



# STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: June 16, 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: June 30, 2021, 5 p.m.

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

The annual NJ SMART End of Year SID Management Snapshot will be taken on June 30, 2021 at 5 p.m. **Records in SID Management must be current and error-free** as any issues with the data submitted will impact the accuracy of the data in the 2020-2021 School Performance Reports.

Before the June 30, 2021 Snapshot deadline, districts must review all data submitted in NJ SMART SID Management. SID Management is the management system that establishes unique identification numbers for all students and compiles the demographic data of all students. Districts must ensure that students are assigned the correct resident, receiving, and attending county, district and school (CDS) codes (see [NJ SMART Reporting Responsibilities](#) for more details) and that the correct number of students is reported. The data submitted through the June 30 Snapshot of SID Management will be used to report on, among other metrics:

- Enrollment by Grade Level;
- Student Race/Ethnicity;
- Student Populations (e.g., Economically Disadvantaged, Students with Disabilities, English Learners); and
- Student to Staff Ratios.

To ensure that student enrollment and demographic information for the 2020-2021 school year are reported accurately, districts must also update the NJ SMART State Submission to include all active students, in addition to submitting all data in NJ SMART SID Management by the June 30, 2021 deadline. Only students submitted in both NJ SMART SID Management and NJ SMART State Submission will be included in the enrollment data in the School Performance Reports.

**This is an important opportunity to ensure data is accurate, particularly if there were any issues with data in the 2019-2020 School Performance Reports.** Districts should review the 2019-2020 School Performance Reports for their schools and district to make sure any errors have been corrected in SID Management for the 2020-2021 school year. **All errors should be resolved before the June 30, 2021 snapshot.**

### **New Fields and Updates in SID Management for 2020-2021**

There are several changes to existing fields and new fields that have been added to SID Management for the June 30, 2021 snapshot that may have an impact on data that will be reported in the 2020-2021 School Performance Reports. Review the [SID Management handbook](#) for more details on these new fields.

- **ELA and Math Graduation Pathway Indicators:** Districts should use these fields to indicate how students met the graduation assessment requirements for English language arts (ELA) and mathematics. These fields were updated in fall 2020 to be required for all active students in grades 11 and 12. Additionally, new options were added to indicate whether a student has not yet met the graduation assessment requirements ("R") and whether a 12<sup>th</sup> grade student's graduation assessment requirements were waived under Executive Order No. 214. Districts should update these fields so that:

- All 11<sup>th</sup> grade students who have already met the graduation assessment requirements have the appropriate pathway code. The value of “R” should only be used if the student has not yet met the requirements;
- Any 12<sup>th</sup> graders who will be graduating in 2021 who have met the graduation assessment requirements have the appropriate corresponding pathway code;
- Any 12<sup>th</sup> graders who had not met the graduation assessment requirements as of March, but had already met all other graduation requirements, should use a value of “W”;
- Any 12<sup>th</sup> graders who will not be graduating have a value of “O” or “P” to indicate why the student is not graduating; and
- No 12<sup>th</sup> graders have a pathway code of “R”.
- **Student Learning Environment:** For the June 30, 2021 snapshot, this field should reflect the student’s learning environment over the course of the 2020-2021 school year. For example, students who were full-time remote in the fall, but then shifted to hybrid for the winter, and then shifted to full-time on premises by the end of the school year, should be marked as “Hybrid” because they received instruction partially in person and partially remote over the course of the school year.
- **Remote Days in Membership and Remote Days Present:** These new fields are required for all students for the June 30, 2021 snapshot. Any students who attended remotely at any time during the 2020-2021 school year, either as part of a remote or a hybrid model, should have values greater than 0 in these two fields.
  - The existing Cumulative Days in Membership and Cumulative Days present should reflect both days in which the student was remote and days in which the student was on premises. Therefore, the remote days in membership and remote days present cannot be greater than the Cumulative Days in Membership and Cumulative Days present, respectively.
- **Bridge Year:** This field is required for all students in grade 12. Districts should identify any students who have expressed interest in participating in the Bridge Year Pilot Program for the 2021-2022 school year with a value of “P.” Please note that students who will participate in the Bridge Year program for 2021-2022 should not be reported as 2021 graduates. These students should remain active.
- **Federal HS Math Testing Requirement:** Districts are required to use this field to identify whether students in grade 12 have met the federal requirement to take Algebra I (or one of the provided exceptions) while in high school (HS).
  - This field will not be used for reporting for 2020-2021, but the New Jersey Department of Education (NJDOE) is required by the United States Department of Education (USED) to begin collecting this information to identify which students may not be taking the required federal assessment during high school.
- **IEP Graduation Course Requirement and IEP Graduation Attendance:** Districts should use these two fields to indicate whether a student has an Individualized Education Program (IEP) that contains an exemption or modification to the state course requirements or local attendance requirements, respectively.
  - Per the USED, the NJDOE must remove from the numerator of the adjusted cohort graduation rate calculation for 2021 all students with disabilities who have an IEP that contains an exemption or modification to the state course requirements or local attendance requirements. See the NJDOE’s [April 28, 2021 broadcast](#) for additional information.

#### **Additional Reminders: Upcoming NJ SMART Submissions**

There are several **upcoming NJ SMART submissions** that will also be used for reporting in the 2020-2021 New Jersey School Performance Reports. The NJ SMART Course Roster and CTE Submissions are currently open for practice submissions and the NJ SMART State Submission is open for Local Data Mart for the 2020-2021 school

year. These three submissions will open for their official window on July 6, 2021 and will **close on August 3, 2021 at 5 p.m.**

Data submitted in the Course Roster Submission is used in the School Performance Reports to report on:

- Advanced Placement (AP) and International Baccalaureate (IB) courses;
- Dual-enrollment coursework;
- Structured-learning experiences (SLEs); and
- Course participation in Math, Science, Social Studies, World Languages, Computer Science, and Visual and Performing Arts.

For more information, see the NJDOE's [School Performance Report – Course Roster Submission Guidance](#).

Data submitted in the CTE Submission is used in the School Performance Reports to report on career and technical education (CTE) information, including:

- CTE participant and concentrator rates;
- CTE program enrollment; and
- Industry-valued credentials earned.

The NJ SMART SID Management window to inactivate 2020-2021 graduates and students who transferred from your district opens on July 6, 2021 and closes on August 31, 2021. 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 in 2021 based on the USED's FY 2019 Federal Performance Review Report. This change was outlined in an [April 28, 2021 broadcast](#). 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 who have who have been exempted from meeting either the state course requirements and/or the attendance requirements for graduation per their IEP as graduates (in the numerator) in the calculation.

Later this summer, 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. More details and additional resources will be shared this summer in a future broadcast.

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.

#### **Contact Information**

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 Documents for Download and eLearning Videos & Webinars. Contact [reportcard@doe.nj.gov](mailto:reportcard@doe.nj.gov) with any questions about School Performance Reports.

c: Members, State Board of Education  
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