



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: June 18, 2025

To: Local Educational Agency Leads

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

From: Kathy Ehling, Assistant Commissioner  
Division of Educational Services

Deadline: June 30, 2025, at 5 p.m.

## **Action Required: Update and Review NJ SMART Data to Ensure Accurate School Performance Reports**

The annual NJ SMART End of Year SID Management Snapshot will be taken on June 30, 2025, at 5 p.m. The data that local education agencies (LEAs) submit to SID Management will be used for reporting in the 2024-2025 School Performance Reports. It is important that all records are current and error-free by the June 30 deadline.

### **Key actions**

Before the June 30 deadline, LEAs must review all data submitted in NJ SMART SID Management. SID Management is the management system that establishes unique identification numbers for all students and compiles the demographic and enrollment data of all students. LEAs must ensure that students are assigned the correct resident, receiving, and attending county, district, and school (CDS) codes (see [NJ SMART Reporting Responsibilities](#) for more details) and that the correct number of students is reported. The data submitted through the June 30 snapshot of SID Management will be used to report on, among other metrics:

- Enrollment by grade level;
- Student race/ethnicity;
- Student populations (e.g., economically disadvantaged students, students with disabilities, multilingual learners);
- Student to staff ratios; and
- Attendance/chronic absenteeism.

The School Performance Reports: Data Quality Guidance resource, which is available on the [NJDOE School Performance Resources webpage](#) (under District Resources). This resource provides key data deadlines, sources of data, checklists for reviewing data quality, and links to additional resources to help LEAs review their data and make sure that the data that will appear in School Performance Reports is as accurate as possible.

### **Attendance Data**

Attendance data that LEAs submit in NJ SMART SID Management is used to calculate chronic absenteeism rates. Chronic absenteeism rates are reported in the School Performance Reports,

used as an indicator of school quality in New Jersey's Every Student Succeeds Act (ESSA) accountability system, and included as an indicator in the New Jersey Quality Single Accountability Continuum (NJQSAC), so it is important for LEAs to ensure that attendance data is complete and accurate for all students.

LEAs are encouraged to finalize attendance data in SID Management as soon as possible. The NJDOE is currently reviewing attendance data in SID Management and may contact LEAs if there are identified issues in the data. Updating data early allows the NJDOE to identify potential issues and work with the LEA to correct the data, if needed, before the June 30 deadline.

LEAs should ensure that:

- Data reported in the Number of Days Present, Number of Days Absent, and Number of State Excused Absences fields are accurate and capture all days that students were enrolled during the 2024-2025 school year.
  - For a student who was enrolled for the entire school year, the total cumulative days in membership (Number of Days Present + Number of Days Absent + Number of State Excused Absences) should be at least 180 days.
- Attendance data is reported for all students who attended the LEA during the school year.
  - This includes students who entered or exited the district mid-school year and are inactive at the end of the school year. Even if a student was already reported as inactive in the SID Management Fall Snapshot or only attended for a single day, the student's record(s) should be reported for the end of the year snapshot with attendance data that reflects their total days in membership.
- The Number of Days Absent field includes all absences, including excused absences, with the exception of State-excused absences.
  - The Number of State Excused Absences field should only include absences that fall under the seven allowable reasons for a state-excused absence. See the [SID Management handbook](#) for the list of allowable state excused absences.
- Attendance data is reported for all students for whom they are responsible for reporting data.
  - This includes students who attend approved private schools for students with disabilities (APSSDs) or special services districts and students in all grades pre-Kindergarten through 12.

In NJ SMART, the SID Management page includes an "Attendance Report" under Monitoring Links. This report makes it possible for LEAs to export all their relevant attendance data variables and easily check whether their attendance data is complete.

For additional guidance, please see the [NJDOE's Reporting Student Attendance and Determining Chronic Absenteeism Rates resource](#). More information about the attendance data collection, along with common issues, was shared in an [April 16, 2025 broadcast](#).

### **Additional Reminders: Upcoming NJ SMART Submissions**

The NJ SMART Course Roster and Career and Technical Education (CTE) Submissions are currently open for practice submissions through June 27, 2025. Data from both submissions will be used for

reporting in the 2024-2025 School Performance Reports. The official submission window will open on July 2, 2025, and the submission deadline is **August 1, 2025 at 5 p.m.**

Data submitted in the Course Roster Submission is used in the School Performance Reports 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

For more information on how course roster data is used for reporting, see the New Jersey Department of Education's (NJDOE's) [School Performance Report – Course Roster Submission Guidance](#).

Data submitted in the CTE Submission is used in the School Performance Reports to report on CTE information, including:

- 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 and students who transferred out opens on July 2, 2025, and closes on August 29, 2025. Data submitted by the August 29 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; pursuant to federal rules, the federal version does not include students with disabilities who receive a state-endorsed diploma but instead met alternate requirements specified in their Individualized Education Programs (IEPs).

State regulations allow the 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. ESSA does not allow students who have not met the state's graduation assessment, course, or attendance requirements (i.e., because those requirements were specifically waived in the student's IEP) 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 because of modifications or exemptions in their IEPs 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 adjusted cohort (denominator) is the same for both the state and federal versions 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 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. The 2025 Graduation appeals process will take place in the New Jersey Statewide Longitudinal Education Data System (NJSLEDS) in the fall. More information on the graduation appeals process will be shared in the coming months.

#### **Contact information**

Contact the NJ SMART help desk at (800) 254-0295 or [njsmart@pcgus.com](mailto: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](mailto:reportcard@doe.nj.gov) with any questions about School Performance Reports.

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