Charter School Training

2024-2025 School Year

- *NJ SMART*

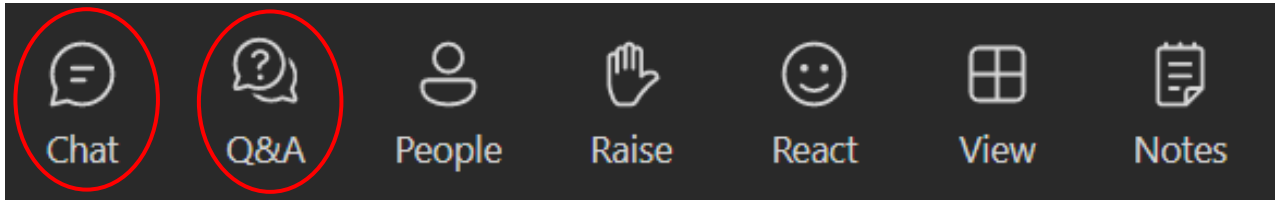
PUBLIC CONSULTING GROUP

Solutions that Matter

NJ SMART Webinar Etiquette

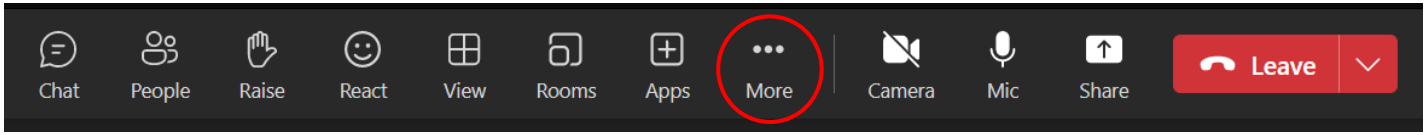
We want to ensure that all attendees connected to the call can easily hear the training and that all questions are answered.

How can I ask a question?

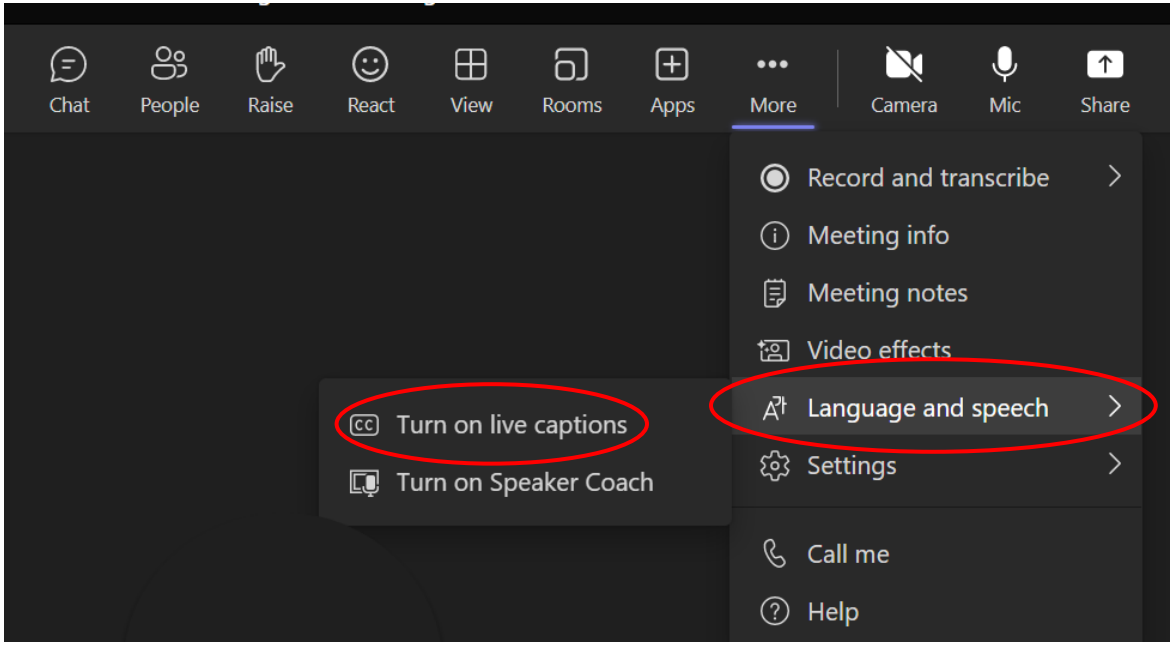


Webinar Feature: Live Captioning

- To use live captions during this webinar:
  1. Click the “More” option along the Teams webinar control panel (top of your screen).



  2. Click on “Language and speech” and then “Turn on live captions.”



Agenda

Introduction	• Find resources to help you get started • Learn important dates and deadlines • Learn how the SID/SMID Snapshots work
Interpreting Reporting Responsibilities	• Recognize which students/staff to report • Learn how to maintain your SID/SMID Management
Using SID/SMID Management Data	• Uploading SID/SMID data for the 2024-2025 school year • Preparing for the upcoming Snapshots

Available Resources

NJ SMART Help Desk

1-800-254-0295
njsmart@pcgus.com

Resources & Trainings

NJ SMART Resources & Trainings

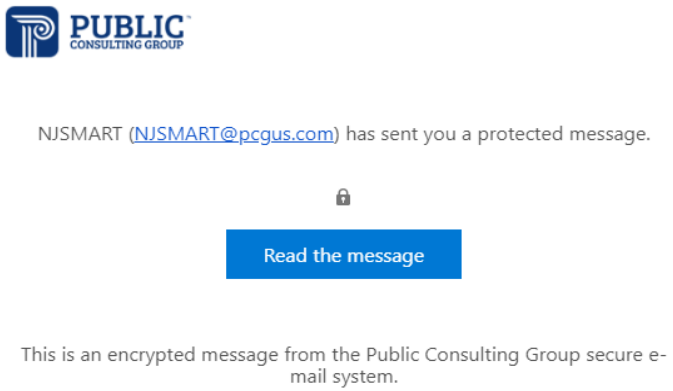
Contacting the Help Desk – Secure Emails

Please call or email the Help Desk to request a Secure Email if your email to the Help Desk contains:

- A file attachment
- Personal Identifiable Information like a Student/Staff Member name, SID/SMID Number, and/or DOB

Our email encryption process:

1. Open the email and click the blue “Read the message” button.

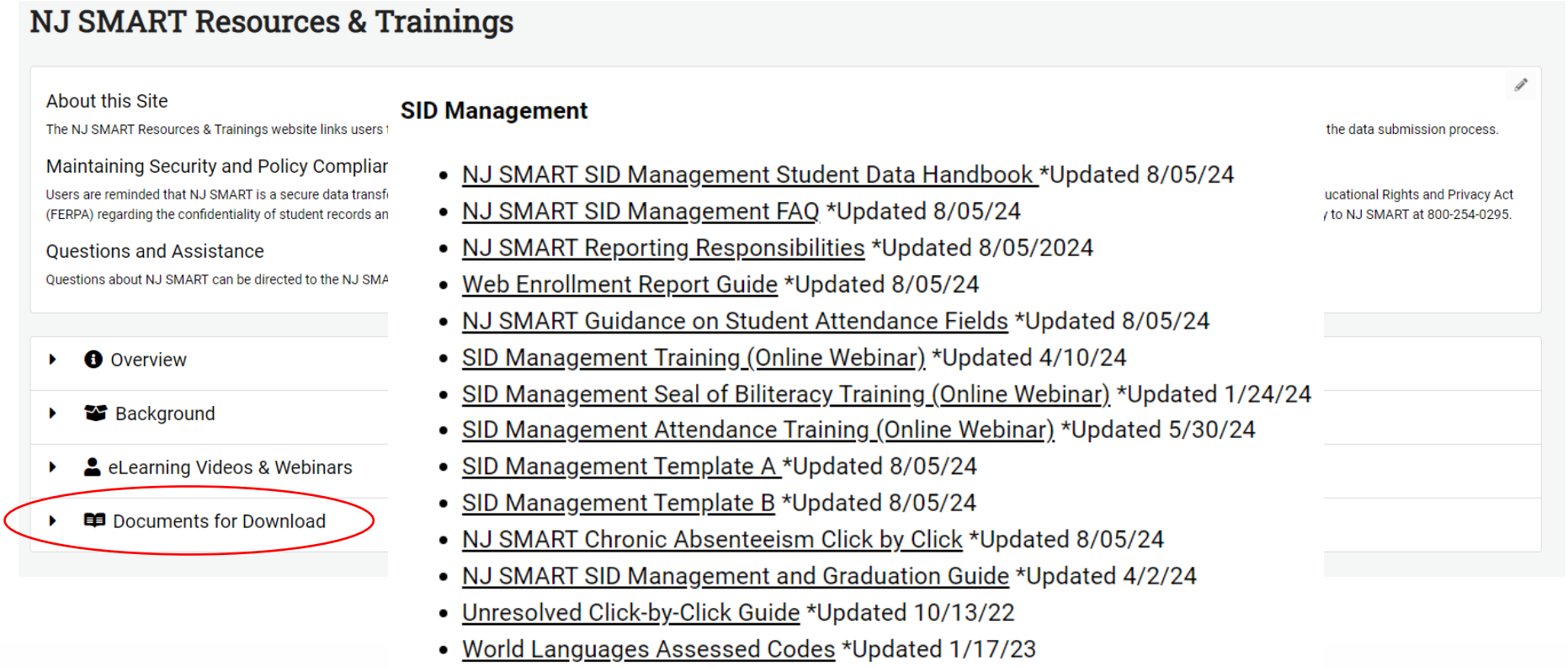


2. This will open your browser. Click “Sign in with a One-time passcode.”

3. Reply to the secure email with your inquiry

Resources & Trainings

It is mandatory for all districts to download the SID Management Student Data Handbook for review of definitions, additional notes, and common errors.



- Download the latest NJ SMART County District School Code List under Documents for Download > Key Documents.

Getting Started

The Submission Guides found on the Resources and Training page provide a recommended timeline check list of each Snapshot and Submission.

SID Management User Resource Guide

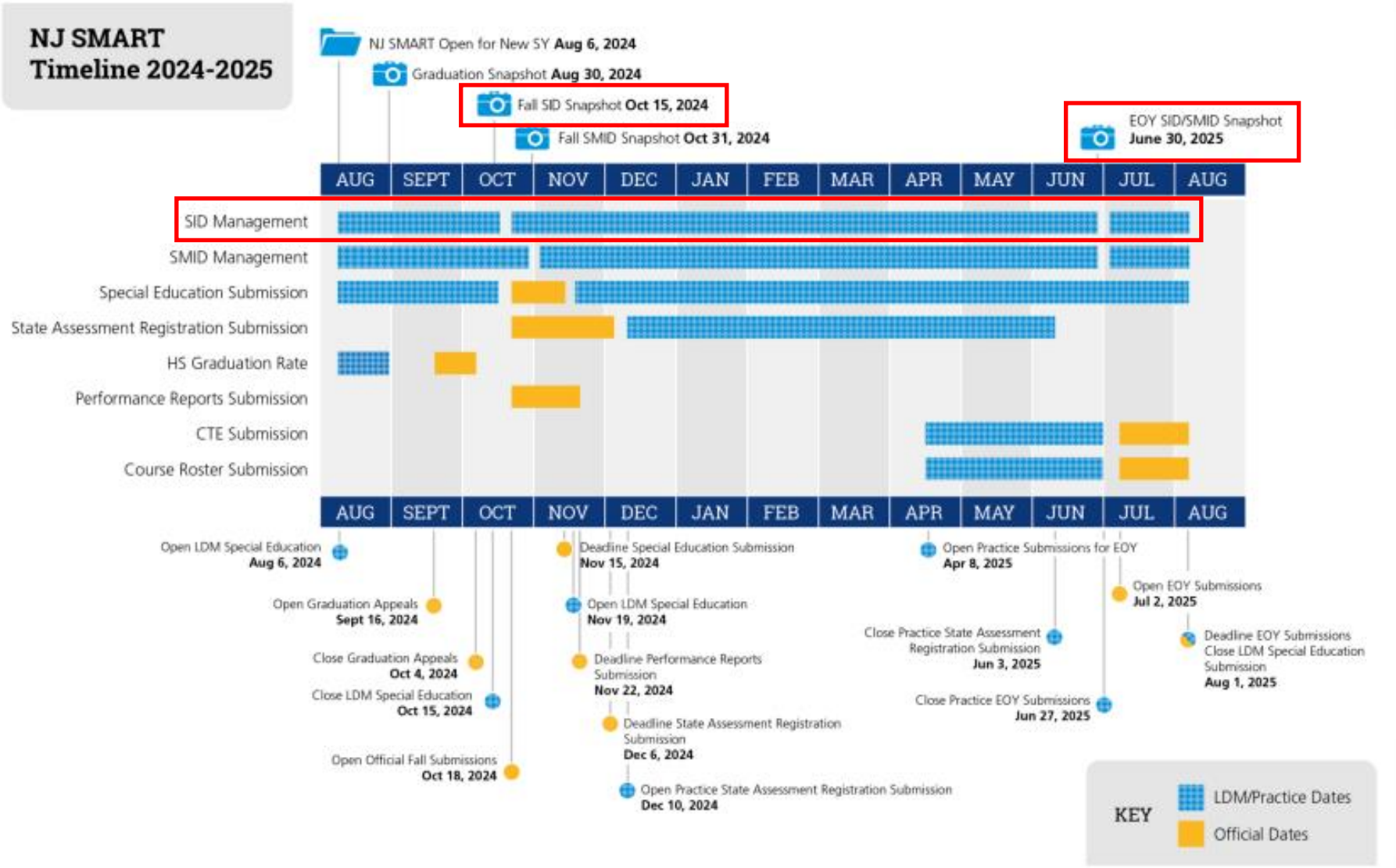
NJ SMART Timeline – September 2024

DATE	EVENT
Monday, September 16, 2024	Open: Graduation Appeals

September Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Attend a SID Management Webinar if additional training is needed	Fall Submissions	See the eLearning Videos & Webinars for training dates	☐ Completed
Check your NJ SMART account information under Account Management to make sure contact information is accurate	General	September 13, 2024	☐ Completed
Run the August 30, 2024 State Snapshot High School Graduation Cohort Status Profile for the 2024 4-Year Cohort, 2023 5-Year Cohort, and 2022 6-Year Cohort to view how the Cohorts currently stand	Graduation Cohort	September 19, 2024	☐ Completed
Investigate any Transfer Out - Unverified students for the 2024 Cohort	Graduation Cohort	September 19, 2024	☐ Completed
Attend a High School Graduation Webinar for appeals guidelines	Graduation Cohort	See the eLearning Videos & Webinars for training dates	☐ Completed
Upload any new students who have started since the Full File upload for the new SY	Fall Submissions	September 23, 2024	☐ Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	Fall Submissions	September 23, 2024	☐ Completed
Upload to inactivate students who did not start or return for the 2023-2024 SY	Fall Submissions	September 23, 2024	☐ Completed
File appeals to correct submission errors that impact Cohort 2024's 4-year graduation rate, Cohort 2023's 5-year graduation rate, and Cohort 2022's 6-year graduation rate data	Graduation Cohort	September 27, 2024	☐ Completed

Overview of Student Submissions



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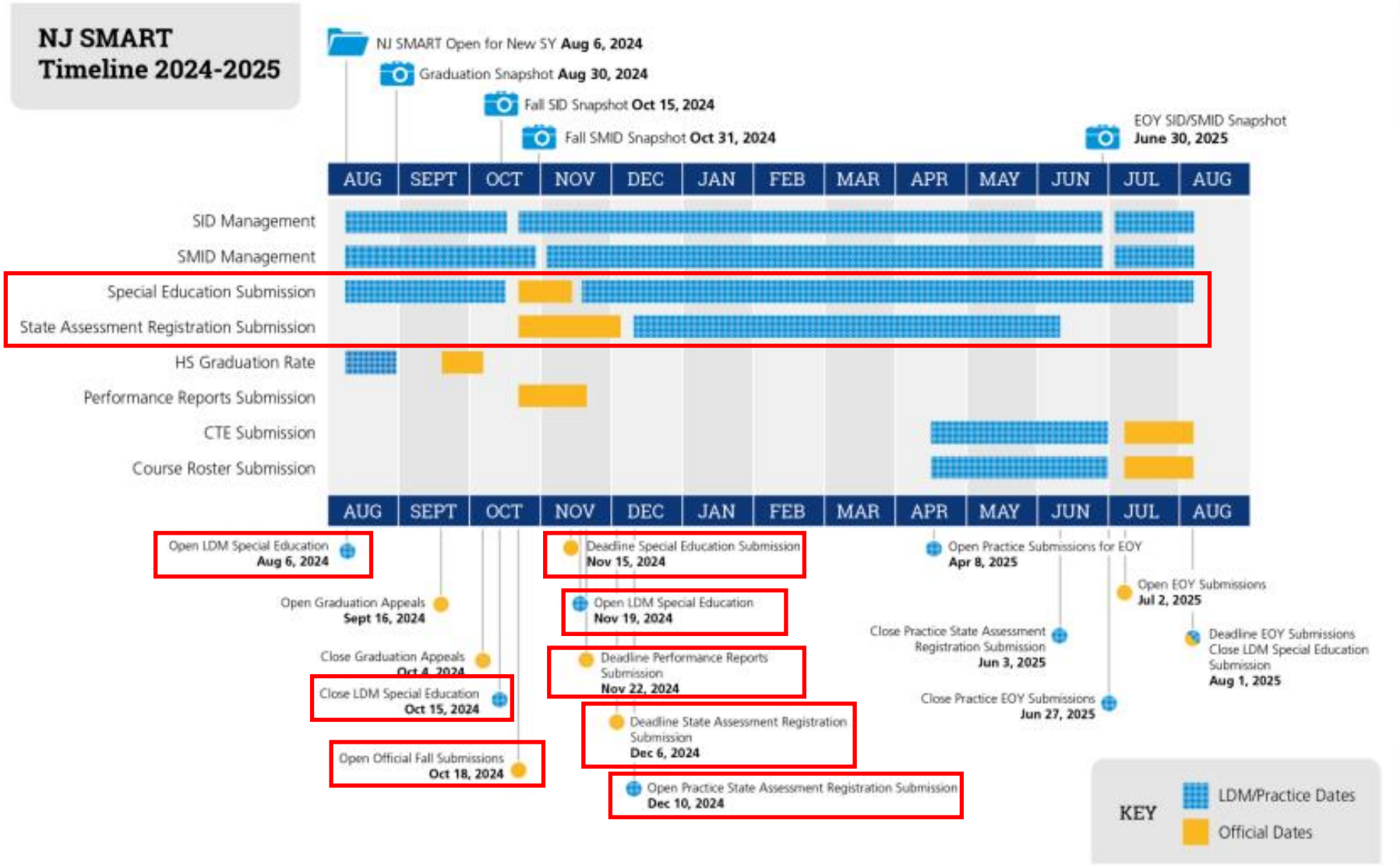

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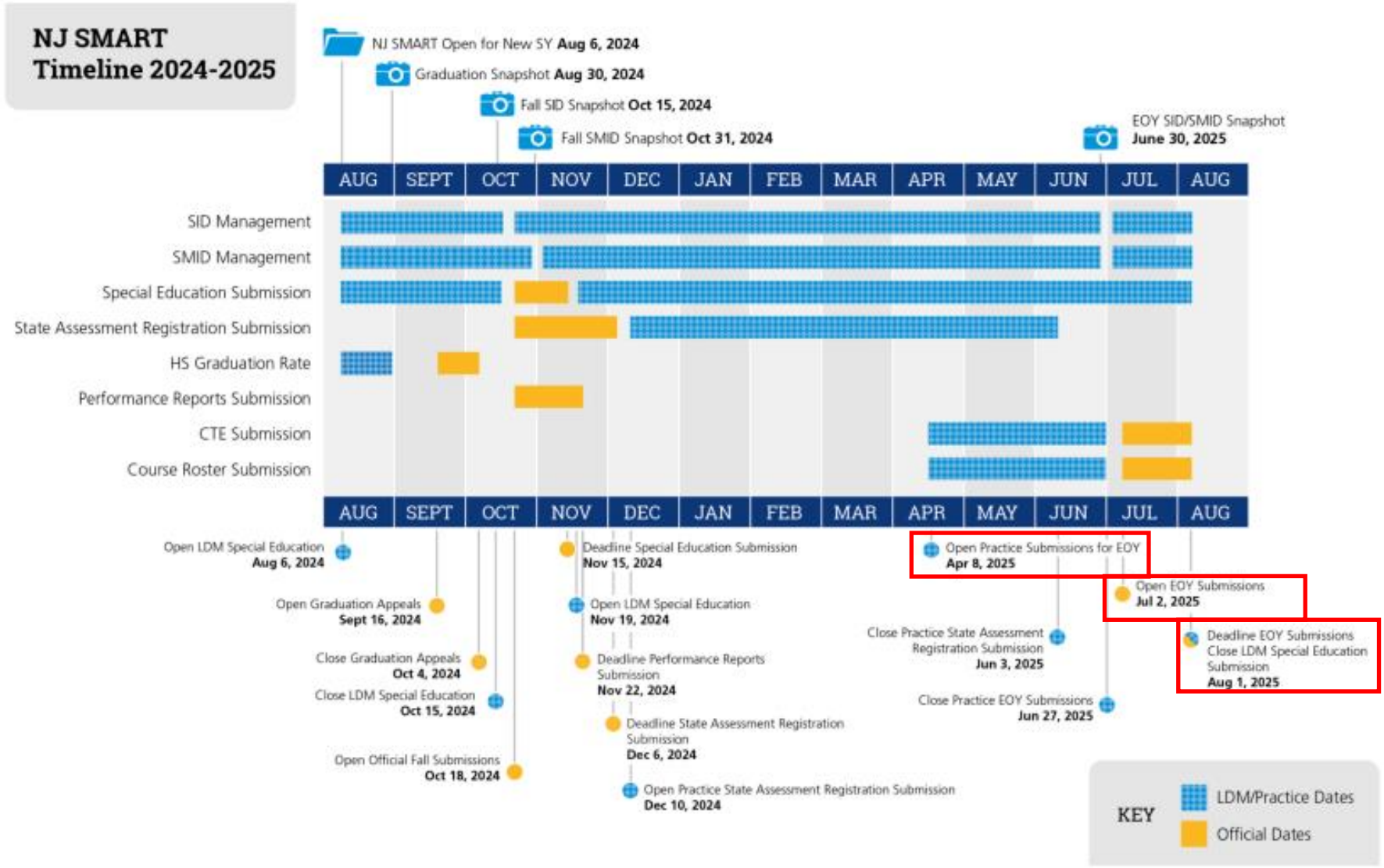
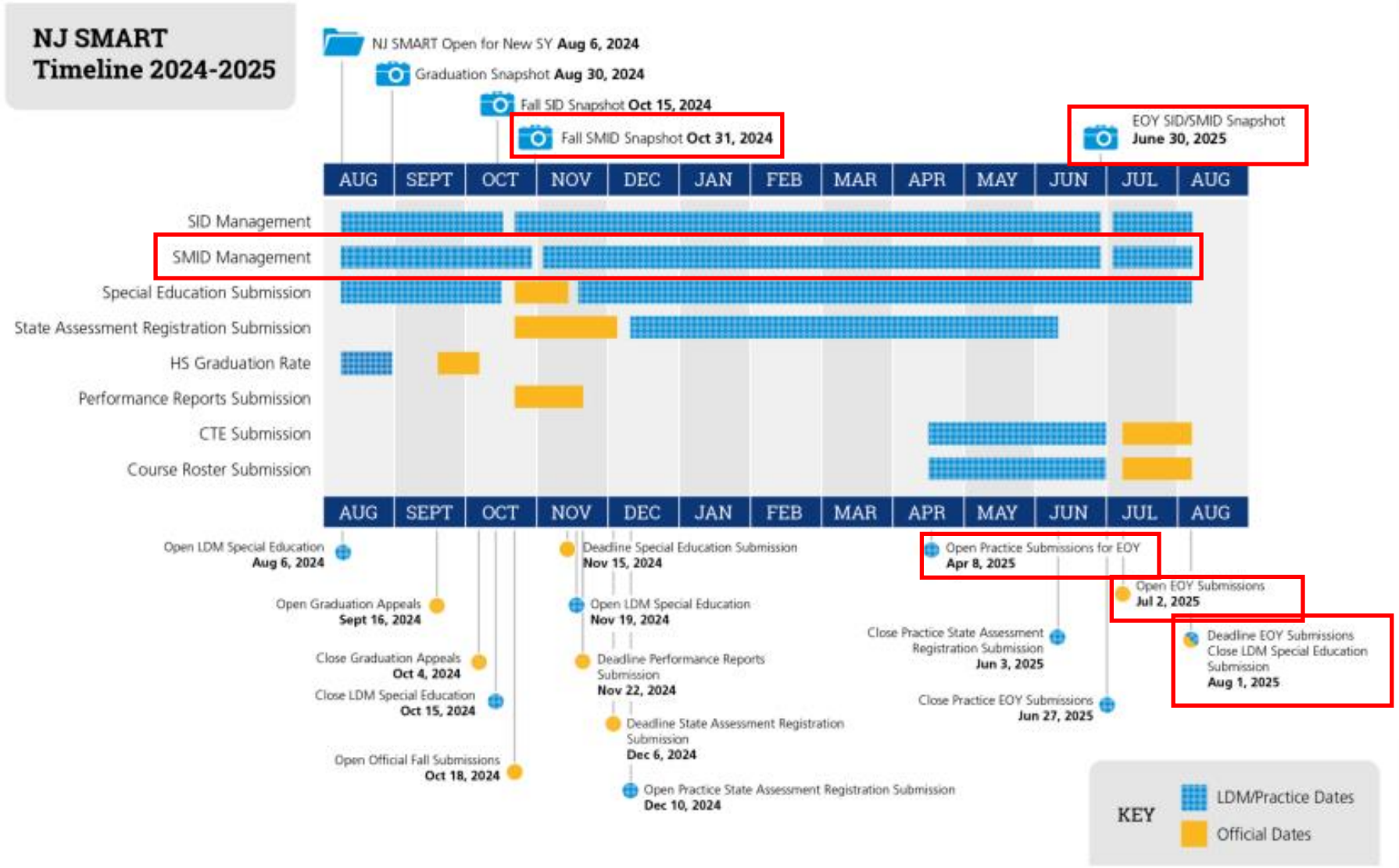
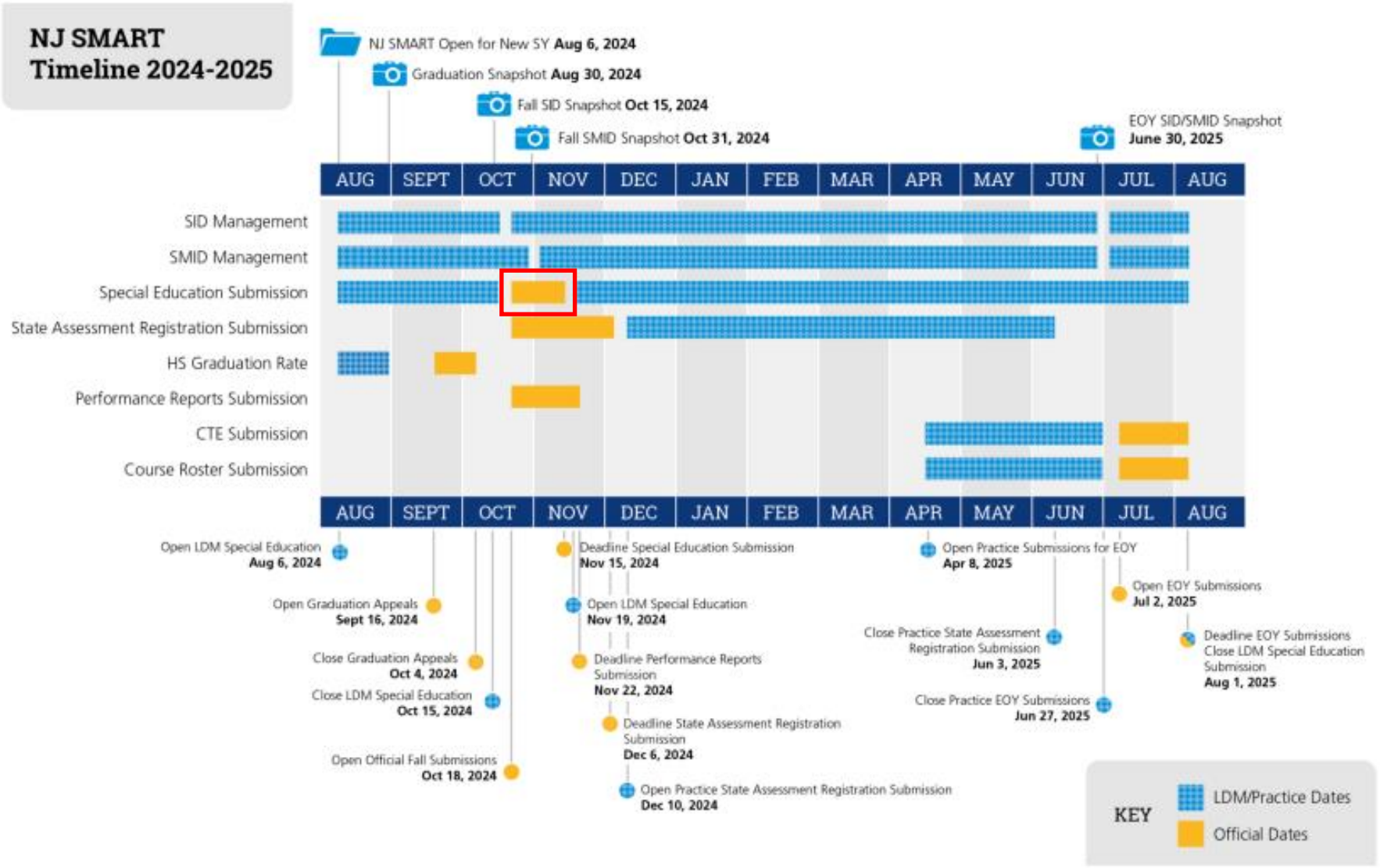


Overview of Staff Submissions



Official Periods vs. Local Data Mart



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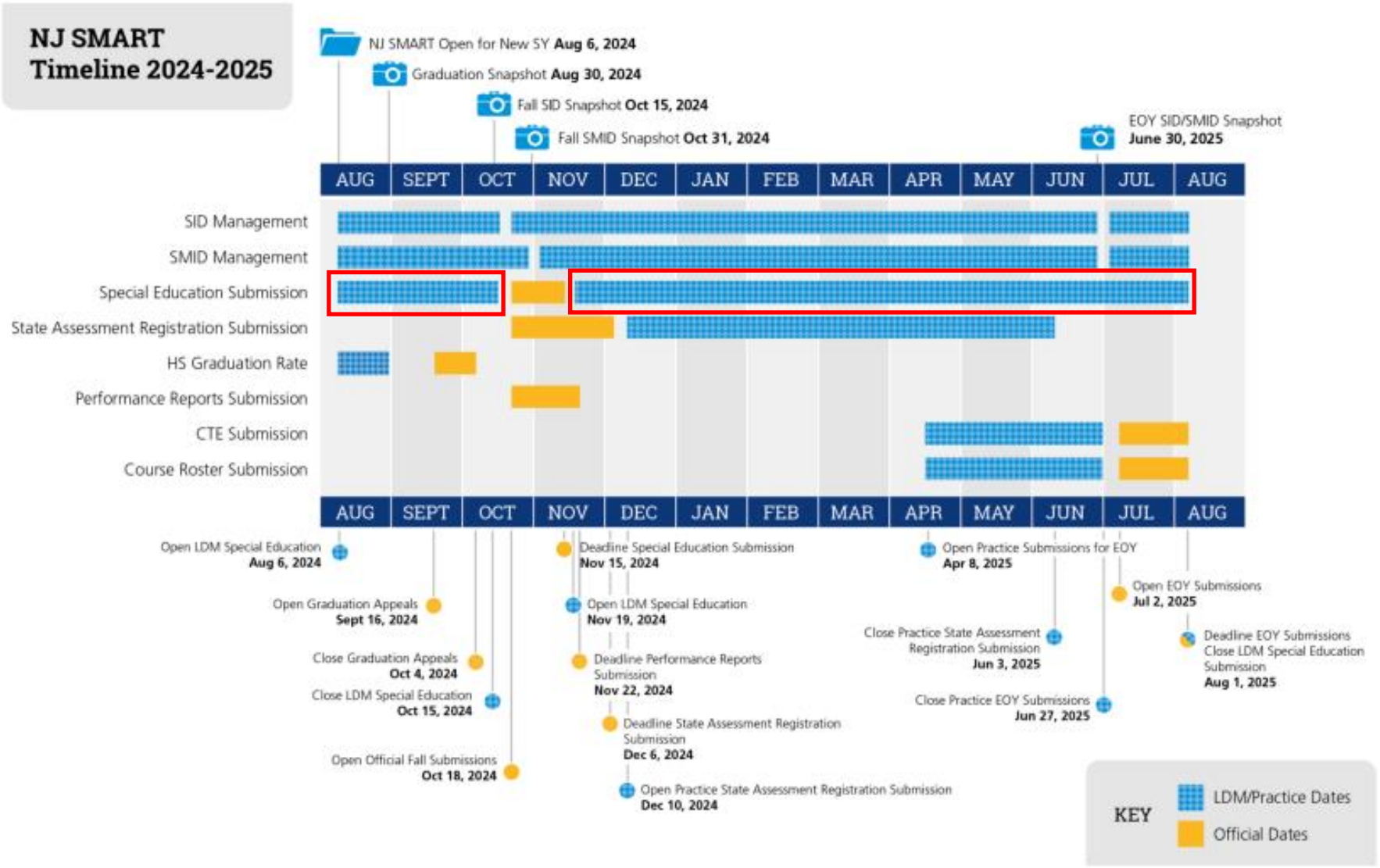


How the SID/SMID Snapshots Work

Step 1:
We take a picture of how your records appear in SID/SMID Management at the Snapshot deadlines (SID - 10/15, SMID – 10/31).

Step 2:
This data is placed onto your

Snapshot

pages in the portal.

Special Education Submission

CTE Submission

Course Roster Submission

Step 3:
These Snapshot records are used for the official reporting of other data submissions.

Questions?

Any questions on what we have reviewed thus far?

County, District, and School Codes

Each Charter School is assigned its own County, District, and School Code (CDS) combination.

Two Digit County Code | Four Digit District Code | Three Digit School Code

80-8000-800

The NJ SMART County District School Code List is located on the Resources & Trainings Page

Key Documents

- NJ SMART County District School Code List *Updated Daily
- POC List *Updated 8/23/24
- NJ SMART SCED Course Code List *Updated 2/23/24
- NJ SMART Timeline 2024-2025 *Updated 8/05/24
- NJ SMART Data Collections 2024-2025- Excel *Updated 8/05/2024
- NJ SMART New User Training (Online Webinar) *Updated 9/14/23
- NJ SMART Charter School Training (Online Webinar) *Updated 9/13/23
- NJ SMART Update Review (Online Webinar) *Updated 8/6/24
- NJ SMART Country Codes
- Home Language Codes *Updated 8/5/22
- NJ SMART OPE ID List *Updated 2/13/24
- NJ SMART Data Availability Guide *Updated 8/05/24

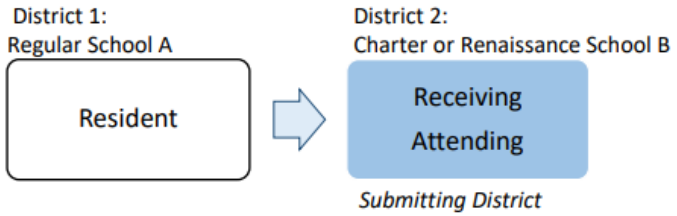
Charter School Reporting Responsibilities

The NJ SMART Reporting Responsibilities document indicates how students attending a charter school should be reported to SID Management.

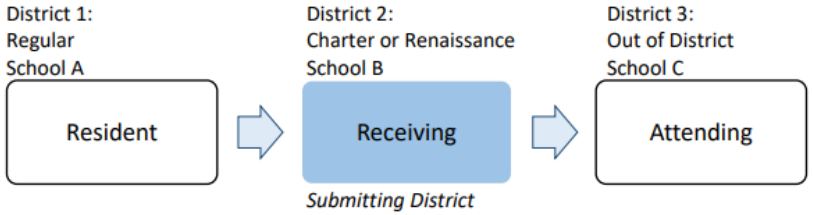
- **Reporting Responsibility Scenario 10:**
  - Charter School students are NOT reported by the Resident School District
  - The Charter School should be reported as the Receiving and Attending CDS Codes

- **Reporting Responsibility Scenario 21:**
  - Charter School students who also attend another district with an appropriate program are submitted by the Charter School

Scenario 10:
Student's resident district/school is District 1 (School A); however, student attends a school in District 2 (School B) a **Charter or Renaissance school**. For guidance on Tuition Codes, please refer to the Tuition Code page of the SID Management Handbook.



Scenario 21:
Student's resident district/school is District 1 (School A); however, student is enrolled at a **Charter or Renaissance school**, District 2 (School B) and attends **another district with an appropriate program (e.g. an alternative education or recovery program, a special services district, an educational services commission, regional day school, an approved private school for students with disabilities or other non-public school, a college operated program, Naples placement, Marie Katzenbach School for the Deaf, or a school in another state),** District 3 (School C).



Reporting to SID Management

Example of a student residing in Big City District and attending Sample Charter School:

Big City District

- County School Code = 10
- District Code = 1000
- School Code = 100

Sample Charter School

- County School Code = 80
- District Code = 8000
- School Code = 800

Codes

County Code Resident: 10	District Code Resident: 1000	School Code Resident: 100
County Code Attending: 80	District Code Attending: 8000	School Code Attending: 800
County Code Receiving: 80	District Code Receiving: 8000	School Code Receiving: 800

Importance of SID Numbers

Each student is given a SID via NJ SMART that is used to track a student over time and across districts within NJ.

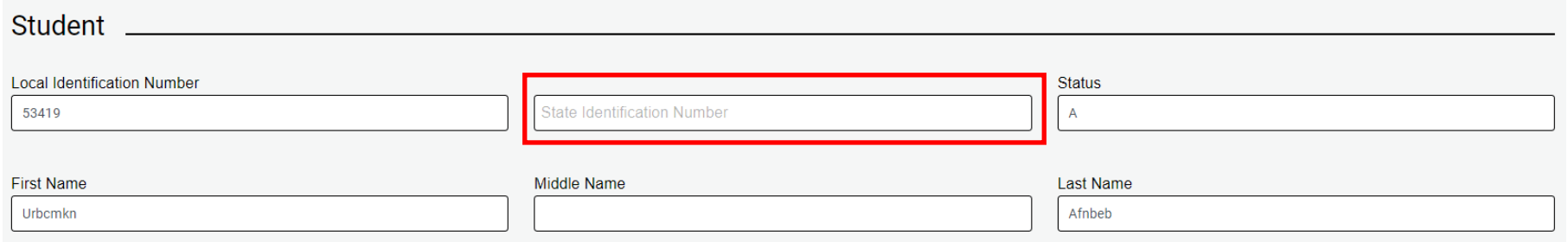
A student should have the same SID when transferring from one LEA to another. Assigning and maintaining one unique SID for a student throughout that child's education is important for various reasons:

- The SID links the student's history within NJ longitudinally.
- If a SID assigned to one student is then used for a different student, the historical and assessment data could be connected to the wrong student.
- A unique SID for each student is needed to accurately track a district's graduation rate.
- The SID is needed to calculate a student's growth percentile.

Obtaining and Maintaining a Unique SID

How do I get a SID for a student?

1. To obtain a SID for a new student, their record must be uploaded to SID Management with a blank State Identification Number field.
2. Once uploaded the record must not be in Error/Sync/Unresolved/Conflict and it will be assigned a SID.
   - Make sure the SID is recorded in your Student Information System (SIS).

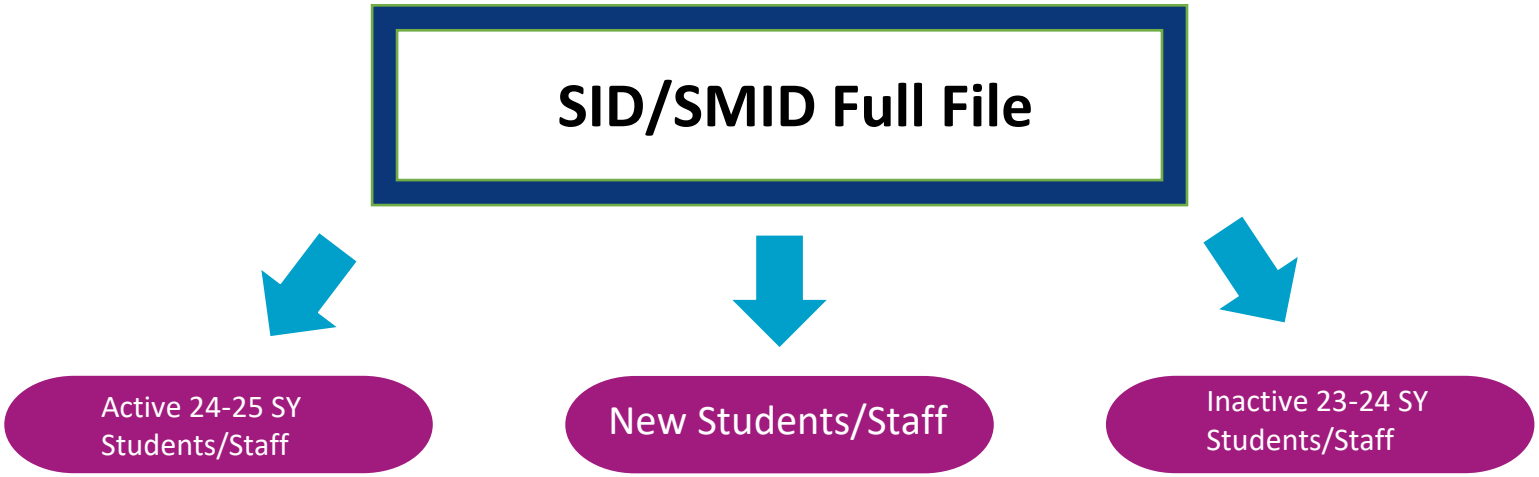


- Do not request a new SID for a student who has already been assigned one

Full File Upload

During each school year, record updates and file uploads should be performed as necessary to keep SID and SMID Management up to date.

- The data being uploaded to NJ SMART should always be updated in your local information system as well.



Data Elements

When submitting data to any NJ SMART submission, the data must meet specific requirements set forth by the NJDOE and NJ SMART validation rules.

- Validation rules are put into place to help increase overall data quality.
- Any field that fails to meet the outlined validation rules is given an Error status in the NJ SMART portal and must be resolved prior to all submission deadlines.
- Each submission has its own Data Handbook. It is mandatory to read these Handbooks when completing a submission. Validation rules are outlined in detail in the Handbooks.
    - NJ SMART's Resources & Trainings page

Common Error

Cross Validation Error

- Error description: Combination of LID, SID, First Name, Last Name, and Date of Birth do not match what was submitted to SID Management

Ex. Submitting a Student to SID Management and Special Education Submission

	SID Management		Special Education Submission
SID	1111111111	=	1111111111
LID	123	=	123
Date of Birth	20090302	=	20090302
First Name	Mark	≠	Marc
Last Name	Smith	=	Smith

These data elements need to match across student and staff submissions. Inconsistently reporting student or staff information can result in errors for your LEA. Records in error will not be pulled when reporting to the NJDOE and could affect funding.

SID Management Fall Snapshot

For the October 15th, 2024, Snapshot at 5:00PM, your SID Management should include:

1. Active enrollment records for students who are currently attending a school within your district or who you are currently responsible for reporting to SID Management
2. Inactive enrollment records of students who transferred out of your district after the last day of the 2023-2024 school year
    - Do not leave these records out of SID Management
3. Inactive enrollment records of students who attended a school within your district for the 2024-20255 SY and transferred out/withdrew prior to 10/15/2024
4. Active enrollment records of new students who have transferred into a school within your district or into your reporting responsibility after the 2023-2024 SY End of Year SID Management Snapshot.

SMID Management

Each Charter School must submit **all staff members** who are employed by the district to SMID Management. This requirement includes:

- Staff members on payroll
- Contracted personnel (outsourced bus drivers, cafeteria workers, etc.)
- Certificated and non-certificated employees, including lunch aids and bus drivers
- Long-term substitutes

Please refer to the SMID Management Reporting Responsibilities document on the Resources & Trainings page for a complete list of all necessary submitted staff.

- SMID Management works similarly to SID Management as there is a unique Staff Member Identifier (SMID) assigned to each staff member. The assigned SMID must follow the staff member across every reporting district.

SMID Management Fall Snapshot

For the October 31st, 2024, Snapshot at 5:00PM, your SMID Management should include:

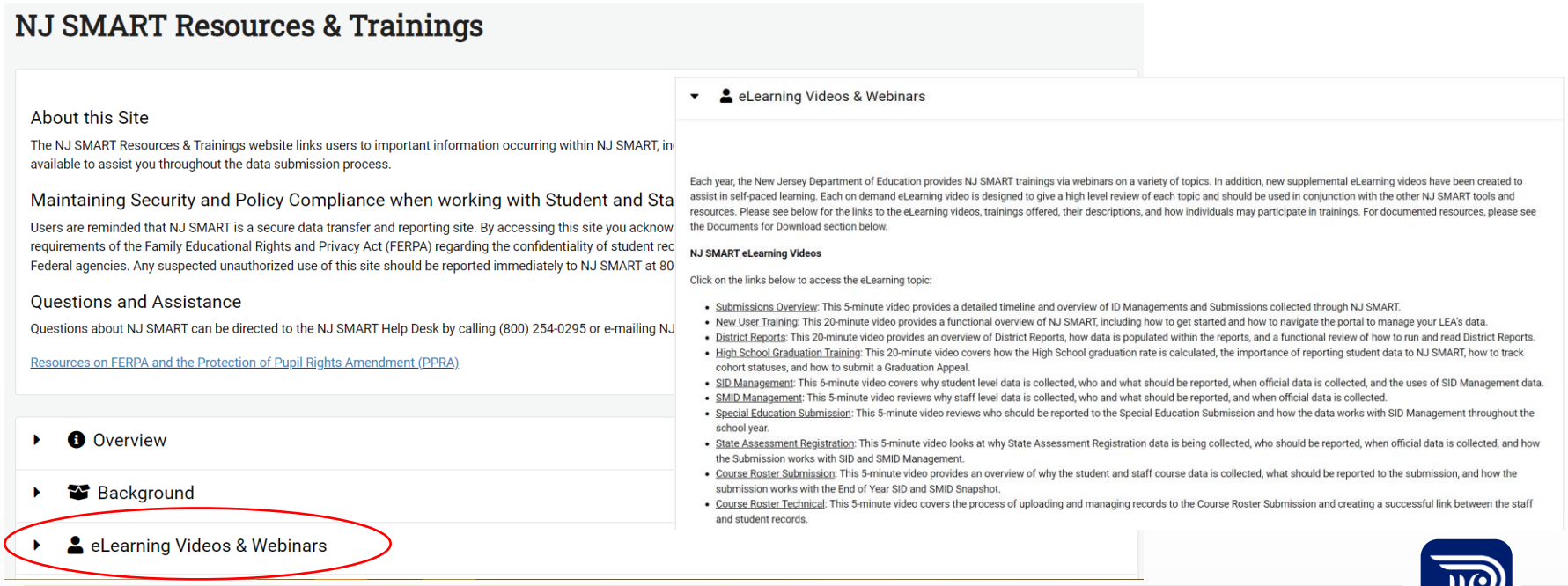
1. Active records of continuing staff members who returned for the 2024-2025 school year
2. Active records of new staff members who have been employed with your district since July 1st, 2024
3. Inactive records of staff members who ended employment with your district on or after June 30th, 2024
   - Do not leave these records out of your SMID Management

Note: Data collected for this Snapshot should represent staff data as of October 15th to align with the SID Management Snapshot

NJ SMART Webinars and Resources

For more information on the NJ SMART submissions your LEA is required to complete:

- We host webinars for all NJ SMART submissions throughout the school year
- If you would like a detailed review of a submission, please register for that specific webinar and download the related handbook and submission guide
- The schedule for upcoming webinars and all webinar slides are available on the Resources and Trainings page



Questions?

Any remaining questions before we adjourn the meeting?

Available Resources

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njsmart@pcgus.com

Resources & Trainings

NJ SMART Resources & Trainings

Please Provide your Feedback

We'd love to hear from you!

Solutions that Matter