

Special Education Submission User Resource Guide

Special Education Submission – User Resource Guide

NJ SMART Timeline – August 2022

DATE	EVENT
Thursday, August 4, 2022	Open: SID and SMID Management, 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 Special Education Submission Data Handbook	August 8, 2022	<input type="checkbox"/> Completed
Attend a Special Education Submission Webinar for 2022-2023 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 2022-2023 SY	August 22, 2022	<input type="checkbox"/> Completed
Make sure all records are free of Error and Out-of-Sync	August 29, 2022	<input type="checkbox"/> Completed

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NJ SMART Timeline – September 2022

DATE	EVENT
Monday, September 12, 2022	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
Add any new students who have started since the Full File upload for the new SY	September 27, 2022	<input type="checkbox"/> Completed
Make sure all records are free of Error or Out-of-Sync	September 27, 2022	<input type="checkbox"/> Completed
Remove students who did not start for the 2022-2023 SY	September 27, 2022	<input type="checkbox"/> Completed
Check to make sure the Special Education Classification field matches between the submission and SID Management	September 27, 2022	<input type="checkbox"/> Completed

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NJ SMART Timeline – October 2022

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

October Action Items

Task	Recommended Completion Date	Task Completed?
Add any new students who have started since the Full File upload for the new SY	October 10, 2022	<input type="checkbox"/> Completed
Make sure all records are free of Error and Out-of-Sync in LDM data	October 10, 2022	<input type="checkbox"/> Completed
Remove any students who transferred or dropped out prior to the October 14 th SID Snapshot	October 10, 2022	<input type="checkbox"/> Completed
Check to make sure the Special Education Classification field matches between the submission and SID Management	October 10, 2022	<input type="checkbox"/> Completed
Export LDM data from All Records page prior to the deletion of practice data at 5pm on October 14, 2022	October 10, 2022	<input type="checkbox"/> Completed
Upload Official Data to the Special Education Submission for students who were enrolled and classified as of October 14, 2022	October 24, 2022	<input type="checkbox"/> Completed
Resolve any remaining records in Error or Out-of-Sync	October 24, 2022	<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 2022

DATE	EVENT
Monday, November 14, 2022	Deadline: Official Special Education Submission
Wednesday, November 16, 2022	Open: LDM Special Education Submission
Monday, November 21, 2022	Deadline: Official Performance Reports Submission

November Action Items

Task	Recommended Completion Date	Task Completed?
Continue to resolve any records in Error and Out-of-Sync	November 8, 2022	<input type="checkbox"/> Completed
Check to make sure the Special Education Classification matches to the submission and the SID Snapshot Records page	November 8, 2022	<input type="checkbox"/> Completed
Make sure all data is accurate and released by the November 14, 2022 5PM Deadline	November 8, 2022	<input type="checkbox"/> Completed
Add any new students who started after the October 14, 2022 SID Management Snapshot to the Local Data Mart	November 18, 2022	<input type="checkbox"/> Completed
Remove students who have transferred since the October 14, 2022 SID Management Snapshot	November 18, 2022	<input type="checkbox"/> 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

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 2022-2023 school year in August of 2023.