



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: July 17, 2020
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: School Business Administrators, Web User Administrators, Principals and School Leads
From: Diana Pasculli, Deputy Assistant Commissioner
Division of Academics and Performance
Deadline: August 3, 2020, 5 p.m.

Action Required: Update and Review NJ SMART State, Course Roster and CTE Submissions to Ensure Accurate School Performance Reports Data

The NJ SMART State Submission, Course Roster Submission and CTE Submission official windows are currently open and will close on August 3, 2020 at 5 p.m. **Records in these three submissions must be current and error-free**, as any issues with the data submitted will impact the accuracy of the data in the 2019-20 School Performance Reports.

This is an important opportunity for districts to ensure that data is accurate, particularly if there were any issues with data in the 2018-19 School Performance Reports.

About the Submissions

1. The **NJ SMART State Submission** collects a set of core data elements that provides a comprehensive picture of a student. Only students submitted in both the NJ SMART SID Management snapshot, taken on July 2, 2020, and the NJ SMART State submission will be included in the enrollment data in the School Performance Reports.
2. The **NJ SMART Course Roster Submission** is a collection of student-level transcript data that matches students to the teacher(s) responsible for the courses in which the students are enrolled. Districts must ensure that all students, teachers and courses are reported and that the correct subject area and course identifiers (SCED codes) are used.

The data from this submission will be used to report on:

- Advanced Placement (AP) and International Baccalaureate (IB) courses;
- Dual-enrollment coursework;
- Structured Learning Experiences (SLEs); and
- Participation in Math, Science, Social Studies, World Languages and Visual Arts courses.

For more information, see the New Jersey Department of Education's [School Performance Report – Course Roster Submission Guidance](#).

3. The **NJ SMART CTE Submission** is a collection of student-level data that provides a comprehensive overview of students who are enrolled in career and technical education (CTE) programs. The CTE Submission is required for all school districts that have a CTE program. The data from this submission will be used to report on:
 - CTE participant and concentrator rates;
 - CTE program enrollment; and
 - Industry-valued credentials earned.

Additional Reminders: NJ SMART Graduation Submission

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 30, 2020 at 5 p.m.** SID Management allows districts to track each student's progress towards graduating on time with their graduation cohort.

Data submitted by the August 30, 2020 deadline will be used to report on:

- Graduation Rates (four-year and five-year); and
- Pathways to Graduation.

Districts should use the NJ SMART High School Graduation Cohort Status Profile to review and ensure accuracy of the four-year and five-year graduation rates and student statuses towards graduation.

Contact Information

Contact the NJ SMART help desk at (800) 254-0295 or 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.”

Contact reportcard@doe.nj.gov with questions about School Performance Reports.

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