



State of New Jersey

DEPARTMENT OF EDUCATION

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September 26, 2011

**TO:** District Superintendent  
Charter School Leader

**SUBJECT:** NJSMART Update:  
**Staff Submission - DUE NOVEMBER 16, 2011 at 5:00 PM**  
**Training Announcements**

The message below was sent directly to your NJSMART contact:

**Staff Submission is now open...** Beginning today, the **Staff Submission** tab will be open for a practice period during which districts can practice their submissions in the portal before the official submission period begins on October 19<sup>th</sup>. The deadline for the Official Staff Submission this year is **November 16, 2011 at 5 PM**. All active staff members submitted to SMID Management should be reported in Staff Submission, including certificated and non-certificated staff along with purchased services personnel.

LEAs are encouraged to participate in the Staff Submission practice period in order to help report the highest quality data. Please review the following instructional notes:

- To participate in the practice period for Staff Submission, make sure that your most recent SMID Management file has finished processing.
- LEAs must submit all active staff members in SMID Management as of the October 14<sup>th</sup> Snapshot to their official Staff Submission. Inconsistencies between an LEA's October 14<sup>th</sup> SMID data and their Staff Submission will show up as errors in their official Staff Submission.
- **Submitting a practice file for Staff Submission will help to identify any inconsistencies between SMID Management and Staff Submission.** Any Staff Submission errors that require SMID Management updates or corrections can be addressed in the SMID Management tab up until the October 14th deadline.
- When records are added to or updated in SMID Management, users will have to submit a new file to the Staff Submission or click "Edit" and "Update" for an individual record, in order to process the change.

**How to Release Your Staff Submission Data...** LEAs must resolve all errors and officially release their Staff Submission data by November 16<sup>th</sup>.

- **Releasing data...** Once your LEA has resolved all errors during the official submission period, you must navigate to the Release page on the Staff Submission tab and click the "**Release**" button as a final step. After releasing data, a date and time stamp will appear below in the "Release History" grid.

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- **Releasing data with errors...** This button will become enabled once a file has been submitted and the only errors that remain cannot be corrected because they are related to SMID Management data. LEAs that release their data before the submission deadline via the “Release with Errors” button will still be considered on-time with the completion of this submission.

*Important: This button will not become enabled until the only errors that remain are related to SMID Management and cannot be resolved. If the “Release with Errors” button is disabled, this indicates that correctable errors remain in your submission and must be resolved. Districts that have corrected all errors should continue to use the “Release” button.*

**Frequently Asked Questions...** Please refer to the SMID Management and Staff Submission FAQ document on the Help Tab of the portal to answer any questions related to these submissions. We will update this document as we field common questions from users.

**Training Schedule...** To ensure that all LEAs and vendors are prepared for staff submissions, NJ SMART will offer trainings throughout the Fall. **All LEAs are required to attend at least one session of each new training: SMID Management and Staff Submission. It is highly encouraged that you invite additional relevant staff members within your LEA to participate in these trainings.** The upcoming training schedule for staff data collections includes:

- **September 26: 9:00 AM and 1:00 PM** – SMID Management Training
- **September 27: 9:00 AM and 1:00 PM** – Staff Submission Training
- **October 4: 9:00 AM and 1:00 PM** – SMID Management Training
- **October 6: 10:00 AM** – Staff Submission Training
- **October 10: 10:00 AM** – SMID Management
- **October 11: 2:00 PM** – Staff Submission Training
- **October 19: 9:00 AM** – Staff Submission Training
- **October 24: 9:00 AM and 2:00 PM** – Staff Submission Training

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

**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, 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.

NJ SMART Team