



## State of New Jersey

DEPARTMENT OF EDUCATION

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January 13, 2015

**TO:** Chief School Administrators  
Charter School Lead Persons

**FROM:** Bari Anhalt Erlichson, Ph.D.  
Assistant Commissioner/Chief Performance Officer  
Division of Data, Research, Evaluation and Reporting

**SUBJECT:** Frequently Asked Questions from the Partnership for Assessment of Readiness for College and Careers (PARCC) Regional Trainings Concerning the NJ SMART PARCC Registration Data Collection

The Office of Assessments conducted regional trainings on the Spring PARCC administration last week and a few questions arose by multiple districts at multiple trainings regarding the NJ SMART PARCC student registration data collection. Below are the questions and the department's response.

1. Should students be omitted from the NJ SMART PARCC Registration data collection? Such as, students who will take the Dynamic Learning Maps (DLM) assessment or students who are English Language Learners and are exempt from English Language Arts (ELA)?

**Response:** ALL students must be reported – including those who are exempt from ELA or taking DLM. This data collection serves multiple functions at the state level so all students need to be included. *It is critical that information be submitted for all students and that the information submitted be as accurate as possible.*

2. If a district is having difficulty getting SMID or location information from out-of- district placements, how can a district proceed in order to make the January 16, 2015 deadline for the NJ SMART PARCC Registration?

**Response:** In cases of difficulty, a district should choose a SMID number within the district and use it as a default for the ELA and Math SMID fields. The CDS (County-District-School) code for the receiving school/out of district placement should be used for the ELA and Math location fields.

3. How would an in-district student who is taking DLM be reported in the NJ SMART PARCC Registration?

**Response:** Report the student's demographic information. The location should be DLM. The SMID for ELA and Math would be the student's math and ELA teacher. The ELA Test Code would be ELANT and the Math Test Code would be MATNT.

4. How would an out-of-district student who is taking DLM be reported in the NJ SMART PARCC Registration?

**Response:** Report the student's demographic information. The location could be DLM. A district could choose a SMID number within the district and use it as a default association for the ELA and Math SMID fields or use the SMID from the out-of-district placement. The CDS (County-District-School) code for the receiving school/out of district placement could be used for the ELA and Math location fields. The ELA Test Code would be ELANT and the Math Test Code would be MATNT.

5. How can districts report students who have Limited English Proficiency and will be exempt from taking the ELA assessments?

**Response:** The district should choose a SMID number within the district and use it as a default association for the ELA SMID field. Enter the word Exempt for the ELA location and the Test Code would be EXELA.

5. Can student information in PearsonAccessNext be revised after New Jersey Department of Education (NJDOE) uploads the student information? Can students be added or deleted?

**Response:** Yes. Once the student registration file is submitted to Pearson by the NJDOE on or after February, 6, 2015 the district will have the opportunity to add or modify records in PearsonAccessNext. This is similar to the Record Change Roster process associated with previous New Jersey Assessments.

6. When should districts upload the Personal Needs Profile (PNP) file?

**Response:** The districts are responsible for uploading the PNP file and it should be uploaded to Pearson any time AFTER the student registration file is uploaded to Pearson. Therefore, please wait to upload the PNP file after February 6, 2015.

The Office of Assessments has regional trainings scheduled this week on January 13 through 15, 2015. Please register using the following link: <http://education.state.nj.us/events/> to attend. The district student registration file needs to be uploaded to NJ SMART by Friday, January 16, 2015. If you have any questions regarding the student registration file upload to NJ SMART, please contact the NJ SMART Help Desk by calling 800-254-0295, emailing NJSMART.PCGUS.COM or you can email Russell Altersitz at [russell.altersitz@doe.state.nj.us](mailto:russell.altersitz@doe.state.nj.us).

If you have any questions regarding the administration of the PARCC assessments, please contact one of our test coordinators:

Veronica Orsi, High School PARCC Coordinator at 609-292-8739 or [veronica.orsi@doe.state.nj.us](mailto:veronica.orsi@doe.state.nj.us)  
Timothy Steele-Dadzie, Middle School PARCC Coordinator at 609-777-2087 or [timothy.steele.dadzie@doe.state.nj.us](mailto:timothy.steele.dadzie@doe.state.nj.us)  
Orlando Vadel, Elementary School PARCC Coordinator at 609-341-3456 or [orlando.vadel@doe.state.nj.us](mailto:orlando.vadel@doe.state.nj.us)

Thank you.

BAE/JBH/parcc-njsmart-trngs

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