Date: October 19, 2022

To: Local Educational Agency Leads

Route To: School Business Administrators, Web User Administrators, Principals, School Leads

From: Kathy Ehling, Assistant Commissioner
             Division of Educational Services

Deadline: November 21, 2022, 5 p.m.

Action Required: Update NJ SMART Performance Reports Submission for 2021-2022 School Performance Reports

The NJ SMART Performance Reports Submission opened on October 18 and will close at 5 p.m. EST on November 21, 2022. The data collected through this submission will populate the school and district narratives in the 2021-2022 School Performance Reports, which will be released in early 2023.

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 to ensure timely release of the 2021-2022 reports.

For 2021-2022, the "Special Topic" narrative field will be used to populate an "Addressing the Impact of COVID-19" narrative field. This field was titled "Learning during COVID-19" for the previous two school years. For 2021-2022, districts may want to focus on including information, such as:

- How is the district using ESSER funds to address the impacts of the COVID-19 pandemic?
- What are ways the district is addressing learning loss among students, particularly for student groups that may have been more affected than others?
- What types of activities to address learning loss have been offered, such as summer learning or afterschool programs?
- What types of mental health services and supports have been offered to students?

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, as the CDS system will be the source of this information: 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 2021-2022 reports, districts can either upload a new file or modify the data that they submitted for the 2020-2021 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 21, 2022 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 2021-2022 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 submissions are currently open for the 2022-2023 school year:

- SMID Management: Collects basic demographic and employment information for staff members working in the district.
  - Fall Snapshot is October 31, 2022, 5 p.m. EST
- Special Education Submission: Collects student data to meet reporting requirements in accordance with the Individuals with Disabilities Education Act (IDEA).
  - Deadline is November 14, 2022, 5 p.m. EST
- 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 2022-2023 school year.
  - Deadline is December 5, 2022, 5 p.m. EST

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.

c: Members, State Board of Education
   NJDOE Staff
   Statewide Parent Advocacy Network
   Garden State Coalition of Schools
   NJ LEE Group