



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: August 14, 2020  
To: Chief School Administrators, Charter School and Renaissance School Project Leads  
Route To: School Business Administrators, Web User Administrators, Principals, School Leads  
From: Diana Pasculli, Deputy Assistant Commissioner  
Division of Academics and Performance  
Deadline: August 31, 2020, 5 p.m.

**Action Required: Update and Review NJ SMART SID Management to Ensure Accurate Graduation Data for School Performance Reports and Accountability**

The NJ SMART SID Management window to inactivate 2019-20 graduates and students who transferred out of a school district is currently open, and the deadline is **August 31, 2020 at 5 p.m.** SID Management is the management system that establishes unique identification numbers for all students, compiles the demographic data of all students, and tracks when students graduate and the pathways they use to meet the [graduation assessment requirements](#).

Data submitted by the August 31, 2020 deadline will be used to calculate 2020 school and district graduation rates and pathways to graduation. This data will be reported in the 2019-20 School Performance Reports in spring 2021. NJDOE uses prior year graduation rates for school and district accountability, so the 2020 graduation rates will be included in the Accountability Profiles in fall 2021.

Due to the COVID-19 pandemic, Governor Phil Murphy signed Executive Order 117 on April 7, 2020. This order waived the graduation assessment requirement for any 12<sup>th</sup> grade student who was expected to graduate in the class of 2020 but, as of March 18, 2020, had not yet met the graduation assessment. A new graduation pathway code was added for 2019-20 that districts should use for students who, at the time of the Executive Order, had not yet met the graduation assessment requirements, which were then waived. Details are available in the [SID Management Student Data Handbook](#), and a new section was added to the [Graduation FAQs](#) to address impacts of the COVID-19 pandemic.

To improve graduation pathway data quality, a new validation rule was added for 2019-20 to ensure that pathway code "M - Alternate requirements specified in IEP" is only used for students with a special education classification. Additionally, if a student with a special education classification has met [the graduation assessment requirements](#) by demonstrating proficiency on the high school end-of-course New Jersey Student Learning Assessment/PARCC assessments in English language arts (ELA)-10 and/or Algebra I or met the designated cut score on one of the alternative assessments, the corresponding assessment pathway (options A through L) should be used.

Before the August 31, 2020 deadline, districts should:

1. Ensure the ELA and Math Graduation Pathway Indicator fields are reported accurately for all graduates and all 12<sup>th</sup> graders who did not graduate.
2. Ensure that all graduates and students who transferred out of the school district have been inactivated and that they have been correctly marked as graduates, transfers or dropouts.

3. Use the NJ SMART High School Graduation Cohort Status Profile to review and ensure the accuracy of the four-year and five-year graduation rates and the status towards graduation for all students.
4. Ensure records in SID Management are current and that all errors are resolved.

#### **Contact Information and Resources**

Contact the NJ SMART help desk at (800) 254-0295 or [njsmart@pcgus.com](mailto:njsmart@pcgus.com) with any questions about NJ SMART submissions. [Additional resources and trainings](#) for NJ SMART submissions are available under the sections “Documents for Download” and “eLearning Videos & Webinars.” These resources include:

- [Introduction to the Adjusted Cohort Graduation Rate Calculation in New Jersey](#)
- [User Guide to High School Graduation Cohort Status Profile](#)
- [NJ SMART Graduation FAQs](#)
- [Understanding Adjusted Cohort Graduation Rates](#)
- [School Exit Withdrawal Codes and Graduation Cohort Status Overview](#) (New resource for 2019-20)

Contact [reportcard@doe.nj.gov](mailto:reportcard@doe.nj.gov) with questions about School Performance Reports or accountability.

c: Members, State Board of Education  
Kevin Dehmer, Interim Commissioner of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group