

District Reports FAQs

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NJ SMART has compiled the most frequently asked District Report questions and answers for your reference.

- 1. Question: Will District Reports replace any reports I currently receive from the NJDOE or other assessment vendors?**

Answer: No, District Reports are offered in addition to all the other reports currently distributed by the NJ DOE. These reports are based on NJ SMART data, and therefore only students with a State ID and State Submission record will appear in the analysis. This means that some of the numbers in these reports may not exactly match other reports such as special reports provided by assessment vendors.

- 2. Question: How do I get access to the District Reports tab?**

Answer: Please contact your district's Homeroom Administrator to request District Reports access.

- 3. Question: I am the district Homeroom Administrator, how can I add/remove District Report access for users?**

Answer: Adding/removing access can be accomplished in the Account Management tab. From the Account Management grid, click on the account name you want to add/remove access for and click the District Reports Access check box on or off in the Access Permission section.

- 4. Question: I am the district Homeroom Administrator; how can I give a user access to view only District Reports and not the standard submission tabs?**

Answer: This can be accomplished by using the Analytics Only user role when creating or updating an account, which was designed for users that need access to District Reports or EDanalyzer but do not need access to the NJ SMART submission tabs.

- 5. Question: Is there a permission available to limit user access to a specific school within my district?**

Answer: No, the District Reports are currently only available at the *district level*. School users can also access District Reports, but will be able to view other schools' data. Therefore, it is important that the LEA only assign this role to individuals authorized to view all schools' data.

- 6. Question: Why are there active students currently in my district that do not appear on my District Reports?**

Answer: With the exception of the High School Graduation Profiles, the District Reports pull from the attending County District School Code (CDS) perspective. Therefore, any student that is submitted with a District Code Attending that does not reflect your district code will not be included in your district reports. For example, if a student is reported by District A to SID Management, but the District Code

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Attending for that student is listed as District B that student will only appear on District B's District Report.

7. Question: *When will students that have just started attending my district appear on my District Reports?*

Answer: Between the official Submission periods, the Local Data Mart (LDM) can be utilized to update student records and run District Reports in real-time. To view LDM data, verify that all data in your current SID Management and State Submission is up-to-date and accurate and then click "Refresh" from the Refresh/Release page of your State Submission. This data will refresh overnight and be available the next day to view your real-time data into District Reports by selecting "Local Data Mart Report" in Step 1 on the Report Parameters page.

8. Question: *When will the newest state assessment data appear on the District Reports?*

Answer: Assessment data are provided to NJ SMART through outside vendors and must go through specific approval processes before they are released. Previous year's assessment information will be available in the District Reports in the Fall of the following school year.

9. Question: *If a student was attending my district part of the school year but left my district before the end of the school year, will that student still appear on my District Reports?*

Answer: The student will appear on the State Snapshot Report for any Snapshot Date where the student was submitted to the SID Snapshot and Official State Submission free of Error, Unresolved, Sync, or Conflict status. For the Local Data Mart report, inactive students will not appear in your District Reports.