Date: September 27, 2023

To: Local Educational Agency Leads

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

From: Julie Bunt, Chief of Staff
                Administrative Services

Action Required: Prepare for Fall Snapshots

The New Jersey Standards Measurement and Resource for Teaching (NJ SMART) 2023-2024 school year Fall snapshots and submissions due dates are as follows:

- Statewide Student Identifier (SID) Management Snapshot – Friday, October 13, 2023, at 5 p.m. EST.
- Staff Member Identifier (SMID) Management Snapshot – Tuesday, October 31, 2023, at 5 p.m. EST.
- Special Education Submission* – Tuesday, November 14, 2023, at 5 p.m. EST.
- Performance Report Submission* – Tuesday, November 21, 2023, at 5 p.m. EST.
- State Assessment Registration* – Tuesday, December 5, 2023, at 5 p.m. EST.

*The Official Fall submissions, Special Education, Performance Report, and State Assessment Registration will open on Wednesday, October 18, 2023.

Local educational agencies (LEAs) are highly encouraged to work with their Student Information System (SIS) 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 Submission resources for the Fall collection, please refer to the NJ SMART Resources and Trainings website.

Key Steps/Action Items

LEAs should currently be in the process of uploading SID and SMID data in NJ SMART to ensure that the following students and staff are reported on or before the October 13, 2023 snapshot date:

- The inactive records of students who transferred out of each LEA 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 who exited the LEA after the last day of the 2022-2023 school year (SY).
- The active records for those students who you are responsible for, the active records of all staff actively working in the LEA, and any new students and staff entering the LEA for the new school year.

Beginning Wednesday, October 18, 2023, LEAs should be uploading the Official Fall Submissions. Please refer to the Special Education Submission Guide, Special Education Submission Special Scenarios, State Assessment Registration Submission Guide, and Performance Reports Submission Guide for additional assistance.

To capture a clean SID and SMID Snapshot, all records in Error, Unresolved, Sync, and/or Conflict must be resolved by the deadline. In addition, it is recommended that the Fall Submission files are uploaded, errors are corrected, records in out-of-sync are resolved, and data certified at least one week prior to the Fall submission deadlines.

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

Reminders
Errors in SID Management Snapshot will lead to errors in the Special Education Submission and the LEA's Application for State School Aid (ASSA) report. Misreported data on the Official Special Education Submission may lead to errors on other State collections, including the SEMI-Annual Cost Report. To avoid errors, please coordinate now with Child Study Team members and other internal colleagues to ensure all that accurate data is reported in the SID Management Snapshot and Special Education Submission.

As previously announced, changes have been made to SID Management and Special Education Submission for the 2023-2024 SY. Please review the Revision History and specific data elements in the SID Management Student Data Handbook and Special Education Submission Student Data Handbook for full details on all additions and modifications to each set of data.

If the LEA's SIS vendor has not yet completed these updates, please refer to the NJ SMART file templates on the NJ SMART Resources & Trainings webpage under "Documents for Download" to assist with uploading student-level data.

Trainings will be offered throughout the Fall on SID Management and Special Education Submission which will include information on the latest changes. Please see the eLearning Videos & Webinars section of our Resources & Trainings page for the training calendar and to register.

Resources
For more information, including submission resources, visit the NJ SMART Resources & Trainings webpage.
NJ SMART trainings via webinars and eLearning videos are available in the eLearning Videos and Webinars section.

Contact Information
For questions regarding reporting a student or staff member to NJ SMART, please contact 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