

Charter School Training

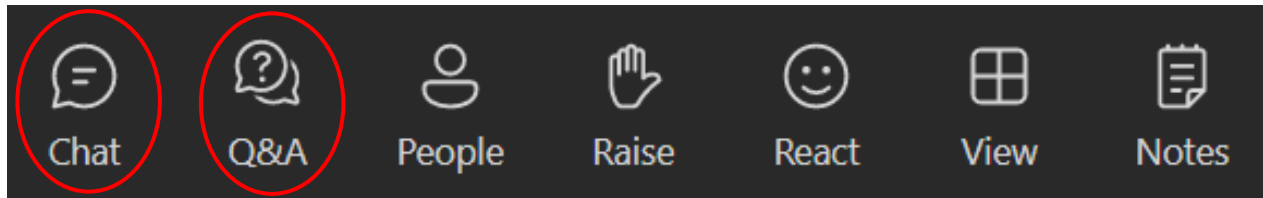
2024-2025 School Year

- *NJ SMART*

NJ SMART Webinar Etiquette

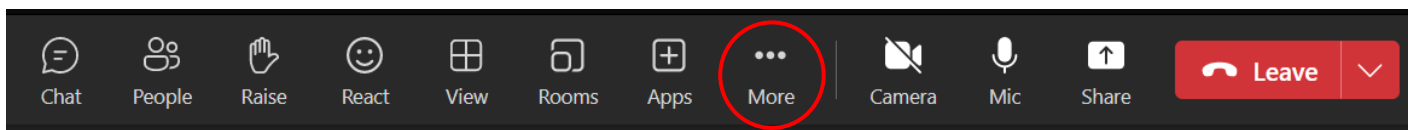
We want to ensure that all attendees connected to the call can easily hear the training and that all questions are answered.

How can I ask a question?

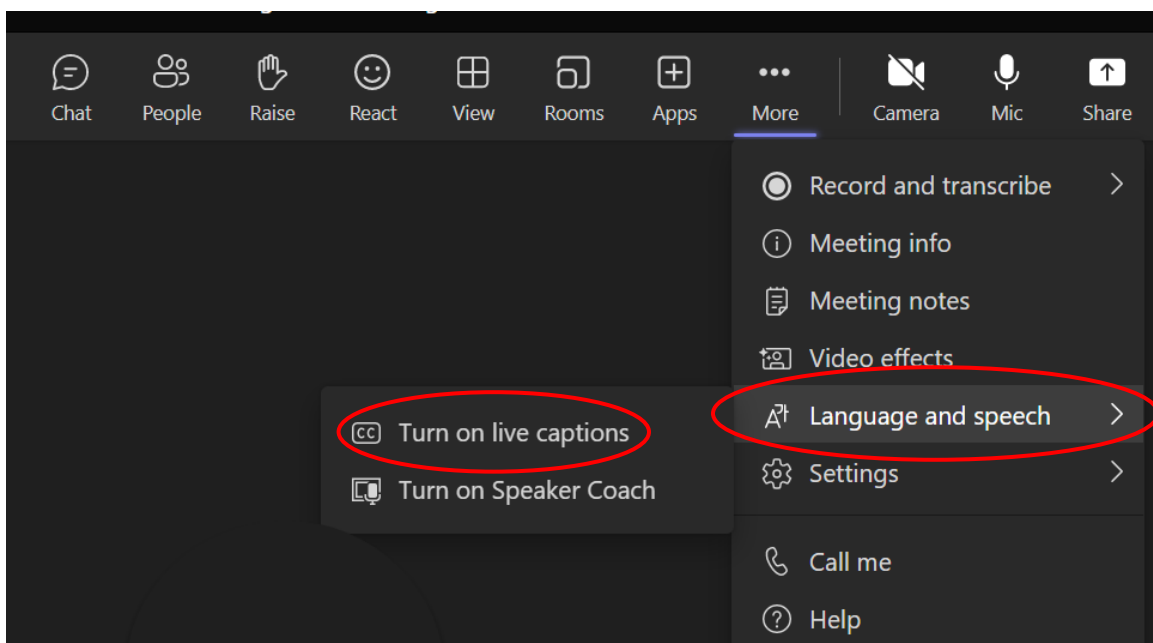


Webinar Feature: Live Captioning

- To use live captions during this webinar:
 1. Click the “More” option along the Teams webinar control panel (top of your screen).



2. Click on “Language and speech” and then “Turn on live captions.”



Agenda

Introduction

- Find resources to help you get started
- Learn important dates and deadlines
- Learn how the SID/SMID Snapshots work

Interpreting Reporting Responsibilities

- Recognize which students/staff to report
- Learn how to maintain your SID/SMID Management

Using SID/SMID Management Data

- Uploading SID/SMID data for the 2024-2025 school year
- Preparing for the upcoming Snapshots

Available Resources

NJ SMART Help Desk



1-800-254-0295
njsmart@pcgus.com

Resources & Trainings



[NJ SMART Resources & Trainings](#)

Contacting the Help Desk – Secure Emails

Please call or email the Help Desk to request a Secure Email if your email to the Help Desk contains:

- A file attachment
- Personal Identifiable Information like a Student/Staff Member name, SID/SMID Number, and/or DOB

Our email encryption process:

1. Open the email and click the blue “Read the message” button.



NJSMART (NJSMART@pcgus.com) has sent you a protected message.



Read the message

This is an encrypted message from the Public Consulting Group secure e-mail system.

2. This will open your browser. Click “Sign in with a One-time passcode.”

Sign in with a One-time passcode

3. Reply to the secure email with your inquiry



Resources & Trainings

It is mandatory for all districts to download the **SID Management Student Data Handbook** for review of definitions, additional notes, and common errors.

NJ SMART Resources & Trainings

About this Site

The NJ SMART Resources & Trainings website links users to

Maintaining Security and Policy Compliance

Users are reminded that NJ SMART is a secure data transfer system (FERPA) regarding the confidentiality of student records and

Questions and Assistance

Questions about NJ SMART can be directed to the NJ SMART

SID Management

- [NJ SMART SID Management Student Data Handbook](#) *Updated 8/05/24
- [NJ SMART SID Management FAQ](#) *Updated 8/05/24
- [NJ SMART Reporting Responsibilities](#) *Updated 8/05/2024
- [Web Enrollment Report Guide](#) *Updated 8/05/24
- [NJ SMART Guidance on Student Attendance Fields](#) *Updated 8/05/24
- [SID Management Training \(Online Webinar\)](#) *Updated 4/10/24
- [SID Management Seal of Biliteracy Training \(Online Webinar\)](#) *Updated 1/24/24
- [SID Management Attendance Training \(Online Webinar\)](#) *Updated 5/30/24
- [SID Management Template A](#) *Updated 8/05/24
- [SID Management Template B](#) *Updated 8/05/24
- [NJ SMART Chronic Absenteeism Click by Click](#) *Updated 8/05/24
- [NJ SMART SID Management and Graduation Guide](#) *Updated 4/2/24
- [Unresolved Click-by-Click Guide](#) *Updated 10/13/22
- [World Languages Assessed Codes](#) *Updated 1/17/23

the data submission process.

Educational Rights and Privacy Act
to NJ SMART at 800-254-0295.

► Overview

► Background

► eLearning Videos & Webinars

► Documents for Download

- Download the latest **NJ SMART County District School Code List** under Documents for Download > Key Documents.



Getting Started

The Submission Guides found on the Resources and Training page provide a recommended timeline check list of each Snapshot and Submission.

SID Management User Resource Guide

NJ SMART Timeline – September 2024

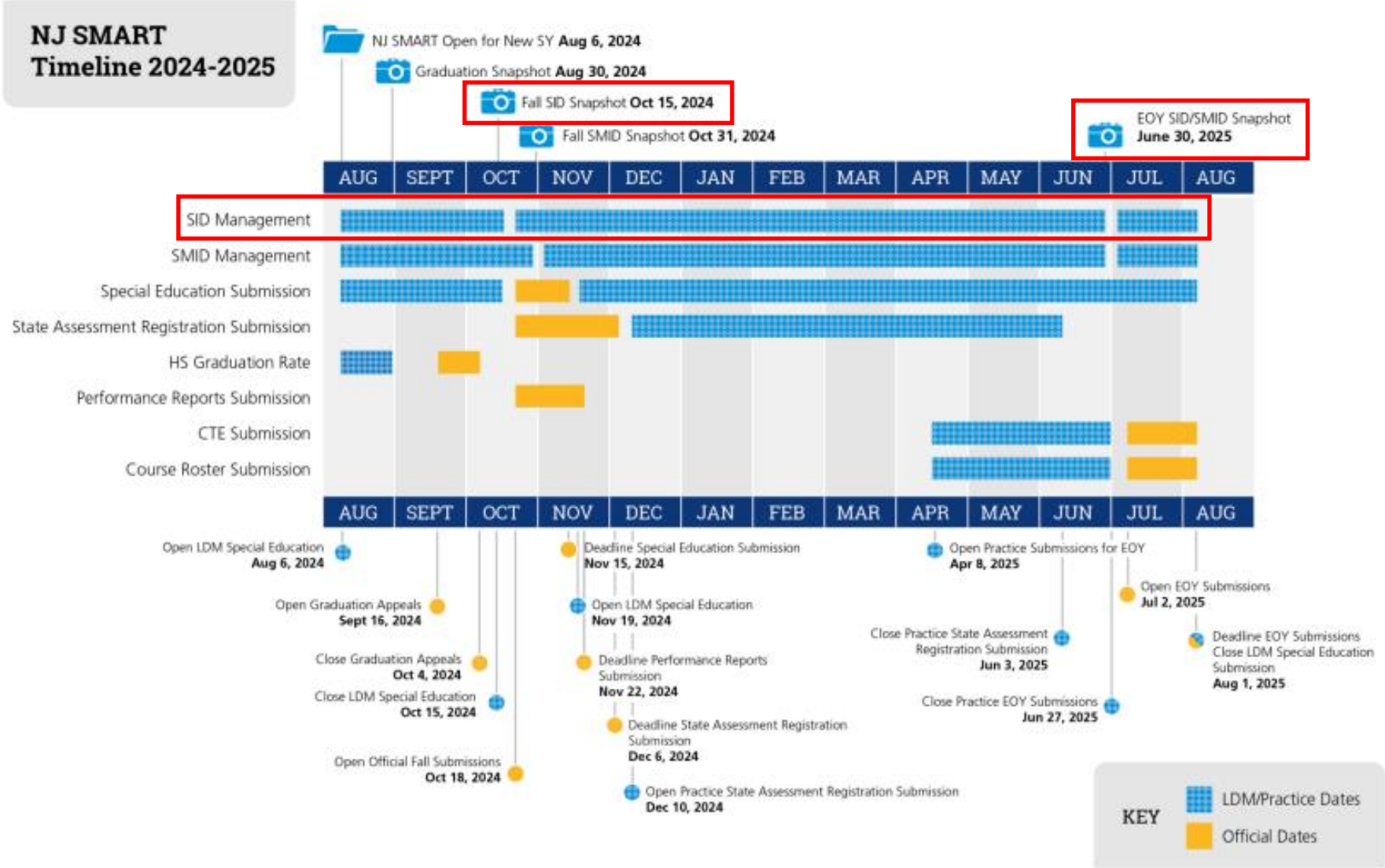
DATE	EVENT
Monday, September 16, 2024	Open: Graduation Appeals

September Action Items

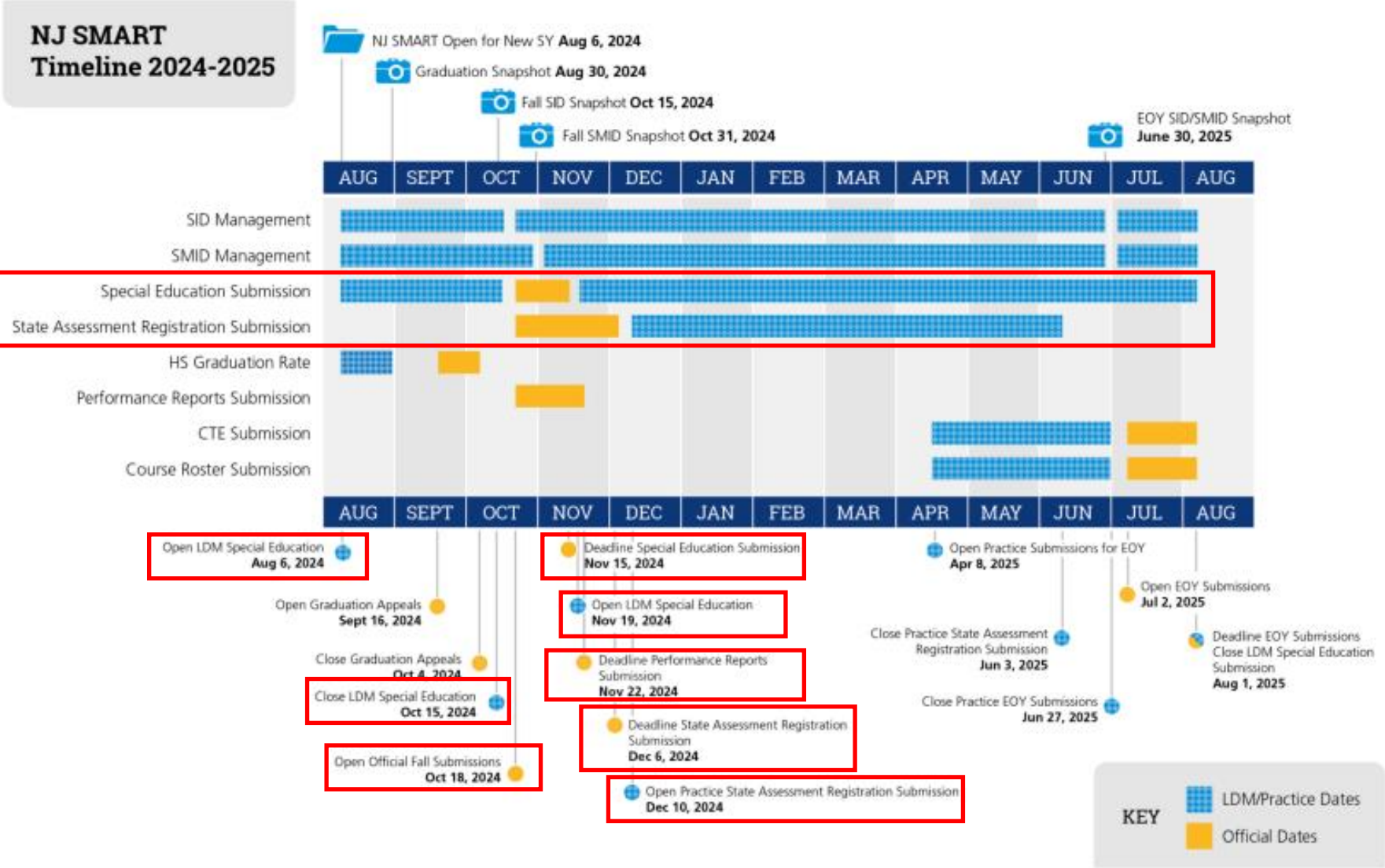
Task	Area of Focus	Recommended Completion Date	Task Completed?
Attend a SID Management Webinar if additional training is needed	Fall Submissions	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Check your NJ SMART account information under Account Management to make sure contact information is accurate	General	September 13, 2024	<input type="checkbox"/> Completed
Run the August 30, 2024 State Snapshot High School Graduation Cohort Status Profile for the 2024 4-Year Cohort, 2023 5-Year Cohort, and 2022 6-Year Cohort to view how the Cohorts currently stand	Graduation Cohort	September 19, 2024	<input type="checkbox"/> Completed
Investigate any Transfer Out - Unverified students for the 2024 Cohort	Graduation Cohort	September 19, 2024	<input type="checkbox"/> Completed
Attend a High School Graduation Webinar for appeals guidelines	Graduation Cohort	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Upload any new students who have started since the Full File upload for the new SY	Fall Submissions	September 23, 2024	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	Fall Submissions	September 23, 2024	<input type="checkbox"/> Completed
Upload to inactivate students who did not start or return for the 2023-2024 SY	Fall Submissions	September 23, 2024	<input type="checkbox"/> Completed
File appeals to correct submission errors that impact Cohort 2024's 4-year graduation rate, Cohort 2023's 5-year graduation rate, and Cohort 2022's 6-year graduation rate data	Graduation Cohort	September 27, 2024	<input type="checkbox"/> Completed



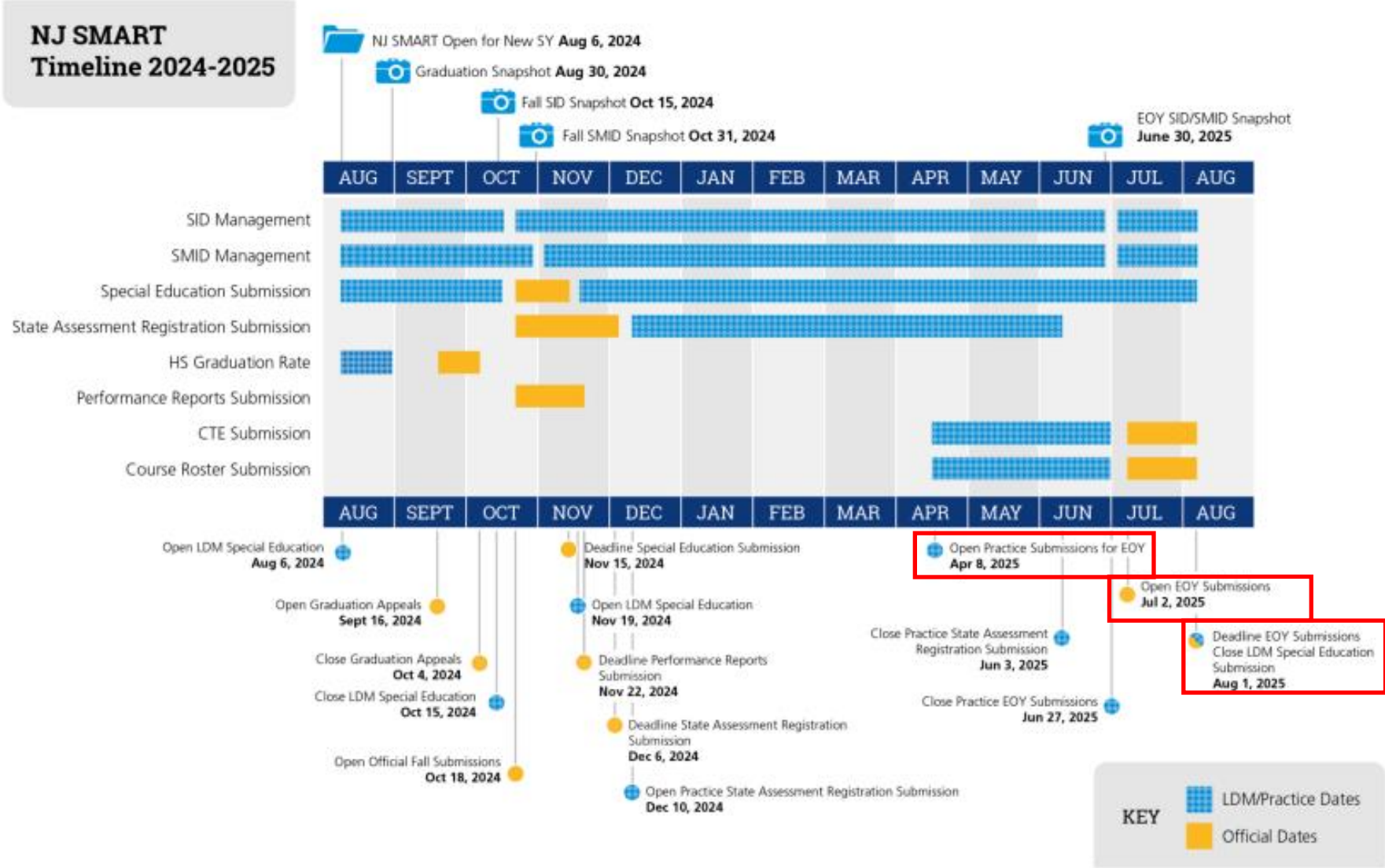
Overview of Student Submissions



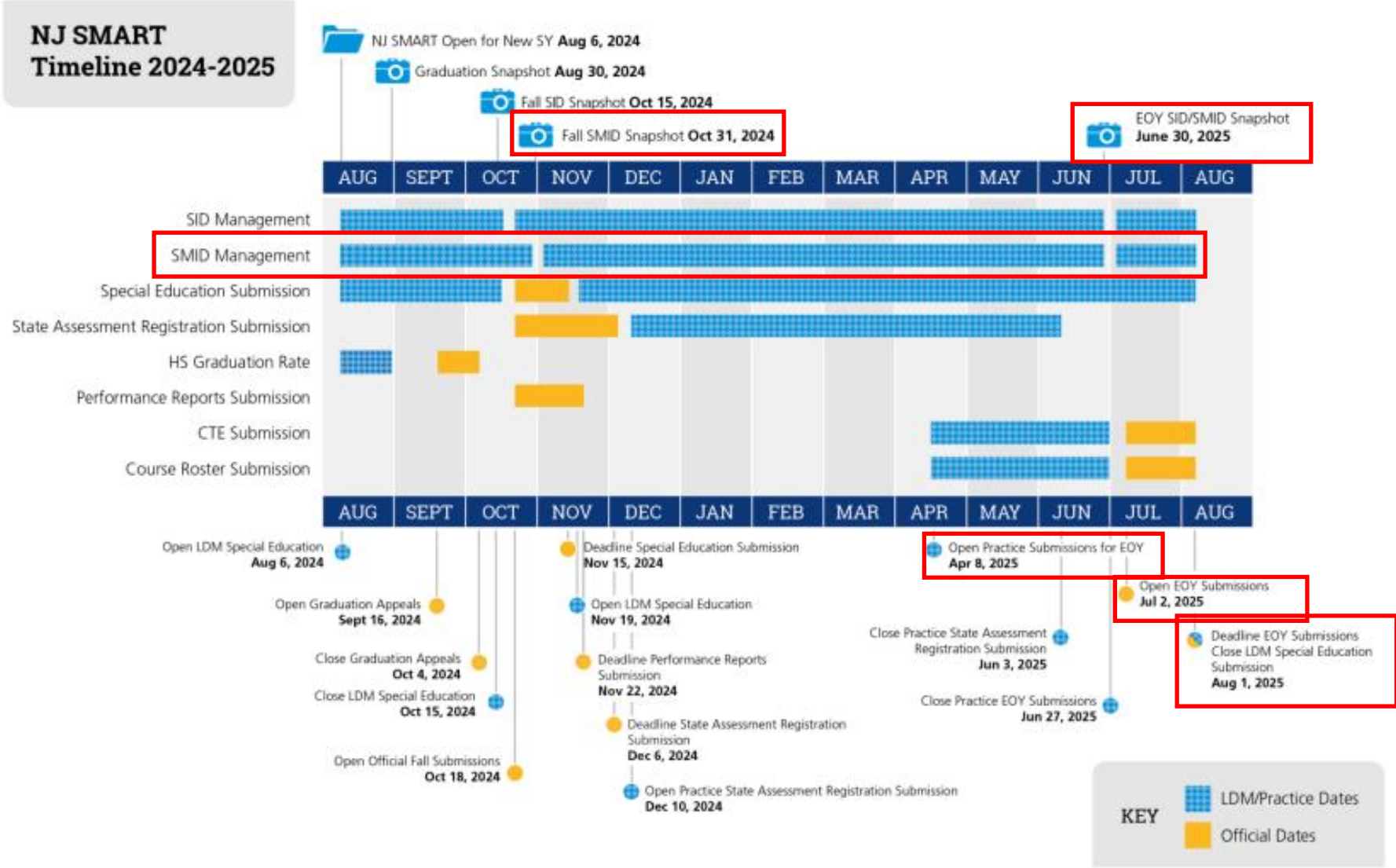
Overview of Student Submissions



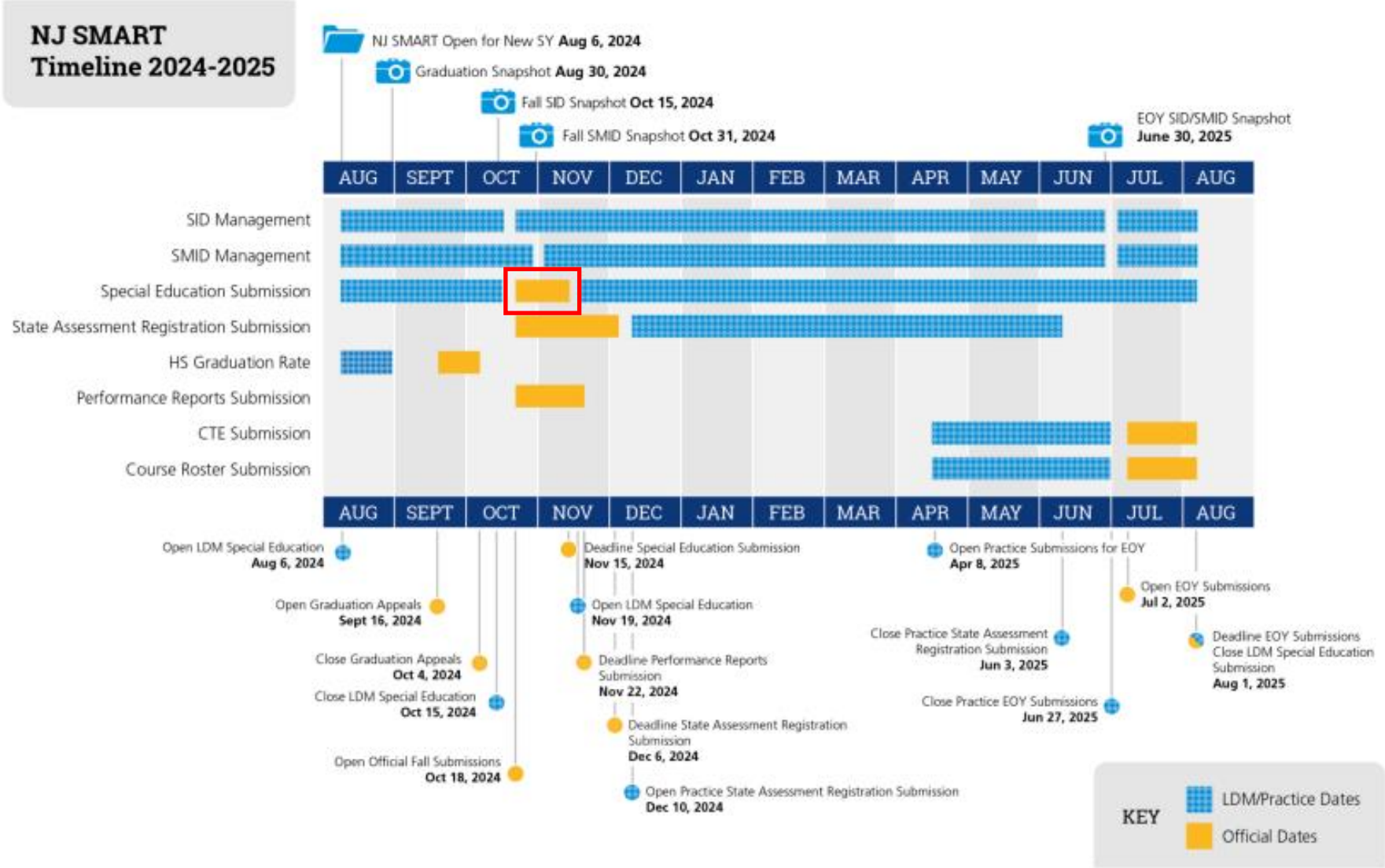
Overview of Student Submissions



Overview of Staff Submissions

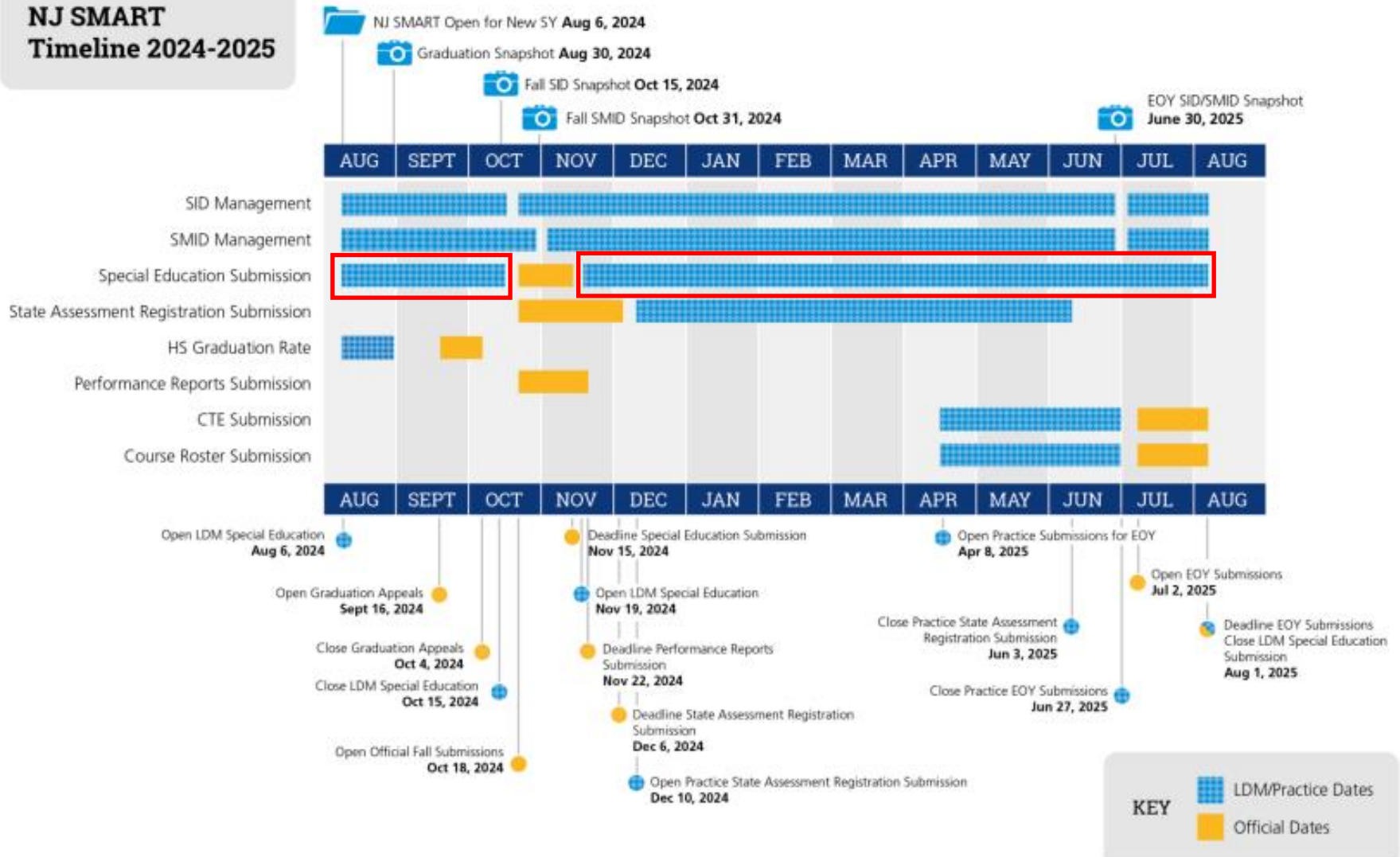


Official Periods vs. Local Data Mart



Official Periods vs. Local Data Mart

NJ SMART Timeline 2024-2025



How the SID/SMID Snapshots Work



Step 1:

We take a picture of how your records appear in SID/SMID Management at the Snapshot deadlines (SID - 10/15, SMID – 10/31).



Step 2:

This data is placed onto your

Snapshot

pages in the portal.



Special Education Submission



CTE Submission



Course Roster Submission

Step 3:

These Snapshot records are used for the official reporting of other data submissions.





Questions?

Any questions on what we have reviewed thus far?

County, District, and School Codes

Each Charter School is assigned its own County, District, and School Code (CDS) combination.

Two Digit County Code

Four Digit District Code

Three Digit School Code

80-8000-800

The NJ SMART County District School Code List is located on the Resources & Trainings Page

Key Documents

- [NJ SMART County District School Code List](#) *Updated Daily
- [POC List](#) *Updated 8/23/24
- [NJ SMART SCED Course Code List](#) *Updated 2/23/24
- [NJ SMART Timeline 2024-2025](#) *Updated 8/05/24
- [NJ SMART Data Collections 2024-2025- Excel](#) *Updated 8/05/2024
- [NJ SMART New User Training \(Online Webinar\)](#) *Updated 9/14/23
- [NJ SMART Charter School Training \(Online Webinar\)](#) *Updated 9/13/23
- [NJ SMART Update Review \(Online Webinar\)](#) *Updated 8/6/24
- [NJ SMART Country Codes](#)
- [Home Language Codes](#) *Updated 8/5/22
- [NJ SMART OPE ID List](#) *Updated 2/13/24
- [NJ SMART Data Availability Guide](#) *Updated 8/05/24



Charter School Reporting Responsibilities

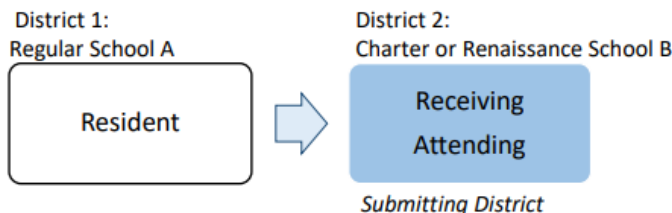
The NJ SMART Reporting Responsibilities document indicates how students attending a charter school should be reported to SID Management.

- **Reporting Responsibility Scenario 10:**

- Charter School students **are NOT** reported by the Resident School District
- The Charter School should be reported as the Receiving and Attending CDS Codes

Scenario 10:

Student's resident district/school is District 1 (School A); however, student attends a school in District 2 (School B) a **Charter or Renaissance school**. For guidance on Tuition Codes, please refer to the Tuition Code page of the SID Management Handbook.

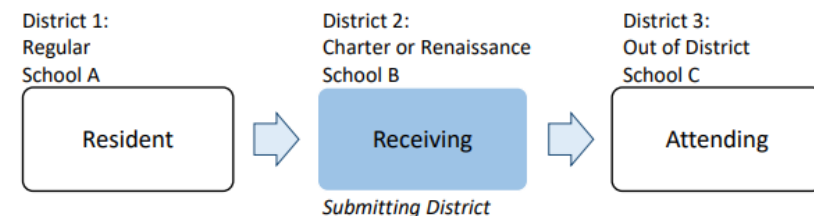


- **Reporting Responsibility Scenario 21:**

- Charter School students who also attend another district with an appropriate program are submitted by the Charter School

Scenario 21:

Student's resident district/school is District 1 (School A); however, student is enrolled at a **Charter or Renaissance school**, District 2 (School B) and attends **another district with an appropriate program** (e.g. an alternative education or recovery program, a special services district, an educational services commission, regional day school, an approved private school for students with disabilities or other non-public school, a college operated program, Naples placement, Marie Katzenbach School for the Deaf, or a school in another state), District 3 (School C).



Reporting to SID Management

Example of a student residing in Big City District and attending Sample Charter School:

Big City District

- County School Code = 10
- District Code = 1000
- School Code = 100

Sample Charter School

- County School Code = 80
- District Code = 8000
- School Code = 800

Codes

County Code Resident

10

District Code Resident

1000

School Code Resident

100

County Code Attending

80

District Code Attending

8000

School Code Attending

800

County Code Receiving

80

District Code Receiving

8000

School Code Receiving

800



Importance of SID Numbers

Each student is given a SID via NJ SMART that is used to track a student over time and across districts within NJ.

A student should have the same SID when transferring from one LEA to another.

Assigning and maintaining one unique SID for a student throughout that child's education is important for various reasons:

- The SID links the student's history within NJ longitudinally.
- If a SID assigned to one student is then used for a different student, the historical and assessment data could be connected to the wrong student.
- A unique SID for each student is needed to accurately track a district's graduation rate.
- The SID is needed to calculate a student's growth percentile.

Obtaining and Maintaining a Unique SID

How do I get a SID for a student?

1. To obtain a SID for a new student, their record must be uploaded to SID Management with a blank State Identification Number field.
2. Once uploaded the record must not be in Error/Sync/Unresolved/Conflict and it will be assigned a SID.
 - Make sure the SID is recorded in your Student Information System (SIS).

Student _____

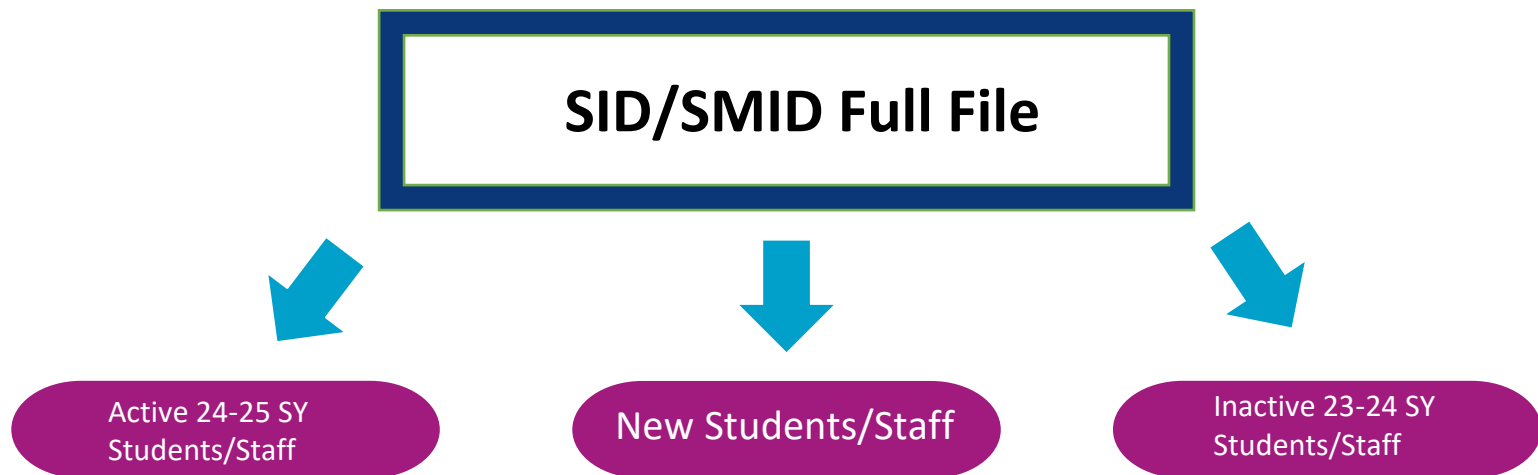
Local Identification Number	<input type="text" value="53419"/>	<input type="text" value="State Identification Number"/>	Status	<input type="text" value="A"/>	
First Name	<input type="text" value="Urbcmkn"/>	Middle Name	<input type="text"/>	Last Name	<input type="text" value="Afnbeb"/>

- Do not request a new SID for a student who has already been assigned one

Full File Upload

During each school year, record updates and file uploads should be performed as necessary to keep SID and SMID Management up to date.

- The data being uploaded to NJ SMART should always be updated in your local information system as well.



Data Elements

When submitting data to any NJ SMART submission, the data must meet specific requirements set forth by the NJDOE and NJ SMART validation rules.

- Validation rules are put into place to help increase overall data quality.
- Any field that fails to meet the outlined validation rules is given an Error status in the NJ SMART portal and must be resolved prior to all submission deadlines.
- Each submission has its own Data Handbook. It is mandatory to read these Handbooks when completing a submission. Validation rules are outlined in detail in the Handbooks.
 - NJ SMART's [Resources & Trainings](#) page

Common Error

Cross Validation Error

- Error description: Combination of LID, SID, First Name, Last Name, and Date of Birth do not match what was submitted to SID Management

Ex. Submitting a Student to SID Management and Special Education Submission



SID Management

Special Education Submission

SID	1111111111	=	1111111111
LID	123	=	123
Date of Birth	20090302	=	20090302
First Name	Mark	≠	Marc
Last Name	Smith	=	Smith

These data elements need to match across student and staff submissions. Inconsistently reporting student or staff information can result in errors for your LEA. Records in error will not be pulled when reporting to the NJDOE and could affect funding.

SID Management Fall Snapshot

For the October 15th, 2024, Snapshot at 5:00PM, your SID Management should include:

1. Active enrollment records for students who are currently attending a school within your district or who you are currently responsible for reporting to SID Management
2. Inactive enrollment records of students who transferred out of your district after the last day of the 2023-2024 school year
 - Do not leave these records out of SID Management
3. Inactive enrollment records of students who attended a school within your district for the 2024-2025 SY and transferred out/withdrew prior to 10/15/2024
4. Active enrollment records of new students who have transferred into a school within your district or into your reporting responsibility after the 2023-2024 SY End of Year SID Management Snapshot.



SMID Management

Each Charter School must submit **all staff members** who are employed by the district to SMID Management. This requirement includes:

- Staff members on payroll
- Contracted personnel (outsourced bus drivers, cafeteria workers, etc.)
- Certificated and non-certificated employees, including lunch aids and bus drivers
- Long-term substitutes

Please refer to the [SMID Management Reporting Responsibilities](#) document on the [Resources & Trainings](#) page for a complete list of all necessary submitted staff.

- SMID Management works similarly to SID Management as there is a unique Staff Member Identifier (SMID) assigned to each staff member. The assigned SMID must follow the staff member across every reporting district.



SMID Management Fall Snapshot

For the October 31st, 2024, Snapshot at 5:00PM, your SMID Management should include:

1. Active records of continuing staff members who returned for the 2024-2025 school year
2. Active records of new staff members who have been employed with your district since July 1st, 2024
3. Inactive records of staff members who ended employment with your district on or after June 30th, 2024
 - Do not leave these records out of your SMID Management



Note: Data collected for this Snapshot should represent staff data as of October 15th to align with the SID Management Snapshot



NJ SMART Webinars and Resources

For more information on the NJ SMART submissions your LEA is required to complete:

- We host webinars for all NJ SMART submissions throughout the school year
- If you would like a detailed review of a submission, please register for that specific webinar and download the related handbook and submission guide
- The schedule for upcoming webinars and all webinar slides are available on the [Resources and Trainings](#) page

NJ SMART Resources & Trainings

About this Site

The NJ SMART Resources & Trainings website links users to important information occurring within NJ SMART, in available to assist you throughout the data submission process.


Maintaining Security and Policy Compliance when working with Student and Staff Data


Users are reminded that NJ SMART is a secure data transfer and reporting site. By accessing this site you acknowledge the requirements of the Family Educational Rights and Privacy Act (FERPA) regarding the confidentiality of student records. Any suspected unauthorized use of this site should be reported immediately to NJ SMART at 800-254-0295.


Questions and Assistance

Questions about NJ SMART can be directed to the NJ SMART Help Desk by calling (800) 254-0295 or e-mailing helpdesk@nj.smart.org.

[Resources on FERPA and the Protection of Pupil Rights Amendment \(PPRA\)](#)

►  Overview

►  Background

►  eLearning Videos & Webinars

▼ eLearning Videos & Webinars

Each year, the New Jersey Department of Education provides NJ SMART trainings via webinars on a variety of topics. In addition, new supplemental eLearning videos have been created to assist in self-paced learning. Each on-demand eLearning video is designed to give a high level review of each topic and should be used in conjunction with the other NJ SMART tools and resources. Please see below for the links to the eLearning videos, trainings offered, their descriptions, and how individuals may participate in trainings. For documented resources, please see the Documents for Download section below.

NJ SMART eLearning Videos

Click on the links below to access the eLearning topic:

- **Submissions Overview:** This 5-minute video provides a detailed timeline and overview of ID Managements and Submissions collected through NJ SMART.
- **New User Training:** This 20-minute video provides a functional overview of NJ SMART, including how to get started and how to navigate the portal to manage your LEA's data.
- **District Reports:** This 20-minute video provides an overview of District Reports, how data is populated within the reports, and a functional review of how to run and read District Reports.
- **High School Graduation Training:** This 20-minute video covers how the High School graduation rate is calculated, the importance of reporting student data to NJ SMART, how to track cohort statuses, and how to submit a Graduation Appeal.
- **SID Management:** This 6-minute video covers why student level data is collected, who and what should be reported, when official data is collected, and the uses of SID Management data.
- **SMID Management:** This 5-minute video reviews why staff level data is collected, who and what should be reported, and when official data is collected.
- **Special Education Submission:** This 5-minute video reviews who should be reported to the Special Education Submission and how the data works with SID Management throughout the school year.
- **State Assessment Registration:** This 5-minute video looks at why State Assessment Registration data is being collected, who should be reported, when official data is collected, and how the Submission works with SID and SMID Management.
- **Course Roster Submission:** This 5-minute video provides an overview of why the student and staff course data is collected, what should be reported to the submission, and how the submission works with the End of Year SID and SMID Snapshot.
- **Course Roster Technical:** This 5-minute video covers the process of uploading and managing records to the Course Roster Submission and creating a successful link between the staff and student records.





Questions?

Any remaining questions before we adjourn the meeting?

Available Resources

NJ SMART Help Desk



1-800-254-0295
njsmart@pcgus.com

Resources & Trainings



[NJ SMART Resources & Trainings](#)

Please Provide your Feedback



We'd love to hear
from you!



Solutions that Matter

