

Frequently Asked Questions

Course Roster Submission

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

Answer: Determination of whether to use a Secondary code or Prior to Secondary SCED should be based on whether the course will earn the student credit toward a high school diploma. 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: Report the teachers and co-teachers who are 100% responsible for each course section's roster and the students enrolled in those course sections.

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
- 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: Which teachers should be submitted for this Course Roster collection?

Answer: 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.

5. 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.

6. 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.

7. 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 are 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. Teacher B is an Inclusion teacher who works cooperatively with Teacher A to provide services for a subset of the students in the course. In order to report both staff members to this submission, the district would report the full course section as assigned only to Teacher A since Teacher A is responsible for all students on the entire roster. If the district decided to report the service roster in addition to the full course section roster, an additional course section with a different local section number would be reported. The service roster would include only the subset of students receiving the service and would be assigned to Teacher B.

8. Question: How do I report students who took a course at a college or university?

Answer: Currently university and college staff members do not have SMIDs. As such, they cannot be assigned to a course roster for this collection. However, course information will be collected for

students enrolled in those courses. For details on how to submit these students, please review the *Course Type* data element contained in the Student Course Roster Handbook.

9. 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.

10. 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.

11. 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: Inactive records that appear in the June 30th SID Snapshot are accepted within the Course Roster Submission, however students who are inactive but 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.

12. 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 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 NJ SMART Course Roster Submission. Note: If a student completes a course, i.e. Q1 Health or a Middle School Rotation, they will usually have a year-end final grade and should have a Student Course Roster Record submitted to NJ SMART.

13. 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?

A: 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.

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

Answer: The Course Roster Submission will collect transcript data. If a course appears on a student's transcript then it must be included in Course Roster Collection. Courses that are not classified under a specific content area may be found in the miscellaneous section of the SCED codes manual. These types of courses have a Subject Area of 72 in the Prior to Secondary section of the manual and a value of 22 in the Secondary section of the manual. The available credit value should be 0.000 if students do not receive a grade.

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

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

16. 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. The grade span that the course was intended for will determine the Grade Span value.

17. 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 does not include the grades of students in membership. It only includes the grades the course is meant to teach. For example, a 6th grade student that sits in a 7th grade class would not change the grade span of the class. The grade span would be 0707 though the student membership span would be 6th-7th grade. Please note that we are not collecting student membership span in this collection.

18. 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 what the value of each term is.

19. 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.

20. 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.

21. 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.

22. 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. As an alternative, you may 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 in the Course Roster Tab.

23. 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 type, 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 you initial Full File Upload.

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

Answer: 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. Therefore, if a record falls into either of these two categories it will not appear in Refresh Release section's Course Roster Tab.

25. 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.

26. 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:

- 1.) College level dual credit/ dual enrollment courses taught by staff not assigned to your district
- 2.) Remote courses physically attended by students that are taught by staff not assigned to your district
- 3.) 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.

27. 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).

28. Question: Where do I go to find information on the criteria used to calculate the data displayed in my LEA's Performance Report and the Course Roster Summary Report compiled by the NJDOE?

Answer: There are two specific guides that will provide you guidance on these reports. For clarification on the Performance Reports please download:

<http://education.state.nj.us/pr/NJSchoolPerformanceInterpretiveGuide.pdf> For clarification on the Course Roster Summary Report please download:

<http://education.state.nj.us/broadcasts/2013/FEB/26/9063/Course%20Roster%20Summary%20Report%20Distribution.pdf>