



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 14, 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 M. Pasculli, Acting Assistant Commissioner
Division of Academics and Performance
Deadline: November 23, 2020, 5 p.m.

**Action Required: Update NJ SMART Performance Reports Submission for
2019-2020 School Performance Reports**

The NJ SMART Performance Reports Submission will open on October 19, 2020 and close at 5 p.m. EST on November 23, 2020. The data collected through this submission will populate the school and district narratives in the 2019-2020 School Performance Reports (2019-2020 reports), which will be released in early 2021.

NJ SMART Performance Reports Submission

The NJ SMART Performance Reports Submission gives districts an opportunity to share information about their school district across eighteen different topics, such as School Safety, Sports and Athletics, and Parent and Community Involvement.. These topics were selected based on stakeholder feedback and represent the areas in which stakeholders have expressed the most interest. As all narrative data elements are optional, submission deadlines will not be extended in order to ensure timely release of the 2019-2020 reports.

Starting this year, a new "Special Topic" narrative field has been added to collect narrative information on special topics . For fall 2020, this field address instruction and learning during the COVID-19 pandemic. This information will appear under a new "Learning during COVID-19" section in the narrative section of the 2019-2020 reports.

Additionally, the New Jersey Department of Education (NJDOE) will no longer collect faculty attendance data or school and district website addresses through this submission. NJDOE will be exploring new ways to collect faculty attendance data in the future to more accurately report this information. School and district website addresses are now both collected through the [NJDOE County District School \(CDS\) Information System](#), so districts should make sure to update their websites in that system, as it will be the source of information for the 2019-2020 reports.

For more guidance on the Performance Reports Submission, see the [Performance Reports Submission Handbook](#) and [Performance Reports Submission FAQs](#).

Key Action Items

To complete the submission for the 2019-2020 reports, districts can either upload a new file or modify the data that they submitted for the 2018-2019 reports. To modify existing data, districts should export the Excel file available under "Last Year's Data" on NJ SMART, modify the information as needed, and upload the modified file to the system.

Before the November 23, 2020 deadline, districts should ensure that:

1. Narrative information has been previewed using the "Sample Reports" option in NJ SMART to see how the narrative information will appear in the 2019-2020 reports and to check for typos and formatting issues.

2. A record is submitted for each school in the district, as well as a separate record for the district. Please note that districts with only one school should submit one record for the school and a second record for the district, even if the information is the same.
3. All data is accurate and that all errors are resolved before the deadline.
4. Contact information, such as principal and superintendent names and emails, phone numbers, and websites, is updated in the [CDS Information System](#).

Additional Reminders: NJ SMART Deadlines

The following NJ SMART submissions will also open for the 2020-2021 school year on October 19, 2020:

- State Submission: Collects a set of core data elements that provides a comprehensive picture of a student.
 - Deadline is November 16, 2020, 5 p.m.
- Special Education Submission: Collects student data to meet reporting requirements in accordance with the Individuals with Disabilities Education Act (IDEA).
 - Deadline is November 16, 2020, 5 p.m.
- Staff Submission: Collects staff-level data elements that build a comprehensive picture of a staff member and their credentials in an administrative or teaching role.
 - Deadline is November 23, 2020, 5 p.m.
- State Assessment Registration Submission: Collects information on students taking the New Jersey Student Learning Assessments (NJSLA), ACCESS, and/or Dynamic Learning Maps (DLM) assessments for the 2020-2021 school year.
 - Deadline is December 3, 2020, 5 p.m.

Note about State Assessment Registration

Although schedules and updates about statewide assessments for the 2020-2021 school year are still forthcoming, districts must submit student data for all the statewide assessments during the NJ SMART State Assessment Registration Submission. Data collected from this submission will serve as the basis for future test administrations and data reporting. Additional details about who should be registered will be provided through a separate notice.

Contact information

Resources are available for all NJ SMART submissions on the [NJ SMART Resources & Trainings webpage](#). Contact the NJ SMART help desk at (800) 254-0295 or njsmart@pcgus.com with questions about NJ SMART. Contact reportcard@doe.nj.gov with questions about School Performance Reports and contact the NJDOE Office of Assessments at assessment@doe.nj.gov with questions regarding statewide assessments.

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