



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 9, 2024  
To: Local Educational Agency Leads  
Route To: School Business Administrators, Web User Administrators, Principals and School Leads, NJ SMART Points of Contact  
From: Shashi Yellambhatla, Chief Information Technology Officer  
Division of Administrative Services  
Deadline: October 15, 2024

## Action Required: Prepare for Fall Snapshots

The New Jersey Standards Measurement and Resource for Teaching (NJ SMART) 2024-2025 school year Fall snapshots and submissions due dates are as follows:

- Statewide Student Identifier (SID) Management Snapshot – Tuesday, October 15, 2024, at 5 p.m. EST
- Staff Member Identifier (SMID) Management Snapshot – Thursday, October 31, 2024, at 5 p.m. EST.
- Special Education Submission\* – Friday, November 15, 2024, at 5 p.m. EST.
- Performance Report Submission\* – Friday, November 22, 2024, at 5 p.m. EST.
- State Assessment Registration\* – Friday, December 6, 2024, at 5 p.m. EST.

Local Education Agencies (LEAs) are highly encouraged to work with their Student Information System (SIS) and Staff Management 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](#). \*The Official Fall submissions, Special Education, Performance Report, and State Assessment Registration will open on Friday, October 18, 2024.

### Key Steps/Action Items

LEAs should currently be in the process of uploading Student Identification Submission (SID) and Staff Member Identification Submission (SMID) data in NJ SMART to ensure that the following students and staff are reported on or before the October 15, 2024, snapshot date:

- 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 2023-2024 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.

Beginning Friday, October 18, 2024, LEAs should be uploading the Official Fall Submissions. You may 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 your data certified at least one week prior to the Fall submission deadlines.

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.

### **Reminders**

Errors on your SID Management Snapshot will lead to errors in the Special Education Submission and your LEA's 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 your Child Study Team 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 2024-2025 school year. 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 your Student Information System vendor has not yet completed these updates, please refer to the NJ SMART file templates on the [NJ SMART Resources & Trainings webpage](#) under the "Documents for Download" link to assist with uploading your 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 our training calendar and to register.

Please Note:

The End of Year (EOY) collection schedule for SID and SMID has been adjusted for the 2024-2025 School Year. The snapshot is now set for June 30, 2025, at 5:00 PM. Should you have any questions or concerns about this revised timeline, please reach out to the NJ SMART help desk.

### **Resources**

For more information, including submission resources, visit the [NJ SMART Resources & Trainings](#) webpage. NJ SMART training via webinars and eLearning videos are available on the "eLearning Videos and Webinars" link of the NJ SMART Resources and Trainings webpage.

### **Contact Information**

For any questions 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](mailto:njsmart@pcgus.com).

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