

SID Management FAQs

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While the SID Management Student Data Handbook outlines this same information, this list of commonly asked questions provides explicit clarification to some of the common misconceptions related to SID Management.

- 1. Question: What if a student enrolls in the LEA in the summer and then leaves the LEA before the first day of school?**

Answer: The LEA should report the student as Inactive and list the School Exit Date as the first day of school. If a SID number was never obtained for this student, the record should be erased.

- 2. Question: Where do I find contact information for a NJ SMART Point of Contact (POC) from another LEA?**

Answer: A [Point of Contact list](#) can be found on the [NJ SMART Resources and Trainings](#) page, under Documents for Download → Key Documents.

- 3. Question: What if my LEA does not have the available information to correct an error for a student?**

Answer: You should work with a POC from the student's previous school district to retrieve any missing information. You can also work with the student's parents or guardians.

- 4. Question: What should my LEA do if a student legally changes their name?**

Answer: Students with a name change should first be updated in your Student Information System and can then be uploaded into SID Management, at which point those records will move to Unresolved. The LEA must use the Request SID Association option, which will place the student's record into Pending. Please allow up to 3 business days for a SID Association to finish processing.

- 5. Question: How do I report a student that is transgender or identifies their gender as Non-Binary/Undesignated?**

Answer: A transgender student or student that identifies their gender as Non-Binary/Undesignated should be reported with the student's name or gender based upon that student's chosen name and gender identity. Changing the name or gender identity from what was reported in previous years will not affect the reliability of the data reported. The student's unique SID number must be maintained and will not change if there has been a name or gender change. Once the student's information has been changed in SID Management, the record will fall into Unresolved and SID Association should be requested to confirm the name or gender change.

SID Management FAQs

6. Question: What if I have an incorrect SID Number?

Answer: To obtain the correct SID number, select Edit on the student's record, delete the SID number, and then select Update. Once the record processes through, the correct SID number will be generated. Once you have the correct SID number, update your Student Information System accordingly.

7. Question: What do I do if one student has two SIDs?

Answer: Go to Unresolved records and click on the Local ID for the student that has two SIDs. View the two records to make sure that they represent the same student. If the same student does have two SID numbers, contact the NJ SMART Help Desk, njsmart@pcgus.com, and provide them with the student's name and both SID numbers. From there an NJ SMART representative will work with you to determine the best course of action.

8. Question: Why is it important that demographic and classification information is entered correctly in NJ SMART?

Answer: All data collected in NJ SMART is used for various State and Federal reporting purposes, to support planning, policymaking, management/budget decision-making, and accountability reporting. Submitting inaccurate data in NJ SMART will directly result in NJDOE's inaccurate reporting of data for these high-stake purposes.

9. Question: For School Entry Date and School Exit Date, which date should the district report if a student enters and exits the district multiple times within a single school year?

Answer: If a student exits your district and then returns within a single school year, this student should have two enrollment records. Their first enrollment record should have a District Status **and** a School Status of Inactive and should capture the School Entry Date and School Exit Date of their first enrollment. This will indicate that they left your district. Their second enrollment record should have a District Status and a School Status of Active and should capture the most recent re-entry into your district as their School Entry Date.

10. Question: Should I provide a School Exit Date for a student who is ACTIVE, but who changed schools within the LEA?

Answer: If a student changes schools within your LEA, their District Status should remain Active. They should have an enrollment record tied to their old school with a School Status of Inactive, and their School Exit Date should be the day after their last day of attendance.

SID Management FAQs

11. Question: If my LEA uses separate databases to assign Local IDs for each school, there may be duplicates within the LEA. Must Local Identification Numbers (LID) be unique within the LEA?

Answer: Yes, local IDs must be unique within the LEA. This is the most direct way for a district to match issued Statewide Identification Numbers (SID) back to the assigned students. Schools can create unique district IDs simply by including a school code as part of their ID structure.

12. Question: I received an Error stating that the combination of County, District and School Codes is not valid. Where do I go to find the correct CDS Codes combination to resolve this?

Answer: All valid County, District, and School Code combinations can be found in the [NJ SMART County District School Code](#) list, which can be found on the [NJ SMART Resources and Trainings](#) under Documents for Download → Key Documents. Codes must conform to codes listed in this list.

13. Question: I looked through the Out-of-District Records page, but noticed students on that page that I do not recognize and have no relationship with my LEA. What should I do?

Answer: The best course of action is to contact the LEA that is submitting these students to SID Management, as indicated in the District Code Submitting column, to discuss why this student should not appear in your Out-of-District Records page. A [Point of Contact list](#) for all LEAs can be found on the [NJ SMART Resources and Trainings](#) under Documents for Download → Key Documents.

14. Question: Is the Out-of-District Records page always live?

Answer: Yes, the All Out-of-District Records page is always live to view your current out-of-district students that are reported by another LEA within New Jersey. The Snapshot Out-of-District Records page will reflect your out-of-district students who were captured on the most recent Snapshot.

15. Question: I have records that have been in "Pending" status for several days now. What should I do with these records?

Answer: Records that have a status of Pending are records that are in the process of being either assigned a new SID or being associated with an existing SID. It can take up to three days for the NJ SMART system to process Pending records, after which the record will leave Pending status and be moved to your All Student Records page. In the meantime, you do not need to take any action. If a record has been in "Pending" for more than three days, please contact the [NJ SMART Help Desk](#).

SID Management FAQs

16. Question: I don't see an Edit button on an inactive record. How can I edit the data?

Answer: You will not be able to edit an inactive record within the portal. Resubmit the record as active to SID Management via a file upload. Once the record processes through with the same nine matching data elements (Local ID, SID Number, First Name, Last Name, Date of Birth, School Entry Date, County Code Attending, District Code Attending, and School Code Attending), it will overwrite the inactive record.

17. Question: Why do I have records in Student Sync?

Answer: These students were previously uploaded into SID Management as active, however when you completed your last full file upload, these records were not listed on the file. To remove them from Sync, cross-check those students in your Student Information System (SIS) to determine if those records should be uploaded as active or inactive, and then upload a file from your SIS containing the Sync records.

18. Question: When do I erase a record?

Answer: If a student was ever your reporting responsibility, erasing the record is **NOT** the correct option, the record should be inactivated instead. There are only 2 reasons a record should be erased:

- the record does not represent an actual student; or
- the record was uploaded in error and the student has never been your reporting responsibility.

19. Question: When should we remove inactive records from SID Management?

Answer: Inactive records should be handled as follows in SID Management:

- For students who were active *for any part of the current school year*, all inactive enrollment records should remain present in SID Management for the Fall and End of Year SID Management Snapshots. This is necessary so that data entries into Fall and End of Year Official Submissions such as the Course Roster Submission will be able to validate against the record in SID Management.
- Students not returning for the next school year, whose enrollment records have all been captured as inactive on a Snapshot, can be removed from SID Management to start that new school year.
- For students whose most recent enrollment record still need to be captured as inactive, such as students who are expected to return for the next school year but withdraw over the summer, their records should remain in SID Management as inactive until after the Fall SID Snapshot is taken. After this Snapshot, the student's inactive record can be removed as they were not present for the current school year.

SID Management FAQs

20. Question: What should be included in my first full file upload for the new school year?

Answer: The full file upload should include:

- The inactive enrollment records of students who transferred out of your district after the end of the previous school year*
- The inactive records of any graduates from the previous school year*
 - *Even if the records have already been inactivated, you want to make sure they still appear in your SID Management file as inactive.
- The active records of returning students who you are responsible for
- The active records of new students entering your LEA for the new school year

21. Question: Will I receive an error if my Special Education Classification field differs in Special Education Submission from what was submitted to SID Management?

Answer: Yes, our validation rules are put into place to make sure all classification codes are submitted correctly. The Special Education Classification code must be the same in both submissions. To avoid this error, you should submit your SID Management file first then proceed with the Special Education Submission file. The error will be present in the Special Education Submission, not SID Management.

22. Question: How do I report students receiving Special Education Services who are parentally placed in a Nonpublic school within district?

Answer: If the student is considered Nonpublic, you should report either REC or NREC (Receiving or Not Receiving services) in the NonPublic field. Please see the [SID Management Student Data Handbook](#) for the data elements required for Nonpublic students.

23. Question: When do you indicate that a student has been retained?

Answer: For SID Management, students who are not currently repeating their grade level but will be retained in the upcoming year should be reported with an “N” in the Retained data element. These students should not be reported as “Y” until the Fall SID Snapshot of the following school year.

SID Management FAQs

24. Question: How can I resolve a record that is inactive and in the Unresolved page in my SID Management?

Answer: How to resolve inactive unresolved records:

If the record is Unresolved with another district, the Request Association button is now available.

- Select the Unresolved tab on the left side of the SID Management Home Page
- If you have identified that the potential matching student is the same student, select the SID number under Potential Matches. *Important: do not request association if the records are two **different** students (be sure to check items such as Dates of Birth to confirm).

If the record is unresolved with another record from your district and it is the same student, delete the record that is unresolved.

For more details about resolving Unresolved records, please review the [Unresolved Click-by-Click Guide](#).

25. Question: I have students who are identified as being in need of English Language Learner (ELL) services, but their parents refused ELL services. Are the ELL fields filled out for this student in SID Management?

Answer: Yes, students who are identified as being in need of ELL services but are not in an actual Language Instruction Educational Program (LIEP) should still be identified as ELL students. The ELL Identification Date should reflect the date the student was identified as needing these services. The ELL Exit Date should be captured as REFUSED. The field only accepts a valid date that is **AFTER** the ELL start date **OR** the word REFUSED.

26. Question: How are shared-time vocational students reported to SID Management?

Answer: Shared-time students are reported to SID Management by the resident district and the vocational school. The non-vocational school the student is attending for part of the day is reported as the receiving school. The resident CDS codes correspond to where the student lives and the attending CDS codes represent the vocational school. This is outlined in the [NJ SMART Reporting Responsibilities](#) document.

27. Question: How do I report a Preschool Referral Student who has not yet been evaluated to SID Management?

Answer: To report a Preschool Referral Student who has not yet been evaluated:

- The Special Education Classification should be left blank as the child is still undergoing the evaluation process.
- The Attending CDS Codes should be listed as the County, District, and School Codes the Preschool Referral Student would attend if they are deemed eligible for services.
- The student will still need a valid issued SID Number as well as an assigned Local Identification Number.

SID Management FAQs

28. Question: I have a student who is homeless but has been domiciled in temporary/ transitional housing at the same address for one year. Do I still report the student as being homeless?

Answer: Yes, if a student does not have permanent housing, the submitting district should report the student as homeless in NJ SMART.

In a situation where a student becomes homeless in one district and at some point, finds temporary shelter (i.e. doubling up, shelter, etc.) but **not** permanent housing in a second district, then for the next 12 months while the student remains homeless, the original district (where they lived/attended when the homeless condition occurred) is required to provide tuition and/or bussing for that student and remains the student's Resident district. After one year of homelessness, the student is considered "domiciled" in the second district, which relieves the original district from fiscal responsibility. In NJ SMART and SID Management Reporting Responsibility terms, the district where the student has found temporary but not permanent residence becomes the Resident district and begins reporting the student to NJ SMART. This is outlined in the [NJ SMART Reporting Responsibilities](#) document.

29. Question: What date should be used for School Exit Date?

Answer: The School Exit Date should be reported as the first day **after** the date of a student's last attendance in a school. Please do not report the day the parent or guardian notified the school that the student was transferring.

30. Question: What should I do if I have a student who has completed the number of credits needed to graduate, but has other requirements needed to fulfill their diploma? Should I continue submitting this student to NJ SMART?

Answer: Yes. The student should be kept with a District Status and School Status of Active in SID Management. The grade level must be 12 and the Program Type Code should be entered in as NE. Once these requirements have been met, the student can be inactivated in SID Management.

31. Question: We are a K-8 district. Are we required to report data for the Biliterate, World Language Assessment, and World Languages Assessed data elements?

Answer: No, these fields are only required for students in grade 12. All students not in 12th grade, including students attending a K-8 district, can leave the fields blank.

32. Question: For the Seal of Biliteracy, can we submit scores from language assessments that were taken in 8th, 9th or 10th grade?

Answer: No, a Seal of Biliteracy denotes that a student has a specific level of language proficiency at the time of graduation. Therefore, only results from assessments that are administered in the second half of their junior year or at any point before the annually posted cut-off date in their senior year will be accepted.

SID Management FAQs

33. Question: What does the Immigrant Status field compare to?

Answer: The Immigrant Status field looks at both the data elements Country of Birth and First Entry Date Into A US School. Immigrant Status does not refer to a student's citizenship or documented status in the United States. Immigrant is defined as individuals who: (A) are aged 3 through 21; (B) were not born in any State; and (C) have not been attending one or more schools in any one or more States for more than 3 full academic years. If the student was born outside of the US or Puerto Rico, the Immigrant Status field is required. If the student's First Entry Date Into A US School is less than three years from today, the Immigrant Status field must have a Y for yes.

34. Question: How do I report Immigrant Status and First Entry Date Into A US School data fields for students that are U.S. citizens born abroad with two birth certificates?

Answer: If the student is born outside of the US, their County of Birth should be reported as where they were born regardless of their citizenship status. If they were in a US school for less than 3 years, the students are considered as an immigrant for reporting purposes. If your LEA has further concerns, we suggest reaching out to the LEA's NJDOE Title III contact for additional information.

35. Question: How should I report students who are only present for part of the day?

Answer: If the student is in attendance for more than half of the school day, the student should be reported as present. If the student is in attendance for less than half of the school day, the student should be reported as absent. For example, if your student has a 6-hour school day, they should be marked as a full day present if they are in attendance for 3 hours or more.

36. Question: When should I update a student's Student Learning Environment?

Answer: If a student participates in remote learning due to a public-health related district closure, outlined in *N.J.S.A. 18A:7F-9b*, for any portion of the current school year, their Student Learning Environment should be updated to 2 (Hybrid) and the Remote Days Present and Remote Days Absent fields should be used to capture their attendance during that remote learning.

Additionally, this data element should be captured per individual enrollment record. Example: If a student attends School 010 from September to December and participates in in-person instruction the entire time, the Student Learning Environment for that record should be "1" (Full-time on premises), and the RemoteDaysPresent and RemoteDaysAbsent fields should reflect "0" for no remote days of attendance. Then, if the student transfers to School 020 and begins with in-person instruction but partakes in temporary remote learning due to a public-health related district closure, the Student Learning Environment for that record should be marked as "2" (Hybrid) and the RemoteDaysPresent and RemoteDaysAbsent fields should contain his remote attendance from that period of time.

SID Management FAQs

37. Question: Now that T1 has been removed from SID Management, which School Exit Withdrawal Code should I use if a student transfers between registers within the same school?

Answer: SID Management captures multiple enrollment records in order to track enrollment at the school-level within a district, rather than at the register-level. If a student moves from one register to another within the same school, you should update the student's current enrollment record in SID Management with any changed data and should not create a new enrollment record. T1 can still be used locally for your internal use only.