

# State Assessment Registration Submission User Resource Guide

## State Assessment Registration Submission – User Resource Guide

### NJ SMART Timeline – October 2023

DATE	EVENT
Friday, October 13, 2023	Snapshot: SID Management
Friday, October 13, 2023	Close: Local Data Mart (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?
Download and review the State Assessment Registration Submission Handbook	October 18, 2023	<input type="checkbox"/> Completed
Attend a State Assessment Registration Submission Webinar	See the <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<input type="checkbox"/> Completed
Complete a Full File upload to the State Assessment Registration Submission for the 2023-2024 SY	October 18, 2023	<input type="checkbox"/> Completed
Resolve all records in Error and Out-of-Sync in the State Assessment Registration Submission	October 25, 2023	<input type="checkbox"/> Completed

# State Assessment Registration Submission User Resource Guide

## 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?
Attend a State Assessment Registration Submission Webinar if additional training is needed	See the <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<input type="checkbox"/> Completed
<b>Upload assessment records for students who began at your district since your last full file upload</b>	November 20, 2023	<input type="checkbox"/> Completed
Continue to resolve any records in Error and Out-of-Sync in the State Assessment Registration Submission	November 20, 2023	<input type="checkbox"/> Completed

# State Assessment Registration Submission User Resource Guide

## NJ SMART Timeline – December 2023

DATE	EVENT
Tuesday, December 5, 2023	Deadline: Official State Assessment Registration Submission
Thursday, December 7, 2023	Open: Practice State Assessment Registration Submission

## December Action Items

Task	Recommended Completion Date	Task Completed?
Review State Assessment Registration Submission eLearning videos if additional training is needed	See the <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<input type="checkbox"/> Completed
<b>Upload assessment records for students who began at your district since your last upload</b>	December 1, 2023	<input type="checkbox"/> Completed
Resolve any records in Error and Out-of-Sync in the State Assessment Registration Submission	December 1, 2023	<input type="checkbox"/> Completed
Make sure all data is accurate and released by the December 5, 2023 5:00PM deadline	December 5, 2023	<input type="checkbox"/> Completed
Upload assessment records for students who began at your district after December 5, 2023 to the submission practice period	December 20, 2023	<input type="checkbox"/> Completed

The Practice Period for the State Assessment Registration Submission is open from December 7, 2023 until June 4, 2024. This gives LEAs the opportunity to upload new students who have entered the district after December 5<sup>th</sup> to NJ SMART to verify that each NJSLA registration record is accurate before uploading to the appropriate assessment vendor website.