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Acting Commissioner

May 7, 2012

TO: District Superintendents
              Charter School Leaders

SUBJECT: NJSMART Update

The message below was e-mailed to your NJSMART contact. Please make sure that contact information is updated so that your district/charters receive these e-mail announcements.

Below, please find the NJ SMART portal announcements, event schedule, training schedule, and training descriptions for the month of May:

NJ SMART Announcements

1. Please note that the CIP Codes list for CTE Submission has been updated. You may download the updated list from the NJ SMART Help Tab or from the NJDOE website.

2. We would like to remind LEAs that districts submitting to the CTE Submission may not necessarily be the districts responsible for reporting students to SID Management or the State Submission. This is particularly the case for shared time in county/ out-of-county vocational school students or full time out-of-county vocational school students who are reported to SID Management and State Submission by their resident district but not reported by the same district for CTE Submission. As the resident district, please ensure you are performing the following if a vocational school is submitting these students to CTE:

   a)   Keep shared time/ full time out-of-county student records **Active** in SID Management so those students can be submitted by the vocational school.
   b)   **Resolve all of your records** in Error, Unresolved, Conflict-Claiming, and Conflict-Claiming Locked.
   c)   For students attending a vocational school **in-county or out-of-county shared-time**: use the code associated with the public school that the student would attend if they were not attending the Vocational School as your **CDS Resident and CDS Receiving** codes. Use the code associated with the Vocational School as your **CDS Attending** code.

d)   For students attending a vocational school **out-of-county full time**: use the public school that the student would attend if they were not attending the Vocational School as your **CDS Resident** code. Use the code associated with the Vocational School as your **CDS Receiving and CDS Attending** codes.

3. User accounts should be updated in the NJ SMART portal whenever changes are made to user contact information. Accounts that are no longer active should be deleted as well. Please contact your district's Web User Administrator whenever these edits need to be made. If your district's WUA is no longer active, please request a "Create or Change Web User Administrator Form" from NJ SMART. Complete the form with the information of the new WUA who is replacing the inactive account then fax the completed form to the NJDOE.

4. A new Course Roster Submission Training is now available for users uploading to this collection. The new training, *Course Roster Submission: Features and File Processing*, introduces Course Roster Submission's features and functions within the NJ SMART portal. Users will also be guided through the file upload process for both Staff and Student files in the Course Roster Submission.

5. The Course Roster Submission **Practice Period opens on May 16th**. It is highly encouraged that you take advantage of the practice period in this submission in preparing your final submission files. The **Official Course Roster Submission Period opens July 5th**. Please refer to the Recommended Timeline for the Course Roster Submission for guidance and steps that you should be taking now in preparing this first year collection. This document along with many other Course Roster related resources (training, handbooks, FAQs, and more) can be found on the NJ SMART Help Tab and on the NJDOE Website. Continue to work with your Curriculum Specialists, SIS vendors, colleagues, and district level partners for additional support. The Course submission should be a team effort to ensure quality data that will be useful to your district once future reports are developed and deployed.

6. Users who are submitting data to the Course Roster Submission from your district will need Staff Level and Student Level access to the NJ SMART portal. Submitters who do not have access to staff and student data must receive permissions from their Web User Administrators. Users are reminded that NJ SMART is a secure data transfer and reporting site. By accessing this site, you acknowledge that the work completed within NJ SMART is subject to the rules and requirements of the Family Educational Rights and Privacy Act (FERPA) regarding the confidentiality of student records and the Federal Privacy Act regarding employee records collected by Federal agencies. Any suspected unauthorized use of this site and/or related information should be reported immediately to NJ SMART at 800-254-0295.

FAQs of the Month

Question [Course Roster Submission]: Should I input a future date for the staff and student Section Exit Date element?

Answer: Future dates are not acceptable values for this element. Please do not input a course exit date for a staff member or student until the date has occurred.

Question [Course Roster Submission]: Do I need to submit my entire student or staff course data in one full file upload?

Answer: Although the initial upload to the Course Roster Submission must be a full file upload, this does not mean all data must be submitted in the initial upload. Subsequent partial file uploads can used to append data that was not submitted in the initial file upload.

NJ SMART Portal Event Schedule

· **May 16, 2012**
  o Open: CTE Submission – Practice Period
  o Open: Course Roster Submission – Practice Period

· **June 29, 2012**
  o Close: EOY State Submission – LDM
  o Close: CTE Submission – Practice Period
  o Close: Course Roster Submission – Practice Period
  o Snapshot: SID Management

· **July 05, 2012**
  o Open: Official EOY State Submission
  o Open: Official CTE Submission
  o Open: Official Course Roster Submission

· **August 2, 2012**
  o Deadline: Official EOY State Submission
  o Deadline: Official CTE Submission
  o Deadline: Course Roster Submission 2011-2012 School Year
  o Close: SID/ SMID Management 2011-2012 School Year
  o Close: Special Education 2011-2012 School Year

NJ SMART Training Schedule

· **May 02: 10:00 AM and 2:00 PM** – CTE Submission
· **May 03: 9:00 AM and 1:00 PM** – State Submission
· **May 08: 9:00 AM and 1:00 PM** – Graduation Training
· **May 09: 10:00 AM and 2:00 PM** – Course Roster Submission: Features and File Processing
· **May 10: 9:00 AM and 1:00 PM** – State Submission
· **May 14: 9:00 AM and 1:00 PM** – CTE Submission

·	**May 15: 9:00 AM and 1:00 PM** – State Submission
·	**May 17: 9:00 AM and 1:00 PM** – Course Roster Submission: Features and File Processing
·	**May 21: 10:00 AM and 2:00 PM** – Course Roster Submission: Features and File Processing
·	**May 22: 9:00 AM and 1:00 PM** – CTE Submission
·	**May 23: 9:00 AM and 1:00 PM** – State Submission
·	**May 24: 9:00 AM and 1:00 PM** – Graduation Training
·	**May 29: 9:00 AM and 1:00 PM** – Graduation Training
·	**May 30: 10:00 AM and 2:00 PM** – Course Roster Submission: Features and File Processing
·	**May 31: 9:00 AM and 1:00 PM** – CTE Submission

NJ SMART Training Descriptions

CTE Submission Training – This training will provide detailed information specific to the CTE Submission, including an in-depth review of data elements and validation rules, and best practices for ensuring the highest CTE Submission data quality. **This training is required for all LEAs and users participating in the CTE Submissions.**

Course Roster Submission: Features and File Processing Training – This training will provide information on NJ SMART's newest submission for staff and student level course data. Users will be presented information on reporting responsibilities, required data elements, and validation rules necessary for uploading to NJ SMART. **This training is required for all LEAs and users participating in the Course Roster Submission.** Topics include the following and more:
·	Submission guidelines
·	Data elements and validation rules in detail
·	Data upload process and submission features

High School Graduation Rate Training – This course will provide detailed information specific to the new High School Graduation Rate District Reports. **This training is required for all LEAs and users.** Topics include:
·	How graduation rates are calculated by NJ SMART
·	How to account for graduates, transfers, and dropouts in SID Management
·	How to run, interpret, and utilize these district reports

 State Submission Training – This training will provide detailed information specific to the State Submission, including a demonstration of how to utilize the Local Data Mart period, an in-depth review of new data elements and validation rules, and best practices for ensuring the highest State Submission data quality. **This training is required for all LEAs and users.**

How to Participate in a NJ SMART Training

Trainings are web-based and last approximately 60 minutes. You do not need to register for a session in advance. It is highly encouraged that users familiarize themselves with the appropriate

data handbooks and guidance related to each respective topic prior to participating in training. To participate in a training session:

1. Simply log on to http://pcgus.webex.com 5 minutes prior to the session start-time.
2. Click on **Meeting Center** at the top of the home page, and then click on the Meeting Topic link of the training session you are attending that corresponds to the time of your session.
3. Enter your first name, last name, and the name of your district, e.g. John Smith – Newark Public Schools.
4. Enter the password. The password for each session is: **letmein**
5. To listen to the audio portion of the webinar, please call: **1-866-685-5739**; Conference ID: **498 665 3806 #**. (Please note that the dial-in number and conference ID have changed; this new login information was effective as of January 1, 2012.)

In addition to reading and familiarizing yourself with the published documentation on the NJ SMART Help Tab, please contact the NJ SMART Helpdesk at 1-800-254-0295 or send an email to njsmart@pcgus.com if you have any questions.

NJ SMART Team