

Special Education Submission User Resource Guide

Special Education Submission – User Resource Guide

NJ SMART Timeline – August 2023

DATE	EVENT
Monday, August 7, 2023	Open: SID and SMID Management, Local Data Mart (LDM) Special Education Submission
Thursday, August 31, 2023	Graduation Snapshot: SID Management

August Action Items

Task	Recommended Completion Date	Task Completed?
Download and review the Special Education Submission Data Handbook	August 8, 2023	<input type="checkbox"/> Completed
Attend a Special Education Submission Webinar for 2023-2024 SY updates	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Complete the practice Full File upload to the Special Education Submission for the 2023-2024 SY	August 22, 2023	<input type="checkbox"/> Completed
Make sure all records are free of Error and Out-of-Sync	August 29, 2023	<input type="checkbox"/> Completed

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NJ SMART Timeline – September 2023

DATE	EVENT
Monday, September 18, 2023	Open: Graduation Appeals Submission

September Action Items

Task	Recommended Completion Date	Task Completed?
Attend a Special Education Submission Webinar	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Upload any new students who have started since the Full File upload for the new SY	September 20, 2023	<input type="checkbox"/> Completed
Make sure all records are free of Error or Out-of-Sync	September 20, 2023	<input type="checkbox"/> Completed
Upload to remove students who were determined ineligible/declassified for special services before June 30, 2023 and no longer have an active IEP	September 27, 2023	<input type="checkbox"/> Completed
Check to make sure the SpecialEducationClassification data element matches between the Special Education Submission and SID Management	September 27, 2023	<input type="checkbox"/> Completed

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NJ SMART Timeline – October 2023

DATE	EVENT
Friday, October 6, 2023	Deadline: Graduation Appeals
Friday, October 13, 2023	Snapshot: SID Management
Friday, October 13, 2023	Close: LDM Special Education Submission
Wednesday, October 18, 2023	Open: SID and SMID Management
Wednesday, October 18, 2023	Open: Official Special Education, State Assessment Registration, and Performance Reports Submissions
Tuesday, October 31, 2023	Snapshot: SMID Management

October Action Items

Task	Recommended Completion Date	Task Completed?
Upload any new students who have been referred for special services after June 30, 2023 or have an active IEP	October 10, 2023	<input type="checkbox"/> Completed
Make sure all records are free of Error and Out-of-Sync in LDM data	October 10, 2023	<input type="checkbox"/> Completed
Remove any students who transferred or dropped out prior to the October 13 SID Snapshot	October 10, 2023	<input type="checkbox"/> Completed
Check to make sure the SpecialEducationClassification data element matches between the Special Education Submission and SID Management	October 10, 2023	<input type="checkbox"/> Completed
Export LDM data from All Records page prior to the deletion of practice data at 5pm on October 13, 2023 and save the data locally	October 10, 2023	<input type="checkbox"/> Completed
Upload your saved official data to the Special Education Submission for students who were being referred, enrolled, and classified as of October 13, 2023	October 24, 2023	<input type="checkbox"/> Completed
Resolve any remaining records in Error or Out-of-Sync	October 24, 2023	<input type="checkbox"/> Completed
Attend a Special Education Submission Webinar if additional training is needed	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed

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NJ SMART Timeline – November 2023

DATE	EVENT
Tuesday, November 14, 2023	Deadline: Official Special Education Submission
Thursday, November 16, 2023	Open: LDM Special Education Submission
Tuesday, November 21, 2023	Deadline: Official Performance Reports Submission

November Action Items

Task	Recommended Completion Date	Task Completed?
Review the Special Education Submission eLearning video if additional training is needed	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Continue to resolve any records in Error and Out-of-Sync	November 8, 2023	<input type="checkbox"/> Completed
Make sure all data is accurate and released by the November 14, 2023 5:00PM Deadline	November 8, 2023	<input type="checkbox"/> Completed
Upload any new students who started or were referred and/or became eligible after the October 13, 2023 SID Management Snapshot to the Local Data Mart	November 17, 2023	<input type="checkbox"/> Completed
Upload a full file to remove students who have transferred since the October 13, 2023 SID Management Snapshot	November 17, 2023	<input type="checkbox"/> Completed

The Special Education Submission Local Data Mart will remain open for the rest of the school year. This will allow districts to add or remove students who enter and exit their district and make adjustments to the data as necessary. The Special Education Submission Local Data Mart will close for the 2023-2024 school year in August of 2024.