

SID Management User Resource Guide

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NJ SMART Timeline – February 2024

DATE	EVENT
N/A	No Portal Events for this month

February Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Watch SID Management eLearning video	EOY Submissions	See the eLearning Videos & Webinars for video	<input type="checkbox"/> Completed
Add any new students who have started since January 2024	EOY Submissions	February 15, 2024	<input type="checkbox"/> Completed
Inactivate any students who have transferred since January 2024	EOY Submissions	February 15, 2024	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	EOY Submissions	February 15, 2024	<input type="checkbox"/> Completed
Enter all data for the Seal of Biliteracy Collection (if your district participates)	Seal of Biliteracy	February 15, 2024	<input type="checkbox"/> Completed
Review Out of District Records to ensure sending districts have submitted the correct information for your students and check to make sure the Status = Issued	EOY Submissions	February 22, 2024	<input type="checkbox"/> Completed
Work with districts to resolve any discrepancies in the Out of District Records	EOY Submissions	February 22, 2024	<input type="checkbox"/> Completed
Run the LDM High School Graduation Status Profile for the 2024 Cohort to view how the 2024 Cohort currently stands	Graduation Cohort	February 22, 2024	<input type="checkbox"/> Completed
Investigate any Transfer Out Unverified students for the 2024 Cohort	Graduation Cohort	February 22, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – March 2024

DATE	EVENT
Friday, March 1, 2024	Deadline: Seal of Biliteracy Collection

March Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Watch SID Management eLearning video	EOY Submissions	See the eLearning Videos & Webinars for video	<input type="checkbox"/> Completed
Add any new students who have started since February 2024	EOY Submissions	March 15, 2024	<input type="checkbox"/> Completed
Inactivate any students who have transferred since February 2024	EOY Submissions	March 15, 2024	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	EOY Submissions	March 15, 2024	<input type="checkbox"/> Completed
Review Out of District Records to ensure sending districts have submitted the correct information for your students and check to make sure the Status = Issued	EOY Submissions	March 29, 2024	<input type="checkbox"/> Completed
Work with districts to resolve any discrepancies in the Out of District Records	EOY Submissions	March 29, 2024	<input type="checkbox"/> Completed
Run the LDM High School Graduation Status Profile for the 2024 Cohort to view how the 2024 Cohort currently stands	Graduation Cohort	March 29, 2024	<input type="checkbox"/> Completed
Investigate any Transfer Out Unverified students for the 2024 Cohort	Graduation Cohort	March 29, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – April 2024

DATE	EVENT
Tuesday, April 9, 2024	Open: Practice CTE and Course Roster Submissions

April Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Attend a SID Management Webinar	EOY Submissions	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Add any new students who have started since March 2024	EOY Submissions	April 19, 2024	<input type="checkbox"/> Completed
Inactivate any students who have transferred since March 2024	EOY Submissions	April 19, 2024	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	EOY Submissions	April 19, 2024	<input type="checkbox"/> Completed
Review Out of District Records to ensure sending districts have submitted the correct information for your students and check to make sure the Status = Issued	EOY Submissions	April 19, 2024	<input type="checkbox"/> Completed
Work with districts to resolve any discrepancies in the Out of District Records	EOY Submissions	April 26, 2024	<input type="checkbox"/> Completed
Run the LDM High School Graduation Status Profile for the 2024 Cohort to view how the 2024 Cohort currently stands	Graduation Cohort	April 26, 2024	<input type="checkbox"/> Completed
Investigate any Transfer Out Unverified students for the 2024 Cohort	Graduation Cohort	April 26, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – May 2024

DATE	EVENT
N/A	No Portal Events for this month

May Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Attend a SID Management Webinar if additional training is needed	EOY Submissions	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Add any new students who have started since April 2024	EOY Submissions	May 17, 2024	<input type="checkbox"/> Completed
Inactivate any students who have transferred since April 2024	EOY Submissions	May 17, 2024	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	EOY Submissions	May 17, 2024	<input type="checkbox"/> Completed
Review Out of District Records to ensure sending districts have submitted the correct information for your students and check to make sure the Status = Issued	EOY Submissions	May 17, 2024	<input type="checkbox"/> Completed
Work with sending districts to resolve any discrepancies in the Out of District Records	EOY Submissions	May 24, 2024	<input type="checkbox"/> Completed
Run the LDM High School Graduation Status Profile for the 2024 Cohort to view how the 2024 Cohort currently stands	Graduation Cohort	May 24, 2024	<input type="checkbox"/> Completed
Investigate any Transfer Out Unverified students for the 2024 Cohort	Graduation Cohort	May 24, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – June 2024

DATE	EVENT
Tuesday, June 4, 2024	Close: Practice State Assessment Registration Submission
Friday, June 28, 2024	Close: Practice CTE and Course Roster Submissions

June Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Attend a SID Management Webinar if more training is needed	EOY Submissions	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Add any new students to SID Management who have started between April 2024 and the last day of school	EOY Submissions	June 21, 2024	<input type="checkbox"/> Completed
Resolve all records in Error, Unresolved, Sync, or Conflict	EOY Submissions	June 21, 2024	<input type="checkbox"/> Completed
Review Out of District Records to ensure sending district has submitted the correct information for your students and check to make sure the Status = Issued	EOY Submissions	June 21, 2024	<input type="checkbox"/> Completed
Work with sending districts to resolve any discrepancies in the Out of District Records	EOY Submissions	June 21, 2024	<input type="checkbox"/> Completed
Run the LDM High School Graduation Status Profile for the 2024 Cohort to view how the 2024 Cohort currently stands	Graduation Cohort	June 28, 2024	<input type="checkbox"/> Completed
Start investigating any Transfer Out Unverified students for the 2024 Cohort	Graduation Cohort	June 28, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – July 2024

DATE	EVENT
Wednesday, July 3, 2024	Open: Official CTE and Course Roster Submissions

July Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Attend a SID Management Webinar if more training is needed	EOY Submissions	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Resolve all records in Error, Unresolved, Sync, or Conflict	EOY Submissions	July 12, 2024	<input type="checkbox"/> Completed
Review Out of District Records to ensure sending district has submitted the correct information for your students and check to make sure the Status = Issued	EOY Submissions	July 12, 2024	<input type="checkbox"/> Completed
Work with sending districts to resolve any discrepancies in the Out of District Records	EOY Submissions	July 12, 2024	<input type="checkbox"/> Completed
Run the LDM High School Graduation Status Profile for the 2024 Cohort to view how the 2024 Cohort currently stands	Graduation Cohort	July 12, 2024	<input type="checkbox"/> Completed
Start investigating any Transfer Out Unverified students for the 2024 Cohort	Graduation Cohort	July 12, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – August 2024

DATE	EVENT
Friday, August 2, 2024	Snapshot: SID and SMID Management
Friday, August 2, 2024	Deadline: Official CTE and Course Roster Submissions
Friday, August 2, 2024	Close: LDM Special Education Submission

August Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Inactivate 2023-2024 graduates after the August 2, 2024 Snapshot	Graduation Cohort	August 7, 2024	<input type="checkbox"/> Completed
Inactivate students who transferred from your district after the August 2, 2024 Snapshot	EOY Submissions	August 7, 2024	<input type="checkbox"/> Completed
Resolve records in Error, Unresolved, Sync or Conflict	Graduation Cohort	August 7, 2024	<input type="checkbox"/> Completed
Attend a High School Graduation Webinar	Graduation Cohort	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed

The NJ SMART portal will open for the 2024-2025 school year in early August of 2024. Please refer to the NJ SMART SID Management Guide 2024-2025 for the up-to-date action items.