

# SMID Management User Resource Guide



## SMID Management User Resource Guide

### NJ SMART Timeline – August 2022

DATE	EVENT
Thursday, August 4, 2022	Open: SID and SMID Management for New School Year
Thursday, August 4, 2022	Open: Local Data Mart (LDM) Special Education Submission
Wednesday, August 31, 2022	Graduation Snapshot: SID Management

### August Action Items

Task	Recommended Completion Date	Task Completed?
Download and review the SMID Management Data Handbook	August 4, 2022	<input type="checkbox"/> Completed
Attend a SMID Management Webinar for SY 2022-2023 school year updates	See the <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<input type="checkbox"/> Completed
Complete the required Full File Upload to SMID Management for the SY 2022-2023 school year	August 16, 2022	<input type="checkbox"/> Completed

# SMID Management User Resource Guide

## NJ SMART Timeline – September 2022

DATE	EVENT
Monday, September 12, 2022	Open: Graduation Appeals

## September Action Items

Task	Recommended Completion Date	Task Completed?
Check NJ SMART account under Account Management to make sure contact information is accurate	September 7, 2022	<input type="checkbox"/> Completed
Attend a SMID Management Webinar if additional training is needed	See the <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<input type="checkbox"/> Completed
Add any new staff who have started since the Full File upload for the new school year	September 22, 2022	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, or Sync	September 22, 2022	<input type="checkbox"/> Completed
Inactivate staff who did not start for the 2022-2023 school year	September 22, 2022	<input type="checkbox"/> Completed
Export data from SMID Management to view Certification Status and confirm that it matches your records	September 22, 2022	<input type="checkbox"/> Completed

# SMID Management User Resource Guide

## NJ SMART Timeline – October 2021

DATE	EVENT
Monday, October 3, 2022	Deadline: Graduation Appeals
Friday, October 14, 2022	Snapshot: SID Management
Friday, October 14, 2022	Close: LDM Special Education Submission
Tuesday, October 18, 2022	Open: SID Management
Tuesday, October 18, 2022	Open: Open Official Special Education, State Assessment Registration, and Performance Reports Submissions
<b>Monday, October 31, 2022</b>	Snapshot: SMID Management

## October Action Items

Task	Recommended Completion Date	Task Completed?
Prior to the October 31, 2022 5:00 PM Snapshot, upload any new staff members that have started between the start of the 2021-2022 school year and October 14	October 14, 2022	<input type="checkbox"/> Completed
Inactivate any staff members who terminated employment before October 14	October 7, 2022	<input type="checkbox"/> Completed
Resolve any records in Error, Unresolved or Staff Sync prior to the October 31, 2022 5:00 PM Snapshot	October 7, 2022	<input type="checkbox"/> Completed
Update Information System so that the staff data matches what appears in SMID Management as of October 14	October 25, 2022	<input type="checkbox"/> Completed
Attend a SMID Management Webinar if additional training is needed	See the <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<input type="checkbox"/> Completed

# SMID Management User Resource Guide



## NJ SMART Timeline – November 2022

DATE	EVENT
<b>Tuesday, November 1, 2022</b>	Open: SMID Management
Monday, November 14, 2022	Deadline: Official Special Education Submission
Wednesday, November 16, 2022	Open: LDM Special Education Submission
Monday, November 21, 2021	Deadline: Official Performance Reports Submission

## November Action Items

Task	Recommended Completion Date	Task Completed?
Add any new staff members who have started since October 14, 2022	November 1, 2022	<input type="checkbox"/> Completed
Attend a SMID Management Webinar if additional training is needed	See the <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<input type="checkbox"/> Completed
Add any new staff members who have started in November	November 16, 2022	<input type="checkbox"/> Completed
Inactivate any staff members who have terminated employment or are on leave in the month of November	November 16, 2022	<input type="checkbox"/> Completed
Resolve any records in Error, Unresolved, or Sync	November 16, 2022	<input type="checkbox"/> Completed

# SMID Management User Resource Guide



## NJ SMART Timeline – December 2022

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

## December Action Items

Task	Recommended Completion Date	Task Completed?
Review SMID Management eLearning videos if additional training is needed	See the <a href="#">eLearning Videos &amp; Webinars</a> page	<input type="checkbox"/> Completed
Add any new staff members who have started in December	December 14, 2022	<input type="checkbox"/> Completed
Inactivate any staff members who have terminated employment or are on leave in December	December 14, 2022	<input type="checkbox"/> Completed
Resolve any records in Error, Unresolved, or Sync	December 14, 2022	<input type="checkbox"/> Completed

# SMID Management User Resource Guide

## NJ SMART Timeline – January 2023

DATE	EVENT
N/A	No Portal Events for this month

## January Action Items

Task	Recommended Completion Date	Task Completed?
Review SMID Management eLearning videos if additional training is needed	See the <a href="#">eLearning Videos &amp; Webinars</a> page	<input type="checkbox"/> Completed
Add any new staff that have started in January	January 23, 2023	<input type="checkbox"/> Completed
Inactivate any staff members that have terminated employment or are on leave in January	January 23, 2023	<input type="checkbox"/> Completed
Resolve any records in Error, Unresolved, or Sync	January 23, 2023	<input type="checkbox"/> Completed