

# Special Education Submission

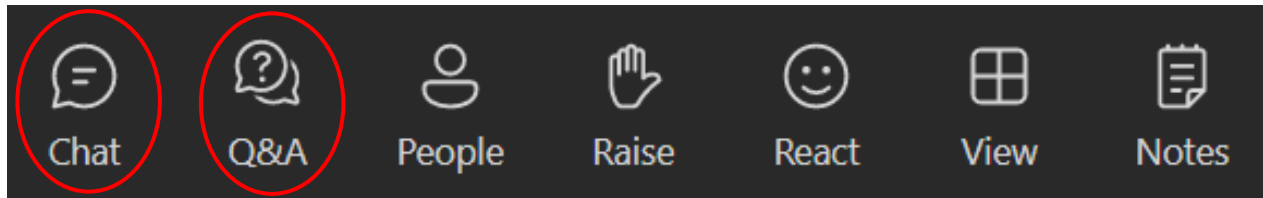
2024-2025 School Year

- *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.

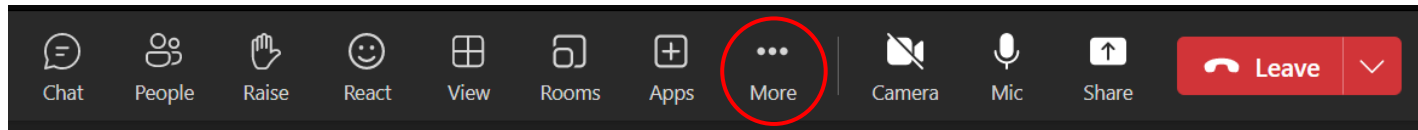
How can I ask a question?



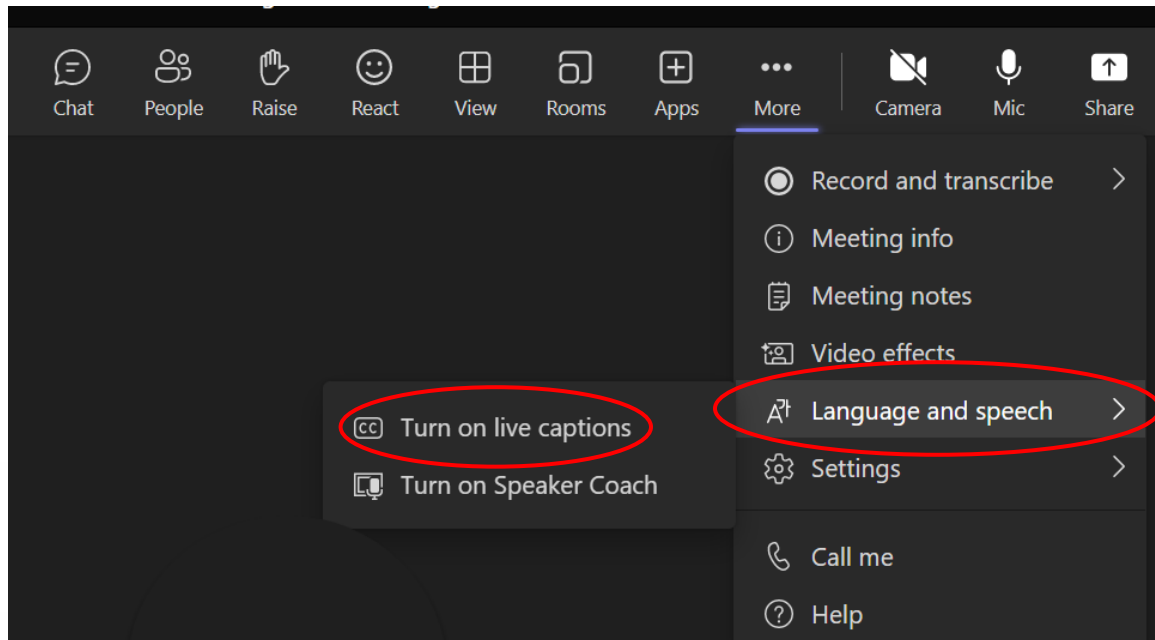
# Webinar Feature: Live Captioning

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.”



# Special Education Submission Agenda

Introduction	<ul style="list-style-type: none"><li>• Find resources to help you get started</li><li>• Learn important dates and deadlines</li></ul>
Interpreting Reporting Responsibilities	<ul style="list-style-type: none"><li>• Recognize who needs to be reported</li></ul>
Using Special Education Submission Data	<ul style="list-style-type: none"><li>• Learn how Special Education Submission data works with SID Snapshot records</li><li>• Review Special Education Submission FAQs</li></ul>
Portal Features	<ul style="list-style-type: none"><li>• Learn how Special Education Submission data works with District Reports</li></ul>

# Available Resources

## NJ SMART Help Desk



1-800-254-0295  
[njsmart@pcgus.com](mailto: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's name, SID Number, and/or DOB

Our email encryption process:

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



NJSMART ([NJSMART@pcgus.com](mailto: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



# Data Elements Overview

It is **mandatory** for all districts to download the Special Education Submission Data Handbook for a review of definitions, validation rules, additional notes, and common errors.

- 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

## NJ SMART Resources & Trainings

### About this Site

The NJ SMART Resources & Trainings website links users to important information occurring within NJ SMART, including downloadable resources and webinar and on demand trainings 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 that the work completed within NJ SMART is subject to the rules and requirements of the Family Educational Rights and Privacy Act (FERPA) regarding the confidentiality of student records and the Federal Privacy Act regarding employee records collected by Federal agencies. 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 [NJSMART@pcgus.com](mailto:NJSMART@pcgus.com).

### Overview

### Background

### eLearning Videos & Webinars

### Documents for Download

## Special Education Submission

- [NJ SMART Special Education Submission Handbook v5.7](#) \*Updated 8/05/24
- [Special Education Submission FAQ](#) \*Updated 8/05/24
- [Special Education Submission Training \(Online Webinar\)](#) \*Updated 10/11/23
- [Special Education Submission Template A](#) \*Updated 8/05/24
- [Special Education Submission Template B](#) \*Updated 8/05/24
- [Special Education Submission Guide](#) \*Updated 8/19/24
- [NJ SMART Special Education Submission Special Scenarios](#) \*Updated 8/05/24



# Summary

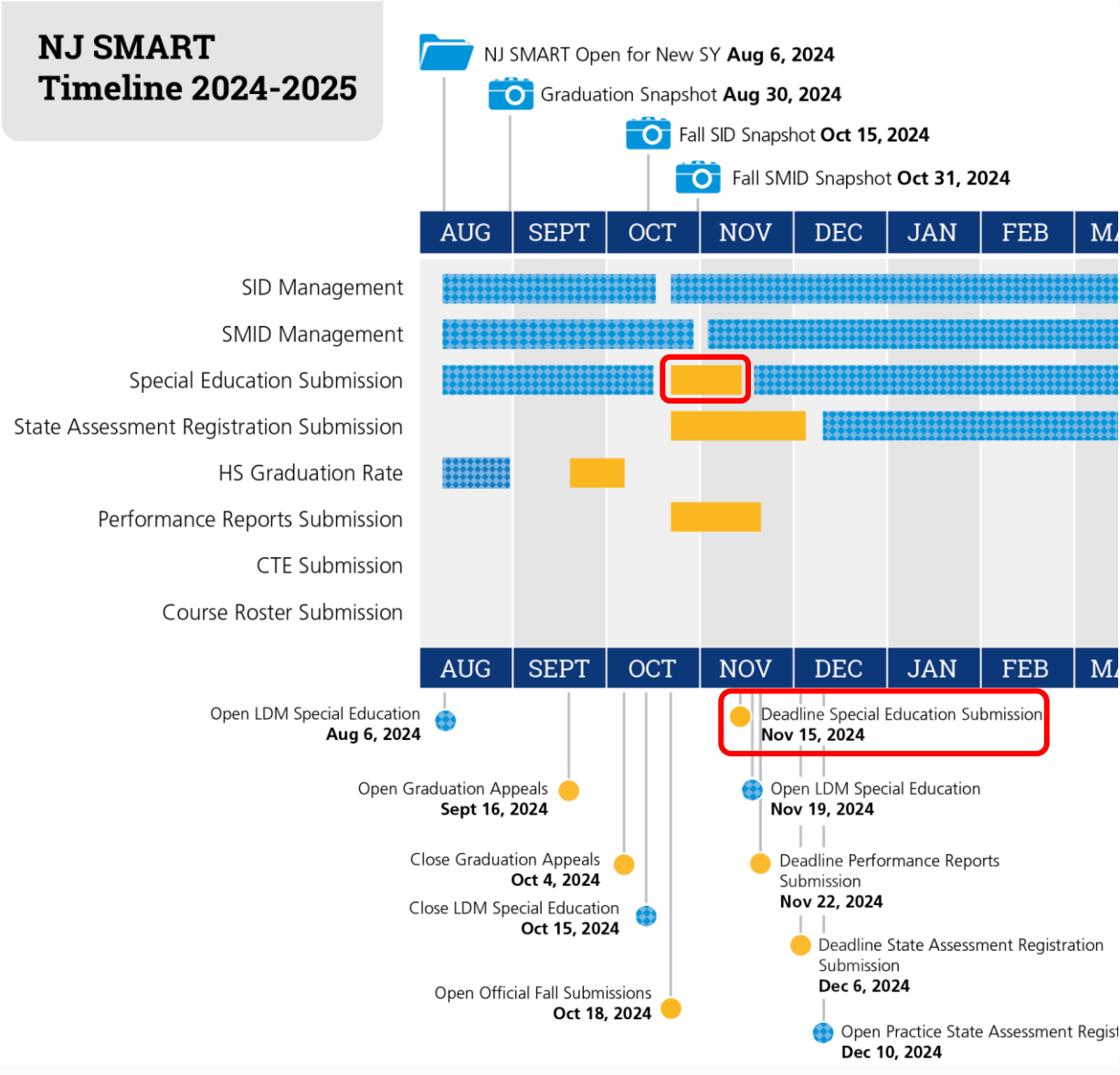
US DOE has placed increasingly intensive reporting requirements on collecting Special Education data in correspondence with the Individuals with Disabilities Education Act (IDEA).

- Special Education Submission collects a set of data elements that provide a more comprehensive picture of students that are enrolled in or referred to Special Education services
- NJ SMART takes one Special Education Submission per school year based on the October 15<sup>th</sup> SID Management Snapshot data





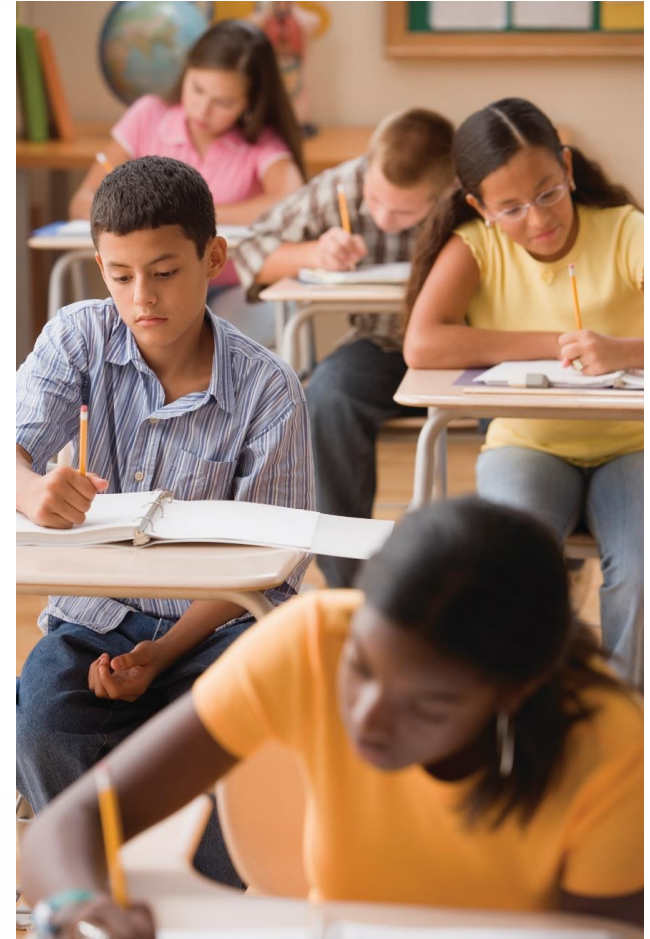
# NJ SMART Fall Submission Timeline



# Reporting Responsibilities

All LEAs should submit a Special Education Submission record for every active student who was:

- ✓ Receiving special services and had an active IEP as of October 15, 2024
  - This includes students with a speech-only IEP.
- ✓ Referred for special services after June 30, 2024
- ✓ Referred after June 30, 2024, and was determined ineligible for special services as of October 15, 2024
  - Use Special Education Classification code of “00” for Determined Ineligible
  - This includes preschool students determined ineligible that are below the compulsory attendance age



# Reporting Responsibilities (cont.)

## Excluded from Special Education Submission:

- ❌ General Education only students
- ❌ Students who receive special services through a 504 plan only
- ❌ Students who were captured as Determined Ineligible or Declassified in the August 2nd, 2024 Snapshot
- ❌ Non-Public students

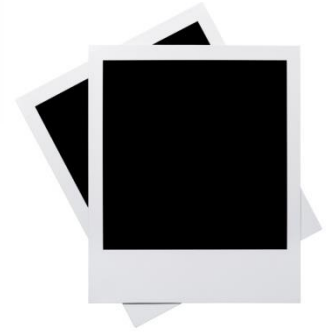


# How the Snapshot works



## Step 1:

We take a picture of how your records appear in SID Management at the Snapshot deadline (10/15).



## Step 2:

This data is placed onto your

**Snapshot**

page in the portal.



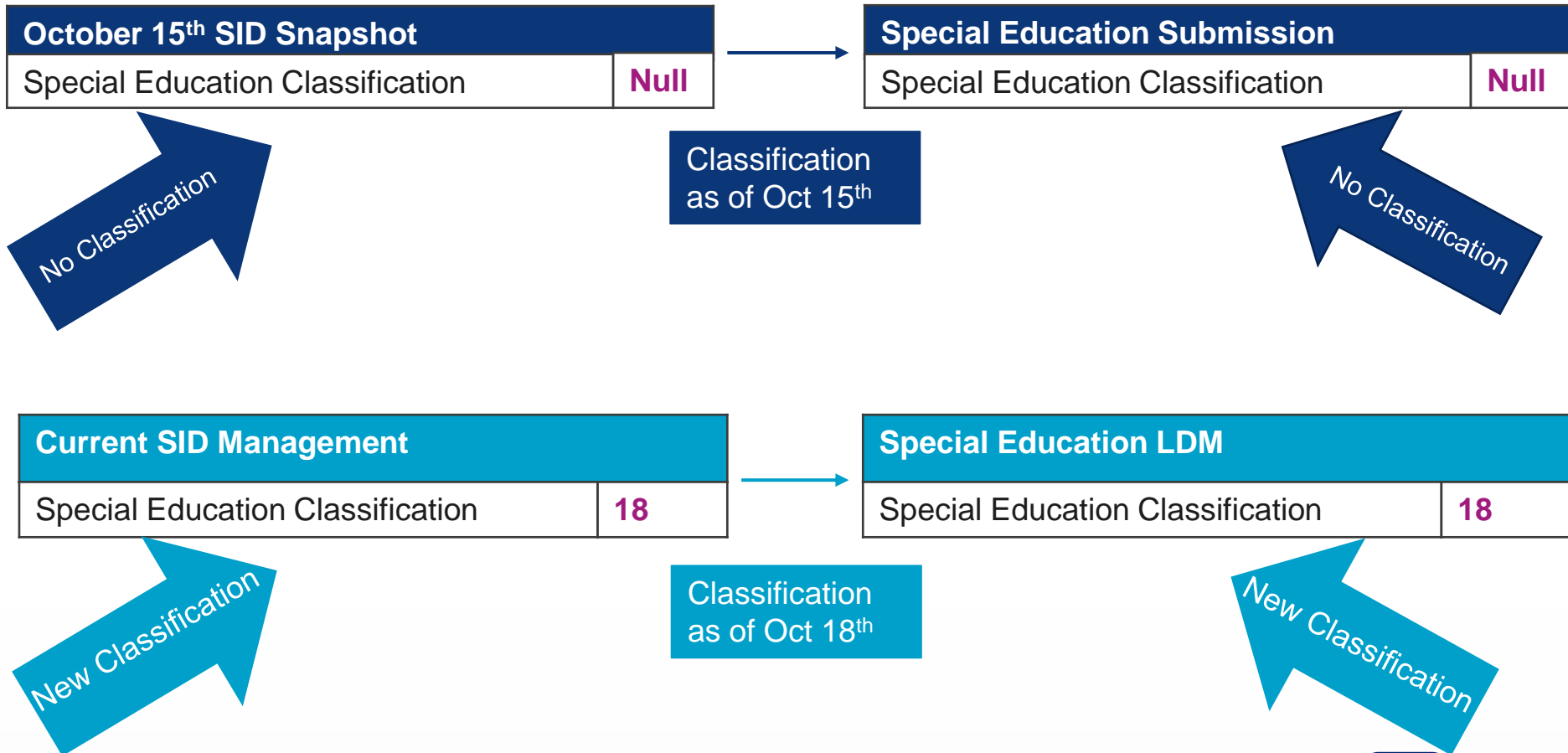
Special Education Submission

## Step 3:

These Snapshot Records are used for the official reporting for the Special Education Submission.

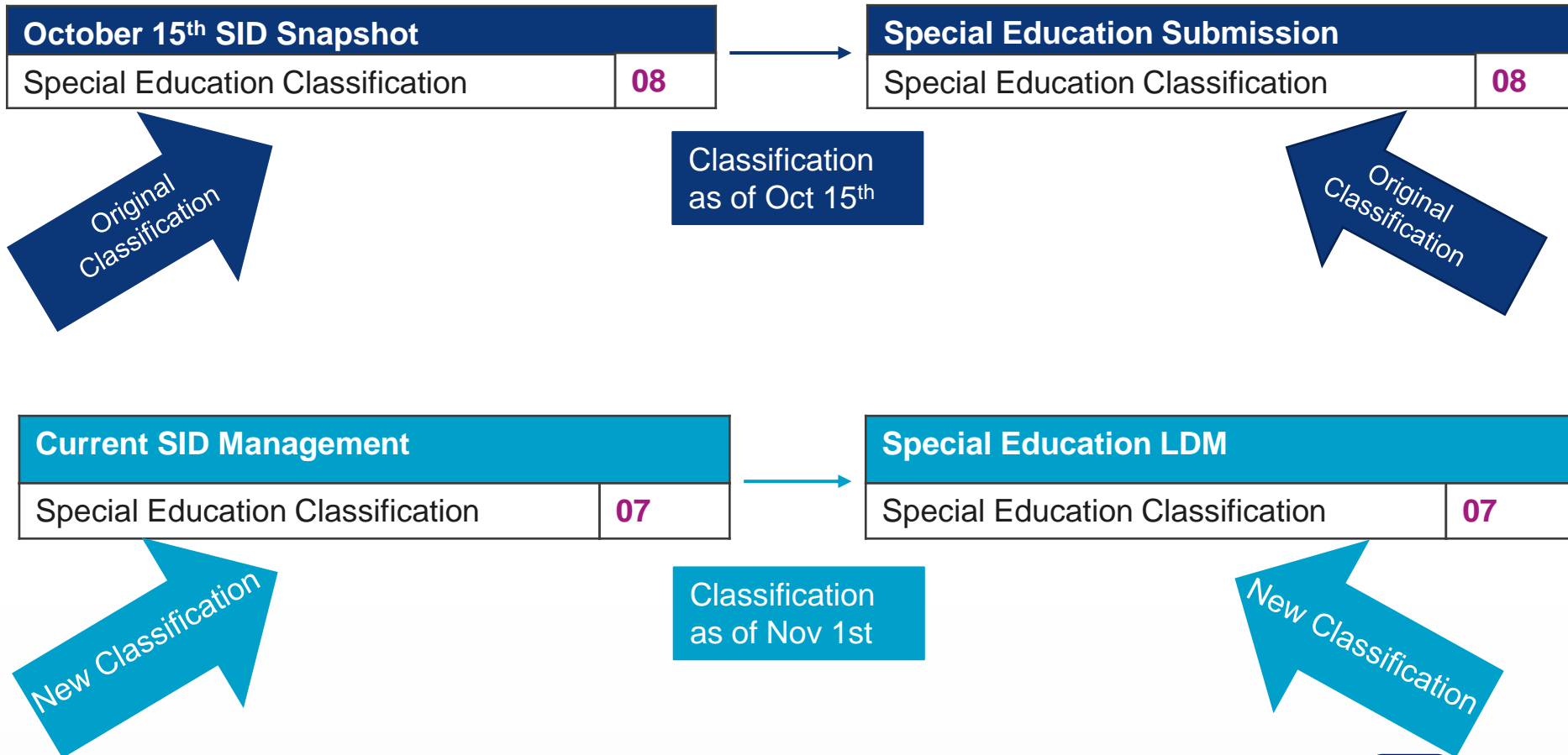
# Special Education Classification Example 1

Scenario: Student is in the process of being evaluated and is determined eligible on **October 18<sup>th</sup>** of the reporting year.



# Special Education Classification Example 2

Scenario: Student was previously classified and during the most recent reevaluation, the student's classification changed. The reevaluation date occurred on **November 1<sup>st</sup>** of the reporting year.



# Special Education Submission Updates

The following updates have been made to the SPED submission.

## New data elements:

- **SLDBasicReadingSkills** - For students classified Specific Learning Disability (SLD), or Special Education Classification code 14, an indication of whether eligibility was determined in basic reading skills.
- **SLDReadingComprehension** - For students classified Specific Learning Disability (SLD), or Special Education Classification code 14, an indication of whether eligibility was determined in reading comprehension.
- **SLDOralExpression** - For students classified Specific Learning Disability (SLD), or Special Education Classification code 14, an indication of whether eligibility was determined in oral expression.
- **SLDListeningComprehension** - For students classified Specific Learning Disability (SLD), or Special Education Classification code 14, an indication of whether eligibility was determined in listening comprehension.



# Special Education Submission Updates (cont.)

The following updates have been made to the SPED submission.

## New data elements:

- **SLDWrittenExpression** - For students classified Specific Learning Disability (SLD), or Special Education Classification code 14, an indication of whether eligibility was determined in written expression.
- **SLDReadingFluency** - For students classified Specific Learning Disability (SLD), or Special Education Classification code 14, an indication of whether eligibility was determined in reading fluency.
- **SLDMathProblemSolving** - For students classified Specific Learning Disability (SLD), or Special Education Classification code 14, an indication of whether eligibility was determined in mathematics problem solving.
- **SLDMathCalculations** - For students classified Specific Learning Disability (SLD), or Special Education Classification code 14, an indication of whether eligibility was determined in mathematics calculations.

## Updates to existing data elements:

- New Validation Checks were added to the **SpecialEducationClassification** field for the SLD-related data fields.







# Questions?

**Any questions before we review the Special Education Submission FAQs?**

# Identifying Elements

## Why am I receiving a combination error?


- Local Identification Number (LID)
  - State Identification Number (SID)
  - First Name
  - Last Name
  - Date of Birth
- These elements should already be established for the student in SID Management
- 
- These elements cross validate with the SID Management Snapshot page. When in error, check all five fields against your SID Snapshot records to make sure they match.
  - The SID Snapshot record must be free of Error, Unresolved, Sync, and Conflict.



# Combination Errors

What does a combination error look like in the Special Education Submission?

Student Details - Local ID #00216

 Errors: 1 ▲

DATA ELEMENT	ERROR DESCRIPTION
StateIdentificationNumber	Combination of Local ID, State ID, First Name, Last Name, and Date of Birth does not match data submitted during SID Management.


[Cancel](#) [Edit](#)

Student \_\_\_\_\_

Local Identification Number

00216

State Identification Number

1108734936

First Name

Vdpeo

Last Name

Hcsegvaojaocj

Date of Birth

20001011

City of Residence

Nocknbmgu

Migrant Status

N

Eighth Technological Literacy



# Cross Validation Rule (Cont.)

When submitting students to Special Education Submission, values for the following data elements must match exactly as they were submitted to SID Management or an error will occur: Local ID, State ID, Date of Birth, First Name, and Last Name.

	SID Management		Special Education Submission
Local ID	123456	=	123456
State ID	1111111111	=	1111111111
Date of Birth	19990302	≠	19950302
First Name	Marcus	=	Marcus
Last Name	Smith	=	Smith



# Special Education Classification

What should the student's Special Education Classification be based on:  
new eligibility or a re-evaluation?

- Value is required for all students whose Eligibility Determination has been made.
- Field must be blank if student's eligibility has not yet been determined.
- Please refer to the Special Education Submission Handbook for a complete listing of codes.

## Examples:

- Students aged 3 and 4 must have a Special Education Classification of "12" (Preschool Child with a Disability).
- Students declassified from Special Education must have a Special Education Classification code of "99" (Declassified).

# Special Education Classification

## Why is the student's record in Error for the Special Education Classification field?

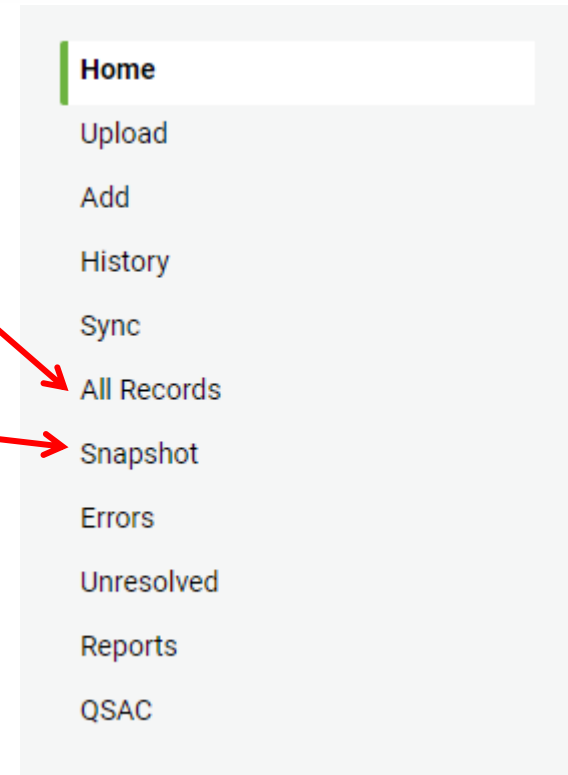
- The Special Education Classification reported to SID Management and the Special Education Submission is based on the student's classification at the time of the Snapshot
  - The Special Education Classification data element captured in the October 15<sup>th</sup> SID Snapshot will need to match what is reported to the Official Special Education Submission



# SID Snapshot Records

A student's First Name was captured inaccurately on the Snapshot. Can I change that?

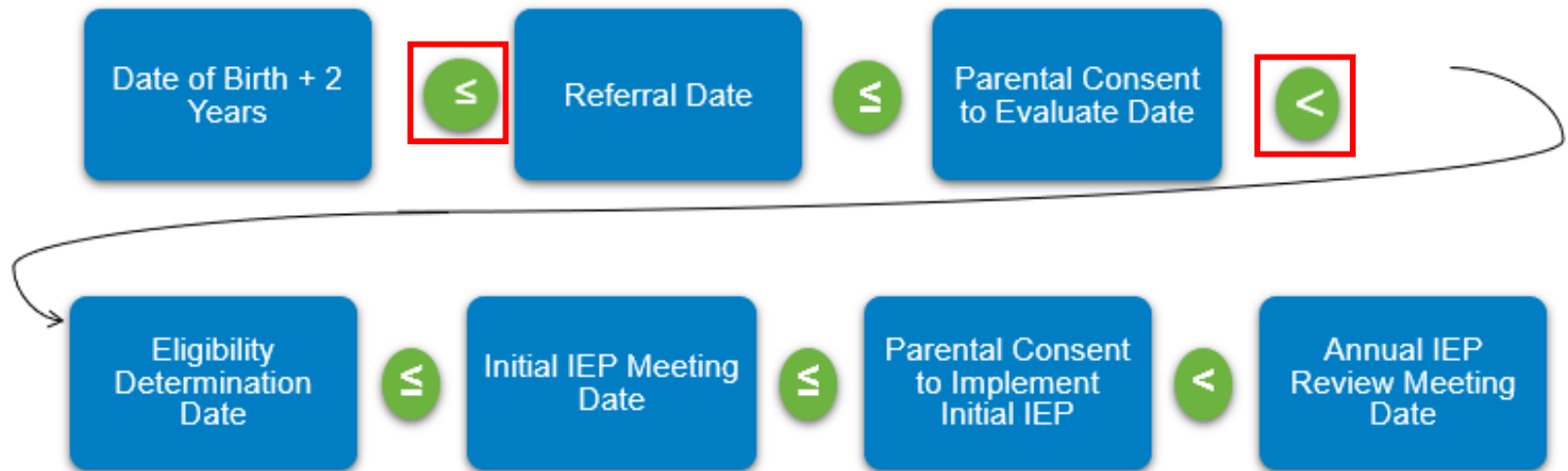
- **Local Data Mart Special Education Submission:** compares against current SID Management data in the All Records page.
  - LDM runs from Aug. 6<sup>th</sup> to Oct. 15<sup>th</sup>
- **Official Special Education Submission:** compares against your October 15<sup>th</sup> SID Snapshot, **NOT** your current SID Management data.
  - Official runs from: Oct 18<sup>th</sup> to Nov 15<sup>th</sup>
- **Data captured on October 15<sup>th</sup>** in SID Management is considered final; you are not able to change this data.



# Sequence of Dates

## Why am I receiving an error for a date?

- When submitting dates to the Special Education Submission, they must observe the following sequence that align with NJ Special Education evaluation practices:





# IEP Transfer Students

## How do I report a student if they transfer into our LEA with an active IEP?

- Contact the student's previous district so that they can provide you with all the necessary special education data needed in the Special Education Submission for the student
- If you are unable to obtain this information:
  - Submit the student's record to SID Management. The record must process through free of Error.
  - Your SID Management LDM data will refresh automatically overnight.
  - You can then run the LDM perspective in District Reports (Special Education Classification Report) to view the student's past special education data from a previous district.





# Questions?

Any questions before we continue?

# Out-of-Sync

## Special Education Submission

[Home](#)[Upload](#)[History](#)[All Records](#)[Out-of-Sync](#)[Errors](#)[Refresh/Release](#)

The Out-of-Sync page displays student records that have been submitted to SID Management with a valid Special Education Classification but have not yet been submitted to Special Education Submission. Upload students through a full or partial file upload to add these students to your Special Education Submission.

### Out-of-Sync Records

[Export as CSV](#)[Export as Excel](#)

Column

Operator

Value

[Apply Filter](#)

LOCAL ID	STATE ID	FIRST NAME	LAST NAME	DATE OF BIRTH	SPECIAL EDUCATION CLASSIFICATION
00028	6344613868	Uraqa	Aavbfr	20180114	08
00120	5611218620	Brdqa	Drgfxwa	20170701	02

**Note:** If there are records Out-of-Sync, you will not be able to Certify your Special Education Submission. You must resolve all Out-of-Sync records.



# Certify/Certify with Errors

Certify	Certify with Errors
Only enabled for districts that have uploaded and corrected all errors in the NJ SMART Portal.	Only enabled for districts that have uploaded a Full File and the only remaining errors are Combination Errors. All errors related to data elements other than the 5 identifying elements must be resolved.
<p>Certify and Certify with Errors will not be enabled if there are records in the <b>Out-of-Sync records page</b>.</p> <p>Out-of-Sync records are active students in your SID Management with a Special Education Classification that were not yet uploaded to the Special Education Submission.</p>	
<p>Certify and Certify with Errors is only enabled during the Official Submission Period. <b>You do not need to wait until the deadline date to Certify your data.</b></p>	



# Certifying Your Submission



## Why can't I certify my Special Education Submission?

- If you have any records in error indicating that the Special Education Classification does not match to SID Management, you will not be able to certify your submission
  - These Errors will count against your QSAC if not resolved by the deadline.

# NJ SMART Portal Features

LEAs are encouraged to take advantage of the Local Data Mart Period.

Key advantages to submitting and refreshing Special Education Submission data during the Local Data Mart periods include:

- Ability to update Special Education data elements at the beginning of the school year prior to both the October 15<sup>th</sup> SID Snapshot and the Official Special Education Submission. You can also update after the submission for more up-to-date analysis in District Reports.
- Allow more time for LEAs to practice and clean Special Education Submission data before the official state Snapshot period.
- Ability to submit Special Education Submission data for new students who enter after the October 15<sup>th</sup> Snapshot date to be included in District Reports and analysis.

# Official vs. Local Data Mart

NJ SMART is broken down into cycles throughout the year. The two cycles that directly relate to Special Education and District Reports are the Official Period and the Local Data Mart (LDM) Period.

## Official State Snapshot Reports

- Periods of time when all LEAs must submit official student data for state and federal reporting purposes.
- Official Snapshots: October 15<sup>th</sup> and June 30<sup>th</sup>.
  - *\*Depending on the school year selected, Snapshot dates may differ\**
- Snapshots include the most recent official SID Management data.
- *To view official state data from these periods in District Reports, choose the “**State Snapshot**” option.*

## LDM Reports

- Periods of time between official Snapshots when LEAs can update student records and run district reports with real-time data.
- LDM data is pulled from real-time SID Management and Special Education Submission data.
- *To view LDM data, upload files to SID Management and Special Education Submission. The data will refresh overnight. The next day, choose “**Local Data Mart**” option in District Reports.*



# Questions?

Any remaining questions before we adjourn the meeting?



# Available Resources

## NJ SMART Help Desk



1-800-254-0295  
[njsmart@pcgus.com](mailto:njsmart@pcgus.com)

## Resources & Trainings



[NJ SMART Resources  
& Trainings](#)

# Please Provide your Feedback



We'd love to hear  
from you!



**Solutions that Matter**

