Date:	July 21, 2021
To:	Chief School Administrators, Charter School and Renaissance School Project Leads
Route To:	School Business Administrators, Web User Administrators, Principals and School Leads
From:	Lisa J. Gleason, Ed.D., Assistant Commissioner Division of Academics and Performance
Deadline:	August 3, 2021, 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, Course Roster, and CTE Submission official windows are currently open and will close on August 3, 2021 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 2020-2021 School Performance Reports.

About the Submissions
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, which was taken on June 30, 2021, and the NJ SMART State submission will be included in the enrollment data in the School Performance Reports.

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, Computer Science, and Visual and Performing Arts courses.

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

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.

2021 Submissions Reminders and Changes
In the Student Course Roster submission, districts should flag students who are enrolled in a dual enrollment/dual credit course by submitting Course Type = "C" (College level dual enrollment/dual credit course taught by staff assigned or not assigned to your district). Students should only be coded as "C" if there is an existing articulation agreement between the district and a college or university. In the School Performance Reports, a student is considered to have participated in dual enrollment if they are reported with at least one course with Course Type = "C".

This year, a new field, Dual Institution, has been added to the Student Course Roster submission. Districts should use this field to identify the college or university in which a student is enrolled in a dual enrollment/dual credit course. This field should only be populated if the student record has Course Type = "C". The new Dual Institution field will provide the NJDOE with more information on which institutions of higher education districts are partnering with to provide students with options to earn college credit while in high school.

Additional Reminders: NJ SMART Graduation Submission
The NJ SMART SID Management window to inactivate 2020-2021 graduates and students who transferred from your district is currently open, and the deadline is **August 31, 2021 at 5 p.m**. Data submitted by the August 31, 2021 deadline will be used to report on graduation rates and pathways to graduation in the School Performance Reports.

As a reminder, the NJDOE will be making changes to graduation rate calculations beginning with the class of 2021 based on the United States Department of Education's (USED) FY 2019 Federal Performance Review Report. This change was outlined in an April 28, 2021 broadcast memo. The NJDOE will report two versions of the adjusted cohort graduation rate starting in 2021. The **state version** of the graduation rate will continue to include all students that earn a state-endorsed diploma as graduates (in the numerator) in the calculation and will align with graduation rates from prior years. The **federal version** of the graduation rate for 2021 will not include students with disabilities as graduates (in the numerator) if they have been exempted from meeting either the state course requirements and/or the attendance requirements for graduation per their Individualized Education Program (IEP).

Importantly, please note that these changes to the graduation calculation for federal reporting do not affect the requirements to earn a diploma or the type of diploma that the state awards to students with disabilities. Additionally, they do not change how districts should report graduates in NJ SMART this summer.

Starting in early August, districts will be able to view both the state and federal versions of the graduation rate by using the **NJ SMART High School Graduation Cohort Profile** district reports. Additionally, districts will be able to view their six-year graduation rates for the first time, which the NJDOE plans to report in the 2020-2021 School Performance Reports. A notification will be sent to NJ SMART users when the updated district reports are available.

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 Documents for Download and eLearning Videos & Webinars. Contact reportcard@doe.nj.gov with any questions about School Performance Reports.

c: Members, State Board of Education
     Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education
     NJDOE Staff
     Statewide Parent Advocacy Network
     Garden State Coalition of Schools
     NJ LEE Group