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NJ SMART Announcements

1. ***DEADLINE EXTENSION*- Due to extensive power outages across the state caused by Hurricane Irene, NJ SMART is extending its August 31st deadline for districts to inactivate their summer graduates. The new deadline for all LEAs to exit their summer graduates in SID Management is Friday, September 2nd at 5 PM. The Official High School Graduation 2010-2011 Snapshot will be taken at this time and used to calculate official graduation rates for Cohort 2011.**
2. The NJ SMART **High School Graduation Rate Appeals Process** is now open to LEAs. LEAs may appeal specific graduation data for students in the 2011 Cohort. A link to the Appeals Form can be found under the "High School Graduation Cohort Status Profile" heading on the District Report tab in the portal. The NJ Department of Education will consider each request, and NJ SMART will notify LEAs of all NJ DOE appeal decisions. Once the NJ DOE makes a decision on an appeal, that ruling will be final. The deadline for submitting an appeal request is Friday, September 23rd (5 PM).
3. In August 2011, NJ SMART implemented a new policy through which **all user passwords will expire every 90 days**. Therefore, users will be required to change their passwords at least once every 90 days to maintain access to the portal. All authorized users will be prompted by the system to change their password beginning 5 days before the expiration date. The user must select a unique password that does not match any of his/her three most recent password renewals. For more information, please refer to the NJ SMART Secure Password FAQ document, which can be found on the Help tab in the portal.
4. This fall, NJ SMART is introducing **two new staff data collections**: SMID Management (opening September 9th) and Staff Submission (opening September 23rd). Trainings for both of these submissions will be offered throughout September, and attendance is required for all LEAs (see schedule below). Each LEA should carefully select at least one Staff-Level Data POC to manage data entry for these collections.
5. In order **to submit a Special Education student that has been declassified**, you will need to submit that student to both the Special Education and State Submissions with a Special Education Classification code of "99". In the Special Education Submission, the following data validation rules will apply to these declassified students (see *Special Education Student Data Handbook v3.2* for details):
 - Re-evaluation Date must be filled in (i.e., the date that the student was declassified).
 - Special Education Placement must be left blank.

FAQ of the Month

Q. Why do I need to change my password every 90 days?

A. NJ SMART is adopting a stricter policy for password security in order to protect the sensitive student and faculty data that it stores. Even though NJ SMART users have been using secure passwords, it is our experience that the vast majority of users never change them after setting them for the first time.

NJ SMART has previously provided districts with simple, non-expiring passwords. However, a data system is only as secure as its passwords, and it is in the best interest of students, staff, school districts, the Department of Education that this change be made. Most systems storing confidential data now require hardened passwords and enforce password expiration, typically at 90-day intervals.

NJ SMART Portal Event Schedule

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

- **September 23, 2011**
 - Open: Staff Submission – Practice Period
 - Deadline: High School Graduation Rate Appeals Process

- **October 14, 2011**
 - Deadline: Official SID Management Snapshot
 - Deadline: Official SMID Management Snapshot
 - Close: State Submission – LDM
 - Close: Special Education Submission – LDM
 - Close: Staff Submission – Practice Period

- **October 19, 2011**
 - Open: SID Management
 - Open: SMID Management
 - Open: Official State Submission
 - Open: Official Special Education Submission
 - Open: Official Staff Submission
 - Open: Pre-ID Submission – Practice Period

- **November 16, 2011**
 - Close: SID Management
 - Close: SMID Management
 - Deadline: Official State Submission
 - Deadline: Official Special Education Submission
 - Deadline: Official Staff Submission
 - Close: Pre-ID Submission – Practice Period

NJ SMART Training Schedule

- **September 01: 10:00 AM and 2:00 PM** – SID Management Training
- **September 06: 10:00 AM and 1:00 PM** – Staff Submission Training

- **September 07: 9:00 AM and 1:00 PM** – SMID Management Training
- **September 08: 10:00 AM and 1:00 PM** – New User Training
- **September 09: 9:00 AM and 1:00 PM** – High School Graduation Rate Training
- **September 12: 10:00 AM** – State Submission Training
- **September 12: 2:00 PM** – New User Training
- **September 13: 9:00 AM and 1:00 PM** – SID Management Training
- **September 14: 9:00 AM** – New User Training
- **September 14: 1:00 PM** – High School Graduation Rate Training
- **September 15: 10:00 AM and 2:00 PM** – SMID Management Training
- **September 19: 10:00 AM and 2:00 PM** – Staff Submission Training
- **September 20: 10:00 AM and 1:00 PM** – New User Training
- **September 21: 9:00 AM** – High School Graduation Rate Training
- **September 21: 2:00 PM** – State Submission Training
- **September 22: 9:00 AM and 1:00 PM** – Special Education Submission Training
- **September 26: 9:00 AM and 1:00 PM** – SMID Management Training
- **September 27: 9:00 AM and 1:00 PM** – Staff Submission Training
- **September 29: 10:00 AM and 2:00 PM** – Special Education Submission Training
- **September 30: 9:00 AM and 1:00 PM** – New User Training

NJ SMART Training Descriptions

SID Management Training – This training will review important changes to SID Management for the 2011-2012 school year. **This training is required for all LEAs and users.** The changes include:

- New elements that will be collected 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 2011-2012 School Year. **This training is required for all LEAs.** 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

Staff Submission Training – This course will provide detailed information specific to the new Staff Submission for the 2011-2012 School Year. **This training is required for all LEAs.** Discussion topics include:

- Overview of Staff Submission concepts and information collected for this submission
- In-depth review of data elements, validation rules, and best practices
- Discussion of Reporting Responsibilities specific to this submission
- Discussion of new security features and user roles

State Submission 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.**

Special Education Submission Training – This training will provide detailed information specific to the Special Education Submission, including an in-depth review of collected data elements and

validation rules, an introduction to relevant district reports, and best practices for ensuring the highest Special Education 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 High School Graduation District Reports. **This training is required for all LEAs with high school students.** Prior knowledge of district reports is expected for this training; please visit District Reports Training Resources on the District Reports tab for an introduction to these reports.

Discussion topics for this session 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

New User Training –This training will provide new users with an overview of the 2011-2012 NJ SMART submission cycle, review basic components that are common to most submissions, and highlight key features of district reports. **This training is required for all new users.** During this session, users will be introduced to:

- NJ SMART reporting responsibilities
- Basic NJ SMART data entry requirements and validation rules
- Location and description of available user resources

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.