

SID Management User Resource Guide

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NJ SMART Timeline – March 2025

DATE	EVENT
Monday, March 3, 2025	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 2025	EOY Submissions	March 14, 2025	<input type="checkbox"/> Completed
Inactivate any students who have transferred since February 2025	EOY Submissions	March 14, 2025	<input type="checkbox"/> Completed
Review student records to ensure that attendance data is up to date	EOY Submissions	March 14, 2025	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	EOY Submissions	March 14, 2025	<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 21, 2025	<input type="checkbox"/> Completed
Work with districts to resolve any discrepancies in the Out of District Records	EOY Submissions	March 28, 2025	<input type="checkbox"/> Completed
Run the LDM High School Graduation Status Profile for the 2025 Cohort to view how the Cohort currently stands	Graduation Cohort	March 28, 2025	<input type="checkbox"/> Completed
Investigate any Transfer Out Unverified students for the 2025 Cohort	Graduation Cohort	March 28, 2025	<input type="checkbox"/> Completed

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NJ SMART Timeline – April 2025

DATE	EVENT
Tuesday, April 8, 2025	Open: Practice CTE and Course Roster Submissions

April Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Attend a SID Management Webinar	SID Management	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Add any new students who have started since March 2025	EOY Submissions	April 17, 2025	<input type="checkbox"/> Completed
Inactivate any students who have transferred since March 2025	EOY Submissions	April 17, 2025	<input type="checkbox"/> Completed
Review student records to ensure that attendance data is up to date	EOY Submissions	April 17, 2025	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	EOY Submissions	April 17, 2025	<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 17, 2025	<input type="checkbox"/> Completed
Work with districts to resolve any discrepancies in the Out of District Records	EOY Submissions	April 30, 2025	<input type="checkbox"/> Completed
Run the LDM High School Graduation Status Profile for the 2025 Cohort to view how the Cohort currently stands	Graduation Cohort	April 30, 2025	<input type="checkbox"/> Completed
Investigate any Transfer Out Unverified students for the 2025 Cohort	Graduation Cohort	April 30, 2025	<input type="checkbox"/> Completed

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NJ SMART Timeline – May 2025

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	SID Management	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Add any new students who have started since April 2025	EOY Submissions	May 16, 2025	<input type="checkbox"/> Completed
Inactivate any students who have transferred since April 2025	EOY Submissions	May 16, 2025	<input type="checkbox"/> Completed
Review student records to ensure that attendance data is up to date	EOY Submissions	May 16, 2025	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	EOY Submissions	May 16, 2025	<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 16, 2025	<input type="checkbox"/> Completed
Work with sending districts to resolve any discrepancies in the Out of District Records	EOY Submissions	May 23, 2025	<input type="checkbox"/> Completed
Run the LDM High School Graduation Status Profile for the 2025 Cohort to view how the Cohort currently stands	Graduation Cohort	May 23, 2025	<input type="checkbox"/> Completed
Investigate any Transfer Out Unverified students for the 2025 Cohort	Graduation Cohort	May 23, 2025	<input type="checkbox"/> Completed

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NJ SMART Timeline – June 2025

DATE	EVENT
Tuesday, June 3, 2025	Close: Practice State Assessment Registration Submission
Friday, June 27, 2025	Close: Practice CTE and Course Roster Submissions
Monday, June 30, 2025	Snapshot: SID and SMID Management

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 May 2025 and the last day of school	EOY Submissions	June 2, 2025	<input type="checkbox"/> Completed
Review student records to ensure that attendance data is up to date	EOY Submissions	June 2, 2025	<input type="checkbox"/> Completed
Resolve all records in Error, Unresolved, Sync, or Conflict	EOY Submissions	June 16, 2025	<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 16, 2025	<input type="checkbox"/> Completed
Work with sending districts to resolve any discrepancies in the Out of District Records	EOY Submissions	June 23, 2025	<input type="checkbox"/> Completed
Run the LDM High School Graduation Status Profile for the 2025 Cohort to view how the Cohort currently stands	Graduation Cohort	June 27, 2025	<input type="checkbox"/> Completed
Start investigating any Transfer Out Unverified students for the 2025 Cohort	Graduation Cohort	June 27, 2025	<input type="checkbox"/> Completed
Review submission data for the June 30th SID Snapshot at 5pm	SID Management	June 30, 2025	<input type="checkbox"/> Completed

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NJ SMART Timeline – July 2025

DATE	EVENT
Wednesday, July 2, 2025	Open: Official CTE and Course Roster Submissions

July Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Attend a Course Roster/CTE/High School Graduation 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	Graduation Cohort	July 11, 2025	<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	Graduation Cohort	July 11, 2025	<input type="checkbox"/> Completed
Work with sending districts to resolve any discrepancies in the Out of District Records	Graduation Cohort	July 18, 2025	<input type="checkbox"/> Completed
Run the LDM High School Graduation Status Profile for the 2025 Cohort to view how the Cohort currently stands	Graduation Cohort	July 25, 2025	<input type="checkbox"/> Completed
Start investigating any Transfer Out Unverified students for the 2025 Cohort	Graduation Cohort	July 25, 2025	<input type="checkbox"/> Completed

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NJ SMART Timeline – August 2025

DATE	EVENT
Friday, August 1, 2025	Deadline: Official CTE and Course Roster Submissions
Friday, August 1, 2025	Close: LDM Special Education Submission
Friday, August 29, 2025	Deadline: Graduation Snapshot

August Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Attend a High School Graduation Webinar	Graduation Cohort	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Inactivate 2024-2025 graduates after the June 30th Snapshot	Graduation Cohort	August 6, 2025	<input type="checkbox"/> Completed
Resolve records in Error, Unresolved, Sync or Conflict	Graduation Cohort	August 6, 2025	<input type="checkbox"/> Completed
Review SID Management to ensure that all Cohort 2025 graduates have been inactivated, and their records are not in Error/Unresolved/Sync/Conflict for the Graduation Snapshot	Graduation Snapshot	August 29, 2025	<input type="checkbox"/> Completed