

ACCESS Extract (New Jersey)

Last Modified on 10/22/2022 10:31 am CDT

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Classic Path: [NJ State Reporting](#) > [ACCESS Extract](#)

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The ACCESS Extract collects demographic and enrollments information about students who are participating in an EL (English Learners) program.

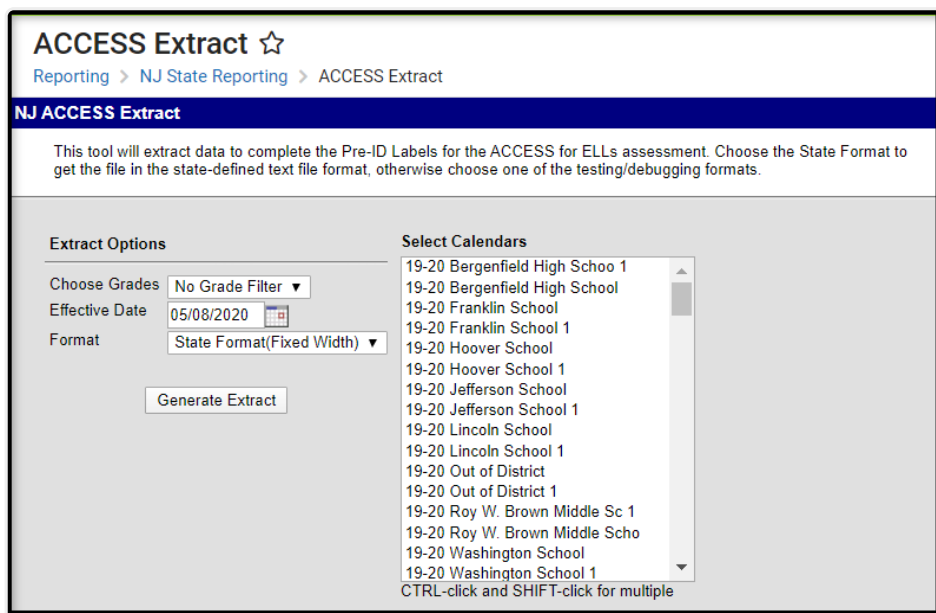


Image 1: ACCESS Extract Editor

Report Logic

A student is included on the report if:

- The student is actively enrolled as of the Effective Date entered on the Report Editor.
- The student has been issued a SID.
- The student is included in SID Management with an Active status.
- The student is EL or Exited EL with an Identified Date that is prior to the Effective Date entered on the report editors and there is no Exit Date or the Exit date is after the entered Effective Date.
- The student is not in Error, Unresolved, Sync or Conflict.
- The student has been submitted to State and Special Education Submissions without error.

Overlapping enrollments in the same calendar report 1 record per enrollment.

Enrollments that are end dated (consecutive enrollments) do not report.

Generate the ACCESS Extract

1. Indicate what **Grades** should appear in the report.
2. Enter an **Effective Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. This date will limit the report to enrollments which are active on this date. The field defaults to the current date.
3. Select the **Format** in which the report should generate. Options are State Format (Fixed Width), CSV and HTML. CSV and HTML formats are used for data review. For submission to the state, use State Format (Fixed Width).
4. Select the **Calendar(s)** which will appear in the report.
5. Click **Generate Extract** to generate the report in the indicated format.

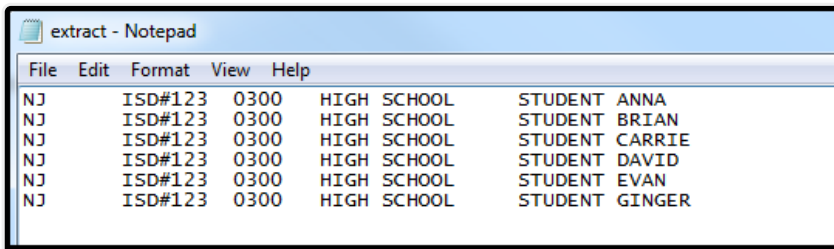


Image 2: ACCESS Extract - State Format (Fixed Width)

	A	B	C	D	E	F	G
1	StateNameAbbreviation	DistrictName	DistrictNumber	SchoolName	SchoolNumber	LastName	FirstName
2	NJ	ISD #123	300	High School	20	STUDENT	ANNA
3	NJ	ISD #123	300	High School	20	STUDENT	BRIAN
4	NJ	ISD #123	300	High School	20	STUDENT	CARRIE
5	NJ	ISD #123	300	High School	20	STUDENT	DAVID
6	NJ	ISD #123	300	High School	20	STUDENT	EVAN
7	NJ	ISD #123	300	High School	20	STUDENT	GINGER
8							
9							

Image 3: ACCESS Extract - CSV

Access Details Records:142						
StateNameAbbreviation	DistrictName	DistrictNumber	SchoolName	SchoolNumber	LastName	F
NJ	ISD #123	0300	HIGH SCHOOL	020	STUDENT	RE
NJ	ISD #123	0300	HIGH SCHOOL	020	STUDENT	JOV
NJ	ISD #123	0300	HIGH SCHOOL	020	STUDENT	DIE
NJ	ISD #123	0300	HIGH SCHOOL	020	STUDENT	LUI
NJ	ISD #123	0300	HIGH SCHOOL	020	STUDENT	ALF
NJ	ISD #123	0300	HIGH SCHOOL	020	STUDENT	DA

Image 4: ACCESS Extract - HTML

Report Layout

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
State Identification Number	A unique number assigned and maintained by the New Jersey Department of Education for each student.	Numeric, 10 digits	Person. stateID	Census > People > Demographics > State ID
District Name	Reports the student's attending district name.	Alphanumeric, 18 characters	District.name	System Administration > Resources > District Information > Name
District Number	Reports the student's attendance district number.	Numeric, 4 digits	District.number	System Administration > Resources > District Information > State District Number
School Name	Reports the student's attending school name.	Alphanumeric, 18 characters	School.name	System Administration > Resources > School > School Detail > Name
School Number	Reports the student's attendance school number.	Numerical, 3 digits	School.number	System Administration > Resources > School > School Detail > State School Number
Last Name	The legal last name of the student.	Alphanumeric, 40 characters	Identity. lastName	Census > People > Demographics > Last Name
First Name	The legal first name of the student.	Alphanumeric, 35 characters	Identity. firstName	Census > People > Demographics > First Name
Middle Initial	Reports the first letter of the student's middle name.	Alphabetic, 1 character	Identity. middleName	Census > People > Demographics > Middle Name

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
Date of Birth	The student's date of birth.	Date field, 8 digits YYYYMMDD	Identity. birthdate	Census > People > Demographics > Birth Date
Gender	Reports the student's gender.	Alphabetic, 1 character M or F	Identity.gender	Census > People > Demographics > Gender
State Identification Number	A unique number assigned and maintained by the New Jersey Department of Education for each student.	Numeric, 10 digits	Person. stateID	Census > People > Demographics > State ID
Local Identification Number	A unique number assigned and maintained by the local school district for each student.	Numeric, 6 digits	Person. studentNumber	Census > People > Demographics > Student Number
Grade Level	Reports the student's grade level of enrollment based on when the student was assessed.	Alphanumeric, 2 characters	Enrollment.grade	Student Information > General > Enrollment > General Enrollment Information > Grade
Ethnicity	Reports the ethnic category which most clearly reflects the student's recognition of his or her community or with which the student identifies. Reports Y when H: Hispanic/Latino is marked; otherwise, reports N.	Alphabetic, 1 character	Identity. hispanicEthnicity Identity. raceEthnicity	Census > People > Demographics > Race/Ethnicity > Is individual Hispanic/Latino?

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
Race American Indian	Indicates the student is considered American Indian or Alaska Native.	Alphabetic, 1 character	Identity. raceEthnicity	Census > People > Demographics > Race/Ethnicity > American Indian or Alaska Native
Race Asian	Indicates the student is considered Asian.	Alphabetic, 1 character	Identity. raceEthnicity	Census > People > Demographics > Race/Ethnicity > Asian
Race Black	Indicates the student is considered Black of African American.	Alphabetic, 1 character	Identity. raceEthnicity	Census > People > Demographics > Race/Ethnicity > Black or African American
Race Pacific	Indicates the student is considered Native Hawaiian or Pacific Islander.	Alphabetic, 1 character	Identity. raceEthnicity	Census > People > Demographics > Race/Ethnicity > Native Hawaiian or Pacific Islander
Race White	Indicates the student is considered White or Caucasian.	Alphabetic, 1 character	Identity. raceEthnicity	Census > People > Demographics > Race/Ethnicity > White
Home Language	Reports the student's home primary language.	Alphanumeric, 1 characters	Identity. raceEthnicity	Census > People > Demographics > Home Primary Language
First Entry Date into a US School	Reports the month, day and year of the student's initial enrollment into a United States school.	Date field, 8 characters MMDDYYYY	Enrollment.district EntryDate	Student Information > General > Enrollments > State Reporting Fields > District Entry Date

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
Length of Time in ELL Program	Represents the total amount of time (in years) how long the student has been in a bilingual or ESOL Program. The value always rounds down. A Kindergarten student reports as 00; a student in a program for one year and 10 months reports as 01, a student in a program for two years and 10 months reports as 02.	Numeric, 2 digits	Lep.lepStartDate	Student Information > Program Participation
Title III Status	Indicates the student is part of the district's Title III NCLB allocation grant. Reports Y if EL Service Type = 99.	Alphabetic, 1 character	LepService. titleIII	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type
Migrant Status	Indicates the student or student's parents are migratory agricultural workers.	Alphabetic, 1 character	Enrollment.migrant	Student Information > General > Enrollments > State Reporting Fields > Migrant
IEP Status	Indicates the student has special education needs and has an education plan.	Alphabetic, 1 character	Enrollment. specialEdStatus	Student Information > General > Enrollments > Special Ed Fields > Special Ed Status

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
Section 504	Indicates if the student is participating in a 504 Plan program.	Alpha, 1 character Y or N	Enrollment. section504	Student Information > General > Enrollments > State Reporting Fields > Section 504
ESL Program Type - NAS	Indicates the student's EL Service Type is No Additional Services (NAS). Reports Y when selected.	Alphabetic, 1 character Y or N	LepServiceType. lepServiceTypeID	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > NAS: No Additional Services
ESL Program Type - CAT	Indicates the student's EL Service Type is Content Area Tutoring (CAT). Reports Y when selected.	Alphabetic, 1 character Y or N	LepServiceType. lepServiceTypeID	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > CAT: Content Area Tutoring
ESL Program Type - CBE	Indicates the student's EL Service Type is Content-Based ESL (CBE). Reports Y when selected.	Alphabetic, 1 character Y or N	LepServiceType. lepServiceTypeID	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > CBE: Content Based EL

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
ESL Program Type - DBE	Indicates the student's EL Service Type is Developmental Bilingual (DBE). Reports Y when selected.	Alphabetic, 1 character Y or N	LepServiceType. lepServiceTypeID	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > DBE: Developmental Bilingual
ESL Program Type - HLA	Indicates the student's EL Service Type is Heritage Language (HLA). Reports Y when selected.	Alphabetic, 1 character Y or N	LepServiceType. lepServiceTypeID	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > HLA: Heritage Language
ESL Program Type - POE	Indicates the student's EL Service Type is Pull-Out ESL (POE). Reports Y when selected.	Alphabetic, 1 character Y or N	LepServiceType. lepServiceTypeID	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > POE: Pull-Out ESL
ESL Program Type - SEI	Indicates the student's EL Service Type is Sheltered English Instruction (SEI). Reports Y when selected.	Alphabetic, 1 character Y or N	LepServiceType. lepServiceTypeID	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > SEI: Sheltered English Instruction

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
ESL Program Type - SEN	Indicates the student's EL Service Type is Structured English Immersion or SDAIE (SEN). Reports Y when selected.	Alphabetic, 1 character Y or N	LepServiceType. lepServiceTypeID	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > SEN: Structured English Immersion or SADIE
ESL Program Type - TBI	Indicates the student's EL Service Type is Transitional Bilingual (TBI). Reports Y when selected.	Alphabetic, 1 character Y or N	LepServiceType. lepServiceTypeID	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > TBI: Transitional Bilingual
ESL Program Type - TWI	Indicates the student's EL Service Type is Dual Language and Two-way Immersion (TWI). Reports Y when selected.	Alphabetic, 1 character Y or N	LepServiceType. lepServiceTypeID	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > TWI: Dual Language - Two Way Immersion
Support Delivery Model - NA	Indicates the student does not receive services. Reports Y when NA: Not Applicable is selected.	Alphabetic, 1 character Y or N	LepServiceType. lepServiceTypeID	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > NA: Not Applicable

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
Support Delivery Model - IS	Indicates the student receives inclusionary support services. Reports Y when IS: Inclusionary Support is selected.	Alphabetic, 1 character Y or N	LepServiceType. lepServiceTypeID	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > IS:Inclusionary Support
Support Delivery Model - PO	Indicates the student receives pull-out for individualized support services. Reports Y when PO: Pull-Out for Individualized Support is selected.	Alphabetic, 1 character Y or N	LepServiceType. lepServiceTypeID	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > PO: Pull-Out for Individualized Support
Support Delivery Model - PR	Indicates the student's parents/guardians refused services. Reports Y when PR: Parental Refusal for Services.	Alphabetic, 1 character Y or N	LepServiceType. lepServiceTypeID	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > PR: Parental Refusal for Services.
Support Delivery Model - SC	Indicates the student receives self-contained support services. Reports Y when SC: Self-Contained is selected.	Alphabetic, 1 character Y or N	LepServiceType. lepServiceTypeID	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type > SC: Self-Contained

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
Special Accommodations - MC	Indicates the student was provided with the accommodation to manually control to start audio play when taking a test. Reports Y when Accommodation Type MC: Manual Control to Start Audio Plan of Item (A) is selected.	Alphabetic, 1 character Y or N	LepAccommodationType.lep AccommodationTypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > MC: Manual Control to Start Audio Play of Item (A)
Special Accommodations - RA	Indicates the student was provided with the accommodation to repeat the audio item. Reports Y when Accommodation Type RA: Repeat Item Audio is selected.	Alphabetic, 1 character Y or N	LepAccommodationType.lep AccommodationTypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > RA: Repeat Item Audio (A)
Special Accommodations - ES	Indicates the student was provided with the accommodation to extend speaking test response time. Reports Y when Accommodation Type ES: Extended Speaking Test Response Time is selected.	Alphabetic, 1 character Y or N	LepAccommodationType.lep AccommodationTypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > ES: Extended Speaking Test Response Time (A)

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
Special Accommodations - LP	Indicates the student was provided with the accommodation to use a large print booklet. Reports Y when Accommodation Type LP: Large Print Booklet is selected.	Alphabetic, 1 character Y or N	LepAccommodation Type.lep Accommodation TypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > LP: Large Print Booklet (A)
Special Accommodations - BR	Indicates the student was provided with the accommodation to use a Braille test. Reports Y when Accommodation Type BR: Braille Test is selected.	Alphabetic, 1 character Y or N	LepAccommodation Type.lep Accommodation TypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > BR: Braille Test or Write (A)
Special Accommodations - SD	Indicates the student was provided with the accommodation to have an interpreter sign test directions in ASL. Reports Y when Accommodation Type SD: Interpreter Signs Test Directions in ASL is selected.	Alphabetic, 1 character Y or N	LepAccommodation Type.lep Accommodation TypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > SD: Interpreter Signs Test Directions in ASL (A)

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
Special Accommodations - LH	Indicates the student was provided with the accommodation to have the test response options read aloud by a human reader. Reports Y when Accommodation Type LH: Read Aloud Listening Test Response Options by Human Reader is selected.	Alphabetic, 1 character Y or N	LepAccommodationType.lep AccommodationTypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > LH: REad Aloud Listening Response by Human Reader (A)
Special Accommodations - RL	Indicates the student was provided with the accommodation to have the response options repeated by a human reader. Reports Y when Accommodation Type Repeat Listening Test Response Options by Human Reader (RL) is selected.	Alphabetic, 1 character Y or N	LepAccommodationType.lep AccommodationTypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > RL: Repeat Listening Responses by Human Reader (A)

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
Special Accommodations - IH	Indicates the student was provided with the accommodation to have the test items read aloud by a human reader. Reports Y when Accommodation Type IH: Read Aloud Test Items by Human Reader (IH) is selected.	Alphabetic, 1 character Y or N	LepAccommodation Type.lep Accommodation TypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > IH: Read Aloud Test Items by a Human Reader (A)
Special Accommodations - RI	Indicates the student was provided with the accommodation to have the test items repeated aloud by a human reader. Reports Y when Accommodation Type Repeat Test Items by Human Reader (RI) is selected.	Alphabetic, 1 character Y or N	LepAccommodation Type.lep Accommodation TypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > RI: Repeat Test Items by Human Reader (A)
Special Accommodations - SR	Indicates the student was provided with the accommodation to have a scribed response. Reports Y when Accommodation Type is SR: Scribed Response is selected.	Alphabetic, 1 character Y or N	LepAccommodation Type.lep Accommodation TypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > SD: Scribed Response (A)
State Defined Optional Data	This field does not report.	N/A	N/A	N/A

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
District Defined Optional Data	This field does not report.	N/A	N/A	N/A
Online or Paper Test	Indicates whether the student is tested online (O) or on paper (P) . This value defaults to Online.	Alphabetic, 1 character	N/A	N/A
Alternate ACCESS Tester	This field does not report.	N/A	N/A	N/A
Special Accommodations - WD	Indicates the student was provided with the accommodation to use a word processor or keyboarding device to respond to test items. Reports Y when Accommodation Type WD: Word Processor or Similar Keyboarding Device to Respond to Test Items is selected.	Alphabetic, 1 character Y or N	LepAccommodation Type.lep Accommodation TypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > WD: Word Processor or Similar Devices (A)

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
Special Accommodations - AC	Indicates the student was provided with the accommodation to respond orally using external augmentative and alternate communication device or software. Reports Y when Accommodation Type AC: Student Responds Orally Using External Augmentative and Alternate Communication Device or Software is selected.	Alphabetic, 1 character Y or N	LepAccommodation Type.lep Accommodation TypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > AC: Student Responds Orally Using External Device (A)
Special Accommodations - RD	Indicates the student was provided with the accommodation to use a recording device that is played back and transcribed by the student. Reports Y when Accommodation Type RD: Student Responds Using a Recording Device, which is Payed Back and Transcribed by the Student is selected.	Alphabetic, 1 character Y or N	LepAccommodation Type.lep Accommodation TypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > RD: Student Responds Using a Recording Device (A)

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
Special Accommodations - BW	Indicates the student was provided with the accommodation to respond with a Braille writer or notetaker. Reports Y when Accommodation Type BW: Student Responds Using Braille Writer or Braille Notetaker is selected.	Alphabetic, 1 character Y or N	LepAccommodation Type.lep Accommodation TypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > BW: Student Responds Using Braille Writer/Notetaker (A)
Special Accommodations - AT	Indicates the student was provided with the accommodation to use assistive technology to respond to test items. Reports Y when Accommodation Type AT: Student Uses Assistive Technology to Respond To Test Items is selected.	Alphabetic, 1 character Y or N	LepAccommodation Type.lep Accommodation TypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > AT: Student Uses Assistive Technology to Respond (A)

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
Special Accommodations - NS	Indicates the student was provided with the accommodation to have the test administered by school personnel in a non-school setting. Reports Y when Accommodation Type NS: Test may be Administered by School Personnel in a Non-School Setting is selected.	Alphabetic, 1 character Y or N	LepAccommodationType.lep AccommodationTypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > NS: Test Administered in a Non-School Setting
Special Accommodations - ET	Indicates the student was provided with the accommodation to have extended an extended test session. Reports Y when Accommodation Type ET: Extended Testing Time within the School Day is selected.	Alphabetic, 1 character Y or N	LepAccommodationType.lep AccommodationTypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > ET: Extended Testing Time Within the School Day

Element Name	Description	Format, Type and Length	Campus Database	Campus Location
Special Accommodations - EM	Indicates the student was provided with the accommodation to have an extended test session over multiple days. Reports Y when Accommodation Type EM: Extended Testing Session Over Multiple Days for a Single Domain is selected.	Alphabetic, 1 character Y or N	LepAccommodationType.lep AccommodationTypeID	Student Information > Program Participation > English Learners (EL) > EL Accommodations > Accommodation Type > EM: Extended Testing Session Over Multiple Days (A)