

# Special Education Submission FAQs

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## Special Education Submission FAQs

The following are frequently asked questions and answers related to the NJ SMART Special Education Submission.

**1. Question: When is the Early Intervention field mandatory for students?**

Answer: The field is mandatory for all students who have turned age 3 between **July 1, 2021 and June 30, 2022**. (Note: Early intervention students should also be submitted to SID Management at the time of referral rather than waiting until an eligibility determination date is provided.)

**2. Question: If a student is still in the evaluation process as of the Fall SID Snapshot should they be reported to the Special Education Submission?**

Answer: Yes, the student should be submitted with the Referral Date and the Consent to Evaluate Date and leave the Eligibility Determination field blank.

**3. Question: Should Special Education Classification be reported if there is no IEP in effect after the Fall SID Snapshot due to parental refusal?**

Answer: Yes.

**4. Question: Should preschool age students who have been referred for special education services be reported to SID Management and Special Education Submission?**

Answer: If it is agreed that a student will be evaluated to determine eligibility for special education and related services, they should be reported to SID Management and Special Education Submission.

**5. Question: Should the new referral date be reported if a student with an IEP is considered eligible for speech services and referred to CST but not tested or remains with his/her current classification and plan?**

Answer: The new referral date would not be noted on the record and the student would remain with the classification and plan that is currently in place.

**6. Question: If a student with an IEP is eligible for speech-language services and then referred to the CST for an additional evaluation and has not been tested, should the new referral date be reported?**

Answer: No, the student would remain with the current classification and plan that is currently in place.

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- 7. Question: If a student received independent evaluations from a third party, how should I complete the field for the ConsentToEvaluate element?**

Answer: Complete this field to the best of your ability in accordance to the guidelines provided by NJDOE.

- 8. Question: Should general education students attending Non-public schools within their LEA be reported to Special Education Submission?**

Answer: No. General education Non-public students are not reported to the Special Education Submission. Parentally placed Non-public special education students are only reported to SID Management and should be excluded from the Special Education Submission.

- 9. Question: Will I receive an error if my Special Education Classification field differs in Special Education Submission from what was submitted to SID Management?**

Answer: Yes, the student's Special Education Classification must match in both collections.

- 10. Question: If a student is currently classified as Eligible for Special Education and Related Services (ESERS), and changes to Eligible for Speech-Language Services (ESLS) during the year, should the student be reported as a new referral?**

Answer: No. A student transitioning from ESERS to ESLS should be reported as a reevaluation. If a student is transitioning from ESLS to ESERS then it should be reported as a new referral.

- 11. Question: What information should I report for a student who was reclassified prior to the Fall SID Snapshot if the new IEP does not go in effect until after the snapshot? Should the original classification or the new classification determined for the student be reported?**

Answer: Submit any available information for the new referral that was determined, even if is still in progress. We want the most recent information for the snapshot.

- 12. Question: If a student's classification is changed from ESLS to ESERS at an Eligibility Determination meeting, should the Reevaluation field be left blank, and the dates instead be reported in the Referral / Initial Eligibility fields?**

Answer: Yes, this would be considered an initial referral and eligibility determination when submitting a student to the Special Education submission.

- 13. Question: How should I report students to Special Education submission if they are declassified as of June 30<sup>th</sup> and then re-referred in the new school year without an eligibility determination?**

Answer: Report the current information available as of the snapshot. In this case, the record would likely be reported with only the new referral date until additional information is available.

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**14. Question: Should related services be reported for declassified students if they received services in the year(s) prior to being declassified?**

Answer: Related services provided in prior years should not be reported for the current year's snapshot.

**15. Question: Are personal aides or the consultations for PT, OT, and Speech reported as Related Services?**

Answer: Districts must make this determination. In general, if the services rendered are prescribed by a student's IEP, a district may wish to report these related services.

**16. Question: What is reported if a student is referred, classified as ESLS, and was subsequently referred again to determine eligibility for special education and related services and found eligible in the same school year? Should the sequence from the Speech Referral be reported or should the sequence from the Special Education referral be reported?**

Answer: The sequence from the Special Education referral should be reported.

**17. Question: Should a student be reported if he/she is referred but received neither an evaluation nor an eligibility determination meeting?**

Answer: A student does not need to be submitted in this case.

**18. Question: What date should be used for the Reevaluation Date if the triennial re-evaluation is waived?**

Answer: If the triennial reevaluation is waived, use the written consent of the waived date as the Reevaluation date.

**19. Question: If my district is using the Local Data Mart (LDM) outside of the regular school year calendar, such as, during the summer, which school year should be reflected for the student' IEP, the student's expired 2021-2022 IEP or his/her 2022-2023 IEP that did not yet start?**

Answer: If a District uploads to the Local Data Mart during the summer prior to the start of the new school year, the district should report the current IEP information, not the expired IEP.

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**20. Question: During an Official Submission Period, my data is uploaded to the Special Education Submission but NJ SMART will not let me Certify with Errors, why is this?**

Answer: The Certify with Errors button will not become enabled until the *only* Errors that exist correspond to the State Identification Number data element due to a combination of the LID, SID, First Name, Last Name, and Date of Birth not matching the record in SID Management. **All** other Errors must be resolved. If you are unable to resolve Errors, you will be unable to Certify your Special Education Submission.

If LEAs do not certify and release submissions by 5:00PM on the Official Submission deadline date, the Submission data in the system will be captured, submitted to NJDOE, and marked as late. We highly recommend utilizing the Local Data Mart period to prevent this situation.

**21. Question: Is there an End of Year Special Education Submission collected in NJ SMART?**

Answer: No, there is no End of Year Special Education Submission collected in NJ SMART. The Special Education Submission remains open throughout the school year in a Local Data Mart Period to allow LEAs to update their special education data as needed. This data can then be pulled into the LDM District Reports for LEAs to download and apply as they see fit.

For the End of Year SID Snapshot, LEAs should ensure that all Special Education Classifications and Program Type Codes are up-to-date and accurate as that particular information is collected on the End of Year SID Snapshot.

**22. b Question: Is there guidance regarding how to report an Initial Process Delay Reason due to the school closures during a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure?**

Answer: Yes, the code of 14 should be used for student's whose primary reason for delay was due to school closures caused by a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

**23. Question: How should I report a student's name if it is unknown?**

Answer: In the case that you do not know a student's first or last name, you should report the value of "Unknown" into the FirstName or LastName data elements.