



# STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 13, 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: Kathy Ehling, Assistant Commissioner  
Division of Education Services  
Deadline: November 22, 2021, 5 p.m.

## **Action Required: Update NJ SMART Performance Reports Submission for 2020-2021 School Performance Reports**

The NJ SMART Performance Reports Submission window will open on October 19, 2021 and close at 5 p.m. EST on November 22, 2021. The data collected through this submission will populate the school and district narratives in the 2020-2021 School Performance Reports, which will be released in early 2022.

### **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. All narrative data elements are optional and submission deadlines will not be extended in order to ensure timely release of the 2020-2021 reports.

To address the ongoing COVID-19 pandemic, the "Special Topic" narrative field will continue to be available to collect narrative information regarding instruction and learning during the COVID-19 pandemic. This information will appear under the "Learning during COVID-19" section in the narrative section of the 2020-2021 reports.

As districts are completing this submission, they should also review the [NJDOE County District School \(CDS\) Information System](#) to ensure that the following school and district information is updated: addresses, phone numbers, principal and superintendent names and email addresses, and websites.

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 2020-2021 reports, districts can either upload a new file or modify the data that they submitted for the 2019-2020 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 22, 2021 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 2020-2021 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, addresses, phone numbers, and websites, is updated in the [CDS Information System](#).

#### **Additional Reminders: NJ SMART Deadlines**

The following NJ SMART submission windows will also open for the 2021-2022 school year on October 19, 2021:

- Special Education Submission: Collects student data to meet reporting requirements in accordance with the Individuals with Disabilities Education Act (IDEA).
  - Deadline is November 15, 2021, 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 22, 2021, 5 p.m.
- State Assessment Registration Submission: Collects information on students taking the New Jersey Student Learning Assessments (NJSLA) in English language arts, mathematics, or science, ACCESS, Dynamic Learning Maps (DLM), and/or Graduation Proficiency assessments for the 2021-2022 school year.
  - Deadline is December 3, 2021, 5 p.m.

#### **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](mailto:njsmart@pcgus.com) with questions about NJ SMART. Contact [reportcard@doe.nj.gov](mailto:reportcard@doe.nj.gov) with questions about School Performance Reports and contact the NJDOE Office of Assessments at [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov) with questions regarding statewide assessments.

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