum Length:** 4

**Maximum Length:** 4

## Range of Values

For District Codes, please refer to [County District School Codes list](#).

## Validation Checks

- An error will occur if codes do not conform to the NJDOE codes listed.
- An error will occur if field is left blank.

## Additional Notes

- If a staff member has assignments in multiple locations, report the staff member's assignments (i.e., job code and FTE associated with the job code) separately so that the combination of county, district and school codes for each school or institution in which the staff member is assigned is reported.
- As staff members may have multiple assignments, this element will appear in the portal as: DistrictCodeAssigned1, DistrictCodeAssigned2, DistrictCodeAssigned3, DistrictCodeAssigned4, DistrictCodeAssigned5, DistrictCodeAssigned6.

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** This is a required field. Enter the required four-digit county code found in the [County District School Codes](#) list.

**Error Message:** The length must be four characters.

**Resolution:** All District Codes are four characters in length. Remember to use the [County District School Codes](#) list. Check to make sure there are no extra characters in this field. Re-upload the Excel submission template after the necessary corrections are made.

# StaffMemberIdentifier (SMID)

## Definition of Data Element

A unique number assigned and maintained by the NJDOE that is unique for each staff member over time.

## Functional, Policy, or Legal Description

In order to track staff within and across districts over time, NJDOE will assign a unique eight-digit number to all staff members employed in a New Jersey public school district. After the initial assignment of staff member identification numbers (SMID), districts will be required to verify or obtain an identification number whenever a new staff member enters the district.

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

- Staff Member Identifier must be a valid number issued by NJ SMART or an error will occur.

## Additional Notes

- N/A

## Common Errors

**Error Message:** Field must contain exactly eight numeric characters.

**Resolution:** Check to make sure this is a valid SMID number issued by NJ SMART, if SMID number is not eight numeric characters follow NJ SMART procedures to obtain valid eight-digit SMID and make the necessary corrections in the Excel submission template and re-upload.

**Error Message:** Number is not a valid issued SMID.

**Resolution:** Check to make sure this is a valid SMID number issued by NJ SMART. If this is not a valid number, follow NJSMART procedures to obtain valid SMID. Re-upload the Excel submission template after the necessary corrections are made.

# FirstName

## Definition of Data Element

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

## Functional, Policy, or Legal Description

Used to establish the identity of staff members.

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 30

## Validation Checks

- An error will occur if field is left blank.

## Additional Notes

- No nicknames or abbreviated names should be reported. Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphen are accepted.
- First name and last name must be reported as separate fields.

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** This is a mandatory field, a first name must be entered in this field.

**Error Message:** Field contains an invalid character or exceeds 30 characters.

**Resolution:** Periods are not accepted in this field, and this field also cannot have more than 30 characters. If this staff member's name has more than 30 characters or periods in the FirstName field, remove all periods and truncate to 30 characters. Re-upload the Excel submission template after the necessary corrections are made.



# LastName

## Definition of Data Element

The name borne in common by members of a family.

## Functional, Policy, or Legal Description

Used to establish the identity of staff members.

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 50

## Validation Checks

- An error will occur if field is left blank.

## Additional Notes

- First name and last name must be reported as separate fields.
- Staff members with multiple last names should include multiple last names in this field. Hyphens are acceptable if they are part of the staff member's legal name; place both last names in this field. Example: Jenny R. Smith-Jones would be last name = "Smith-Jones" while John F. Davis Smyth would be last name = "Davis Smyth".

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** This is a mandatory field, a last name must be entered in this field.

**Error Message:** Field contains an invalid character or exceeds 50 characters.

**Resolution:** Periods are not accepted in this field, and this field also cannot have more than 50 characters. If this staff member's name has more than 50 characters or periods in the LastName field, remove all periods and truncate to 30 characters. Re-upload the Excel submission template after the necessary corrections are made.

# DateOfBirth

## Definition of Data Element

The year, month and day on which an individual was born.

## Functional, Policy, or Legal Description

Used to establish the identity of staff members.

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Date

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

- Error will occur if format does not include a four-digit year followed by a zero-filled two-position month, followed by a zero-filled two-position day (i.e. 20010128).
- Error will occur if field is left blank.

## Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** Date of Birth is a mandatory field. You must put the date of birth in a YYYYMMDD format.

**Error Message:** The length must be eight characters.

**Resolution:** Make sure there are no separators, and verify that you are using the correct format when inputting the date of birth.

**Error Message:** Date cannot be in the future.

**Resolution:** This must be a valid date of birth, not a date in the future. Check to make sure the dates are correct, and there are no typos in the date format.

**Error Message:** Staff member age is outside of reasonable parameters.

**Resolution:** Year of Birth must be a valid year inside of reasonable parameters, please check the date of birth year to make sure it matches the age of the Staff Member. A Staff member cannot be older than 99, and cannot be younger than 14 years of age.

**Error Message:** Field must be a valid date in YYYYMMDD format.

**Resolution:** Check to make sure no separators are entered in this field, such as "/" or "-". Make sure the values in the field are in the correct date format.

# SchoolCodeAssigned

## Definition of Data Element

The identifier for the school in which the staff member is employed.

## Functional, Policy, or Legal Description

NJDOE, Office of Special Education.

## Is this Data Element Required?

Field is mandatory for all staff members.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 3

**Maximum Length:** 3

## Range of Values

For School Codes, please refer to [County District School Codes](#) list.

## Validation Checks

- An error will occur if codes do not conform to the NJDOE codes listed.
- Error will occur if field is left blank.

## Additional Notes

- If a staff member has assignments in multiple locations, report the staff member's assignments (i.e., job code and Full Time Employee associated with the job code) separately so that the combination of county, district and school codes for each school or institution in which the staff member is assigned is reported.
- As staff members may have multiple assignments, this element will appear in the portal as: SchoolCodeAssigned1, SchoolCodeAssigned2, SchoolCodeAssigned3, SchoolCodeAssigned4, SchoolCodeAssigned5, SchoolCodeAssigned6. The file submitted to the Staff Submission must also be submitted in this way.

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** This is a required field. Choose from the appropriate range of values. Re-upload the Excel submission template after the necessary corrections are made.

**Resolution:** All School Codes are three characters in length. Remember to use the [County District School Codes](#) list. Check to make sure there are no extra characters in this field. Re-upload the Excel submission template after the necessary corrections are made.

# TeacherPracticeScore

## Definition of Data Element

Teacher practice is evaluated as measured on a practice instrument taken from the [state-approved list](#). For teachers who receive SGPs, this score will represent 55% of their Summative Rating. For teachers who do not receive SGPs, this score will represent 85% of their Summative Rating.

## Functional, Policy, or Legal Description

Required by the American Recovery and Reinvestment Act (ARRA). For additional information, see [EdFacts](#) file specification N166 Collected pursuant to N.J.S.A. 18A:6 and N.J.A.C. 6A:10.

## Is this Data Element Required?

Field is mandatory for all certificated staff.

## Acceptable Values

**Type:** alphanumeric

**Minimum Length:** 1

**Maximum Length:** 4

## Range of Values

1.00 - 4.00

TNE: Teacher Not Evaluated

P: Staff member is a Principal or Assistant/Vice Principal

OCS: Staff member is Other Certificated Staff

C: Submitting LEA is a charter school

## Validation Checks

- An error will occur if value submitted is outside of the specified range.
- Values must be written in #.## format.
- A Staff Evaluation record cannot contain a combination of "T" and "P" and "OCS".

## Additional Notes

- This data element collects the raw effectiveness score, not a percentage (i.e., 2.90).
- This data element must be filled in for staff members with a job code of 0201-0262. If the administrator was not evaluated, use the value ANE.
- The value P should be filled in for staff members with a job code of 1000-2722 and 4001.
- The value OCS, for Other Certificated Staff, should be filled in for all non-Teacher, non-Principal certificated staff with job codes not in the specified range, e.g., those with job codes 0300-0703 and 3100-4000.
- The value of C should only be use if the submitting LEA is a Charter School. It is up to the Charter School to determine which value is most applicable for their school.
- If a staff member holds more than one position, report the most senior role.

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** This is a required field. Choose from the appropriate range of values. Re-upload the Excel

submission template after the necessary corrections are made.

**Error Message:** Invalid range value.

**Resolution:** This is a required field. Choose from the appropriate range of values. Re-upload the Excel submission template after the necessary corrections are made.

# TeacherSGOScore

## Definition of Data Element

The combined score for a teacher's Student Growth Objectives as assessed by the district's evaluation system for assigning teacher or principal performance ratings. This must be a long-term academic goal that teachers set for groups of students that is 1) Specific and measurable, 2) Aligned to New Jersey's curriculum standards, 3) Based on available prior student learning data, 4) A measure of what a student has learned between two points in time, and 5) Ambitious and achievable. For all teachers, this value will count for 15% of the Summative Rating.

## Functional, Policy, or Legal Description

Required by ARRA. For additional information, see [EdFacts](#) file specification N166 Collected pursuant to N.J.S.A. 18A:6 and N.J.A.C. 6A:10.

## Is this Data Element Required?

Field is mandatory for all certificated staff.

## Acceptable Values

**Type:** Alphanumeric

**Minimum Length:** 1

**Maximum Length:** 4

## Range of Values

1.00 - 4.00

TNE: Teacher Not Evaluated

P: Staff member is a Principal or Assistant/Vice Principal

OCS: Staff member is Other Certificated Staff

C: Submitting LEA is a charter school

## Validation Checks

- An error will occur if value submitted is outside of the specified range.
- Values must be written in #.## format.
- A Staff Evaluation record cannot contain a combination of "T" and "P" and "OCS".

## Additional Notes

- This data element collects the raw effectiveness score, not a percentage (i.e., 2.90).
- This data element must be filled in for staff members with a job code of 0201-0262. If the administrator was not evaluated, use the value ANE.
- The value P should be filled in for staff members with a job code of 1000-2722 and 4001.
- The value OCS, for Other Certificated Staff, should be filled in for all non-Teacher, non-Principal certificated staff with job codes not in the specified range, e.g., those with job codes 0300-0703 and 3100-4000.
- The value of C should only be use if the submitting LEA is a Charter School. It is up to the Charter School to determine which value is most applicable for their school.
- If a staff member holds more than one position, report the most senior role.

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** This is a required field. Choose from the appropriate range of values. Re-upload the Excel submission template after the necessary corrections are made.

**Error Message:** Invalid range value.

**Resolution:** This is a required field. Choose from the appropriate range of values. Re-upload the Excel submission template after the necessary corrections are made.

# AdministratorPracticeScore

## Definition of Data Element

Administrator practice is evaluated as measured on a practice instrument taken from the [state-approved list](#). In addition, districts have the option to use the [State Principal Evaluation Leadership Instrument](#) or the [State Assistant/Vice Principal Evaluation Leadership Instrument](#) as a second measure of school leader practice. Whether using this second option or only one instrument, for Principals and APs/VPs, the administrator practice score will represent 50% of their Summative Rating.

## Functional, Policy, or Legal Description

Required by ARRA. For additional information, see [EdFacts](#) file specification N166 Collected pursuant to N.J.S.A. 18A:6 and N.J.A.C. 6A:10.

## Is this Data Element Required?

Field is mandatory for all certificated staff.

## Acceptable Values

**Type:** Alphanumeric

**Minimum Length:** 1

**Maximum Length:** 4

## Range of Values

1.00 - 4.00

ANE: Administrator Not Evaluated

T: Staff member is a teacher

OCS: Staff member is Other Certificated Staff

C: Submitting LEA is a charter school

## Validation Checks

- An error will occur if value submitted is outside of the specified range.
- Numeric values must be written in **#.##** format.
- A Staff Evaluation record cannot contain a combination of "T" and "P" and "OCS".

## Additional Notes

- This data element collects the raw effectiveness score, not a percentage (i.e., 2.90).
- This data element must be filled in for staff members with a job code of 1000-2722 & 4001. If the administrator was not evaluated, use the value ANE.
- The value T should be filled in for staff members with a job code of 0201-0262
- The value OCS, for Other Certificated Staff, should be filled in for all non-Teacher, non-Principal certificated staff with job codes not in the specified range, e.g., those with job codes 0300-0703 and 3100-4000.
- The value of C should only be use if the submitting LEA is a Charter School. It is up to the Charter School to determine which value is most applicable for their school.
- If a staff member holds more than one position, report the most senior role.



## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** This is a required field. Choose from the appropriate range of values. Re-upload the Excel submission template after the necessary corrections are made.

**Error Message:** Invalid range value.

**Resolution:** This is a required field. Choose from the appropriate range of values. Re-upload the Excel submission template after the necessary corrections are made.

# AdministratorGoalScore

## Definition of Data Element

Rating based on student growth and achievement goals that the principal or assistant/vice principal sets with his or her superintendent. For Principals or APs/VPs who do not receive an mSGP score, this score will account for 40% of their Summative Rating. For all other Principals and APs/VPs, this score will account for 10% of their Summative Rating.

## Functional, Policy, or Legal Description

Required by ARRA. For additional information, see [EdFacts](#) file specification N166 Collected pursuant to N.J.S.A. 18A:6 and N.J.A.C. 6A:10.

## Is this Data Element Required?

Field is mandatory for all certificated staff.

## Acceptable Values

**Type:** Alphanumeric

**Minimum Length:** 1

**Maximum Length:** 4

## Range of Values

1.00 - 4.00

ANE: Administrator Not Evaluated

T: Staff member is a teacher

OCS: Staff member is Other Certificated Staff

C: Submitting LEA is a charter school

## Validation Checks

- An error will occur if value submitted is outside of the specified range.
- Numeric values must be written in **###** format.
- A Staff Evaluation record cannot contain a combination of "T" and "P" and "OCS".

## Additional Notes

- This data element collects the raw effectiveness score, not a percentage (i.e., 2.90).
- This data element must be filled in for staff members with a job code of 0201-0262. If the administrator was not evaluated, use the value ANE.
- The value T should be filled in for staff members with a job code of 1000-2722 & 4001.
- The value OCS, for Other Certificated Staff, should be filled in for all non-Teacher, non-Principal certificated staff with job codes not in the specified range, e.g., those with job codes 0300-0703 & 3100-4000.
- The value of C should only be use if the submitting LEA is a Charter School. It is up to the Charter School to determine which value is most applicable for their school.
- If a staff member holds more than one position, report the most senior role.

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** This is a required field. Choose from the appropriate range of values. Re-upload the Excel submission template after the necessary corrections are made.

**Error Message:** Invalid range value.

**Resolution:** This is a required field. Choose from the appropriate range of values. Re-upload the Excel submission template after the necessary corrections are made.

# AdministratorSGOAverageScore

## Definition of Data Element

Average rating based on all teachers' SGO scores in the principal's building and/or assigned by the district to the AP/VP. For all Principals and APs/VPs, this score will account for 10% of their Summative Rating.

## Functional, Policy, or Legal Description

Required by ARRA. For additional information, see [EdFacts](#) file specification N166 Collected pursuant to N.J.S.A. 18A:6 and N.J.A.C. 6A:10.

## Is this Data Element Required?

Field is mandatory for all certificated staff.

## Acceptable Values

**Type:** Alphanumeric

**Minimum Length:** 1

**Maximum Length:** 4

## Range of Values

1.00 - 4.00

ANE: Administrator Not Evaluated

T: Staff member is a teacher

OCS: Staff member is Other Certificated Staff

C: Submitting LEA is a charter school

## Validation Checks

- An error will occur if value submitted is outside of the specified range.
- Numeric values must be written in `###` format.
- A Staff Evaluation record cannot contain a combination of "T" and "P" and "OCS".

## Additional Notes

- This data element collects the raw effectiveness score, not a percentage (i.e., 2.90).
- This data element must be filled in for staff members with a job code of 0201-0262. If the administrator was not evaluated, use the value ANE.
- The value T should be filled in for staff members with a job code of 1000-2722 and 4001.
- The value OCS, for Other Certificated Staff, should be filled in for all non-Teacher, non-Principal certificated staff with job codes not in the specified range, e.g., those with job codes 0300-0703 and 3100-4000.
- The value of C should only be use if the submitting LEA is a Charter School. It is up to the Charter School to determine which value is most applicable for their school.
- If a staff member holds more than one position, report the most senior role.

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** This is a required field. Choose from the appropriate range of values. Re-upload the Excel

submission template after the necessary corrections are made.

**Error Message:** Invalid range value.

**Resolution:** This is a required field. Choose from the appropriate range of values. Re-upload the Excel submission template after the necessary corrections are made.

# SummativeRating

## Definition of Data Element

Final overall evaluation score for all certificated staff. This value will only be calculated if the staff member is not expected to receive an SGP score.

## Functional, Policy, or Legal Description

Required by ARRA. For additional information, see [EdFacts](#) file specification N166 Collected pursuant to N.J.S.A. 18A:6 and N.J.A.C. 6A:10.

## Is this Data Element Required?

Field is mandatory for all certificated staff.

## Acceptable Values

**Type:** Alphanumeric

**Minimum Length:** 2

**Maximum Length:** 4

## Range of Values

1.00 - 4.00

NE: Not evaluated

SGP: Educator is expected to receive an SGP and therefore has not yet received final rating

## Validation Checks

- An error will occur if value submitted is outside of the specified range.
- Numeric values must be written in **###** format.
- If a value of NE is submitted for this field, then all other fields for this staff member must be entered as not evaluated.

## Additional Notes

- This data element collects the raw effectiveness score, not a percentage (i.e., 2.90).
- This data element is the final summative rating for all certificated staff, **except in cases where the final rating is not available because the staff member is awaiting an SGP score.**

## Common Errors

**Error Message:** Field cannot be left blank.

**Resolution:** This is a required field. Choose from the appropriate range of values. Re-upload the Excel submission template after the necessary corrections are made.

**Error Message:** Invalid range value.

**Resolution:** This is a required field. Choose from the appropriate range of values. Re-upload the Excel submission template after the necessary corrections are made.