

## 2015 VEDS Adult Data Dictionary

### Instructions:

The file will contain all adult students, either full time or part time, who enrolled in a NJDOE Perkins eligible career and technical education (CTE) program in either the Fall 2013 or Spring 2014 term. The adult students taking classes with secondary students should be reported in the VEDS adult file; the secondary students in the same class with adult students should be reported in the secondary CTE file on NJSMART system. Students enrolled in recertification programs should not be reported. Any student reported as an adult or in a postsecondary grade (PG) in the NJSMART CTE submission in August 2014, must be reported in this VEDS adult file. Only students in grades 9-12 were counted in the NJSMART CTE submission.

### Timeline:

The deadline for the VEDS file is March 13, 2015.

### Submission:

Districts must use the NJDOE's data collection website at <http://homeroom.state.nj.us> to submit the data for security reasons; find "CTE (Secondary and Adult)" in the bottom left column and click on it. It will take you to the district's identification page to access the district's site. The district's ID and password will be needed from the district's web-user administrator for the web access.

Data Field Name	Data Type	Size	Definition of the Data Field
YOS	Text	4	Enter "2015" for the column of Year of Submission as YOS
CO	Text	2	Two digit county code for the county where district is located: 01=Atlantic; 03=Bergen; 05=Burlington; 07=Camden; 09=Cape May; 11=Cumberland; 13=Essex; 15=Gloucester; 17=Hudson; 19=Hunterdon; 21=Mercer; 23=Middlesex; 25=Monmouth; 27=Morris; 29=Ocean; 31=Passaic; 33=Salem; 35=Somerset; 37=Sussex; 39=Union; 41=Warren;
DIST	Text	4	4 digit district code
SCH	Text	3	3 digit school code
LASTNAME	Text	50	

FIRSTNAME	Text	50	
ADDRESS	Text	50	
CITY	Text	50	
STATE	Text	2	
ZIP	Text	20	format this column to text in order to enter the front zero
SSN	Text	9	Please do not enter "-" for SSN; format this column to text in order to enter the front zero; 9 digits. If you have trouble collecting SSN, please enter assigned numbers with the first five digits as 99999, e.g... 999990001; 999990002; 999990003; 999990004; 999990005;
NJSMART ID (SID)	Text	10	Leave it blank if it is not available
DOB	Date	10	mm/dd/yyyy
GENDER	Text	1	Enter "M" for male, "F" for female
RACE (1997 Revised Standards, seven categories)	Text  Text	1	<p>Race:</p> <p>"1" for White--A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin)</p> <p>"2" for Black, non Hispanic--A person having origins in any of the black racial groups of Africa (except those of Hispanic origin)</p> <p>"3" for Hispanic--Cuban, Central or South American or other Spanish culture or origin, regardless of race.</p> <p>"4" for Asian --A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam</p> <p>"5" for American Indian or Alaskan native --A person having origins in any of the original peoples of North America (not the people from India), and who maintains cultural identification through tribal affiliation or community recognition.</p> <p>"6" Native Hawaiian or other Pacific Islander</p> <p>"7" for two or more races</p>
CIP	Text	6	

Program Code	Text	1	Use the program code to distinguish the programs with the same CIP code but with different length. If only one program under the CIP code, then the program code can be left blank.
STATUS	Text	1	Enter "1" for participant --A postsecondary adult student who is enrolled in a CTE program that prepares them to earn a license or industry-recognized certification or take a nationally-recognized exam.  Enter "2" for concentrator – A postsecondary adult student who has completed a CTE program that prepares them to earn a license or industry-recognized certification or take a nationally recognized exam.
DISABILITY	Text	1	Individual with a Disability: Enter "1" for Yes, "2" for No. An individual with any disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)
LEP	Text	1	Limited English Proficient: Enter "1" for Yes, "2" for No.  The term "individual with limited English proficiency" means those learners whose native language is other than English and who have sufficient difficulty speaking, reading, writing or understanding the English language as measured by an English language proficiency test so as to be denied the opportunity to learn successfully in the classroom where the language of instruction is English.
ECONOMIC	Text	1	Economically Disadvantaged: Enter "1" for Yes, "2" for No.  Individuals from economically disadvantaged families, who require special services and assistance in order to enable them to succeed in vocational education programs.
DISPLACED HOMEMAKER	Text	1	Displaced Homemaker is an individual who has worked primary without remuneration to care for a home and family, and for that reason has diminished marketable skills; has been dependent on the income of another family member but is no longer supported by that income; or is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment..  Enter "1" for Yes, "2" for No.

SPP	Text	1	Single Parent: including single parents and single pregnant women. Enter "1" for Yes, "2" for No.
VOCSKILL	Text	1	Enter "1" for pass, "2" for fail, "3" for not tested
VocTestDeveloper	Text	1	VocTestDeveloper: type of test for end of program test.  Enter the developer who developed the test for CTE students to take as an end of program test. Please enter only one choice in the following priority order:  "1" for Licensure Exam; "2" for Industry Credential Exam; "3" for National Validated Test; "4" for Teacher Developed test
VocTestName	Text	50	If the code entered for VocTestDeveloper is "1", "2", "3", please enter the name of the skill test that the student had taken.
Earned Industrial based or Credential Certificate	Text	1	Enter 1=Yes, 2=No
EXITSTAT	Text	1	Existing Status  Enter "1" for received industry-recognized credential or earned industry-recognized certificate  "2" for program completion certificate.  Leave blank for not earning any certificate.
Apprenticeship	Text	1	Enrolled in Apprenticeship program?  Enter "1" for Yes, "2" for No.
Enrolled in Fall 2014-2015 (Y/N)	Text	1	Enter "Y" for yes, "N" for No.