SMID Management User Resource Guide

NJ SMART Timeline – March 2025

DATE	EVENT
Monday, March 3, 2025	Deadline: SID Management Seal of Biliteracy Collection

March Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Watch the SMID Management eLearning Video	N/A	See the eLearning Videos & Webinars for video	☐ Completed
Add any new staff members who have started since February 2025	SMID Management	March 28, 2025	☐ Completed
Inactivate any staff members who have terminated employment or are on leave as of February 2025	SMID Management	March 28, 2025	☐ Completed
Resolve any records in Error, Unresolved, or Sync	SMID Management	March 28, 2025	☐ 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 SMID Management Webinar	N/A	See the eLearning Videos & Webinars for training dates	☐ Completed
Add any new staff members who have started since March 2025	Course Roster Submission	April 30, 2025	☐ Completed
Inactivate any staff members who have terminated employment or are on leave as of March 2025	Course Roster Submission	April 30, 2025	☐ Completed
Resolve any records in Error, Unresolved, or Sync	Course Roster Submission	April 30, 2025	☐ 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 SMID Management Webinar if additional training is needed	N/A	See the eLearning Videos & Webinars for training dates	☐ Completed
Add any new staff members who have started since April 2025	Course Roster Submission	May 23, 2025	☐ Completed
Inactivate any staff members who have terminated employment or are on leave as of April 2025	Course Roster Submission	May 23, 2025	☐ Completed
Resolve any records in Error, Unresolved, or Sync	Course Roster Submission	May 23, 2025	☐ 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 SMID Management Webinar if additional training is needed	N/A	See the eLearning Videos & Webinars for training dates	☐ Completed
Inactivate any staff members who have terminated employment or went on leave prior to the end of the current School Year	SMID Management	June 20, 2025	☐ Completed
Resolve any records in Error, Unresolved, or Sync	SMID Management	June 20, 2025	☐ Completed
Review submission data for the June 30th SMID Snapshot at 5pm	SMID Management	June 30, 2025	☐ Completed