



State of New Jersey

DEPARTMENT OF EDUCATION
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Governor

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Commissioner

November 26, 2007

TO: Chief School Administrator
Charter School Administrator
Special Education Director

FROM: Roberta Wohle, Director
Office of Special Education Programs

A handwritten signature in black ink, appearing to read "Roberta Wohle".

SUBJECT: NJ SMART Special Education Data File Submission

As you know, efforts are underway to lay the groundwork for utilizing the statewide New Jersey Standards Measurement and Resource for Teaching Initiative (NJ SMART) as the source of data for the Annual Data Report (ADR). It is expected that beginning in 2008, much of the ADR data will be collected through NJ SMART, thus eliminating a significant amount of the current online ADR collection and reducing the current reporting burden placed on districts.

To promote a successful transition and to ensure the reliability of the data reported on the ADR, the New Jersey Department of Education is requiring a parallel submission this year whereby districts will be required to submit ADR data first through the current ADR reporting system on December 1, 2007 and then **at the student level to NJ SMART on February 1, 2008. Both submissions will be reporting data as of December 1, 2007.** The special education data collected through NJ SMART this year will provide a foundation for determining which components of the ADR reporting can be met by the student level NJ SMART submission in the future.

All districts will be required to submit a December 1st Special Education data file to NJ SMART. Districts will be able to begin uploading their file to the NJ SMART portal, a secure data transfer site, on February 1, 2008. All submissions must be completed by February 29, 2008. NJ SMART will be sending communications regarding this data submission to district staff who currently have user access to the NJ SMART portal. We recognize that district staff who are responsible for submitting the special education data file may be different from the staff who are responsible for overall student information and submission of the core data files to NJ SMART. It is essential that you determine if there are any special education users who need to be set-up on the NJ SMART system and if so,

request that your Web User Administrator establish those staff with Data Point of Contact (POC) access.

In addition, it is important that your district staff work together to ensure that data submitted in the Special Education file are consistent with data submitted in the core NJ SMART data files. To assist districts in their December 1st Special Education data file, which will be submitted to NJ SMART beginning February 1, 2008, NJ SMART will be offering **Data Element and Portal Upload webinar training sessions**. The purpose of these training sessions will be to review the special education data elements in detail and to train staff who have not yet submitted data through the NJ SMART portal on the functionality available for uploading a data file, correcting errors and releasing the file to the Department. NJ SMART will be sending out email invitations to district Web User Administrators and Data POCs to attend the webinar trainings, as well as posting the training schedule on the Department's website at <http://www.nj.gov/education/njsmart/>.

Please Note: In the Special Education submission, districts will be expected to submit a file that includes all current special education students, as well as students evaluated for special education eligibility in the past year (July 1, 2006 - June 30, 2007). This data file must include all special education specific data elements, as well as 32 demographic and enrollment data elements, which are currently part of the NJ SMART core data set. The official documentation of the Special Education data file requirements is the New Jersey Special Education Student Data Handbook v 1.0, which will be posted to the Department's website on November 21, 2007. Districts will receive an email notification when the document becomes available.

Unique state student identifiers (SIDs), as issued by NJ SMART, are required for each student record submitted in a file, if a SID has been issued for the student. This requires that your district must have consistency between your special education data management system and your core student information system (SIS), which houses the student's SID. NJ SMART will be hosting an information session with SIS and Special Education data management vendors on November 30, 2007 to explain the data requirements and to reinforce the need for coordination to ensure a successful submission for districts.

For all questions regarding this Special Education data collection, please call the NJ SMART Help Desk at 1-800-254-0295 or send an email to njsmart@pcgus.com.

RW/CK

c: Members, State Board of Education
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