Date: October 16, 2024

To: Local Educational Agency Leads

Route To: School Business Administrators, Web User Administrators, Principals and School Leads

From: Kathy Ehling, Assistant Commissioner
           Division of Educational Services

Deadline: November 22, 2024, 5 p.m.

Action Required: Update NJ SMART Performance Reports Submission for 2023-2024 School Performance Reports

The NJ SMART Performance Reports submission will open on October 18, 2024, and will close on November 22, 2024, at 5 p.m. The data collected through this submission will populate the narratives in the school-level and district-level School Performance Reports for the 2023-2024 school year, which will be released in early 2025.

NJ SMART Performance Reports Submission
The NJ SMART Performance Reports Submission gives LEAs an opportunity to share information about schools across eighteen different topics, such as School Safety, Sports and Athletics, and Parent and Community Involvement. These topics were selected based on stakeholder feedback and represent the areas in which stakeholders have expressed the most interest. As all narrative data elements are optional, submission deadlines will not be extended to ensure timely release of the 2023-2024 reports.

Key Action Items
To complete the submission for the 2023-2024 reports, LEAs can either upload a new file or modify the data that they submitted for the 2022-2023 reports. To modify existing data, LEAs should export the Excel file available under "Last Year's Data" on NJ SMART, modify the information as needed, and upload the modified file to the system. If using last year's data, please note that there are new fields for 2023-2024 and changes to the special topic field.

Before the November 22, 2024, deadline, LEAs should ensure that:
1. Narrative information has been previewed using the "Sample Reports" option in NJ SMART to see how the narrative information will appear in the 2023-2024 reports and to check for typos and formatting issues.
2. A record is submitted for each school in the LEA, as well as a separate record for the LEA. Please note that LEAs with only one school should submit one record for the school and a second record for the LEA, even if the information is the same.
3. All data is accurate, and all errors are resolved before the deadline.
4. Contact information, such as principal and superintendent names and emails, addresses, phone numbers, and websites, is updated in the CDS Information System.

For more guidance on the Performance Reports Submission and details about new fields and changes to the submission, see the Performance Reports Submission Handbook and Performance Reports Submission FAQs.

Special Topic Field: Attendance
Each year, the New Jersey Department of Education (NJDOE) uses the Special Topic field to give LEAs an opportunity to provide a narrative on relevant topics. In prior years, the topics have been "Addressing the Impact

of COVID-19" and "Effective and Efficient Use of ESSER Funding". For the 2023-2024 reports, the optional Special Topic field will be "Attendance."

As outlined in New Jersey Statute 18A:38-25.1, if 10% or more of the students enrolled in a public school are chronically absent, the school shall develop and present a Corrective Action Plan (CAP) to their local Board of Education. In this special topic field, all schools will have an opportunity to outline evidence-based practices, actions and activities that have been implemented and/or are being successfully implemented to improve and to maintain regular school attendance.

It is recommended that schools who had 10% or more students chronically absent during the 2022-2023 school year complete this Special Topic Field using their CAP as a reference. If schools did not have 10% or more of students chronically absent, LEAs may want to share strategies believed to positively impact regular student attendance.

New Required Fields: Intervention and Referral Services
This fall, there are six new required fields that have been added to the Performance Reports Submission to collect information on coordinating systems for planning and delivering Intervention and Referral Services designed to assist all general and special education students. The availability of a coordinated system of supports and interventions is required by regulation (N.J.A.C. 6A:16-8.1), but the manner in which it is delivered is decided by the LEA. The new required fields are:

- **TieredModelIntervention**: Indicator of whether school or district provides multiple levels/tiers of instruction or intervention that progressively provide all general and all special education students with support based on a response to instruction or intervention.
- **InterventionReferralModel**: Indicator of the model the school or district is using to implement a coordinated system for planning and delivering Intervention and Referral Services designed to assist all general and special education students who are experiencing learning, behavior, or health difficulties, and to assist staff who have difficulties in addressing students' learning, behavior, or health needs.
- **PBSIS**: Indicator of whether school or district uses Positive Behavior Supports in Schools (PBSIS) or the New Jersey Positive Behavior Supports in Schools (NJPBSIS) in addition to the model(s) for intervention and referral services.
- **UniversalScreeningKto3**, **UniversalScreening4to8**, **UniversalScreening9to12**: Indicator of whether school or district uses Universal Screening instruments in the indicated grade levels.

The collection of this information will inform the NJDOE of how many of New Jersey's LEAs are implementing the New Jersey Tiered System of Supports and/or other multi-tiered systems of supports (MTSS) models. This information will not be reported in the 2023-2024 School Performance Reports, but the NJDOE plans to add this information starting with the 2024-2025 reports.

Additional Reminders: NJ SMART Deadlines
The following NJ SMART submissions are also currently open for the 2024-2025 school year:

- Staff Member Identification (SMID) Management: Collects basic demographic and employment information for staff members working in the LEA as of October 15, 2024.
  - Fall Snapshot is October 31, 2024, 5 p.m.
- Special Education Submission: Collects student data to meet reporting requirements in accordance with the Individuals with Disabilities Education Act (IDEA).
  - Deadline is November 15, 2024, 5 p.m.
- State Assessment Registration Submission: Collects information on students taking the New Jersey Student Learning Assessments (NJSLA) in English language arts, mathematics, or science, ACCESS,

Dynamic Learning Maps (DLM), and/or Graduation Proficiency assessments for the 2024-2025 school year.

- o Deadline is December 6, 2024, 5 p.m.

Contact Information

Resources are available for all NJ SMART submissions on the NJ SMART Resources & Trainings webpage. Contact the NJ SMART help desk at (800) 254-0295 or njsmart@pcgus.com with questions about NJ SMART. Contact reportcard@doe.nj.gov with questions about School Performance Reports.

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