

# SMID Management

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## SMID Management: About

### INTRODUCTION

SMID Management requires LEAs to upload basic demographic and employment information for staff members working in your LEA, including:

- Certificated staff, including teachers and administrators
- Non-certificated employees, such as lunch aids and bus drivers
- Contracted employees
- Long-term substitute teachers

United States Department of Education (USED) has placed increasingly intensive reporting requirements on collecting staff level data. SMID Management collects a set of core demographic data elements that provides a comprehensive picture of your staff members. Every staff member will be assigned a unique state identifier (SMID).

The process for uploading these staff members closely mirrors the SID Management process implemented for students. The implementation of this collection has assigned each staff member a unique Staff Member Identification (SMID) number and is the basis for staff level collections, such as the Course Roster Submission and State Assessment Registration Submission.

For the most up-to-date version of the SMID Management Student Data Handbook, NJ SMART Reporting Responsibilities document, and templates, please see the Documents for Download section of the [NJ SMART Resources & Trainings](#) page.

### UPDATES TO SMID MANAGEMENT

For historical updates to the SMID Management, please consult the Revision History of the [SMID Management Data Handbook](#).

### KEY DATES AND DEADLINES

Please refer to the [NJ SMART Timeline](#) for important dates and deadlines for SMID Management.

### TRAINING INFORMATION

For detailed information on live webinar trainings and on demand eLearning videos offered by NJ SMART, please visit the Training & Support section of the [NJ SMART Resources & Trainings](#) page.