# SID Management: About

## INTRODUCTION

Student identification plays an important role in data management for New Jersey. Each student is assigned a unique student identifier in NJ SMART to track that student's history within New Jersey longitudinally. NJ SMART's effective management of student identifiers allows Local Education Agencies (LEAs) to perform the following functions among others:

- Acquire new student State Identification Numbers (SIDs)
- View and download existing SIDs
- Correct data errors
- Resolve Conflict records
- Manage Unresolved records
- Update individual student data
- Upload files
- Generate District Reports data for internal analysis
- Track each student's progress towards graduating on-time within their graduation cohort

## LEA BEST PRACTICES IN MANAGING STUDENT IDs

The following tips are intended to encourage best practices within LEAs when handling student identifiers.

- SID Management is open for the entire school year, 24 hours a day/ 7 days a week, with the exception of brief maintenance periods. Throughout the school year, LEAs should assign and manage SIDs at their convenience. Districts should actively engage in maintaining student data throughout the school year outside of Snapshot periods.
- A student should have the same SID when transferring from one LEA to another. It is recommended the SID be marked on transfer cards to help the receiving district attain the correct SID for transfer students.
- If the information is not provided in a student's documentation when a student enters a school, an LEA can determine if the student already has a SID assigned through NJ SMART. If not, an LEA can request a new SID for the student without delay.
- SID Management data must be maintained and updated on a regular basis to reflect the current status of all students in your school. Districts are advised to be proactive in keeping data up to date in their Student Information System (SIS) and ensuring that SID Management remains in sync with their SIS database.
- Every student must have a SID number to be submitted to subsequent or official submissions such as the Special Education, CTE, Course Roster, and State Assessment Registration Submissions.

For the most up to date version of the SID Management Student Data Handbook, NJ SMART Reporting Responsibilities document, and templates, please see the Documents for Download section of the NJ SMART Resources & Trainings page.

# SID Management

## UPDATES TO SID MANAGEMENT

For historical updates to SID Management, please consult the Revision History of the SID Management Student Data Handbook.

## KEY DATES AND DEADLINES

Please refer to the NJ SMART Timeline for important dates and deadlines for SID Management.

## TRAINING INFORMATION

For detailed information on live webinar trainings and on demand eLearning videos offered by NJ SMART, please visit the Training & Support section of the NJ SMART Resources & Trainings page.