

Special Education Submission User Resource Guide

Special Education Submission – User Resource Guide

NJ SMART Timeline – August 2024

DATE	EVENT
Tuesday, August 6, 2024	Open: SID and SMID Management, Local Data Mart (LDM) Special Education Submission
Friday, August 30, 2024	Graduation Snapshot: SID Management

August Action Items

Task	Recommended Completion Date	Task Completed?
Download and review the Special Education Submission Data Handbook	August 6, 2024	<input type="checkbox"/> Completed
Attend a Special Education Submission Webinar for 2024-2025 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 2024-2025 SY	August 22, 2024	<input type="checkbox"/> Completed
Make sure all records are free of Error and Out-of-Sync	August 29, 2024	<input type="checkbox"/> Completed

Special Education Submission User Resource Guide

NJ SMART Timeline – September 2024

DATE	EVENT
Monday, September 16, 2024	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, 2024	<input type="checkbox"/> Completed
Make sure all records are free of Error or Out-of-Sync	September 20, 2024	<input type="checkbox"/> Completed
Upload to remove students who were determined ineligible/declassified for special services before June 30, 2024 and no longer have an active IEP	September 27, 2024	<input type="checkbox"/> Completed
Check to make sure the SpecialEducationClassification data element matches between the Special Education Submission and SID Management	September 27, 2024	<input type="checkbox"/> Completed

Special Education Submission User Resource Guide

NJ SMART Timeline – October 2024

DATE	EVENT
Friday, October 4, 2024	Deadline: Graduation Appeals
Tuesday, October 15, 2024	Snapshot: SID Management
Tuesday, October 15, 2024	Close: LDM Special Education Submission
Friday, October 18, 2024	Open: SID and SMID Management
Friday, October 18, 2024	Open: Official Special Education, State Assessment Registration, and Performance Reports Submissions
Thursday, October 31, 2024	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, 2024 or have an active IEP	October 10, 2024	<input type="checkbox"/> Completed
Make sure all records are free of Error and Out-of-Sync in LDM data	October 10, 2024	<input type="checkbox"/> Completed
Remove any students who transferred or dropped out prior to the October 15 SID Snapshot	October 10, 2024	<input type="checkbox"/> Completed
Check to make sure the SpecialEducationClassification data element matches between the Special Education Submission and SID Management	October 10, 2024	<input type="checkbox"/> Completed
Export LDM data from All Records page prior to the deletion of practice data at 5pm on October 15, 2024 and save the data locally	October 10, 2024	<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 15, 2024	October 24, 2024	<input type="checkbox"/> Completed
Resolve any remaining records in Error or Out-of-Sync	October 24, 2024	<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

Special Education Submission User Resource Guide

NJ SMART Timeline – November 2024

DATE	EVENT
Friday, November 15, 2024	Deadline: Official Special Education Submission
Tuesday, November 19, 2024	Open: LDM Special Education Submission
Friday, November 22, 2024	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, 2024	<input type="checkbox"/> Completed
Make sure all data is accurate and released by the November 15, 2024 5:00PM Deadline	November 8, 2024	<input type="checkbox"/> Completed
Upload any new students who started or were referred and/or became eligible after the October 15, 2024 SID Management Snapshot to the Local Data Mart	November 18, 2024	<input type="checkbox"/> Completed
Upload a full file to remove students who have transferred since the October 15, 2024 SID Management Snapshot	November 18, 2024	<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 2024-2025 school year in August of 2025.