

# State Submission FAQs

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## State Submission FAQs

While the State Submission Student Data Handbook outlines this same information, this list of commonly asked questions provides explicit clarification to some of the common misconceptions related to the State Submission.

**1. Question: Should one file be submitted for the entire district or should individual files be submitted for each school?**

Answer: Files should be submitted at the district level. One file must be submitted per district, incorporating all student information for all schools within the district. This process is similar to other state reporting requirements.

**2. Question: Which students should be included in each snapshot period?**

Answer: With the exception of Non-public and preschool referral students, all active students that appear in your SID Snapshot should be reported to the State Submission.

**3. Question: How do I remove students from Out-of-Sync?**

Answer: Out-of-Sync indicates students that were active as of the SID Snapshot and have not been submitted to the State Submission. To remove students from Out-of-Sync, upload a Partial File upload of your Out-of-Sync students or a Full File upload that hosts all active students, including the students in the Out-of-Sync, to the State Submission.

**4. Question: How Do I fix my combination errors? The State Identification Number is being highlighted and it is exactly the same?**

Answer: The official State Submission compares to your **SID Snapshot Records**, not the **All Student Records** page in SID Management. While only the SID number is highlighted in yellow, you should compare all 5 of the identifying elements to ensure exact matching: Local ID, State ID, First Name, Last Name, and Date of Birth. If the SID record's status in Error, Unresolved, Sync, or Conflict, the State Submission record will be in error.

**5. Question: How to remove a student from State Submission?**

Answer: Students can be removed from the State Submission via a Full File upload that excludes the student's record.

**6. Question: Why is my total number of students different from the State Submission to SID Management?**

Answer: There are a few exceptions of Active students in the SID Snapshot who will not be in the Out-of-Sync bucket in the State Submission. If a student is aged 6 years or younger, or if NREC or REC has been

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reported in the Non-Public field in SID Management, they will no longer appear in your Out-of-Sync bin. Please note that any student who is 6 years of age or younger should be reported to the State Submission unless they are a preschool referral student. This includes any of your preschool special education and tuition paying students.

**7. Question: What about students that enter the district after the snapshot?**

Answer: If a student is officially enrolled after the Fall SID or End of Year Snapshot, that student should not be submitted to the State Submission until that official period ends. Once the official period ends, the student can be submitted to the State Submission Local Data Mart.

**8. Question: What should I do in an event where a Date of Birth is submitted incorrectly in my SID Snapshot? Should I submit the incorrect Date of Birth to State Submission?**

Answer: No, you should report the correct Date of Birth to your State Submission. Your district can still release with errors in the event this happens.

**9. Question: How should I submit my Non-Public students?**

Answer: While reported to SID Management, Non-public students are not reported to the State Submission.

**10. Question: What does the Immigrant Status field compare to?**

Answer: The Immigrant Status field looks at both the Country of Birth in SID Management and the First Entry Date Into A US School in the State Submission. Immigrant Status does not refer to a student's citizenship or documented status in the United States. Immigrant is defined as individuals who: (A) are aged 3 through 21; (B) were not born in any State; and (C) have not been attending one or more schools in any one or more States for more than 3 full academic years. If the student was born outside of the US of Puerto Rico, the Immigrant Status field is required. If the student's first entry date is less than three years from today, the Immigrant Status field must have a Y for yes.

**11. Question: How do I report Immigrant Status and First Entry Date Into A US School data fields on the State Submission for students that are U.S. citizens born abroad with two birth certificates?**

Answer: If the student is born outside of the US, their County of Birth should be reported as where they were born regardless of their citizenship status. If they were in a US school for less than 3 years, the students are considered as an immigrant for reporting purposes. If your LEA has further concerns, we suggest reaching out to the LEA's NJDOE Title III contact for additional information.

**12. Question: During the Official Submission Period, my data is uploaded to the State Submission but NJ SMART will not let me Certify with Errors, why is this?**

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Answer: The Certify with Errors button will not become enabled until a file has been submitted and the only Errors that exist correspond to the State Identification Number data element due to a combination of the LID, SID, First Name, Last Name, and Date of Birth not matching the record in SID Management. **All** other Errors must be resolved.

If LEAs do not certify and release submissions by 5:00PM on the Official Submission deadline date, the Submission data in the system will be captured, submitted to NJDOE and marked as late. We highly recommend utilizing the Local Data Mart period to prevent this situation.