Date: July 19, 2023

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: August 3, 2023, 5 p.m.

Action Required: Update and Review NJ SMART SID Management, Course Roster, and CTE Submissions to Ensure Accurate School Performance Reports Data

The annual NJ SMART End of Year Student Information Data (SID) Management Snapshot will be taken on **August 3, 2023 at 5 p.m**. Additionally, the NJ SMART Course Roster and Career and Technical Education (CTE) Submissions are currently open for the official submission windows and will close on August 3, 2023 at 5 p.m. The data that districts submit to SID Management, the Course Roster, and CTE Submissions will be used for reporting in the 2022-2023 School Performance Reports; therefore, it is important that all records are current and error-free by the August 3 deadline.

Key Actions
Before the August 3 deadline, local educational agencies (LEAs) 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 demographic data of all students. LEAs 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 are reported. The data submitted through the August 3 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);
- Student to staff ratios; and,
- Attendance, including the school quality indicator of chronic absenteeism.

For more information on how attendance data is used to calculate chronic absenteeism, see the NJ SMART Guidance on Student Attendance Fields.

The Federal High School Math Testing Requirement field from SID Management is also used to identify whether students in grade 12 have met the federal high school testing requirements for mathematics. As many students in the class of 2023 may have been impacted by the cancellation of statewide assessments in 2019-2020 and 2020-2021, please review the SID Management handbook on pages 95-96 for guidance on how to report students who were enrolled in Algebra I, Geometry, or Algebra II during the 2019-2020 and 2020-2021 school years.

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 Mathematics, Science, Social Studies, World Languages, Computer Science, and Visual and Performing Arts.

For more information on how course roster data is used for reporting, see the New Jersey Department of Education's (NJDOE) [School Performance Report – Course Roster Submission Guidance](#).

Data submitted in the CTE Submission is used in the School Performance Reports to report on related information, including:

- CTE participant and concentrator rates;
- CTE program enrollment;
- Work-based learning; and,
- Industry-valued credentials earned.

Additional Reminders: Inactivating 2022-2023 Graduates
The NJ SMART SID Management window to inactivate 2022-2023 graduates and students who transferred from your district opens on August 5, 2023 and closes on August 31, 2023. Data submitted by the August 31, 2023 deadline will be used to report on Graduation Rates in the School Performance Reports.

On Tuesday, July 5, 2022, Governor Murphy signed P.L.2022, c.60, which required the State Board of Education to administer the New Jersey Graduation Proficiency Assessment (NJGPA) as a field test for the class of 2023. As a result, there is no graduation assessment requirement for any student graduating with the class of 2023; however, all students must still meet all the other state and local graduation requirements, including but not limited to credit, curriculum, and attendance requirements. In NJ SMART SID Management, any student graduating between September 1, 2022 and August 31, 2023 should be reported with the value of W (Class of 2023 per P.L. 2022, c.60: No graduation assessment requirements) for both the English language arts (ELA) and Mathematics Graduation Indicator fields.

As a reminder, the NJDOE was required to make changes to graduation rate calculations beginning in 2021 based on the United States Department of Education's (USED) fiscal year (FY) 2019 Federal Performance Review Report. This change was outlined in an [April 28, 2021 broadcast](#). In 2021, the NJDOE began reporting two versions of the adjusted cohort graduation rate: a **state version** that includes all students that earn a state-endorsed diploma as graduates (in the numerator) in the calculation and a **federal version** that aligns with federal Every Student Succeeds Act (ESSA) guidance for calculating graduation rates. 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.

To be included as a graduate in the federal version of the graduation rate, students must have met State course requirements and local attendance requirements for graduation. Additionally, students must meet the graduation assessment requirements in place based on the year they are graduating, regardless of their graduation cohort. Because there are no graduation assessment requirements for the class of 2023, students graduating between September 1, 2022 and August 31, 2023 will only be excluded as graduates in the federal version of the graduation rate if they did not meet the state course requirements and/or the local attendance requirements for graduation due to an exemption or modification in their Individual Education Plan (IEP).

The NJDOE will use the IEP Graduation Course Requirement and IEP Graduation Attendance fields in SID Management to identify the students with disabilities who did not meet the state course and/or local attendance requirements, respectively. The ELA and Mathematics Graduation Pathway Indicator fields will be used, **for students who graduated with the class of 2022 only**, to identify the students with disabilities who did not meet

the state graduation assessment requirements but instead met alternate requirements specified in their IEPs for students. LEAs should ensure that these fields are accurate and error-free by the August 3, 2023 deadline.

In August, LEAs 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.

Contact Information
Contact the NJ SMART help desk at (800) 254-0295 or 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 with any 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