

September 2, 2011

TO: District Superintendents  
Charter School Leaders

SUBJECT: NJSMART Updates – IMPORTANT INFORMATION

***The information below was provided to your NJSMART contact person:***

***Graduates must be inactivated by 5 PM today...*** By the end of day today, LEAs should have inactivated all 2010-2011 graduates in SID Management. The August 31<sup>st</sup> SID Snapshot deadline was extended by two days in response to widespread power outages across the state, and, therefore, this snapshot will be taken at 5 PM today. This Official High School Graduation 2010-2011 Snapshot will be matched with End-of-Year State Submission data to calculate official high school graduation rates for Cohort 2011. NJ SMART will notify all LEAs when this snapshot is available for viewing in the High School Graduation Cohort Status Profile Report.

***High School Graduation Appeals Process now open...*** Beginning August 17<sup>th</sup>, LEAs may appeal specific graduation data for students in the 2011 Cohort. In order to submit an appeal request, LEAs must navigate to the online Appeals Form via the District Reports homepage in the NJ SMART 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 23<sup>rd</sup> (5 PM).

***High School Graduation Rate trainings scheduled for September...*** NJ SMART will continue to offer High School Graduation Rate trainings in September so that superintendents, principals, business administrators, and other LEA staff are comfortable with using this report. In addition, please refer to the following resources found on the Help tab of the NJ SMART portal: Guide to the Cohort Status Profile Report, FAQs, and High School Graduation Rate training PowerPoint.

Upcoming webinar sessions will occur at the following dates and times:

- September 9: 9:00 AM and 1:00 PM
- September 14: 1:00 PM
- September 21: 9:00 AM \*Please note that the previously scheduled afternoon session has been moved to September 14<sup>th</sup>.

For an up-to-date schedule of all training webinars and login instructions, please refer to the Upcoming Events section on the Home tab of the NJ SMART portal.

If you have questions, please contact the NJ SMART Help Desk at 800-254-0295 or send an email to [njsmart@pcgus.com](mailto:njsmart@pcgus.com) . Thank you for your continued commitment and support of NJ SMART.

Thank you,

NJ SMART Team