



State of New Jersey

DEPARTMENT OF EDUCATION
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Governor

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Commissioner

September 2, 2008

TO: Chief School Administrator
Charter School Lead Person
Special Education Director

FROM: Gerald Vernotica
Assistant Commissioner, Field Services

Jack W. Longworth
Director, Information Technology

SUBJECT: **NJ SMART** October 15 Data Submission Changes

As a follow up to the recent memorandum sent by the Office of Special Education Programs to all LEAs, this notice is to remind you of the recent change to the Special Education data submission timeline for NJ SMART. With the exception of data regarding non-public school students and special education personnel, the ADR for students with disabilities will now be collected via NJ SMART. In order to fulfill federal data collection and submission requirements, the New Jersey Department of Education, Office of Special Education Programs needed to revise the data submission timeline. **The date of the NJ SMART Special Education data submission has been changed to October 15, 2008.**

LEAs will also continue to submit student-level data for the regular October 15 Core State Submission. This means two submissions will be happening concurrently starting October 15: an October 15 Special Education data submission and a regular October 15 Core data submission. LEAs will be given until **November 14, 2008** to submit both data files.

New data elements and modifications to existing data elements have been made to both the October 15 Special Education data submission as well as the regular October 15 Core data submission.

New data elements:

- Tuition
- Retained
- LEP Program Start Date
- LEP Program Completion Date
- County Code Receiving

District Code Receiving
School Code Receiving

Modified data elements:

Grade Level
Special Education Classification Code

Data elements no longer collected:

Limited English Proficient Program Enrollment

To help LEAs understand and prepare for the changes to the October 15 data submissions, a series of webinar training sessions will be offered September 22nd through October 10th. The purpose of these training sessions will be to review the changes to the required file layouts and data submission timelines. ***Every District and Charter is required to attend at least one training session.*** Web User Administrators and Data Point of Contacts will receive an email invitation to attend the webinar trainings. In addition, the training schedule, updated Student Data Handbooks, and other NJ SMART documentation will be posted on the Department's website at <http://www.nj.gov/education/njsmart/>.

In order to give an opportunity to ask any preliminary questions about these changes, NJ SMART will be hosting several conference calls in the coming weeks. All districts are encouraged to participate. In addition, one conference call will be specifically directed toward Student Information System (SIS) vendors. Please check your email for information about how to attend these conference calls.

Again, thank you for your continued hard work and commitment to NJ SMART. This initiative is the Department's highest priority, and we firmly believe that all districts, staff, and students will benefit greatly from the NJ SMART database. If you have questions or comments, please call NJ SMART at 1-800-254-0295 or send an email to NJSMART@pcgus.com.

c: LEE Group
Garden State Coalition of Schools
County Superintendents
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