

NJSMART to ASSA Conversion Process

The school district’s October 15 NJSMART data submission is summarized into the ASSA format and preloaded into the new web-based ASSA software. The ASSA On Roll, Sent, Received, and Choice student counts are based on NJSMART data. Charter school enrollments and State Facilities enrollments are currently not based on NJSMART data. The information below specifies how NJSMART data is converted into the ASSA summary counts.

ASSA Enrollment Categories

NJSMART Grade Level categories map to the ASSA Enrollment Categories as follows:

NJSMART Grade Level	NJSMART Grade Level Description	ASSA Line	ASSA Enrollment Category	ASSA Special Education Grade Level
3H	Half-day Pre-school 3 years old	C1	HALF DAY PREK-3YR	Elementary
4H	Half-day Pre-school 4 years old	C2	HALF DAY PREK-4YR	Elementary
5H	Half-day Pre-school 5 years old	C2	HALF DAY PREK-4YR	Elementary
3F	Full-day Pre-school 3 years old	D1	FULL DAY PREK-3YR	Elementary
4F	Full-day Pre-school 4 years old	D2	FULL DAY PREK-4YR	Elementary
5F	Full-day Pre-school 5 years old	D2	FULL DAY PREK-4YR	Elementary
DH	Half-day Transitional/Developmental Kindergarten	01	HALF DAY K	Elementary
KH	Half-day Kindergarten	01	HALF DAY K	Elementary
DF	Full-day Transitional/Developmental Kindergarten	02	FULL DAY K	Elementary
KF	Full-day Kindergarten	02	FULL DAY K	Elementary
PF	Full-day Transitional Grade 1/Pre-First	02	FULL DAY K	Elementary
01	Grade 1	03	ONE	Elementary
02	Grade 2	04	TWO	Elementary
03	Grade 3	05	THREE	Elementary
04	Grade 4	06	FOUR	Elementary
05	Grade 5	07	FIVE	Elementary
06	Grade 6	08	SIX	Middle
07	Grade 7	09	SEVEN	Middle
08	Grade 8	10	EIGHT	Middle
09	Grade 9	11	NINE	High School
10	Grade 10	12	TEN	High School
11	Grade 11	13	ELEVEN	High School
12	Grade 12	14	TWELVE	High School
PG	Post Graduate	15	POST-GRADUATE	NA
A1	Adult High School (1 – 14 credits)	17	ADULT HS(1-14 CR.)	NA
A2	Adult High School (15 or more credits)	16	ADULT HS(15+CR.)	NA

Students attending a vocational district are counted in ASSA Enrollment Category “Line 37 - Co. Voc. Regular”. Special education students are counted in the vocational district’s special education enrollment.

NJSMART to ASSA Conversion Process

On Roll Student Counts (excluding choice)

- Students must attend an in-district school with a valid school code.
- Students attending a choice district with an NJSMART tuition code of "06" are removed from this count. They appear in the Choice On Roll counts instead.
- Valid grade levels must be reported in NJSMART. Students with blanks or errors in the grade level field are removed from the counts. Students with grade levels that are not valid for the school district's operating type are also removed from the count.
- NJSMART grade levels are translated to ASSA Category Codes using the ASSA Enrollment Categories table.
- See the Special Education section for information about how Special Education students are identified.
- See the Speech Only section for information about how Speech Only students are identified.
- See the LEP section for information about how LEP students are identified.
- See the Free/Reduced Lunch section for information about how these students are identified.
- See the Merged Districts section for information about how these students are identified.
- For NJSMART shared time students, in the ASSA these students are reported as On Roll shared-time by the NJSMART attending district and the NJSMART receiving district.

Choice On Roll

- Students must attend an in-district school with a valid school code.
- Students attending a choice district with an NJSMART tuition code of "06" are the only students in this count.
- Valid grade levels must be reported in NJSMART. Students with blanks or errors in the grade level field are removed from the counts. Students with grade levels that are not valid for the school district's operating type are also removed from the count.
- NJSMART grade levels are translated to ASSA Category Codes using the ASSA Enrollment Categories table.
- See the Special Education section for information about how Special Education students are identified.
- See the Speech Only section for information about how Speech Only students are identified.
- See the LEP section for information about how LEP students are identified.
- See the Free/Reduced Lunch section for information about how these students are identified.
- The NJSMART resident district is the "Choice – Sent From" district.

Sent

- Includes students sent out-of-district including other school districts, education service commissions, regional day schools, contracted preschool programs, Department of Children and Families Day Training, approved private schools for students with disabilities and other placements.

NJSMART to ASSA Conversion Process

- The NJSMART attending district must be a valid district code. The attending district is the ASSA “sent to” district. The NJSMART resident district is the ASSA “sending” district.
- Choice students are not “sent” students.
- Students attending an in-county vocational district are not “sent” students.
- Students attending an out-of-county vocational district are “sent” students.
- Valid grade levels must be reported in NJSMART. Students with blanks or errors in the grade level field are removed from the counts. Students with grade levels that are not valid for the school districts’ operating types (sending and receiving) are also removed from the count.
- NJSMART grade levels are translated to ASSA Category Codes using the ASSA Enrollment Categories table.
- See the Special Education section for information about how Special Education students are identified.
- See the Speech Only section for information about how Speech Only students are identified.
- See the LEP section for information about how LEP students are identified.
- See the Free/Reduced Lunch section for information about how these students are identified.
- For NJSMART shared-time students, in the ASSA these students are sent shared time to the NJSMART attending district and the NJSMART receiving district.

Received

- Includes students received from other school districts, the State, or parent paid tuition.
- The NJSMART resident district must be a valid district code. The resident district is the ASSA “received from” district. The NJSMART attending district is the ASSA “receiving” district.
- Students of teaching staff members attending for free with an NJSMART tuition code of “04” are not “received” students in the ASSA and therefore are included in the “on roll” and resident student count of the district that they are attending.
- Choice students are not “received” students.
- Valid grade levels must be reported in NJSMART. Students with blanks or errors in the grade level field are removed from the counts. Students with grade levels that are not valid for the receiving school district’s operating types are also removed from the count.
- NJSMART grade levels are translated to ASSA Category Codes using the ASSA Enrollment Categories table.
- If the NJSMART attending district is a regional district and the student’s resident district is a constituent district of the regional school district, then the student is not a “received” student of the regional.
- See the Special Education section for information about how Special Education students are identified.
- See the Speech Only section for information about how Speech Only students are identified.
- See the LEP section for information about how LEP students are identified.
- See the Free/Reduced Lunch section for information about how these students are identified.

NJSMART to ASSA Conversion Process

- For NJSMART shared-time students, in the ASSA these students are received shared-time by the NJSMART attending district and the NJSMART receiving district.

Shared Time

- In NJSMART, only vocational districts can receive shared-time students. When translated to the ASSA, the student is On Roll shared-time at the attending district and On Roll shared-time at the receiving district.

Special Education

- Students are counted on the Special Education row in the ASSA if the NJSMART Special Education Classification includes:

CODE	State Category
01	Auditorily Impaired
02	Autistic
03	Cognitively Impaired – Mild Cognitive Impairment
04	Cognitively Impaired – Moderate Cognitive
05	Cognitively Impaired – Severe Cognitive Impairment
06	Communication Impaired
07	Emotionally Disturbed
08	Multiply Disabled
09	Deaf-Blindness
10	Orthopedically Impaired
11	Other Health Impaired
12	Preschool Child with a Disability
14	Specific Learning Disability
15	Traumatic Brain Injury
16	Visually Impaired

Speech Only

- Students are counted on the Speech Only column in the ASSA if the NJSMART Special Education Classification includes:

CODE	State Category
17	Eligible for Speech-Language Services

LEP

- Students are counted as LEP students if they have an LEPProgramStartDate and do not have LEPProgramCompletionDate.

Free/Reduced Lunch

- Students are counted as Free/Reduced Lunch in the ASSA if the NJSMART FreeandReducedLunchStatus includes F or R.

NJSMART to ASSA Conversion Process

Merged Districts

- For the 14 merged districts, “on roll” and “sent” students are determined by a student’s NJSMART Resident Municipal Code. The former non-operating districts cannot “receive” students. Enrollments must be reported separately for state aid calculations.

NJSMART to ASSA Conversion - Example Records from NJSMART

This chart shows how a student record in NJSMART is reported in the Application for State School Aid (ASSA). The four ASSA columns shown below (On Roll, Received From, Sent To, Choice On Roll) correspond to the Data Entry screens on the ASSA that have preloaded NJSMART data. The three ASSA sections below correspond to what the NJSMART resident, attending, and receiving districts will see in their ASSA for a particular NJSMART record. A single student must not be reported as more than one full-time student on a school district's On Roll count and as no more than one full-time student as a Sent and/or Received student when applicable.

Record	NJSMART							NJSMART Resident District Reports on the ASSA				NJSMART Attending District Reports on the ASSA				NJSMART Receiving District Reports on the ASSA			
	Submitting District	Resident District	Attending District	Receiving District	Enrollment Type	Tuition Code	Note	On Roll	Received From	Sent To	Choice On Roll	On Roll	Received From	Sent To	Choice On Roll	On Roll	Received From	Sent To	Choice On Roll
10	Absecon	Absecon	Absecon	Absecon				Absecon	NA	NA	NA	Absecon	NA	NA	NA	Absecon	NA	NA	NA
20	Pleasantville	Absecon	Pleasantville	Pleasantville				NA	NA	Pleasantville	NA	Pleasantville	Absecon	NA	NA	Pleasantville	Absecon	NA	NA
30	Absecon	Absecon	Absecon	Absecon		Parent Paid (02)		Absecon	Parent Paid	NA	NA	Absecon	Parent Paid	NA	NA	Absecon	Parent Paid	NA	NA
40	Atlantic Voc	Absecon	Atlantic Voc.	Atlantic Voc.	Full Time		in-county voc	NA	NA	NA	NA	Atlantic Voc.	Absecon	NA	NA	Atlantic Voc.	Absecon	NA	NA
50	Absecon	Absecon	Cape May Voc.	Cape May Voc.			out-of-county voc	NA	NA	Cape May Voc.	NA	Cape May Voc.	Absecon	NA	NA	Cape May Voc.	Absecon	NA	NA
60	Absecon	Absecon	Atlantic Voc.	Pleasantville	Shared Time		in -county voc	NA	NA	Atlantic Voc. Pleasantville	NA	Atlantic Voc.	Absecon	NA	NA	Pleasantville	Absecon	NA	NA
70	Greater Egg Harbor Regional	Absecon	Greater Egg Harbor Regional	Greater Egg Harbor Regional			Absecon is not a constituent district of GEHR.	NA	NA	Greater Egg Harbor Regional	NA	Greater Egg Harbor Regional	Absecon	NA	NA	Greater Egg Harbor Regional	Absecon	NA	NA
80	Greater Egg Harbor Regional	Hamilton Twp.	Greater Egg Harbor Regional	Greater Egg Harbor Regional			Hamilton is a constituent district of GEHR.	NA	NA	NA	NA	Greater Egg Harbor Regional	NA	NA	NA	Greater Egg Harbor Regional	NA	NA	NA
90	Port Republic	Absecon	Port Republic	Port Republic		Choice (06)	Port Republic is a Choice district.	NA	NA	NA	NA	NA	NA	NA	Port Republic (from Absecon)	NA	NA	NA	Port Republic (from Absecon)
100	Charter School	Absecon	Charter School	Charter School			Charter students are preloaded from the Charter School Enrollment System.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
110	Absecon	Absecon	CSSD	CSSD				CSSD	Absecon	NA	NA	CSSD	Absecon	NA	NA	CSSD	Absecon	NA	NA
120	Absecon	Absecon	APSSD	APSSD				NA	NA	APSSD	NA	NA	NA	NA	NA	NA	NA	NA	NA
130	Department of Corrections	Absecon	Department of Corrections	Department of Corrections			State-placed students in state facilities are not preloaded from NJSMART.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
140	Absecon	Absecon	Department of Children and Families	Department of Children and Families			District-placed students in state facilities are preloaded from NJSMART.	NA	NA	Department of Children and Families Regional Day School	NA	NA	NA	NA	NA	NA	NA	NA	NA
150	Absecon	Last Known	Absecon	State		State (03)		Absecon	State	NA	NA	Absecon	State	NA	NA	Absecon	State	NA	NA
160	Pleasantville	Linwood City	Pleasantville	Pleasantville		Tuition Free - Teaching Staff (04)		NA	NA	NA	NA	Pleasantville	NA	NA	NA	Pleasantville	NA	NA	NA