

State Submission Resource Guide and Checklist

State Submission Resource Guide and Checklist

NJ SMART Timeline – February 2021

DATE	EVENT
N/A	No Portal Events for this month

February Action Items

Task	Recommended Completion Date	Task Completed?
Download and review the State Submission Student Data Handbook for any updates	February 4, 2021	<input type="checkbox"/> Completed
Watch the State Submission eLearning Video	See the eLearning Videos & Webinars for video	<input type="checkbox"/> Completed
Upload any new students that have started since January 2021	February 26, 2021	<input type="checkbox"/> Completed
Remove any students that have transferred	February 26, 2021	<input type="checkbox"/> Completed
Resolve records in Error and Out of Sync	February 26, 2021	<input type="checkbox"/> Completed
Select the Refresh button to pull data into the LDM District Reports	February 26, 2021	<input type="checkbox"/> Completed

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NJ SMART Timeline – March 2021

DATE	EVENT
N/A	No Portal Events for this month

March Action Items

Task	Recommended Completion Date	Task Completed?
Watch the State Submission eLearning Video	See the eLearning Videos & Webinars for video	<input type="checkbox"/> Completed
Upload any new students that have started since February 2021	March 16, 2021	<input type="checkbox"/> Completed
Remove any students that have transferred since February 2021	March 16, 2021	<input type="checkbox"/> Completed
Resolve records in Error and Out of Sync	March 16, 2021	<input type="checkbox"/> Completed
Select the Refresh button to pull data into the LDM District Reports	March 26, 2021	<input type="checkbox"/> Completed

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NJ SMART Timeline – April 2021

DATE	EVENT
Monday, April 12, 2021	Open: Practice CTE and Course Roster Submissions

April Action Items

Task	Recommended Completion Date	Task Completed?
Attend a State Submission Webinar	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Add any new students that have started since March 2021	April 16, 2021	<input type="checkbox"/> Completed
Remove any students that have transferred since March 2021	April 16, 2021	<input type="checkbox"/> Completed
Resolve records in Error and Out of Sync	April 16, 2021	<input type="checkbox"/> Completed
Select the Refresh button to pull data into the LDM District Reports	April 29, 2021	<input type="checkbox"/> Completed

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NJ SMART Timeline – May 2021

DATE	EVENT
N/A	No Portal Events for this month

May Action Items

Task	Recommended Completion Date	Task Completed?
Attend a State Submission Webinar if additional training is needed	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Add any new students that have started since April 2021	May 18, 2021	<input type="checkbox"/> Completed
Remove any students that have transferred since April 2021	May 18, 2021	<input type="checkbox"/> Completed
Make sure all records are free of Error and Out of Sync	May 18, 2021	<input type="checkbox"/> Completed
Select the Refresh button to pull data into the LDM District Reports	May 28, 2021	<input type="checkbox"/> Completed

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NJ SMART Timeline – June 2021

DATE	EVENT
Wednesday, June 30, 2021	Snapshot: SID and SMID Management
Wednesday, June 30, 2021	Close: Practice CTE, Course Roster Submissions and LDM State Submission

June Action Items

Task	Recommended Completion Date	Task Completed?
Attend a State Submission Webinar if additional training is needed	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Add any new students that were active through to the last day of school	June 18, 2021	<input type="checkbox"/> Completed
Remove any students that have transferred prior to the last day of school	June 18, 2021	<input type="checkbox"/> Completed
Resolve all records in Error and Out of Sync	June 18, 2021	<input type="checkbox"/> Completed
Export State Submission data and save to computer prior to the deletion of the practice data. All LDM data will be deleted after the June 30, 2021 5:00 PM deadline	June 25, 2021	<input type="checkbox"/> Completed
Select the Refresh button to pull data into the LDM District Reports	June 25, 2021	<input type="checkbox"/> Completed

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NJ SMART Timeline – July 2021

DATE	EVENT
Tuesday, July 6, 2021	Open: SID and SMID Management
Tuesday, July 6, 2021	Open: Official CTE, Course Roster and State Submissions

July Action Items

Task	Recommended Completion Date	Task Completed?
Upload your Full File upload to the State Submission of all students who were active as of the last day of school	July 9, 2021	<input type="checkbox"/> Completed
Resolve records in Error and Out of Sync	July 9, 2021	<input type="checkbox"/> Completed
Attend a State Submission Webinar if additional training is needed	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Certify and release the State Submission	July 27, 2021	<input type="checkbox"/> Completed

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NJ SMART Timeline – August 2021

DATE	EVENT
Tuesday, August 3, 2021	Close: SID and SMID Management, Special Education Local Data Mart
Tuesday, August 3, 2021	Deadline: SID Management Inactivation of 2020-2021 High School Graduates
Tuesday, August 3, 2021	Deadline: Official CTE, Course Roster and State Submissions

August Action Items

Task	Recommended Completion Date	Task Completed?
Make sure all records are free of Error and Out of Sync by the August 3, 2021 5:00 PM deadline	August 3, 2021	<input type="checkbox"/> Completed
Certify the State Submission by the August 3, 2021 5:00 PM deadline	August 3, 2021	<input type="checkbox"/> Completed
Watch State Submission eLearning Video	See the eLearning Videos & Webinars for video	<input type="checkbox"/> Completed

The NJ SMART portal will open for the 2021-2022 school year in early August of 2021. Please refer to the NJ SMART SID Management Guide 2021-2022 for the up-to-date action items.