



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 5, 2022
To: Local Educational Agency Leads
Route To: School Business Administrators, Web User Administrators, Principals and School Leads, NJ SMART Points of Contact
From: Kevin Dehmer, Assistant Commissioner/Chief Financial Officer
Division of Finance and Business Services
Deadline: October 14, 2022

Action Required: Prepare for Fall Snapshots

The New Jersey Standards Measurement and Resource for Teaching (NJ SMART) 2022-2023 school year Fall snapshots and submissions due dates are as follows:

- Statewide Student Identifier (SID) Management Snapshot – Friday, October 14, 2022, at 5 p.m. EST
- Staff Member Identifier (SMID) Management Snapshot – Monday, October 31, 2022, at 5 p.m. EST.
- Special Education Submission – Monday, November 14, 2022, at 5 p.m. EST.
- Performance Report Submission – Monday, November 21, 2022, at 5 p.m. EST.
- State Assessment Registration – Monday, December 5, 2022, at 5 p.m. EST.

Local Education Agencies (LEAs) are highly encouraged to work with their Student Information System vendors to complete uploads to all submissions early and often to ensure data are accurate and free of errors. For more guidance on the NJ SMART Submissions please refer to the [NJ SMART Resources and Trainings website](#).

Key Steps/Action Items

Please complete uploads to SID and SMID Management to ensure that the following students and staff are reported to NJ SMART:

- The inactive records of students who transferred out of your district after the end of the previous school year, the inactive records of any graduates from the previous school year, and the inactive records of staff that exited your district after the last day of the 2021-2022 SY.
- The active records for those students who you are responsible for, the active records of all staff actively working in your district, and any new students and staff entering your LEA for the new school year.

To capture a clean Snapshot, all records in Error, Unresolved, Sync, and/or Conflict must be resolved by the deadline. Errors on your SID Management Snapshot will lead to errors in the Special Education Submission and your LEA's ASSA report. To avoid errors, please coordinate now with your Child Study Team and other internal colleagues to ensure all data is accurate so that it is captured correctly on the SID Management Snapshot.

Please review and share the [NJ SMART Reporting Responsibilities](#) document with any district staff that is responsible for entering in student data to ensure accurate New Jersey Department of Education (NJDOE) funding calculation and NJ SMART reporting.

Reminder: Misreported data on the Official Special Education Submission may lead to errors on other State collections, including the SEMI-Annual Cost Report. Please work with your Child Study Team to make sure that accurate data is reported for the fields of Counseling, Occupational Therapy, Physical Therapy, Speech Language Therapy, and Other Related Services.

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

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

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