State of New Jersey
DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NJ 08625-0500

August 23, 2011

TO: District Superintendents
     Charter School Leaders

FROM: NJSMART

SUBJECT: New Validation Rules and Announcements

THIS MESSAGE WAS E-MAILED TO DISTRICT AND CHARTER NJSMART CONTACTS. IF YOUR DISTRICT DID NOT RECEIVE THE MESSAGE BELOW, E-MAIL CHECK TO MAKE SURE THAT YOUR NJSMART CONTACT INFORMATION IS ACCURATE.

Below, please find important NJ SMART portal announcements and information on new validation rules, relevant to new school year submissions.

Announcements

1. New Password Policy: This August, NJ SMART adopted a new password policy as an additional precaution in preventing unauthorized access and use. To prevent issues accessing your NJ SMART account since implementation of this new password policy, please ensure the following:

· Make sure that you have saved both of the following URLs to your trusted sites in your internet browser: http://www.njsmart.org <http://www.njsmart.org/> and https://www.njsmart.org <https://www.njsmart.org/> . To do this in Internet Explorer, click on Tools > Internet Options > Security > Trusted Sites and add the sites listed above.

· Please refer to the NJ SMART Secure Password FAQ document on the Help Tab of the NJ SMART portal for more information on this policy.

2. Staff-Level Data Point of Contact: WUAs will notice new options in creating NJ SMART Data POC accounts. Now, when you create a Data POC account, you will have the option to check off "Student Level" and/or "Staff Level" access. (NJ SMART recommends that districts restrict access to Staff Level data to limited personnel, due to the sensitive nature of the data involved.)

Student Data POCs will have access to SID Management, State Submission, and Special Education tabs in the NJ SMART portal.

· Staff Data POCs will have access to SMID Management and Staff Submission tabs.

· For those personnel who are responsible for both student and staff submissions in NJ SMART, Student/Staff Data POCs will have access to all of the above-mentioned tabs.

New Data Validation Rules

1. Enrollment Type [SID Management]: Beginning in the 2011-2012 School Year, Enrollment Type will be collected through SID Management, instead of State Submission as in previous years. A new validation rule is now in place for this element:

Validation Rule: If Enrollment Type = "S" (Shared-Time), then CDS Attending codes must correspond to a Vocational School.

Thus, students are now only considered "Shared-Time" by NJ SMART if they are shared-time between a regular district and a vocational school. This new application of Enrollment Type reflects shared-time in terms of funding (i.e., shared funding), rather than in terms of programming. In non-vocational cases, NJ SMART can derive that a student is (programmatically) shared-time based on Receiving and Attending CDS fields.

2. Cumulative Days in Membership, Cumulative Days Present, and Cumulative Days Towards Truancy [SID Management]: Also beginning in the 2011-2012 School Year, these three Cumulative Days elements will be collected in SID Management for Inactive students only. (These elements will continue to be collected in State Submission for Active students, as before.)

Validation Rule: If a student's Status = "I" (Inactive), then Cumulative Days in Membership, Cumulative Days Present, and Cumulative Days Towards Truancy cannot be left blank.

3. Tuition Code [State Submission]: There is a new rule in place for Tuition Code this school year:

Validation Rule: If Tuition Code = 06, then CDS Attending codes must correspond to a Choice District (as identified by the NJ DOE).

As you begin uploading data files for the new school year, please make sure that you are using the most up-to-date Student Data Handbooks, which can be found for each submission on the Help Tab of the NJ SMART portal. Please see the NJ SMART homepage for a schedule of upcoming trainings relevant to 2011-2012 data submissions.

Thank you.

NJ SMART Team