



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: June 19, 2024  
To: Local Educational Agency Leads  
Route To: School Business Administrators, Web User Administrators, Principals and School Leads, and NJ SMART Point of Contact, Data Coordinators, Directors of Technology, NJ SMART Point of Contact  
From: Shashi Yellambhatla, Chief Information Officer  
Office of Information Technology  
Administrative Services  
Deadline: August 2, 2024

## Action Required: Prepare for End of Year Collection for Student and Staff Data

The New Jersey Standards Measurement and Resource for Teaching (NJ SMART) End of Year (EOY) Snapshots for the Statewide Student Identifier (SID) Management and Staff Member Identifier (SMID) Management submissions will occur on Friday, August 2<sup>nd</sup>, 2024, at 5 p.m. EST. This will coincide with the Course Roster Submission and Career and Technical Education (CTE) Submission deadlines. The August snapshot will allow Local Education Agencies (LEAs) more time to report EOY data, including finalized attendance data. This will also allow LEAs to match EOY Course Roster and CTE data against live SID and SMID Management data.

LEAs are highly encouraged to work with their Student Information System vendors to ensure local rollover procedures are not disrupted.

For more guidance on the NJ SMART SID, SMID, CTE and Course Roster Submission, see the NJ SMART Submission Handbooks and Frequently Asked Questions (FAQs) available on the NJSMART [webpage](#).

### Key Steps/Action Items

SID Management is the collection of student demographic data. LEAs are responsible for submitting all students that attend their district or for which the district is responsible for reporting to SID Management. The EOY snapshot captures data for all students that were in attendance in your LEA for the current school year. LEAs should report student records that reflect students' statuses, attendance, and demographic information as of the last day of your school year.

For the EOY August 2<sup>nd</sup>, 2024, Snapshot at 5:00PM, your SID Management should include:

1. The active enrollment records of students who were active on the last day of school, including graduates and summer transfers.
2. Inactive enrollment records for all students who attended schools within your district at any point during the 2023-2024 school year. Only students who left prior to the close of the school year should be captured as inactive in this snapshot.
3. Students who will be graduating or transferring out after the last day of school should not be inactivated in SID Management until the portal opens for the new school year later in August.
4. Updated attendance data as soon as possible after the last day of school to ensure the NJDOE can review attendance data that reflects the entire school year and flag potential issues prior to the August 2 snapshot. The NJDOE will begin reviewing attendance data for potential issues in the first week of July.
5. In the event that remote learning is provided to students pursuant to N.J.S.A. 18A:7F-9, please also report attendance data to:
  - a. Remote Days Present
  - b. Remote Days AbsentRemote Days Present and Remote Days Absent must not be used when students are receiving home instruction due to temporary illness, discipline, or other reasons. Attendance during periods of home instruction should continue to be tracked in the Number of Days Present and Number of Days Absent data fields only. For students who were Fulltime on premise and did not receive any remote learning, Remote Days Present and Remote Days Absent must be 0.

To ensure accurate New Jersey Department of Education (NJDOE) funding calculation and NJ SMART reporting, please review and share the [NJ SMART Reporting Responsibilities](#) document with any district staff responsible for entering in student data. If you have a question about how to report a student to SID Management, please reach out to the Help Desk at 800-254-0295 or [njsmart@pcgus.com](mailto:njsmart@pcgus.com).

SMID Management is the collection of demographic data that is used as a basis for all staff-level submissions. The EOY snapshot is used to support the Course Roster Submission, therefore the data collected should reflect the staff member's status at the close of the school year.

For the August 2nd, 2024, Snapshot at 5:00PM, your SMID Management should include:

1. The active records for all staff active as of the last day of the 2023-2024 school year
  - a. Staff who will be retiring or exiting employment after the last day of school should not be inactivated until SMID Management reopens for the 2024-2025 school year.
2. The inactive records of staff who worked within your district at any point during the current school year.

If you have a question about how to report staff to SMID Management, please reach out to the Help Desk at 800-254-0295 or [njsmart@pcgus.com](mailto:njsmart@pcgus.com).

The Course Roster Submission and CTE Submission Practice Period is currently open. The Official Submission will begin July 3, 2024.

The Course Roster Submission collects student-level transcript data and matches the students taking the courses to the teacher or teachers responsible for the courses. For additional information on the Course Roster Submission please see the [Updates for the 2023-2024 NJ SMART Course Roster Submission](#).

The CTE Submission collects a set of data elements that provide a more comprehensive picture of students that are enrolled in CTE programs. The collection of this data at the student-level allows for improved data quality and capacity for CTE administrators and stakeholders. **The CTE Submission is required for all LEAs that have an approved Career and Technical Education program.**

#### Resources

For more information, including submission resources, visit the [NJ SMART Resources & Trainings](#) webpage. NJ SMART trainings via webinars and eLearning videos are available on the [eLearning Videos and Webinars](#) link. Guidance on how to record student attendance and compute chronic absenteeism rates is available here: [Reporting Student Attendance and Determining Chronic Absenteeism Rates](#).

#### Contact information

Contact the NJ SMART help desk at (800) 254-0295 or [njsmart@pcgus.com](mailto:njsmart@pcgus.com) with questions about NJ SMART.

- c: Members, State Board of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group