



State of New Jersey
DEPARTMENT OF EDUCATION
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October 31, 2011

To: Chief School Administrators
Charter School Lead Persons

From: Bari Erlichson, Assistant Commissioner
New Jersey Department of Education

Subject: Certificated and Non-Certificated Staff Collections

The annual certificated and non-certificated staff collection will be open via Web-enabled DOEnet on Monday November 7, 2011. The due date will be Friday, December 1, 2011.

There are no major changes to these collections; however, it is very important to refer to the manual and the job codes.

We would like to thank everyone involved in the NJSMART Staff Collection that is running parallel to the Certificated and Non-Certificated Staff. The Certificate and Non-Certificated Staff collections will be the "Data of Record" for the 2011-2012 year. However it is extremely important that close attention is paid to all collections as we will be comparing the NJSMART data to the WBDOEnet (DOS) version of Certificated and Non-Certificated Staff. We urge all districts to double check their information and use all available tools in NJSMART and on WBDOEnet to get the information as accurate as possible.

When your district completes the annual collection and submits the Certificated Staff and Non-Certificated Staff to the NJDOE, there is a transmittal form that must be sign attesting to the correctness of the data being submitted. Your data are published in the state report cards, and they are submitted to the federal government where they are available in several federal databases for public access. It is very important to make sure your data accurate.

Please forward this memo immediately to the people who are responsible for reporting your district's data to the department. If you have any questions, you may e-mail them to reportcard@doe.state.nj.us.