

# Performance Reports Submission

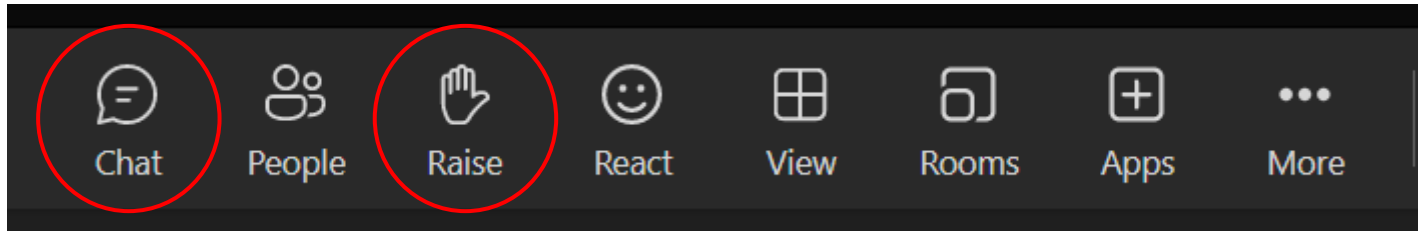
2022-2023 Collection of Data during the 2023-2024 SY

- *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.

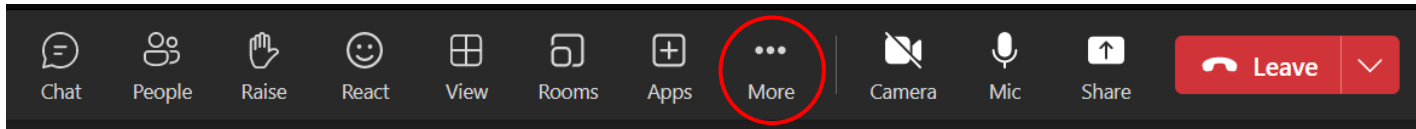
How can I ask a question?



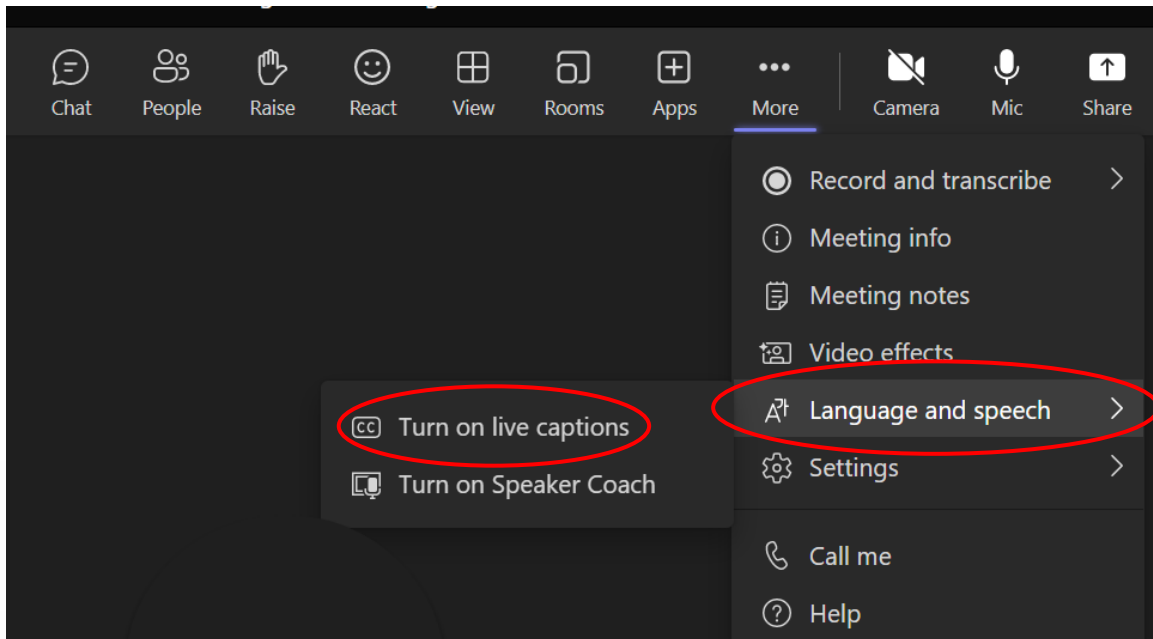
# Webinar Feature: Live Captioning

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.”



# Performance Reports Submission Agenda

<b>Introduction</b>	<ul style="list-style-type: none"><li>• Find resources to help you get started</li><li>• Learn important dates and deadlines</li></ul>
<b>Interpreting Reporting Responsibilities</b>	<ul style="list-style-type: none"><li>• Why this data is collected</li><li>• Recognize which records need to be reported</li><li>• How to review last year's data</li></ul>
<b>Using Performance Reports Submission Data</b>	<ul style="list-style-type: none"><li>• Learn how to use and navigate the Submission, including Sample Reports</li><li>• Review Performance Reports Submission FAQs</li></ul>



# Available Resources

## NJ SMART Help Desk



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

## Resources & Trainings

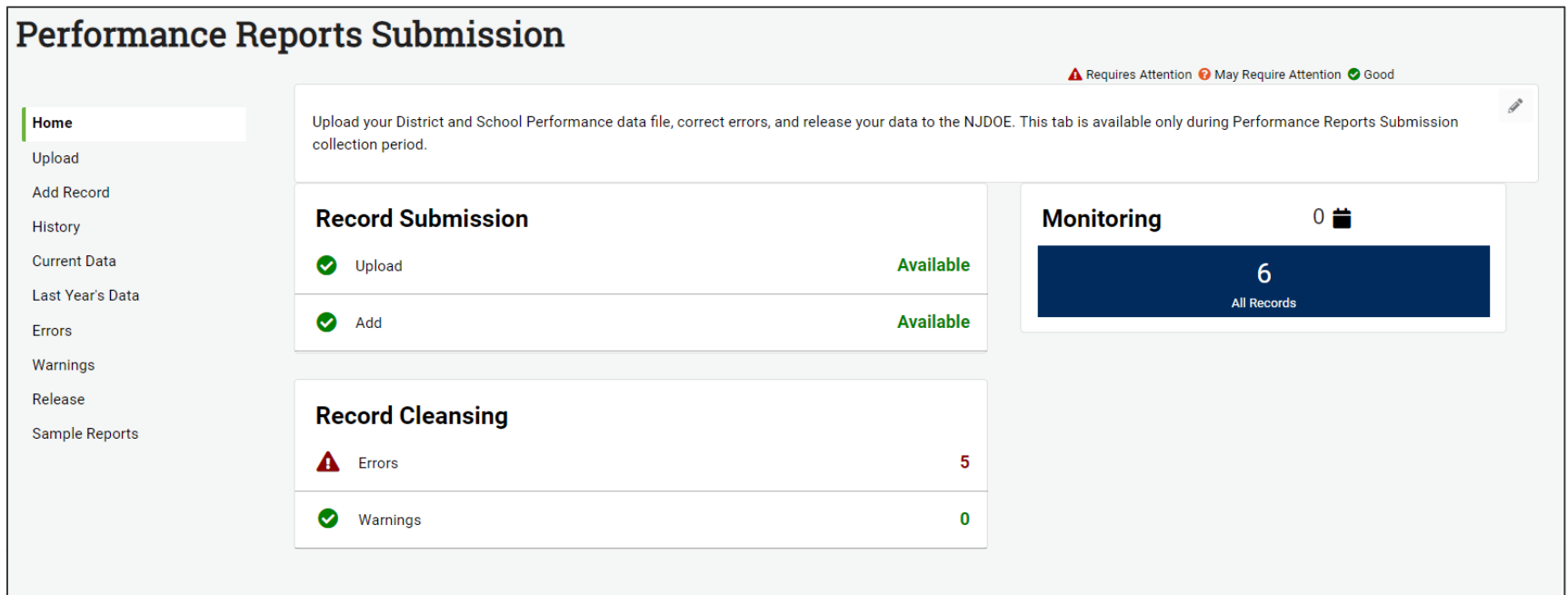


[NJ SMART Resources  
& Trainings](#)

# Performance Reports Submission Overview

The Performance Reports Submission collects school and district narrative information to populate the **2022-2023** School Performance Reports.

- The data being collected this year is for **the 2022-2023 school year**.



**Performance Reports Submission**

▲ Requires Attention ● May Require Attention ● Good

Upload your District and School Performance data file, correct errors, and release your data to the NJDOE. This tab is available only during Performance Reports Submission collection period.

Record Submission	Status
Upload	Available
Add	Available

Record Cleansing	Count
Errors	5
Warnings	0

**Monitoring** 0

6  
All Records



# Getting Started

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

## 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

### Performance Reports Submission

- [Performance Reports Submission Handbook v1.7](#) \*Updated 10/4/23
- [Performance Reports Submission Template](#) \*Updated 10/19/21
- [Performance Reports Submission Training \(Online Webinar\)](#) \*Updated 11/11/22
- [Performance Reports Submission FAQ](#) \*Updated 10/4/23
- [Performance Reports Submission Guide](#) \*Updated 8/7/23



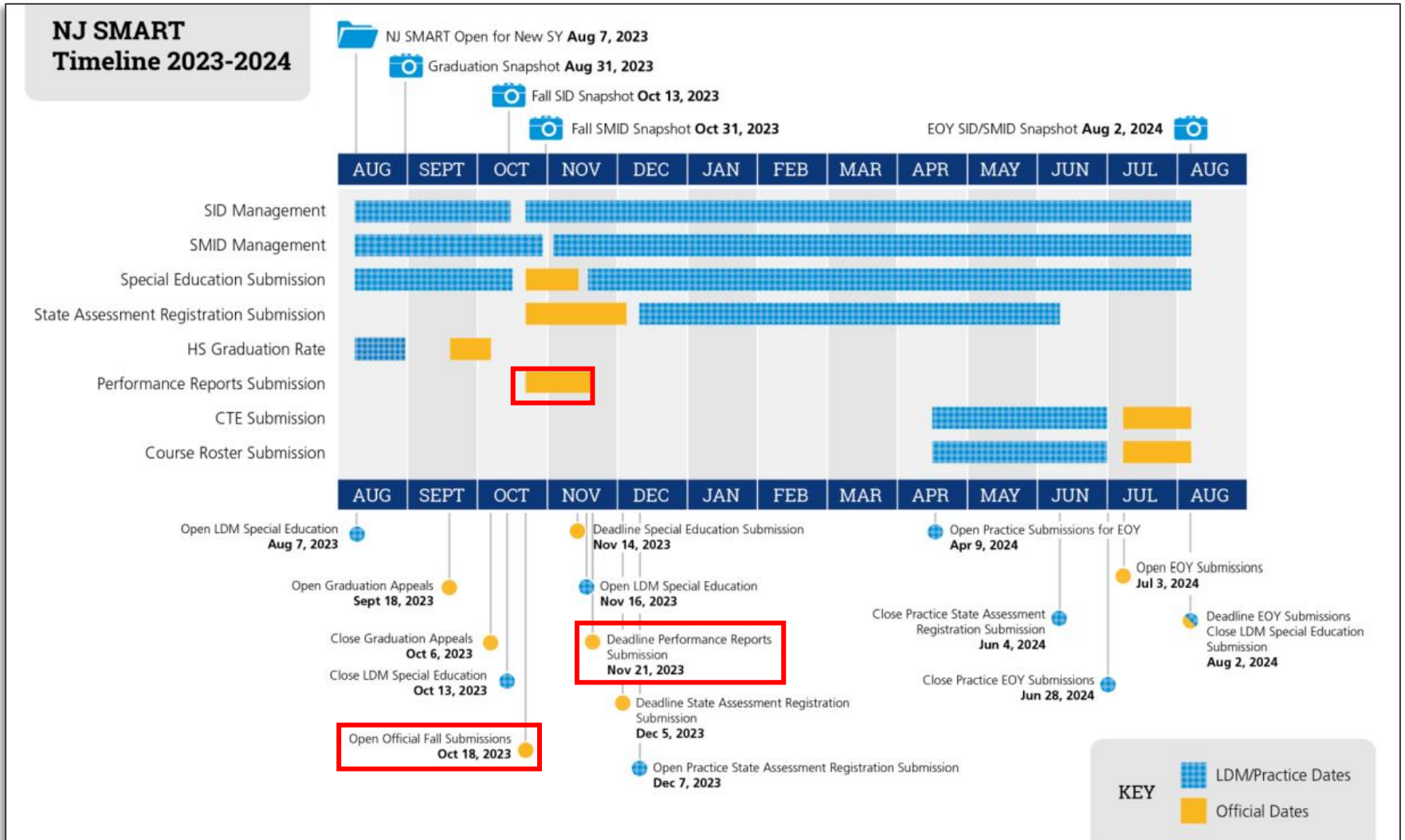
# Update for this Year's Collection

- Updated guidance for reporting to **SpecialTopic**:
  - For the Fall 2023 submission, this data element will be used to collect information on districts' effective and efficient use of Elementary and Secondary School Emergency Relief (ESSER) funding:
    - If you wish to exclude this information from the NJ School Performance Reports, leave this field blank.
    - Information collected in Fall 2023 will be used to populate an "Effective and Efficient Use of ESSER Funding" narrative field in the 2022-2023 School Performance Reports. Districts may want to include:
      - What evidence-based interventions were used to address learning loss?
      - How were ESSER funds used to support physical health and safety or address students' mental health and social and emotional needs?
      - How has the use of ESSER funds made an impact so far and what practices have been successful?





# NJ SMART Submission Timeline





# Questions?

Any questions on what we have reviewed thus far?

# Last Year's Data

After the opening of the Submission period, LEAs can access the 2021-2022 Narrative data from the Last Year's Data page.

- By exporting the data into Excel, LEAs can review and update for the 2022-2023 school year.

**Performance Reports Submission**

Home  
Upload  
Add Record  
History  
Current Data  
**Last Year's Data**  
Errors  
Warnings  
Release  
Sample Reports

The Last Year's Data page shows all the records in your LEA submitted for the previous year. This data can be prepopulated into the current submission, where the data can be updated to reflect any changes for the reported year.

**Last Year's Data Records** [Export as Excel](#)

Column Operator Value Apply Filter

RECORD INDICATOR	SCHOOL CODE	WEBSITE	FACEBOOK
No data			



# Performance Reports Submission Records

A record should be submitted for your district and each school within your district that was open for the 2022-2023 SY. This data will be used to populate the Narrative section of the separate District and School level New Jersey School Performance Reports.

- For example, if your district has 3 schools, you should have 4 total records submitted to your submission: one record for the district, and a record for each of the three schools:

	A	B	C	D	E	F	G
1	<b>RecordIndicator</b>	<b>SchoolCode</b>	<b>Facebook</b>	<b>Twitter</b>	<b>SummaryHighlight1</b>	<b>SummaryHighlight2</b>	<b>SummaryHi</b>
2	D						
3	S	010					
4	S	020					
5	S	030					
6							



# File Upload

## How do I upload my Narrative data to the Submission?

- Similar to other NJ SMART collections, two options are available:
  - File Upload
  - Add Record

Home

Upload

**Add Record**

History

Current Data

Last Year's Data

Errors

Warnings


Release

Sample Reports

Add Record allows you to add an individual district or school level record.

**Please Note:** When adding a record, every required field must have a value. Select Add Record once all the necessary information is provided in the cells below.

The new "Pre-Populate Data" option now gives users the ability to pre-populate and edit data submitted to last year's submission with the click of a single button!

Pre-Populate Data 

Upload Record

### Required Fields

Record Indicator

School Code

# Data Elements

## Which fields are required or optional?

- Required:
  - RecordIndicator
  - SchoolCode, if RecordIndicator = S
- All other fields are optional.



# Excluding Optional Sections

Not all sections apply to my LEA, how do I ensure that these sections do not appear in our Performance Report?

- If an optional field is left blank, the section will not be displayed within the Narrative Section of the Performance Report.

## Optional Fields

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Facebook

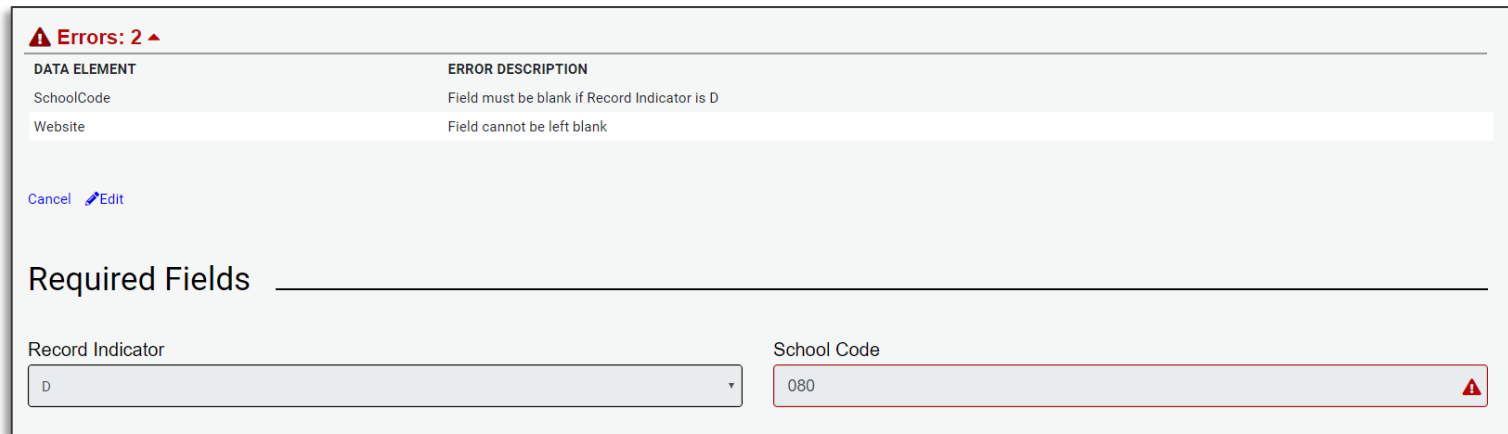
Twitter

Summary Highlight 1

# Errors

## How do I view and resolve errors in my submission?

- Navigate to the Errors page and drill down into a record to view the Errors by Error Type:



**▲ Errors: 2 ▲**

DATA ELEMENT	ERROR DESCRIPTION
SchoolCode	Field must be blank if Record Indicator is D
Website	Field cannot be left blank

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

**Required Fields**

Record Indicator:

School Code:  ▲

- Errors can be resolved by editing the records through the Record Details page or via file upload.



# Warnings

## Why am I receiving a warning?

- If a district or school record has not yet been submitted, you will receive a Warning.

Warnings	
SCHOOL CODE	WARNING MESSAGE
020	No data was submitted
025	No data was submitted
050	No data was submitted
055	No data was submitted

# Sample Report

## How do I preview how my data will look on the Performance Reports?

- Navigate to the Sample Reports page and select the school or district you wish to view.

- Home
- Upload
- Add Record
- History
- Current Data
- Last Year's Data
- Errors
- Warnings
- Release
- Sample Reports**

< Back to Sample Reports / Report

Customize the Report

1 of 2

Export as PDF Export as Excel Find | Next

Document Map

- samplerereport
- School Contact Info
- Faculty Attendance

School Contact Info	
Type	Contact Information
County	
District	
Principal Name	
Address	
Phone Number	
Email Address	-
Website	-




# Remove a Record

## How do I remove a record from the Performance Reports Submission?

- To erase a record, drill down into the record by clicking on the Record Indicator Type and clicking the Erase Record button.

### Record Details

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

 [Erase](#)

---

Required Fields

Record Indicator

School Code

# Certify/Certify with Errors

Certify	Certify with Errors
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 errors remain in the Submission.
<b>Certify and Certify Submission with Errors will <b>not</b> be enabled if you have not uploaded a file.</b>	
Certify and Certify Submission with Errors is only enabled during the Official Submission Period. You can Certify your data <b>at any time during the Official Submission Period</b> . You do not need to wait for the day of the deadline to Certify.	



# Certify/Certify with Errors (cont.)

## Step 1:

- Home
- Upload
- Add Record
- History
- Current Data
- Last Year's Data
- Errors
- Warnings
- Release**
- Sample Reports

## Step 2:

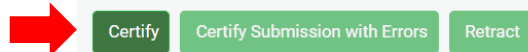
### Certify Submission Records

You have reached the final step to release your data to the NJ Department of Education. By certifying your data as official for submitting to the NJDOE, you are acknowledging that the submitted data has been reviewed for accuracy and approved by all appropriate district and local staff.

**Certify:** If you have corrected all errors and are ready to submit your data to NJDOE, the Certify button will be enabled for you to select. By clicking this button, you are certifying that the data submitted has been reviewed and verified by appropriate district and local staff and is ready for official use by the NJDOE.

**Certify Submission with Errors:** This button will not become enabled until the only errors that remain are related to SID Management matching and cannot be corrected. If the Certify Submission with Errors button is disabled, this indicates that correctable errors remain in your submission and must be resolved. Districts that have corrected all errors should continue to use the Certify button.

**Retract:** Once you have released your file, you have until the Performance Reports Submission deadline to retract your data.



### Release History

SUBMISSION	ACTION	TIME STAMP ▾	USER	TOTAL RECORDS	TOTAL ERRORS	TOTAL WARNINGS	SCHOOL YEAR
No data							





# 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**

