# Getting Started with NJ SMART: A Brief Introduction

Hello and Welcome to NJ SMART!

As a new user to NJ SMART, this brief introduction will help point you in the right direction as you become acclimated to the system and the various submissions collected in NJ SMART.

The first step once you are able to log into NJ SMART is understanding what documents to download and to locate the areas of the site you will be working within for your Local Education Agency (LEA). NJ SMART is easily navigated by using the menus at the top of your screen. Simply hover over one of the tabs to see all options. If there is no submenu for a particular tab such as SID Management, that tab can be clicked to be taken to the appropriate page.
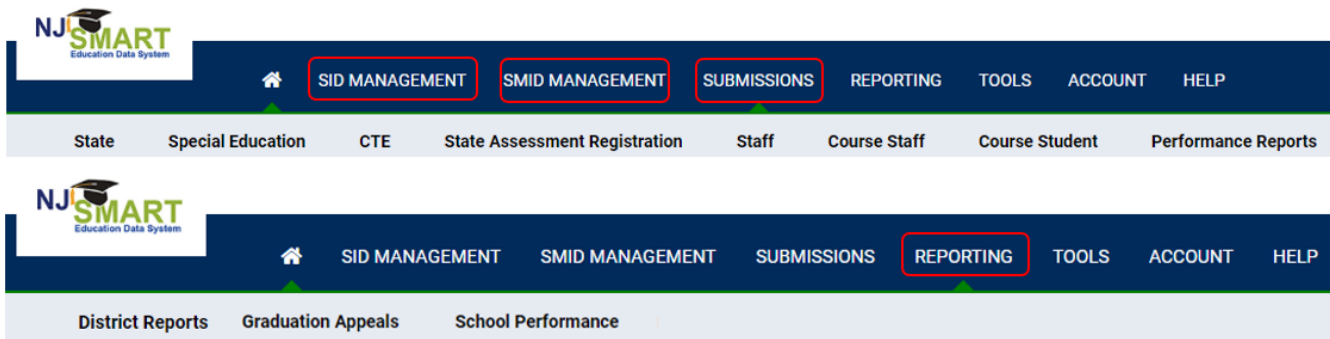
NJ SMART has various sections and submissions that are broken down by Student level items, Staff level items, and Data tools.

Student Level Areas:

Submission Name	Description
SID Management	The foundation or basis for all Student level submissions.
State Submission	Collection of core data elements that provide a more comprehensive picture of a student outside of basic demographic information.
Special Education Submission	Students enrolled or referred to Special Education services.
CTE Submission	Students enrolled in Career and Technical Education programs.

Staff Level Areas:

Submission Name	Description
SMID Management	The foundation or basis for all Staff level submissions.
Staff Submission	Collection of staff information such as job types, credentials and experience.

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Staff and Student Areas:

Submission Name	Description
State Assessment Registration	NJSLA/ACCESS 2.0/DLM registration information.
Course Roster Submission	Information to establish Student-Teacher links.
Performance Reports Submission	Collection of faculty attendance and narrative data for the New Jersey School Performance Reports.

Data Tools: (Student Data Only):

Tool Name	Description
District Reports	Information about your students allowing for trend analysis and drill-down capability.

In order to access each of these areas, your account will first need to have the appropriate account access permissions. NJ SMART account access is granted through a district Homeroom Administrator. Each district has one Homeroom Administrator that has the ability to create, edit, and delete NJ SMART Accounts for their respective districts. If you do not know who your Homeroom Administrator is, please give us a call or email and we will be sure to let you know who this individual is for your district.

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Resources

Data Collection Resources

For each area you will be working within, download the following documents under our Help and Support Tab:

- The **Handbook** will contain every data element included in the submission, as well as full definitions, additional notes, common errors and helpful tips. Any major changes to a Handbook will always be listed in the Revision History. Further, new or updated elements will be <mark>highlighted in yellow</mark> for quick identification.

> **LocalIdentificationNumber (LID)**
>
> **NJDOE Number**
> 1
> **Definition of Data Element**
> A number assigned and maintained by the local school district that is unique for each student in the district and is consistently used by the district across all of its data systems.
> **Functional, Policy or Legal Document**
> A local student identifier is assigned by the district and used to track students within a district over time and to keep student information secure and confidential. Districts must assign the Local Identification Number for each student in order to receive a State Identification Number (SID). This provides an additional matching field and an efficient way for NJDOE to provide SIDs to districts. This data element is used to verify the unique identification of the student.
> **CEDS Mapping**
> Local Education Agency Identifier
> **Is this Data Element Required?**
> Field is mandatory for all students, including Non-Public students.
> **Acceptable Values**
> **Type:** Alphanumeric
> **Minimum Length:** 1
> **Maximum Length:** 20
> **Validation Checks**
> - Error will occur if multiple students within the district with the same LID are reported.
> - Error will occur if field is left blank.

- The **FAQ** will contain the most common questions as answered by the Help Desk for the submission, eliminating many lower level issues that users may find themselves running into when working on a particular submission. New additions, updates, or clarifications to a particular FAQ document will be <mark>highlighted in yellow</mark> for quick identification.

> **SID Management FAQs**
>
> While the SID Management Student Data Handbook outlines this same information, this list of commonly asked questions provides explicit clarification to some of the common misconceptions related to SID Management.
>
> 1. **Question: What if a student enrolls in the LEA in the summer and then leaves the LEA before the first day of school?**
>
>   Answer: The LEA should report the student as Inactive, and list a School Exit Date as the first day of school as well as the appropriate School Exit Withdrawal Code. If a SID number was never obtained for this student, the record should be erased.
>
> 2. **Question: Where do I find contact information for a NJ SMART Point of Contact from another LEA?**
>
>   Answer: A Point of Contact list can be found in the NJ SMART Documents folder of the Help & Support tab of NJ SMART.
>
> 3. **Question: What if an LEA does not have the available information to correct an error for a student?**
>
>   Answer: All required elements must be included in the student's record in order to receive a SID for the student.

- **NJ SMART Reporting Responsibilities** –The Reporting Responsibilities is a helpful tool as it lists different reporting scenarios and it outlines for you who should be reporting the student and how the student should be reported.

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NJ SMART Reporting Responsibilities

The purpose of this guidance document is to clarify school and district responsibilities in reference to student data reported to NJSMART. Districts should refer to this guidance for determining the *State Assessment Accountable School (Accountable)* in the State Assessment Registration, and determining the county, district, and school codes that should be used for *Resident, Receiving, and Attending Schools* in SID Management. Refer to the associated Data Handbooks for definitions of these fields. The *Submitting District* is the district responsible for the State Assessment Registration and the SID Management submission for a given student. For all scenarios, the accountable school appears in the blue shaded box.

Table of Contents

Key Documents for All Users to Download

Documents for Download

Key Documents

- NJ SMART County District School Code List *Updated 6/25/19
- POC List *Updated 7/3/19
- NJ SMART SCED Course Code List *Updated 8/3/17
- NJ SMART Timeline 2018-2019 *Updated 11/16/18
- New User Training (Online Webinar)
- NJ SMART Update Review
- NJ SMART Graduation FAQs 2018 *Updated 7/3/18
- NJ SMART Country Codes
- Home Language Codes *Updated 11/9/11

- **NJ SMART Timeline** – Outlines every single event for the current school year. This is an excellent resource to keep you on track to complete all submissions on time and accurately.

- **POC List** – The Point of Contact list can be used to find contact information for outside districts. When the document is generated by NJ SMART, it lists the Student POC and Staff POC based on which user has performed the last file upload to SID and SMID Management for each district. This ensures that a user can look up a district and have contact information available should you need to speak to someone from that district concerning staff or student specific data. In addition, Homeroom Administrators can be located in this list as well.

- **NJ SMART County District School Code List** – This is a list of all acceptable CDS(County/District/School) Codes that are currently in NJ SMART as well as acceptable Grade Levels for each school. It is a very useful resource in locating a specific school or district that codes are desired for. The list is updated frequently throughout the year as we receive updates from the NJDOE. You should always ensure that you are referencing the most updated version when searching for CDS codes.

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Online Webinars

NJ SMART provides online training for our users through webinars. Webinars are offered throughout the month of current topics.

From the **Homepage** just above the blue navigation banner is a list set of six quick links. Click on the one labeled "Trainings". This will provide the user with instructions on how to view and sign up for our online webinar sessions. These webinars are offered free of cost and are designed to help our users gain a better grasp on specific submissions and topics. Instructions on how to participate and register for these webinars are posted directly below the schedule for the month.

You may also notice that there are many other topics on display from within the Help tab. We encourage all users to browse through them all and download any which are found to be helpful in getting a user up to speed on NJ SMART.

Questions?

Call us at (800) 254-0295 or e-mail njsmart@pcgus.com We are in the office Monday through Friday from 8:00am to 5:00pm except on Holidays. We are here to assist you with any questions that you may have.

Best,
The NJ SMART Team