# SMART Import (New Jersey)
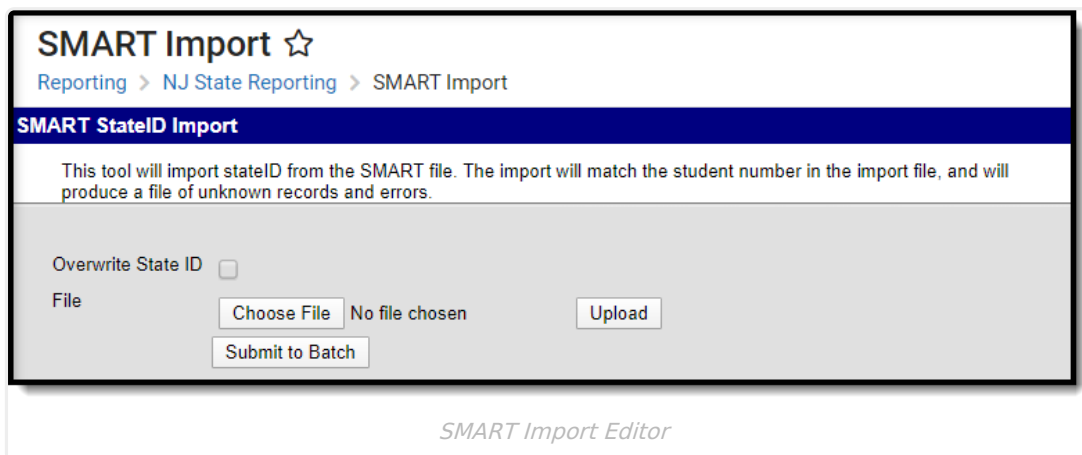
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**Classic View:** NJ State Reporting > SMART Import

**Search Terms:** SMART Import

The SMART Import allows districts to import state IDs from the SMART SID Management file. The import matches the student number in the import file, and produces a file of unknown records and errors.



*SMART Import Editor*

# Import Logic

Records are matched on the local student ID. Identity information (last name, first name, birth date) is checked with the local ID. If there are multiple matching identities,it is considered a found match.

If the State ID field is blank in Campus, running the import populates that field with the value located in the imported file. Or, users can elect to overwrite existing State IDs in Campus with the ID in the file.

# Running the Import File

1. Determine if existing state IDs should be overwritten with different state IDs. If yes, mark the **Overwrite State ID** checkbox.
2. Click the **Browse** button to locate the file that should be uploaded. When found, click the **Open** button on the **File Upload** window. The file being uploaded should be in CSV format.
3. Click the **Upload** button when ready. The file will load.

If files are particularly large, click the **Submit to Batch** button to save the uploading process until after hours to reduce the tax on Campus servers. See the Batch Queue article for more information.

When the import is complete, an Import Results Summary displays, listing what has been imported.

*SMART Import Results Summary*

# Import File Layout

The import file may have more columns than those fields marked as required. If that is the case, the additional columns will be ignored and NOT imported. This layout matches the layout of the SID Management Extract.

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| Element Name | Description | Location |
|---|---|---|
| **Local Identification Number**<br><br>*Required* | The number assigned and maintained by the local school district that is unique for each student.<br><br>*Numeric, 6 digits* | Census > People > Demographics > Student Number<br><br>Person.studentNumber |
| **State Identification Number**<br><br>*Required* | The number assigned and maintained by the New Jersey Department of Education that is unique for each student.<br><br>*Numeric, 10 digits* | Census > People > Demographics > State ID<br><br>Person.stateID |
| **First Name**<br><br>*Required* | The legal first name of the student.<br><br>*Alphanumeric, 35 characters* | Census > People > Demographics > First Name<br><br>Identity.firstName |

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| **Middle Name**<br><br>*Required* | The legal middle name of the student.<br><br>*Alphanumeric, 30 characters* | Census > People > Demographics > Middle Name<br><br>Identity.middleName |
| **Last Name**<br><br>*Required* | The legal last name of the student.<br><br>*Alphanumeric, 40 characters* | Census > People > Demographics > Last Name<br><br>Identity.lastName |
| **Suffix**<br><br>*Required* | The suffix attached to the student's name, such as Jr or III.<br><br>*Alphanumeric, 50 characters* | Census > People > Demographics > Suffix<br><br>Identity.suffix |
| **Gender**<br><br>*Required* | The gender of the student.<br><br>*Alphanumeric, 1 character (M or F)* | Census > People > Demographics > Gender<br><br>Identity. gender |
| **Date of Birth**<br><br>*Required* | The date of birth of the student.<br><br>*Date field, 8 digits (YYYYMMDD)* | Census > People > Demographics > Birthdate<br><br>Identity.birthdate |
| **City of Birth** | The name of the city in which the student was born.<br><br>*Alphanumeric, 30 characters* | Census > People > Demographics > City of Birth<br><br>Identity.birthCity |
| **State of Birth** | The abbreviation of the state in which the student was born.<br><br>*Alphanumeric, 2 characters* | Census > People > Demographics > State of Birth<br><br>Identity.birthState |
| **Country of Birth** | The code representing the country in which the student was born.<br><br>*Alphanumeric, 4 characters* | Census > People > Demographics > Country of Birth<br><br>Identity.birthCountry |
| **Ethnicity** | Indicates whether the student is considered to be Hispanic/Latino<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Demographics > Is this person Hispanic/Latino?<br><br>Identity. hispanicEthnicity |

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|---|---|---|
| **American Indian Race** | Indicates if the student's race/ethnicity is American Indian or Alaska Native.<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Demographics > Person Information > Race/Ethnicity<br><br>Identity.raceEthnicity |
| **Asian Race** | Indicates if the student's race/ethnicity is Asian.<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Demographics > Person Information > Race/Ethnicity<br><br>Identity.raceEthnicity |
| **Black Race** | Indicates if the student's race/ethnicity is Black or African American.<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Demographics > Person Information > Race/Ethnicity<br><br>Identity.raceEthnicity |
| **Pacific Race** | Indicates if the student's race/ethnicity is Native Hawaiian or Other Pacific Islander.<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Demographics > Person Information > Race/Ethnicity<br><br>Identity.raceEthnicity |
| **White Race** | Indicates if the student's race/ethnicity is White.<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Demographics > Person Information > Race/Ethnicity<br><br>Identity.raceEthnicity |
| **Status** | The student's current enrollment status as of the snapshot date. Options are A: Active and I: Inactive.<br><br>*Alphanumeric, 1 character (A or I)* | Student Information > General > Enrollments > Start Date/End Date<br><br>Enrollment.startDate<br>Enrollment.endDate |
| **Enrollment Type** | Percentage of the school day a student is in attendance at the school listed as the Attending School.<br><br>The default value for this field is F. A value of S reports when the Shared Time checkbox is marked.<br><br>*Alphanumeric, 1 character (F or S)* | Student Information > General > Enrollments > State Reporting Fields > Shared Time<br><br>EnrollmentNJ.sharedTime |

| Element Name | Description | Location |
|---|---|---|
| **Resident County** | The New Jersey county in which the student resides.<br><br>*Alphanumeric, 2 characters* | Student Information > General > Enrollments > State Reporting Fields > Resident County<br><br>EnrollmentNJ.residentCounty |
| **Resident District** | The district in which the student resides. If no selection is made, the default value reports.<br><br>*Alphanumeric, 4 characters* | Student Information > General > Enrollments > State Reporting Fields > Resident District<br><br>EnrollmentNJ.residentDistrict |
| **Resident School** | The unique school code the student would attend based on the permanent or other home address.<br><br>*Alphanumeric, 3 characters* | Student Information > General > Enrollments > State Reporting Fields > Resident School<br><br>EnrollmentNJ.residentSchool |
| **District Entry Date** | The date on which the student enrolled in the district.<br><br>*Date field, 8 digits (YYYYMMDD)* | Student Information > General > Enrollments > State Reporting Fields > District Entry Date<br><br>Enrollment.districtEntryDate |
| **County Code Receiving** | The code of the county in which the student is received in a sending/receiving relationship.<br><br>*Alphanumeric, 2 characters* | Student Information > General > Enrollments > State Reporting Fields > Receiving County<br><br>EnrollmentNJ.receivingCounty |
| **District Code Receiving** | The code of the receiving district of the student in a sending/receiving relationship. If no value is selected, the default value reports.<br><br>*Alphanumeric, 4 characters* | Student Information > General > Enrollments > State Reporting Fields > Receiving District<br><br>EnrollmentNJ.receivingDistrict |
| **School Code Receiving** | The code of the receiving school of the student in a sending/receiving relationship.<br><br>*Alphanumeric, 3 characters* | Student Information > General > Enrollments > State Reporting Fields > Receiving School<br><br>EnrollmentNJ.receivingSchool |
| **Attending County** | The code of the county in which the student is attending school.<br><br>*Alphanumeric, 2 characters* | Student Information > General > Enrollments > State Reporting Fields > Attending County<br><br>EnrollmentNJ.attendingCounty |

| Element Name | Description | Location |
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| **Attending District** | The code of the district in which the student is attending school. If no value is selected, the default value reports.<br><br>*Alphanumeric, 4 characters* | Student Information > General > Enrollments > State Reporting Fields > Attending District<br><br>EnrollmentNJ.attendingDistrict |
| **Attending School** | The code of the school the student is attending.<br><br>*Alphanumeric, 3 characters* | Student Information > General > Enrollments > State Reporting Fields > Attending School<br><br>EnrollmentNJ.attendingSchool |
| **School Entry Date** | The date on which the student enrolled in the attending school.<br><br>*Date field, 8 digits (YYYYMMDD)* | Student Information > General > Enrollments > State Reporting Fields > School Entry Date<br><br>Enrollment.schoolEntryDate |
| **School Exit Date** | The date of the first day after the date of a student's last attendance at a school.<br><br>*Date field, 8 digits (YYYYMMDD)* | Student Information > General > Enrollments > End Date<br><br>Enrollment.endDate |
| **Withdrawal Code** | The type of exit/withdrawal of a student from a school. Reports if the student's Exit Date is within the reporting period.<br><br>*Alphanumeric, 3 characters* | Student Information > General > Enrollments > End Status<br><br>Enrollment.endStatus |

| Element Name | Description | Location |
|---|---|---|
| **Cumulative Days in Membership** | The number of school days in session that have occurred between the enrollment Start Date and the enrollment End Date.<br><br>This value reports only if the Status (field 18) equals I (Inactive). If Status = A, a blank value is reported.<br><br>Attendance entries marked as Exempt are not included in this calculation.<br>When a student ends enrollment and re-enrolls at a later date, this field calculates days in membership from all enrollment records in the selected calendar.<br><br>*Numeric, 5 characters* | Not stored, calculated value |
| **Cumulative Days Present** | The number of days an individual is present when school is in session during a given reporting period.<br><br>This value reports only if the Status (field 18) equals I (Inactive). If Status = A, a blank value is reported.<br>When a student ends enrollment and re-enrolls at a later date, this field calculates days present from all enrollment records in the selected calendar.<br><br>*Numeric, 5 characters* | Not stored, calculated value |

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|---|---|---|
| **Cumulative Days Towards Truancy** | The number of school days an individual is absent and falls under the Local Education Agency definition of truant.<br><br>This value reports only if the Status (field 18) equals I (Inactive). If Status = A, a blank value is reported. When a student ends enrollment and re-enrolls at a later date, this field calculates days towards truancy from all enrollment records in the selected calendar.<br><br>*Numeric, 5 characters* | Not stored, calculated value |
| **Year of Graduation** | The projected year of the student's high school graduation.<br><br>*Date field, 4 digits (YYYY)* | Student Information > General > Graduation > State Reporting Graduation Fields > Projected Graduation Year<br><br>Graduation.gradYear |
| **Tuition Code** | The indicator of the source of payment for a non-resident student.<br><br>*Numeric, 2 digits* | Student Information > General > Enrollments > State Reporting Fields > Tuition Code<br><br>EnrollmentNJ.tuitionCode |
| **Free/Reduced Rate Lunch Status** | Indicates if the student is enrolled in the national school lunch program.<br><br>*Alphanumeric, 1 character (Y or N)* | Student Information > General > Enrollments > State Reporting Fields > Free/Reduced Meal Status<br><br>Enrollment.mealStatus |
| **Grade Level** | The grade level of the student's enrollment<br><br>*Alphanumeric, 2 characters* | Student Information > General > Enrollments > Grade<br><br>Enrollment.grade |
| **Program Type Code** | The primary program of instruction for the student.<br><br>*Alphanumeric, 2 characters* | Student Information > General > Enrollments > State Reporting Fields > Program Type<br><br>EnrollmentNJ.programType |

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|---|---|---|
| **Retained** | Indicates if the student is repeating the current grade level.<br><br>*Alphanumeric, 1 character (Y or N)* | Student Information > General > Enrollments > District Defined Elements > Retained<br><br>Enrollment.retained |
| **Special Education Classification** | 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.<br><br>*Numeric, 2 digits* | Student Information > General > Enrollments > Special Ed Fields > Primary Disability<br><br>Enrollment.disability |
| **LEP Program Start Date** | The date on which the student began participation in a Limited English Proficient program.<br><br>*Date field, 8 digits (YYYYMMDD)* | Student Information > General > Enrollments > LEP Reporting Fields > LEP Entry Date<br><br>EnrollmentNJ.lepEntryDate |
| **LEP Program Completion Date** | The date on which the student successfully completed a Limited English Proficient program.<br><br>*Date field, 8 digits (YYYYMMDD)* | Student Information > General > Enrollments > LEP Reporting Fields > LEP Exit Date<br><br>EnrollmentNJ.lepExitDate |
| **NonPublic** | Indicates the student has been parentally placed into a private school and receives services under an individual services plan.<br><br>*Alphanumeric, 1 character (Y or blank)* | Student Information > General > Enrollments > Special Education Fields > NonPublic<br><br>EnrollmentNJ.nonPublic |