Date: October 18, 2023

To: Local Educational Agency Leads

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

From: Kathy Ehling, Assistant Commissioner
             Division of Educational Services

Deadline: November 21, 2023, 5 p.m.

Action Required: Update NJ SMART Performance Reports Submission for 2022-2023 School Performance Reports

The New Jersey Standards Measurement and Resource for Teaching (NJ SMART) Performance Reports Submission opened on October 18, 2023 and will close at 5 p.m. Eastern Standard Time on November 21, 2022. The data collected through this submission will populate the school and local educational agency (LEA) narratives in the 2022-2023 School Performance Reports, which will be released in early 2024.

NJ SMART Performance Reports Submission
The NJ SMART Performance Reports Submission gives LEAs an opportunity to share information about schools 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 2022-2023 reports.

For 2022-2023, the "Special Topic" narrative field will be used to populate an "Effective and Efficient Use of Elementary and Secondary School Emergency Relief (ESSER) Funding" narrative field. This field was titled "Learning during COVID-19" for the previous two school years. For 2022-2023, LEAs may want to focus on including information, such as:

- What evidence-based interventions were used to address learning loss?
- How were ESSER funds used to support physical health and safety or address students' mental health and social and emotional needs?
- How has the use of ESSER funds made an impact so far and what practices have been successful?

As LEAs are completing the submission, please review the NJDOE County District School (CDS) Information System to ensure that the following school and LEA 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 2022-2023 reports, LEAs can either upload a new file or modify the data that they submitted for the 2021-2022 reports. To modify existing data, LEAs 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, 2023 deadline, LEAs 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 2022-2023 reports and to check for typos and formatting issues.
2. A record is submitted for each school in the LEA, as well as a separate record for the LEA. Please note that LEAs with only one school should submit one record for the school and a second record for the LEA, even if the information is the same.
3. All data is accurate, and 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 2023-2024 school year:

- Staff Member Identification (SMID) Management: Collects basic demographic and employment information for staff members working in the LEA as of October 13, 2023.
    o Fall Snapshot is October 31, 2023, 5:00 p.m. EST
- Special Education Submission: Collects student data to meet reporting requirements in accordance with the Individuals with Disabilities Education Act (IDEA).
    o Deadline is November 14, 2023, 5:00 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 2023-2024 school year.
    o Deadline is December 5, 2023, 5:00 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