



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: April 16, 2025
To: Local Educational Agency Leads
Route To: School Business Administrators, Web User Administrators, Principals
From: Kathy Ehling, Assistant Commissioner
Division of Educational Services
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Updates for the 2024-2025 NJ SMART Course Roster Submission

The NJ SMART Course Roster Submission opened for the 2024-2025 school year practice period on April 8, 2025. The practice period runs through June 27, 2025. The official submission opens on July 2, 2025, and the deadline to submit course roster data for the 2024-2025 school year is August 1, 2025. This memo provides updates for the 2024-2025 submission and reminders about how the data collected through this submission is used and reported.

Course Roster Submission Overview

The Course Roster Submission is used to collect data on all courses offered in the state and provide a link between students and teachers. The submission is comprised of both the Staff Course Roster and Student Course Roster. For the Staff Course Roster, local education agencies (LEAs) must submit records for all teachers of record, both teachers and co-teachers. These teachers should cover 100% of the class rosters in an LEA. For the Student Course Roster, LEAs must submit course records for all students who attend courses in their LEA. This may include some students who attend courses in an LEA but are not included in the LEA's SID Management reporting responsibilities.

Both the Staff and Student Course Roster data should reflect all courses taught during the school year. This includes:

- Courses taught by a single teacher, or a co-teacher assigned to your LEA;
- Both fall and spring semester courses, with each course reported separately;
- Remote courses physically attended by students off-site, other than at another LEA, that are taught by staff not assigned to your LEA; and
- College-level dual enrollment dual credit courses taught by either staff assigned to your LEA or staff not assigned to your LEA.

Course Roster Practice Period

The practice period gives LEAs an opportunity to upload preliminary data and identify any potential errors prior to the official submission. The practice period is optional, but the NJDOE encourages LEAs to use this period to determine if updates are required to their student course codes. For questions or assistance during the practice period, contact the NJ SMART Helpdesk at (800) 254-0295 or njsmart@pcgus.com.

SCED Code Updates

The NJDOE collects course data through the NJ SMART Course Roster Submission based on National Center for Education Statistics (NCES) [School Courses for the Exchange of Data](#) (SCED) course codes. The NJDOE provides the [NJ SMART SCED Course Codes](#) list that shares the full list of available SCED codes for the 2024-2025 school year. LEAs should use this resource and the included SCED course names and descriptions to select the most

appropriate SCED code for each local course. The NJDOE annually reviews the list of available SCED codes and makes updates to align with NCES codes.

During the 2023-2024 school year, the NJDOE started a multi-year process of reviewing the available SCED codes with the goals of making sure that options are available for all the courses offered in the state, reducing duplicative codes to avoid confusion for LEAs, and improving data quality of course data. For the 2024-2025 school year, several SCED codes have been removed across multiple subject areas. The list of codes that have been removed can be found on the Updates tab of the [NJ SMART SCED Course Codes](#) spreadsheet and the Notes column provides suggested alternate codes to use and/or reasons for removing these codes. If additional assistance is needed in identifying the appropriate SCED code for a specific course, contact the NJDOE Office of Standards at standards@doe.nj.gov.

Additionally, more information has been added to the NJDOE Guidance columns on both the Prior-To-Secondary Codes and Secondary Codes tabs in the NJ SMART SCED Course Codes list. These columns provide guidance to LEAs on corresponding course titles that apply to specific SCED codes and address some common errors seen in the course roster data.

AP African American Studies

Starting with the 2024-2025 school year, LEAs offering Advanced Placement (AP) African American Studies should use the new SCED code of 04112. This replaces the temporary code of 04901 that was added for the 2023-2024 school year for College Board's Pilot 2 of the AP African American Studies course.

Computer Science Course Participation

The NJDOE has continued to update the guidance on the [NJ SMART SCED Course Codes](#) list to identify appropriate codes for Computer Science, Design Thinking, and Technology Education courses. As a reminder, in the 2023-2024 school year, the NJDOE added a new NCES-aligned code, 60022 Computer Science (prior-to-secondary), that should be used for all Computer Science courses in grades K-5. For grades 6-8, the new 60022 code should be used for Computer Science courses, if a more specific Computer Science SCED code is not found.

LEAs should review the data in their past School Performance Reports to ensure that it accurately reflects computer science course participation in their LEA and determine if updates are required for new school year reporting. The [NJ School Performance Reports SCED Code Mapping spreadsheet](#) flags which SCED codes will be included in the Computer Science Course Participation table.

Contact ComputerScience@doe.nj.gov with any questions about computer science enrollment and if help is needed in determining which SCED codes should be used for specific courses.

Course Roster Submission for Kindergarten through Grade Five

As a reminder, LEAs should submit data for all courses across all grade levels. This includes all visual and performing arts courses, world language courses, and health and physical education courses. A review of course data for kindergarten through grade 5 has shown that some LEAs may not be reporting visual and performing arts courses, world language courses, and health and physical education courses for all students. LEAs are required to provide instruction in all content areas, including visual and performing arts, world languages and physical education, to ensure students can achieve the NJSLS grade band performance expectations.

The Visual and Performing Arts Course Participation table in the School Performance Reports was expanded to include participation in kindergarten through grade 6 starting with the 2023-2024 school year. LEAs should review the data in the 2023-2024 School Performance Reports to ensure that it accurately reflects arts course participation in their LEAs.

LEAs should ensure that their course roster data includes all courses. The NJDOE will monitor data and may reach out to LEAs that need to update their reporting to ensure that the course roster data accurately reflects all courses.

Course Roster Public Reporting

Data from the Course Roster Submission is used for reporting in the School Performance Reports. This includes participation in coursework by subject area, Advanced Placement (AP) or International Baccalaureate (IB) courses, dual enrollment courses, and structured learning experiences. The [NJ School Performance Reports: Course Roster Submission Guidance](#) document explains how data from this submission is used and how to ensure your data is reported accurately.

For questions on how data is used in the School Performance Reports, contact reportcard@doe.nj.gov. Additionally, if an LEA would like the NJDOE to review its data during the practice period to confirm if data is being reported correctly, such as whether AP, IB, or dual enrollment coursework is being accurately reported, please contact reportcard@doe.nj.gov to request a review.

Resources

Several resources are available in [NJ SMART](#) to help LEAs with the Course Roster submission:

- [Staff Course Roster Data Handbook](#) and [Student Course Roster Data Handbook](#)
- [NJ SMART SCED Course Codes](#)
- [Course Roster Submission FAQ](#)
- [Course Roster Submission Online Webinar/Training](#)
- [Course Roster Submission Checklist](#)
- [NJ School Performance Reports: Course Roster Submission Guidance](#)
- [NJ School Performance Reports SCED Code Mapping List](#)

Contact information

Contact the NJ SMART Helpdesk at 800-254-0295 or njsmart@pcgus.com for any questions and support related to the NJ SMART Course Roster Submission.

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