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Acting Commissioner

July 5, 2011

TO: District Superintendents
             Charter School Leaders

SUBJECT: NJSMART Submission Deadlines & Training

The following message was sent to your NJSMART contact. If your district/charter did not receive the message, please update your NJSMART contact information.

Below please find the NJ SMART portal event schedule, training schedule, and training descriptions for the month of July.

NJ SMART Training Announcements

1. Beginning July 6th, LEAs should begin the process of inactivating 2011 graduates in SID Management. The deadlines for inactivating students are August 3rd for 2010-2011 regular school year students and August 31st for summer school graduates. Timely inactivation will better prepare your LEA for the new school year and will facilitate the transfer of students' SIDs to new LEAs.

2. NJ SMART will release the High School Graduation Cohort Status Profile Report on July 18, 2011, which reflects a change in the original release date communicated to users in June. This report will be available for LEA use on the District Reports tab in the portal. Users will also be notified via email of its official launch on the report's release date. This profile report will calculate 4-year graduation rates using the new adjusted cohort formula in accordance with federal requirements. Additional benefits of the report will include the ability for LEAs to track individual students' progress towards high school graduation in real-time, identify emerging trends across a district based on student-level data, and analyze graduation data by key subgroups.

NJ SMART Portal Event Schedule

· **July 06, 2011**
   o Open: SID Management
   o Open: Official State Submission
   o Open: Official CTE Submission

August 03, 2011
  - o Deadline: Exit Inactive Students (2010-2011 School Year)
  - o Deadline: SID Management (2010-2011 student inactivation deadline)
  - o Deadline: Official State Submission
  - o Deadline: Official CTE Submission

· **August 08, 2011**
  - o Open: SID Management for the new school year (all data are **deleted**)
  - o Open: State Submission **-** Local Data Mart period (all data are **deleted**)
  - o Open: Special Education - Local Data Mart period (all data are **deleted**)

· **August 31, 2011**
  - o Deadline: Exit Inactive Students (Summer Graduates)

· **September 09, 2011**
  - o Open: SMID Management

· **September 23, 2011**
  - o Open: Staff Submission – Practice Period

NJ SMART Training Schedule

· **July 06:   9:00 AM and 1:00 PM –** State Submission New Elements
· **July 07:   9:00 AM and 1:00 PM –** SID Management 2011-2012
· **July 11: 10:00 AM and 2:00 PM –** SMID Management
· **July 13:   9:00 AM and 1:00 PM –** High School Graduation Rate Training
· **July 14:   10:00 AM and 2:00 PM –** State Submission New Elements
· **July 18:   10:00 AM and 2:00 PM –** SID Management 2011-2012
· **July 20:   9:00 AM and 1:00 PM** – SMID Management
· **July 21:   10:00 AM and 2:00 PM –** High School Graduation Rate Training
· **July 25:   10:00 AM and 2:00 PM –** State Submission New Elements
· **July 26:   9:00 AM and 1:00 PM –** SMID Management
· **July 28:   10:00 AM and 2:00 PM –** High School Graduation Rate Training

NJ SMART Training Descriptions

SID Management 2011-2012 Training – This training will review important changes to SID Management for the upcoming 2011-2012 school year. **This training is required for all LEAs and users.** The changes include:
  · New requirements to inactivate graduates and transfer students at the close of the school year
  · New elements that will be collected beginning August 8th for the 2011-2012 School Year
  · Updated Reporting Responsibilities for special education students

SMID Management Training – This course will provide detailed information specific to the new Staff Member ID (SMID) Management Submission for the upcoming 2011-2012 School Year. **This training is required for all LEAs and users.** Discussion topics include:

· Descriptions of demographic information collected for staff, including teachers, administrators, and other district personnel
· In-depth review of data element requirements, validation rules, and best practices
· Overview of Reporting Responsibilities specific to this submission

State Submission New Elements Training – This training will provide detailed information specific to the State Submission, including a demonstration of how to utilize the Local Data Mart period, an in-depth review of new data elements and validation rules, and best practices for ensuring the highest State Submission data quality. **This training is required for all LEAs and users.**

High School Graduation Rate Training – This course will provide detailed information specific to the new High School Graduation District Reports. **This training is required for all LEAs and users.** Discussion topics include:

- How graduation rates are calculated by NJ SMART
- How to account for graduates, transfers, and dropouts in SID Management
- How to run, interpret, and utilize these district reports

How to Participate in an NJ SMART Training

Each training will be web-based and last approximately 60 minutes. You do not need to register for a session in advance. To participate in a training session:

1. Simply log on 5 minutes prior to the session start-time to http://pcgus.webex.com.
2. Click on **Meeting Center** at the top of the home page, and then click on the Meeting Topic link of the training session you are attending that corresponds to the time of your session.
3. Enter your first name, last name, and the name of your district, e.g. John Smith – Newark Public Schools.
4. Enter the password. The password for each session is: **letmein**
5. To listen to the audio portion of the webinar, please call: **1-888-742-8686**; Conference ID: **4911745**.

If you have any questions prior to the webinars, please contact the NJ SMART Helpdesk at 800-254-0295 or send an email to njsmart@pcgus.com.

NJ SMART Team