

# SID Management User Resource Guide

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### NJ SMART Timeline – August 2022

DATE	EVENT
Thursday, August 4, 2022	Open: SID and SMID Management, Local Data Mart Special Education Submission
Wednesday, August 31, 2022	Graduation Snapshot: SID Management

### August Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Download and review the SID Management Student Data Handbook	Fall Submissions	August 4, 2022	<input type="checkbox"/> Completed
Attend a Graduation Webinar	Graduation Cohort	See the <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<input type="checkbox"/> Completed
Attend a SID Management Webinar for SY 2022-2023 updates	Fall Submissions	See the <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<input type="checkbox"/> Completed
Complete the required Full File Upload to SID Management for the 2022-2023 SY	Fall Submissions	August 18, 2022	<input type="checkbox"/> Completed
Inactivate any summer school graduates and 2021-2022 graduates	Fall Submissions	August 18, 2022	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	Fall Submissions	August 25, 2022	<input type="checkbox"/> Completed
Run the LDM High School Graduation Cohort Status Profile for the 2022 Cohort to view how the 2022 Cohort currently stands	Graduation Cohort	August 25, 2022	<input type="checkbox"/> Completed
Investigate any Transfer Out Unverified students for the 2022 Cohort	Graduation Cohort	August 25, 2022	<input type="checkbox"/> Completed

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## NJ SMART Timeline – September 2022

DATE	EVENT
Monday, September 12, 2022	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 <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<input type="checkbox"/> Completed
Check your NJ SMART account information under Account Management to make sure contact information is accurate	General	September 14, 2022	<input type="checkbox"/> Completed
Run the August 31, 2022 State Snapshot High School Graduation Cohort Status Profile for the 2022 4-Year Cohort, 2021 5-Year Cohort, and 2020 6-Year Cohort to view how the Cohorts currently stand	Graduation Cohort	September 19, 2022	<input type="checkbox"/> Completed
Investigate any Transfer Out - Unverified students for the 2022 Cohort	Graduation Cohort	September 19, 2022	<input type="checkbox"/> Completed
Attend a Graduation Webinar for Appeals Guidelines	Graduation Cohort	See the <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<input type="checkbox"/> Completed
Add any new students who have started since the Full File upload for the new SY	Fall Submissions	September 22, 2022	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	Fall Submissions	September 22, 2022	<input type="checkbox"/> Completed
Inactivate students who did not start for the 2022-2023 SY	Fall Submissions	September 22, 2022	<input type="checkbox"/> Completed
File appeals to correct submission errors that impact Cohort 2022's 4-year graduation rate, Cohort 2021's 5-year graduation rate, and Cohort 2020's 6-year graduation rate data	Graduation Cohort	September 28, 2022	<input type="checkbox"/> Completed

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## NJ SMART Timeline – October 2022

DATE	EVENT
Monday, October 3, 2022	Deadline: Graduation Appeals
Friday, October 14, 2022	Snapshot: SID and SMID Management
Friday, October 14, 2022	Close: LDM Special Education Submission
Tuesday, October 18, 2022	Open: SID and SMID Management
Tuesday, October 18, 2022	Open: Official Special Education, State Assessment Registration, and Performance Reports Submissions

## October Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Upload any new students who have started prior to the October 14, 2022 Snapshot	Fall Submissions	October 7, 2022	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict prior to the October 14, 2022 Snapshot	Fall Submissions	October 7, 2022	<input type="checkbox"/> Completed
Inactivate students who are not in attendance prior to the October 14 Snapshot	Fall Submissions	October 7, 2022	<input type="checkbox"/> Completed
Attend a SID Management Webinar if additional training is needed	Fall Submissions	See the <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<input type="checkbox"/> Completed
Update SID Management to reflect all approved appeals	Graduation Cohort	October 19, 2022	<input type="checkbox"/> Completed

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## NJ SMART Timeline – November 2022

DATE	EVENT
Monday, November 14, 2022	Deadline: Official Special Education Submission
Wednesday, November 16, 2022	Open: LDM Special Education Submissions
Monday, November 21, 2022	Deadline: Official Performance Reports Submission

## November Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Review SID Management eLearning videos if additional training is needed	Fall Submissions	See the <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<input type="checkbox"/> Completed
Add any new students who have started since October 14, 2022	Fall Submissions	November 22, 2022	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	Fall Submissions	November 22, 2022	<input type="checkbox"/> Completed
Inactivate students who have transferred since October 14, 2022	Fall Submissions	November 22, 2022	<input type="checkbox"/> Completed
Remove any inactive student records that were captured on the October 14, 2022 SID Snapshot as inactive and were not in attendance for any part of the current school year	Fall Submissions	November 22, 2022	<input type="checkbox"/> Completed

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## NJ SMART Timeline – December 2022

DATE	EVENT
Monday, December 5, 2022	Deadline: Official State Assessment Registration Submission
Wednesday, December 7, 2022	Open: Practice State Assessment Registration Submission

## December Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Review SID Management eLearning videos if additional training is needed	Fall Submissions	See the <a href="#">eLearning Videos &amp; Webinars</a> page	<input type="checkbox"/> Completed
Add any new students who have started since November 2022	Local Data Mart	December 14, 2022	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	Local Data Mart	December 14, 2022	<input type="checkbox"/> Completed
Inactivate students who have transferred out since November 2022	Local Data Mart	December 14, 2022	<input type="checkbox"/> Completed
Run the LDM High School Graduation Cohort Status Profile to view how the 2023 Cohort currently stands	Graduation Cohort	December 28, 2022	<input type="checkbox"/> Completed
Start investigating any Transfer Out - Unverified students in your LDM High School Graduation Cohort Status Profile for the 2023 Cohort	Graduation Cohort	December 28, 2022	<input type="checkbox"/> Completed

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## NJ SMART Timeline – January 2023

DATE	EVENT
N/A	No Portal Events for this month

## January Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Review SID Management eLearning videos if additional training is needed	Fall Submissions	See the <a href="#">eLearning Videos &amp; Webinars</a> page	<input type="checkbox"/> Completed
Add any new students who have started since December 2022	EOY Submissions	January 12, 2023	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	EOY Submissions	January 12, 2023	<input type="checkbox"/> Completed
Inactivate students who have transferred since December 2022	EOY Submissions	January 12, 2023	<input type="checkbox"/> Completed
Run the LDM High School Graduation Cohort Status Profile to view how the 2023 Cohort currently stands	Graduation Cohort	January 26, 2023	<input type="checkbox"/> Completed
Start investigating any Transfer Out Unverified students in your LDM High School Graduation Cohort Status Profile for the 2023 Cohort	Graduation Cohort	January 26, 2023	<input type="checkbox"/> Completed