

Staff Submission User Resource Guide

Staff Submission – User Resource Guide

NJ SMART Timeline – August 2021

DATE	EVENT
Thursday, August 5, 2021	Open: SID and SMID Management for New School Year
Thursday, August 5, 2021	Open: LDM Special Education and Practice Staff Submissions
Tuesday, August 31, 2021	Graduation Snapshot: SID Management

August Action Items

Task	Recommended Completion Date	Task Completed?
Download and review the Staff Submission Data Handbook	August 5, 2021	<input type="checkbox"/> Completed
Attend a Staff Submission Webinar for 2021-2022 School Year updates	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Complete practice upload to the Staff Submission for the 2021-2022 SY	August 20, 2021	<input type="checkbox"/> Completed
Make sure all records are free of Error and Out of Sync	August 27, 2021	<input type="checkbox"/> Completed

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NJ SMART Timeline – September 2021

DATE	EVENT
Monday, September 13, 2021	Open: Graduation Appeals

September Action Items

Task	Recommended Completion Date	Task Completed?
Attend a Staff Submission Webinar if additional training is needed	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Add any new staff who have started since the Full File upload for the new SY	September 27, 2021	<input type="checkbox"/> Completed
Make sure all records are free of Error or Out of Sync	September 27, 2021	<input type="checkbox"/> Completed
Remove staff who did not start for the 2021-2022 SY	September 27, 2021	<input type="checkbox"/> Completed

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NJ SMART Timeline – October 2021

DATE	EVENT
Friday, October 1, 2021	Deadline: Graduation Appeals
Friday, October 15, 2021	Snapshot: SID and SMID Management
Friday, October 15, 2021	Close: LDM Special Education and Practice Staff Submissions
Tuesday, October 19, 2021	Open: SID/SMID Management
Tuesday, October 19, 2021	Open: Official Special Education, Staff, State Assessment Registration, and Performance Reports Submissions

October Action Items

Task	Recommended Completion Date	Task Completed?
Export corrected data from the Staff Submission as practice data will be erased on October 15, 2021	October 8, 2021	<input type="checkbox"/> Completed
Upload Official Data to the Staff Submission	October 19, 2021	<input type="checkbox"/> Completed
Resolve any records in Error or Out of Sync	October 22, 2021	<input type="checkbox"/> Completed
Attend a Staff 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 2021

DATE	EVENT
Monday, November 15, 2021	Deadline: Official Special Education Submission
Wednesday, November 17, 2021	Open: LDM Special Education Submission and SID Management
Monday, November 22, 2021	Deadline: Official Staff and Performance Reports Submissions

November Action Items

Task	Recommended Completion Date	Task Completed?
Upload official data if not completed in October	November 8, 2021	<input type="checkbox"/> Completed
Resolve any record in Error or Out of Sync	November 8, 2021	<input type="checkbox"/> Completed
Make sure all data is accurate and released by the November 22, 2021, 5:00 PM Deadline	November 15, 2021	<input type="checkbox"/> Completed
Review the Staff Submission eLearning video if additional training is needed	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed

There is only one Staff Submission collected per year. After the November 22, 2021 deadline, the Staff Submission will close for the remainder of the 2021-2022 School Year and will not open again until the 2022-2023 School Year.