



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: May 4, 2022

To: Local Educational Agency Leads, Data Coordinators, Directors of Technology, NJ SMART Points of Contact

Route To: School Business Administrators, Web User Administrators, Principals and School Leads, and NJ SMART Point of Contact

From: Kevin Dehmer, Assistant Commissioner/Chief Financial Officer
Division of Finance and Business Services

Deadline: August 3, 2022

Action Required: Prepare for End of Year Collection for Student and Staff Data

The New Jersey Standards Measurement and Resource for Teaching (NJ SMART) End of Year (EOY) Snapshots for the Statewide Student Identifier (SID) Management and Staff Member Identifier (SMID) Management submissions will occur on Wednesday, August 3rd at 5 p.m. EST. This will coincide with the Course Roster Submission and Career and Technical Education (CTE) Submission deadlines. The June 30th snapshot has been removed from the schedule. This timeline has been revised to allow Local Educational Agencies (LEAs) more time to report EOY data, including finalized attendance data. This will also allow LEAs to match EOY Course Roster and CTE data against live SID and SMID Management data.

LEAs are strongly encouraged to work with their Student Information System vendors to ensure local rollover procedures are not disrupted.

For more guidance on the NJ SMART SID, SMID, CTE, and Course Roster Submission, see the [NJ SMART Submission Handbooks and Frequently Asked Questions \(FAQs\)](#).

Key Steps/Action Items

SID Management:

SID Management is the collection of student demographic data. LEAs are responsible for submitting all students that attend their district to SID Management. The EOY snapshot captures data for all students that were in attendance in your LEA for the current school year. LEAs should report student records that reflect students' statuses, attendance, and demographic information as of the last day of your school year.

For the EOY August 3rd, 2022 Snapshot at 5 p.m., your SID Management should include:

1. The active enrollment records of students who were active on the last day of school, including graduates and summer transfers.
2. The inactive enrollment records for all students who attended schools within your LEA at any point during the 2021-2022 school year. Only students who left prior to the close of the school year should be captured as inactive in this snapshot.
3. **New:** Students who will be graduating or transferring out after the last day of school should not be inactivated in SID Management until the portal opens for the new school year later in August.
4. In the event where remote learning is provided to students pursuant to *N.J.S.A. 18A:7F-9*, please also report attendance data to:
 - a. Remote Days Present
 - b. Remote Days Absent

Do not use Remote Days Present and Remote Days Absent when students are receiving home instruction due to temporary illness, discipline, or other reasons. Attendance during periods of home instruction should continue to be tracked in the Number of Days Present and Number of Days Absent data fields only. For students who were Fulltime on premise and did not receive any remote learning, Remote Days Present and Remote Days Absent must be 0.

To ensure accurate New Jersey Department of Education (NJDOE) funding calculation and NJ SMART reporting, please review and share the [NJ SMART Reporting Responsibilities](#) document with any district staff that is responsible for entering in student data. If you have a question about how to report a student to SID Management, please reach out to the Help Desk at (800) 254-0295 or njsmart@pcgus.com.

SMID Management:

SMID Management is the collection of demographic data that is used as a basis for all staff level submissions. The EOY snapshot is used to support the Course Roster Submission, therefore the data collected should reflect the staff member's status at the close of the school year.

For the August 3rd, 2022 Snapshot at 5 p.m., your SMID Management should include:

1. The active records for all staff active as of the last day of the 2021-2022 school year
 - a. **New:** Staff who will be retiring or exiting employment after the last day of school should not be inactivated until SMID Management reopens for the 2022-2023 school year.
2. The inactive records of staff who worked within your district at any point during the current school year.

If you have a question about how to report staff to SMID Management, please reach out to the Help Desk at (800) 254-0295 or njsmart@pcgus.com.

Course Roster Submission and CTE Submission:

The Course Roster Submission and CTE Submission Practice Period is currently open. The Official Submission will begin July 6, 2022.

The Course Roster Submission collects student-level transcript data and matches the students taking the courses to the teacher or teachers responsible for the courses.

The CTE Submission collects a set of data elements that provide a more comprehensive picture of students that are enrolled in CTE programs. The collection of this data at the student level allows for improved data quality and capacity for CTE administrators and stakeholders. **The CTE Submission is required for all LEAs that have an approved Career and Technical Education program.**

Resources

For more information, including submission resources, visit the [NJ SMART Resources & Trainings](#) webpage. NJ SMART trainings via webinars and eLearning videos are available on the [eLearning Videos and Webinars](#) link.

Contact information

Contact the NJ SMART help desk at (800) 254-0295 or njsmart@pcgus.com with questions about NJ SMART.

- c: Members, State Board of Education
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NJDOE Staff
Statewide Parent Advocacy Network
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