



Date: July 23, 2025
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 1, 2025, 5 p.m.

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

The NJ SMART Course Roster and Career and Technical Education (CTE) Submissions are currently open for their official windows and will close on August 1, 2025 at 5 p.m. The data that local education agencies (LEAs) submit to the Course Roster and CTE Submissions will be used for reporting in the 2024-2025 School Performance Reports. It is important that the submissions are complete, and all records are current and error-free by the August 1 deadline.

About the Submissions

The **NJ SMART Course Roster Submission** is a collection of student-level transcript data that matches students to the teacher(s) responsible for the courses in which the students are enrolled. Districts must ensure that all students, teachers, and courses are reported and that the most appropriate subject area and course identifiers (SCED codes) are used. The data from this submission will be used to report on:

- Advanced Placement (AP) and International Baccalaureate (IB) courses;
- Dual-enrollment coursework;
- Structured-learning experiences (SLEs); and
- Course participation in Math, Science, Social Studies, World Languages, Computer Science, and Visual and Performing Arts.

The NJDOE released a [broadcast on April 16](#) which provided updates for this year's Course Roster Submission, including changes to SCED codes for this year. The [NJ School Performance Reports: Course Roster Submission Guidance](#) document explains how data from this submission is used and how to ensure data is reported accurately.

The **NJ SMART CTE Submission** is a collection of student-level data that provides a comprehensive overview of students who are enrolled in career and technical education (CTE) programs. The CTE Submission is required for all school districts that have a CTE program. The data from this submission will be used to report on:

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

Additional Reminders: Inactivating 2024-2025 Graduates

The NJ SMART SID Management window to inactivate 2024-2025 graduates is currently open and will close on August 29, 2025 at 5 p.m. Data submitted by the August 29, 2025 deadline will be used to report on Graduation Rates in the School Performance Reports.

The NJDOE reports two versions of graduation rates:

- **State version:** Includes all students who earn a state-endorsed diploma as graduates (in the numerator) in the calculation.
- **Federal version:** Includes only students who earned a state-endorsed diploma and met the state course, local attendance, and, depending on the year of graduation, assessment graduation requirements as graduates in the calculation.

The adjusted cohort (denominator) is the same for both the state and federal versions of the graduation rate.

State regulations allow the Individualized Education Program (IEP) team of a student with disabilities to exempt a student from graduation requirements or modify the requirements that a student must meet in order to graduate. The Every Student Succeeds Act (ESSA) does not allow students who have not met the state’s graduation assessment, course, or attendance requirements because of modifications or exemptions in their IEPs to be included as graduates in the graduation rates used for federal reporting and accountability. As such, students with disabilities who earn a state-endorsed diploma but have not met all the graduation requirements are counted as graduates in the state version of the graduation rate but are not counted as graduates in the federal version of the graduation rate.

The NJDOE uses the IEP Graduation Course Requirement and IEP Graduation Attendance fields in SID Management to identify students with disabilities who did not meet the state course and/or local attendance requirements, respectively. The ELA and Math Graduation Pathway Indicator fields in SID Management are used to identify students with disabilities who did not meet the state graduation assessment requirements but instead met alternate requirements specified in their IEPs. The graduation assessment requirements for the Class of 2025 are available on the [NJDOE Graduation Requirements webpage](#). LEAs should ensure that these fields are accurate and error-free by the August 29, 2025 graduation 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