SID Management

2023-2024 SY

- *NJ SMART*

Solutions that Matter
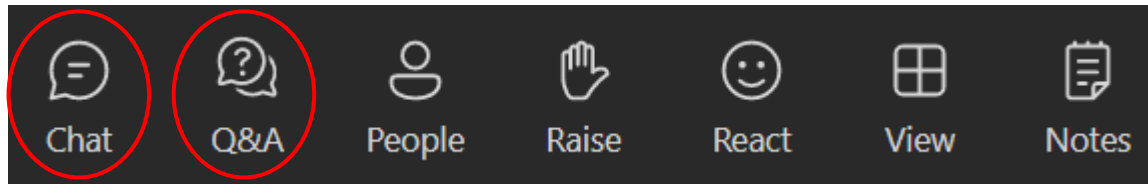
NJ SMART Webinar Etiquette

We want to ensure that all attendees connected to the call can easily hear the training and that all questions are answered.
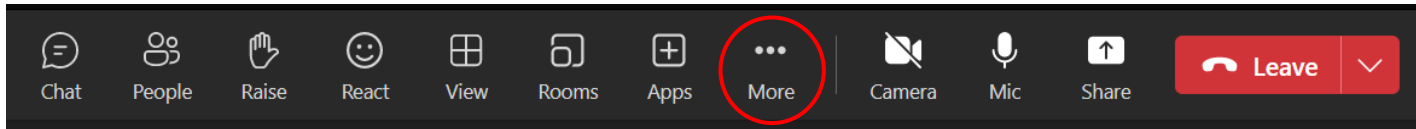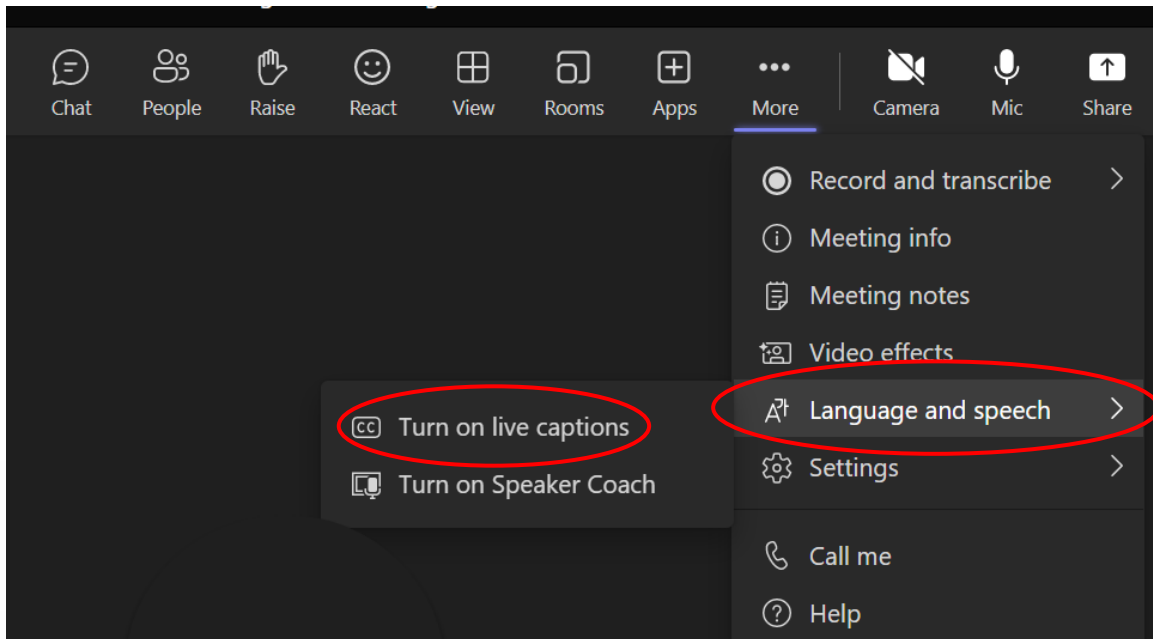
How can I ask a question?

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."

SID Management Agenda

Introduction	• Find resources to help you get started • Learn important dates and deadlines • Discuss updates for the End of Year Snapshot
Reporting Responsibilities and Data Maintenance	• Recognize which students to report • Prepare for the EOY Snapshot • Learn how to maintain records in SID Management • Review the Duplicates page
Reporting Attendance Data	• Reporting attendance data • Reporting remote students • Chronic Absenteeism
Using SID Management Data	• How to prepare for the upcoming Snapshot • Review FAQs and the importance of maintaining a unique SID Number • Learn how the SID Snapshot works with the CTE and Course Roster Submissions

Available Resources

NJ SMART Helpdesk

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

Resources & Trainings

NJ SMART Resources
& Trainings

Getting Started

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 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.

Resources on FERPA and the Protection of Pupil Rights Amendment (PPRA)

▸ ❶ Overview

▸ 🎓 Background

▸ 👤 eLearning Videos & Webinars

▸ 🎦 Professional Development Courses

▸ 📖 Documents for Download

SID Management

- NJ SMART SID Management Student Data Handbook *Updated 3/4/23
- NJ SMART SID Management FAQ *Updated 8/4/22
- NJ SMART Reporting Responsibilities *Updated 2/1/23
- Web Enrollment Report Guide *Updated 8/11/22
- NJ SMART Guidance on Student Attendance Fields *Updated 11/16/21
- SID Management 2023-2024SY Training (Online Webinar) *Updated 8/14/23
- SID Management Seal of Biliteracy Training (Online Webinar) *Updated 1/24/24
- SID Management Template A *Updated 8/18/23
- SID Management Template B *Updated 8/18/23
- NJ SMART Chronic Absenteeism Click by Click *Updated 3/30/23
- NJ SMART SID Management and Graduation Guide *Updated 1/31/24
- Unresolved Click-by-Click Guide *Updated 10/13/22
- World Languages Assessed Codes *Updated 1/17/23

Key Documents

Download the latest NJ SMART County District School Code List under the NJ SMART Key Documents topic.

SID Management

SID Management is the collection of demographic data. Schools are responsible for submitting all students that attend their school to SID Management.

Uniquely identifying students by issuing SID numbers to every student in your school

+ Adding new students that have entered your school

− Inactivating students that have left your school

Resolving records that are being claimed (via Conflicts) by other LEAs

✓ Updating demographic information about a student

2023-2024 School Year Timeline
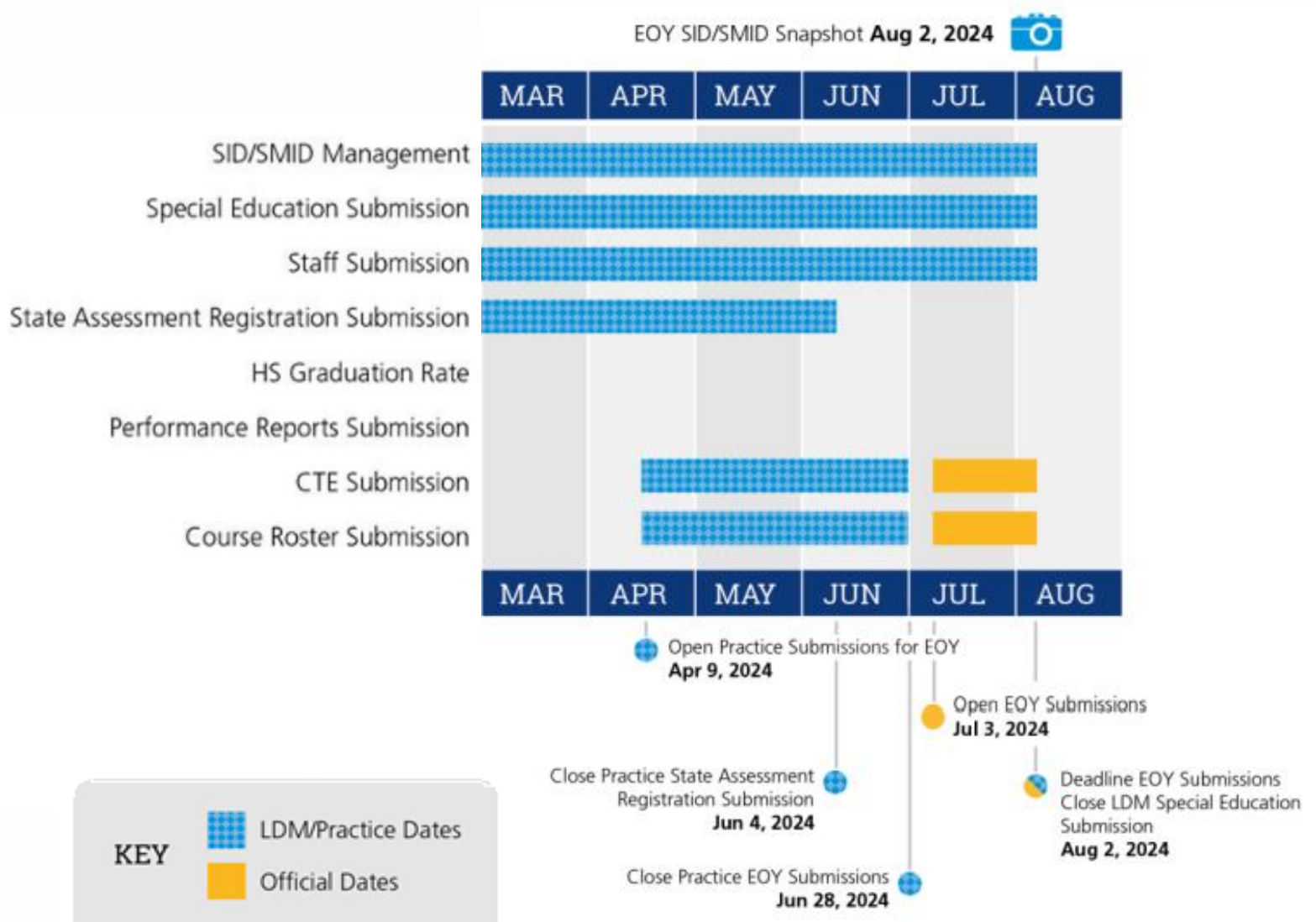
How the SID Snapshot Works

Step 1:
We take a picture of how your records appear in SID Management at the Snapshot deadline **(8/2)**.

Step 2:
This data is placed in your

Snapshot

Pages in the portal.

CTE Submission

Course Roster Submission

Supported Submissions

SID Management is considered the basis of each NJ SMART student level submission and is used to support these submissions.

- The Course Roster and CTE Submissions now validate against live SID data, meaning:

  - Any errors made in the CTE or Course Roster submissions MUST be corrected in each respective submission, as well as in SID Management.

  - Records in error in SID will cause errors in the CTE or Course Submissions.

- CTE and Course Roster Submission are open for the Practice Periods from April 9th to June 28th. On July 3rd, the Official EOY Submission period begins and will close on the August 2nd deadline.
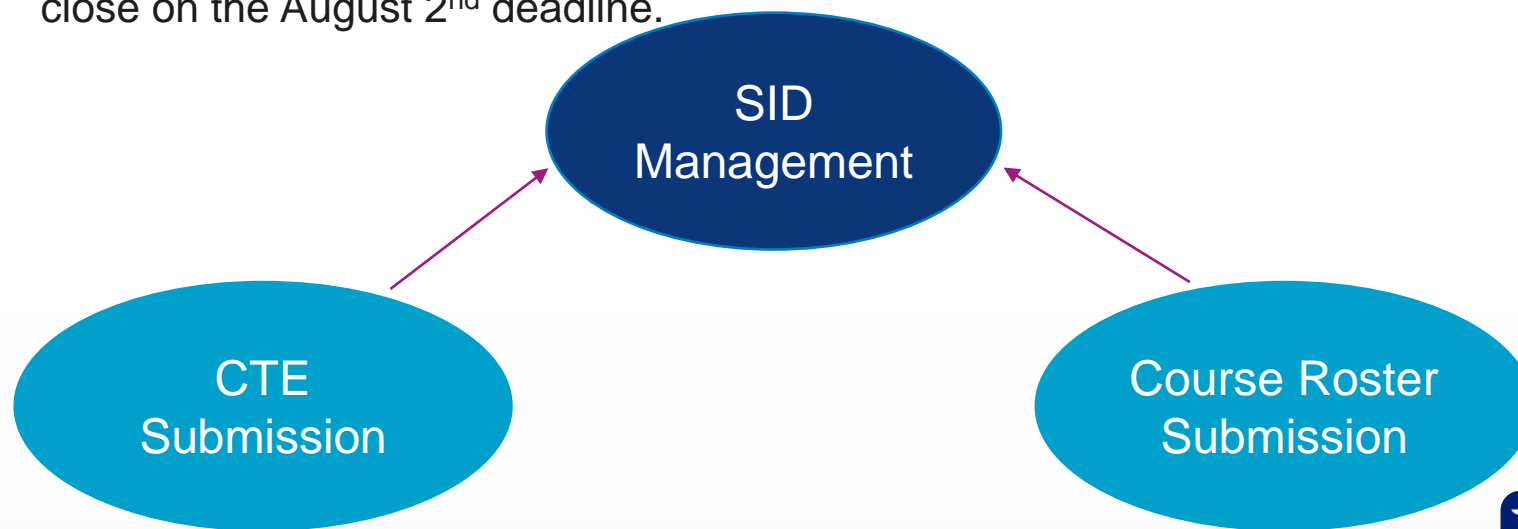
Reporting Responsibilities

SID Management data must be maintained and updated on a regular basis to reflect the current status of all students in your school.

- For a complete list of Reporting Responsibilities please refer to the <u>NJ SMART SID Management Reporting Responsibilities document</u> in the Help tab.
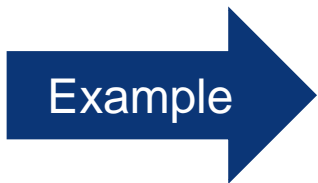
Example → Any student that is sent out of district for a need for special services should be reported by the Resident District. Please refer to Scenario #5 in the Reporting Responsibilities document:

For Full Time Students:

District 1:

Regular School A

| Resident |

Submitting District

District 2:

Out of District School B

| Receiving Attending |

Scenario 5

For Shared Time Students: For students that are Shared time with a public school, the attending CDS code will be the private school and the receiving CDS will correspond to the school the student is attending for the other part of the day. In this scenario enrollment, type remains "F" Full-Time.

District 1:

Regular School A

| Resident Receiving |

Submitting District

District 2:

Out of District School B

| Attending |

Reporting Shared-Time Students to SID

The reporting of shared-time vocational students is extremely important as it directly relates to funding and NJ SMART reporting.

The vocational school can correctly report these students to their CTE and Course Roster Submissions only if Scenario 6 is followed:

Scenario 6:
Student's resident district/school is District 1 (School A); however, student attends a school in District 2 (School B) a **vocational school district shared-time**. For guidance on Tuition Codes, please refer to the Tuition Code page of the SID Management Handbook.

District 1:
Regular School A

Resident
Receiving

➡

District 2:
Vocational School B

Attending

Submitting District

- Shared time students are to be reported by both the resident district and the vocational school district, however the value of **ReportedSharedVoc** should be denoted differently for each district:
  - Regular Resident School: **ReportedSharedVoc** = N
  - Vocational School: **ReportedSharedVoc** = Y
- **EnrollmentType** = 'S' for shared-time in order to accurately determine enrollment at each school where the student is shared.

Note: Only vocational schools should submit a value of Y to the ReportedSharedVoc field. Non-vocational schools who submit a value of Y will receive an error.

Reporting Responsibilities: NonPublic Students

Non-Public students are collected in SID Management if they are enrolled in a sectarian or non-sectarian private school and receiving special education services

- <u>Non-Public students are reported by the public school</u> where the sectarian or non-sectarian private school is located

- Students are designated NonPublic if they are **parentally placed** at the non-public location
  - Students placed by the LEA in an Out-of-District placement, even if it is a non-public location, are not considered non-public students

Special Education Classification	ELL Identification Date	ELL Exit Date
12		

NonPublic	Resident Municipal Code	Military Connected Student Indicator
REC	0217	1

ELA Graduation Pathway Indicator	Math Graduation Pathway Indicator	In District Placement

Language Instruction Educational Program	Biliterate	World Language Assessment 1

Reporting Responsibilities: Preschool Students

ALL students of preschool age should be reported to SID Management to obtain a SID number. This includes:

- Students in a state-mandated preschool program
- Tuition-paying preschoolers
- Students referred for or receiving special education services

SID Management	Special Education Submission
• Preschool referred • Preschool receiving • Tuition Paying • State-mandated • Preschool Receiving	• All preschool students referred for or receiving Special Education Services
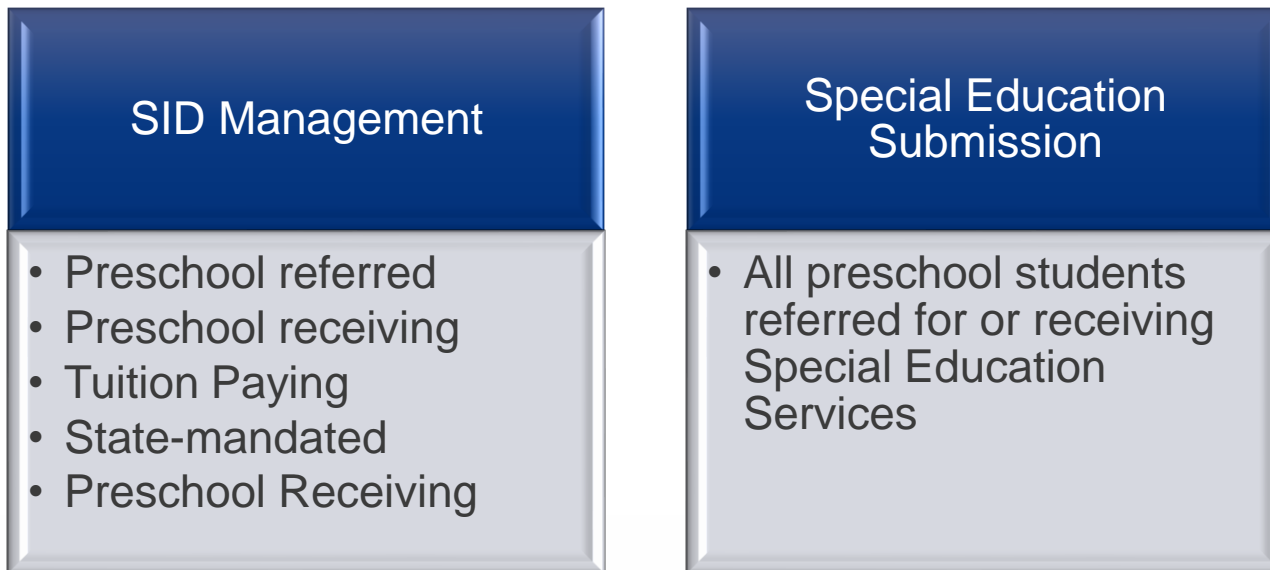
Contacting the Help Desk – Secure Emails

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 has been updated:

1. Open the HTML attachment from Public Consulting Group 🔒 Message encryption by Microsoft Office 365

PUBLIC CONSULTING
GROUP

📄 message.html
72 KB
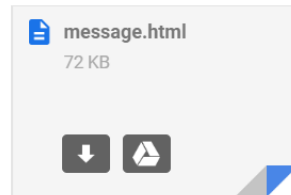
2. Log in via a onetime passcode

→ Use a one-time passcode

3. Reply to the secure email with your inquiry

Security

Any questions on what we have reviewed thus far?

2024 End of Year Snapshot

For the August 2nd, 2024, Snapshot at 5:00PM, your SID Management should include:

- The active enrollment records of students who were active on the last day of school, including graduates and summer transfers

  - Students who will be graduating or transferring out after the last day of school should not be inactivated in SID Management until the portal opens for the new school year later in August.

- The inactive enrollment records for all students who attended schools within your district at any point during the 2023-2024 school year.

Reporting School Level Data in SID Management

SID Management collects records at the School level. It is required to report and maintain each enrollment record for students who transfer in or out of the district whom you are responsible for reporting.

- Examples of students with multiple enrollment records include but are not limited to:
  - Students who transfer schools within your own district
  - Students who transfer to from an in-district school to be placed at an APSSD or Out-of-District school due to a need for special services
  - Students who transfer in and out of your district multiple times within the same school year

Reporting School Level Enrollment Records

How am I supposed to report students who transfer within my district?

Students who transfer who you are still responsible for reporting should have a new enrollment record for each time they enroll in a new school.

Should I provide a School Exit Withdrawal Code for a student who changes schools within my district?

Yes, the record that is being disenrolled should have a valid School Exit Withdrawal Code and School Exit Date.

Example 1 - Transfers within District

Student begins in your district on 9/7 at School 001. On 4/21, the student transfers to School 002 within your district due to a need for special education services.

- Enrollment Record #1 as of the EOY Snapshot

District Status	Enrollment Type	District Entry Date	County Code Attending	District Code Attending	School Code Attending	School Entry Date	School Exit Date	School Exit Withdrawal Code	InDistrict Placement	School Status	Number Of Days Present	Number Of Days Absent	Number Of State Excused Absences
A	F	20230907	01	1234	001	20230907	20240421	T2		I	135	4	0

- Enrollment Record #2 as of the EOY Snapshot

District Status	Enrollment Type	District Entry Date	County Code Attending	District Code Attending	School Code Attending	School Entry Date	School Exit Date	School Exit Withdrawal Code	InDistrict Placement	School Status	Number Of Days Present	Number Of Days Absent	Number Of State Excused Absences
A	F	20230907	01	1234	002	20240422			SPECED	A	40	1	1

- Reference: NJ SMART Reporting Responsibilities Scenario #2

Example 2 – Out of District Transfers

Student begins in District 1 on 9/7 at School 001. On 10/12, the student transfers to School 002 in District 2 due to a need for special education services. You are responsible for reporting the student per Scenario #5 of the NJ SMART Reporting Responsibilities.

- Enrollment Record #1 as of the EOY Snapshot

District Status	Enrollment Type	District Entry Date	County Code Attending	District Code Attending	School Code Attending	School Entry Date	School Exit Date	School Exit Withdrawal Code	InDistrict Placement	School Status	Number Of Days Present	Number Of Days Absent	Number Of State Excused Absences
I	F	20230907	01	1234	001	20230907	20231012	T4		I	10	2	0

- Enrollment Record #2 as of the EOY Snapshot

District Status	Enrollment Type	District Entry Date	County Code Attending	District Code Attending	School Code Attending	School Entry Date	School Exit Date	School Exit Withdrawal Code	InDistrict Placement	School Status	Number Of Days Present	Number Of Days Absent	Number Of State Excused Absences
A	F	20231013	02	2345	002	20231013			SPECED	A	159	1	0

- Reference: NJ SMART Reporting Responsibilities Scenario #5

Maintaining SID Management

Keeping SID Management up to date is an important step in ensuring a clean Snapshot.

- Student Sync:
  - Records in Sync indicate that a record that is expected to be included in your current records is being excluded
- Resolution: Add the excluded record back into your file and reupload.

- Errors:
  - Indicates there is an issue to a student record that does not conform to the values or validations set in the SID Management Data Handbook.

Duplicate Enrollment Records

Duplicate records are a common mistake users may run into. If a record is duplicated, it is best for LEAs to remove the duplicate by Inactivating the duplicate record then uploading a Full File excluding the Inactive record.

- A duplicate record is a record that has identical values for the following data elements: **Local ID, SID Number, First Name, Last Name, Date of Birth, School Entry Date, County Code Attending, District Code Attending, and School Code Attending**

- If a duplicate record occurs, users may see the following errors:

⚠ **Errors: 3** ▲

DATA ELEMENT	ERROR DESCRIPTION
LocalIdentificationNumber	Student with the same LID exists in the LEA.
SchoolStatus	Only one record with SchoolStatus = A can be submitted for a student.
StateIdentificationNumber	A student can have only one Active Fulltime record.

Duplicates Page

LEAs are also able to view and delete all duplicate records from the Duplicates page.

SID Management

- Home
- Upload
- Add
- History
- All Records
- Snapshot
- Sync
- Errors
- Warnings
- Duplicates
- Unresolved
- Owning
- Claiming
- Out-of-District
- QSAC
- Release

- The Duplicates page can be found in the side menu of SID Management under the Warnings tab or in the Record Cleansing section of the SID Home page.

Record Cleansing

⚠	Errors	28687
❓	Warnings	2133
✅	Conflict-Owning	0
✅	Conflict-Claiming	0
⚠	Unresolved	108
⚠	Duplicates	3

Duplicates Page (Cont'd)

- SID Management identifies a true "Duplicate" record as a record with matching information in the following fields:
  - **Local ID, SID Number, First Name, Last Name, Date of Birth, School Entry Date, County Code Attending, District Code Attending, and School Code Attending**

- The landing page of the Duplicates page shows one row for each set of duplicates

Duplicate Student Records

Export as CSV   Export as Excel

Column	Operator	Value	Apply Filter

LOCAL ID	STATE ID	FIRST NAME	LAST NAME	DATE OF BIRTH	SCHOOL ENTRY DATE	COUNTY CODE ATTENDING	DISTRICT CODE ATTENDING	SCHOOL CODE ATTENDING	DISTRICT STATU
12345	1234567890	TestThree	TestThree	20140204	20170123	13	3570	317	A
23456	2345678901	TestFour	TestFour	20140616	20190904	13	3570	170	A
34567	3456789012	TestFour	TestFour	20140616	20221030	13	3570	170	A

Duplicates Page Cont'd

- After the duplicated student is selected on the main page, the user is taken to the detailed Duplicates record page where they see each duplicate record listed.
    - Users can see the errors relevant to the duplicate record by hovering over the Errors icon.

Duplicates Page Cont'd

- The Duplicates page is dynamic!
  - By default, the page shows the matching 9 data elements *(**Local ID, SID Number, First Name, Last Name, Date of Birth, School Entry Date, County Code Attending, District Code Attending, and School Code Attending**)*.
  - The detailed Duplicates page will also identify the differing fields between the records and list them at the end of each record.

Duplicates Page Cont'd

- Once you are on the detailed Duplicates page, users can use the checkboxes to determine which records need to be deleted.
- Important Note:
    - ALL matching records for a student are listed on the detailed Duplicates page. If all records for a single student are checked, all student records with that set of matching data will be deleted once the user confirms the delete.
    - It is crucial that LEAs leave one record in place for the student.
    - If all records are deleted, a file upload is required to add the appropriate student record(s) back into SID Management.

Unresolved Records

An Unresolved record will show when the system has found a potential matching record, submitted by your LEA or another NJ LEA.

All Student Unresolved Records

								Export as CSV	Export as Excel
LOCAL ID	STATE ID	FIRST NAME	MIDDLE NAME	LAST NAME	DATE OF BIRTH	GENDER	DISTRICT STATUS	SID STATUS	OWNING DISTRICT
12345	1234567890	First Name	Middle Name	Last Name	20070201	F	A	Unresolved	2514

Potential Matches

STATE ID	LOCAL ID	FIRST NAME	MIDDLE NAME	LAST NAME	DATE OF BIRTH	GENDER	DISTRICT STATUS	OWNING DISTRICT	MATCH STRENGTH
12345	1234567890	First Name	Middle Name	Last Name	20070201	F	A	2514	Very Strong

Student Details

Cancel ✎Edit | Request Association | Request New SID | Delete

*Do **not** select Request Association if Potential Matching record is **not the same student**

*If you are unsure which student should own the existing SID number, contact NJ SMART.

Unresolved Records

Record Cleansing

✅	Errors	**0**
✅	Warnings	**0**
✅	Conflict-Owning	**0**
✅	Conflict-Claiming	**0**
✅	Unresolved	**0**

Please note that the Unresolved counter on the SID Management Home Page displays an Unresolved count for **Active** records only. You may still have Inactive Unresolved records, which can be viewed by selecting Unresolved.

All Student Unresolved Records   [Export as CSV] [Export as Excel]

🔽 [Column ▾] [Operator ▾] [Value] [Apply Filter]

LOCAL ID	STATE ID	FIRST NAME	MIDDLE NAME	LAST NAME	DATE OF BIRTH	GENDER	STATUS	SID STATUS
XYZ	1234567890	Jane		Doe	12345678	F	I	Unresolved

Conflict-Claiming

A Conflict arises when two districts are reporting the same student as Active in NJ SMART. If an LEA uploads a record of a student that is already being reported by another district, the record falls into Conflict – Claiming.

If a record is in the Conflict-Claiming page for 15 days without any action taken, the record will automatically be transferred to the Claiming district.

Conflict-Owning

If a LEA uploads a record of a student that your district owns, the record falls into Conflict – Owning.

Out of District Records

The Out of District Records page lists all students who are reported to SID Management by another LEA, but are linked to your LEA by the Attending, Receiving, and/or Resident CDS codes.

SID Management

- Home
- Upload
- Add
- History
- All Records
- Snapshot
- Sync
- Errors
- Warnings
- Unresolved
- Owning
- Claiming
- **Out-of-District**
- QSAC
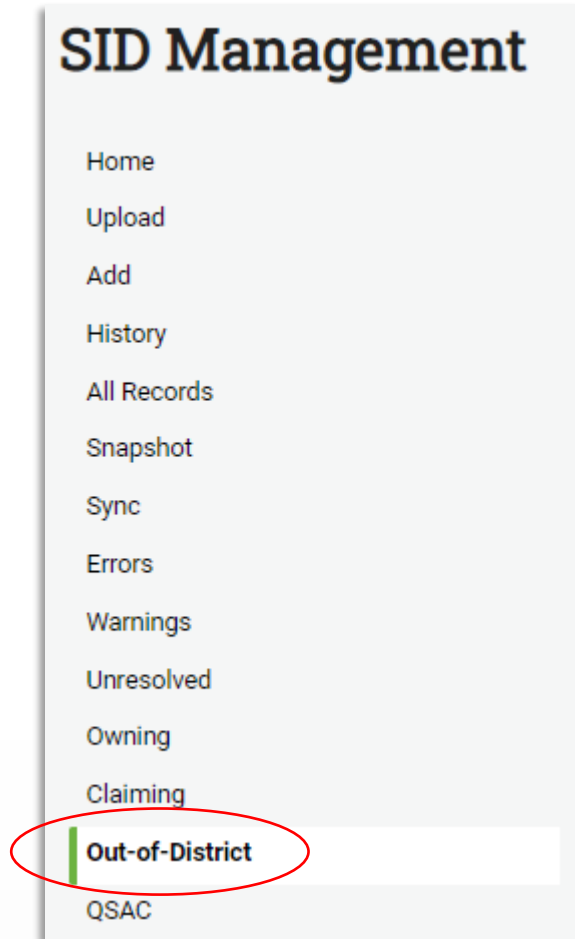
- Available as a reference even when SID Management is closed for the Snapshot

- SID Status column will tell you the status (Issued, Error, Unresolved, Sync, or Conflict) of the record as it is/was submitted by the submitting LEA

- Any record that does not have a SID Status of 'Issued' will produce an Error when submitted to the CTE Submission

District Web Enrollment Report

The Web Enrollment Report is available to support LEA efforts to ensure accurate ASSA reporting. The report provides the ability to monitor year to year changes.

Monitoring Links

- History
- Snapshot
- Out-Of-District
- QSAC
- Enrollment Report

Export to PDF

District Name
Amifubkbpkaabdb (6000)

District Web Enrollment Report

*The following data is based on current SID Management

District Enrollment by Grade		
Grade Level	# Current Active Students	# of Oct 15, 2019 Active Students
3F	85	0
4F	27	0
KF	13	0
01	1	0
03	1	0
04	2	0
05	1	0
06	2	0
10	3	0
11	3	0
Total In-District	138	0
Note: IEP excluded except for speech only		

District Enrollment with IEPs		
Enrollment	# Current Active Students	# of Oct 15, 2019 Active Students
Elementary School	4	0
Middle School	1	0
High School	3	0
Total In-District	8	0

Out of District Placement
No Data Available

Speech Only
No Data Available

Choice In-District Students
No Data Available

Choice Out of District Students
No Data Available

In District by Municipality		
District Municipality	# Current Active Students	# of Oct 15, 2019 Active Students
BURLINGTON CITY	140	0
BURLINGTON TOWNSHIP	2	0
Total Students by Municipality	142	0

Out District by Municipality
No Data Available

Charter School Enrollment
No Data Available

Errors for CDS Codes or Grade Levels

CDS Codes and Grade Levels are assigned to each district and school based on information approved and provided by the NJDOE

NJ SMART School Code Request Form
School Year 2023-2024

Directions: Use this form to request a code for schools/institutions where students attend if a code is not found in the NJ SMART System. One form is needed for each student per year where a code is needed unless multiple students are attending for the same reason, same grade level, etc.

Please fill out this form in its entirety. Every field on this form is required. Provide supporting documentation where indicated. Forms with fields left blank will not be processed.

Once you have completed this form, please save the form with the following file name: "XXXX School Codes Request MM-DD-YYYY", where XXXX is your four-digit district code, and MM-DD-YYYY is the date when the request is created. Send the completed form as an attachment to NJSMART@pcgus.com, with the Subject "School Codes Request Form for XXXX", where XXXX is your four digit district code. NJ SMART will then research the request with the NJDOE and respond to you once there is an update.

- Grade Levels
  - Information on Grade Levels can be found here: CDS Users Manual
  - Grade Levels reported by LEA to NJDOE can be reviewed by logging in NJDOE CDS Information System

Questions?

Any questions before we review the importance of reporting accurate attendance data?

Reporting Attendance Data

How do I report attendance data to SID Management?

- Attendance will be collected in the fields of:
    - **Number of Days Present**
    - **Number of Days Absent**
    - **Number of State Excused Absences**
- Unless **EnrollmentType** = S, attendance must be reported in a whole number between 0-366. Half days should no longer be reported unless the student is a shared-time vocational school student.

What absences should be counted for Number of State Excused Absences?

- The following are the five allowable reasons for a state-excused absence:
    - Religious observance (N.J.A.C. 6A:32-8.3(h));
    - A college visit (up to 3 days per school year for students in grades 11 and 12);
    - "Take Our Children to Work Day" or another rule issued by the Commissioner
    - Participation in observance of Veterans Day (N.J.S.A. 18A:36-13.2) or district board of election membership activities (N.J.S.A. 18A:36-33); or
    - The closure of a busing district that prevents a student from having transportation to the receiving school.
- State Excused Absences must be excluded from Number of Days Absent

Example 1

Student begins in your district on 9/7 at School 001. On 10/21, the student changes to remote learning due to a Public Health Emergency. Then on 11/5 the student returns to school in-person.

- Student Record as of 10/20

District Status	Enrollment Type	StudentLearning Environment	RemoteDays Present	RemoteDays Absent	StudentInternet Connectivity	StudentDevice Owner	StudentDevice Type	School Status	Number Of Days Present	Number Of Days Absent
A	F	1 – Full Time On Premise	0	0	1	3	1	A	21	0

- Student Record as of the EOY Snapshot

District Status	Enrollment Type	StudentLearning Environment	RemoteDays Present	RemoteDays Absent	StudentInternet Connectivity	StudentDevice Owner	StudentDevice Type	School Status	Number Of Days Present	Number Of Days Absent
A	F	2 – Hybrid (partial in person on premise/ partial remote	12	0	1	3	1	A	178	2

- Reference: NJ SMART Reporting Responsibilities Scenario #2

Example 2

Students begins in your district on 9/7. On 11/14, the school closes due to a Public Health Emergency and switches to remote learning for two weeks. Then, on 11/28, the students return to school full time in-person.

- Student Record prior to EOY snapshot

District Status	Enrollment Type	StudentLearning Environment	RemoteDays Present	RemoteDays Absent	StudentInternet Connectivity	StudentDevice Owner	StudentDevice Type	School Status	Number Of Days Present	Number Of Days Absent
A	F	1 – Full Time On Premise	0	0	1	3	1	A	21	0

- Student Record as of the EOY Snapshot

District Status	Enrollment Type	StudentLearning Environment	RemoteDays Present	RemoteDays Absent	StudentInternet Connectivity	StudentDevice Owner	StudentDevice Type	School Status	Number Of Days Present	Number Of Days Absent
A	F	2 – Hybrid (partial in person on premise/ partial remote)	12	0	1	3	1	A	166	2

- Reference: NJ SMART Reporting Responsibilities Scenario #2

Chronic Absenteeism Calculation

How is chronic absenteeism calculated?

- Absenteeism rates will include data from Number of Days Present and Number of Days Absent.

- Number of State Excused Absences are not included in this calculation.

$$\frac{A}{P + A} = \text{Absenteeism Rate}$$

Please review the Chronic Absenteeism Click by Click for more information about calculating Chronic Absenteeism.

Chronic Absenteeism Calculation

Where can I find the Chronic Absenteeism rate?

- The Chronic Absenteeism Rate can be found:
  - District Reports → Enrollment Profiles → At Risk Profile

Starting Points: Enrollment Profiles

❯ **School Profile** — Characteristics and performance of students across schools.

❯ **Grade Level Profile** — Characteristics and performance of students across grade levels.

❯ **At-Risk Profile** — Characteristics and performance of students who may be at risk of academic failure or dropping out of school as measured by prior year Math or ELA Partially Proficient and overage for grade.

Student Characteristics	Total Students		ELA: Below Expectations		Math: Below Expectations		Over Age for Grade		Chronic Absenteeism: Greater than or Equal to 10%		At Risk in at Least One Area		At Risk in 3 or More Areas	
	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total
Total Students	505	100.0%	1	0.2%	2	0.4%	367	72.7%	434	85.9%	444	87.9%	2	0.4%

New! Attendance Report

To support LEAs in accurately reporting attendance metrics at the EOY, the Attendance Report was created. This report is found on the SID Management Homepage (NOT District Report).

New! Attendance Report (Cont'd)

The goal of the report is to allow LEAs to view all their attendance data in SID Management.

- The DOE will leverage this report to monitor compliance and reach out to LEAs as needed.

The report will display the following data elements for each record:

- **DistrictCodeSubmitting**
- **StateIdentificationNumber**
- **LocalIdentificationNumber**
- **FirstName**
- **LastName**
- **DateOfBirth**
- **DistrictStatus**
- **SchoolStatus**
- **SchoolEntryDate**
- **SchoolExitDate**
- **180-CDM**
- **CumulativeDaysInMembershipTotal**
- **NumberOfDaysPresent**
- **NumberOfDaysAbsent**
- **NumberOfStateExcusedAbsences**
- **RemoteDaysPresent**
- **RemoteDaysAbsent**

- **RemoteDaysInMembership**
- **EnrollmentType**
- **GradeLevel**
- **CountyCodeResident**
- **DistrictCodeResident**
- **SchoolCodeResident**
- **CountyCodeReceiving**
- **DistrictCodeReceiving**
- **SchoolCodeReceiving**
- **CountyCodeAttending**
- **DistrictCodeAttending**
- **SchoolCodeAttending**
- **ReportedSharedVoc**
- **StatusCodeID**
- **ReportedDate**
- **ModifiedDate**

Obtaining and Maintaining a Unique SID

How do I get a SID Number for a student?

To obtain a SID for a new student, submit the student's record to SID Management with the State Identification Number field left blank.

Tips on maintaining a Unique SID:
- Make sure your Student Information System (SIS) is synced with SID Management
- Do not request a new SID for a student who already has a SID
- Review all potential matching records in detail prior to resolving a record
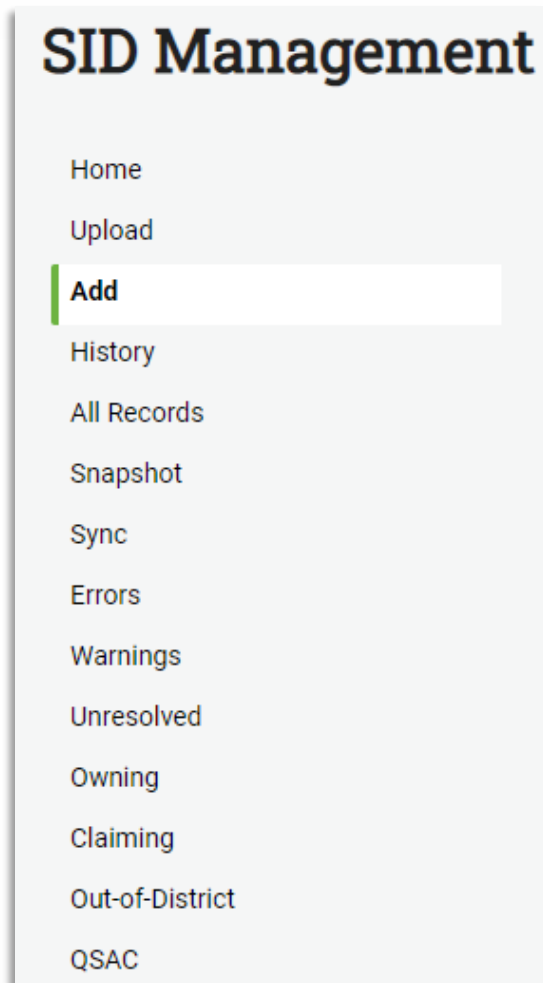
Reactivating Student Records

How do I reactivate an Inactive Record?

SID Management

Home

Upload

Add

History

All Records

Snapshot

Sync

Errors

Warnings

Unresolved

Owning

Claiming

Out-of-District

QSAC

Resubmit the student's record back into SID Management as Active.

- You can use a Partial File upload of just that student's Active record. The new Active record will over-write the Inactive record

- Make sure each of the following identifying data elements match:
  - **Local ID, SID Number, First Name, Last Name, Date of Birth, School Entry Date, County Code Attending, District Code Attending, and School Code Attending**

When uploading, leave the fields required for inactivating a student blank.

School Exit Date

What date should be used for School Exit Date?

- School Exit Date should be reported as the first day after the date of a student's last attendance in a school

- Please do not report the day the parent or guardian notified the school that the student was transferring

Removing Inactive Records

When should we remove inactive records from SID Management?

Inactive records should be handled as follows in SID Management for the End of Year Snapshot:

- **Maintain** the Inactive records of all students who were **active for any part of the current school year**

  - This is necessary so the official Course Roster submission will be able to validate against the record in SID Management

  - If the student was captured Inactive on the October 13th Snapshot and did attend your district during the 2023-2024 school year, you should still maintain their record for the EOY Snapshot

- **Remove** Inactive records of students who were **not present at any point this current school year**

  - These students can be excluded from a Full File upload to remove their records if they were appropriately captured as Inactive on the October 13th Snapshot

Procedure for Erasing Records

Is it ok to erase a student record that was mistakenly uploaded to SID Management?

Students should only ever be erased for three reasons:
- Student was reported in error and was never your reporting responsibility
- Record does not represent an actual student
- The NJ SMART Help Desk advises you to do so

Cancel   ✏Edit   **Erase Student**

Student

Local Identification Number	State Identification Number	Status
09017	3176005233	A

First Name	Middle Name	Last Name
Xuqqa		Rfeilxae

The "Erase Student" button allows you to remove a record that should not have been submitted to NJ SMART by your LEA. Please review all choices in the drop-down menu before making a selection. The "Erase Student" option should NOT be used for students that have transferred out of the LEA for any reason.

< Select > ▾

< Select >

1) Student was reported in error according to the NJ SMART reporting responsibilities
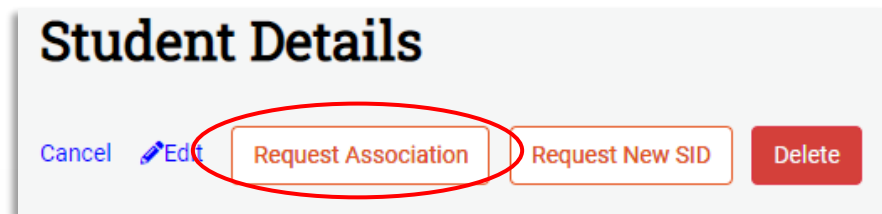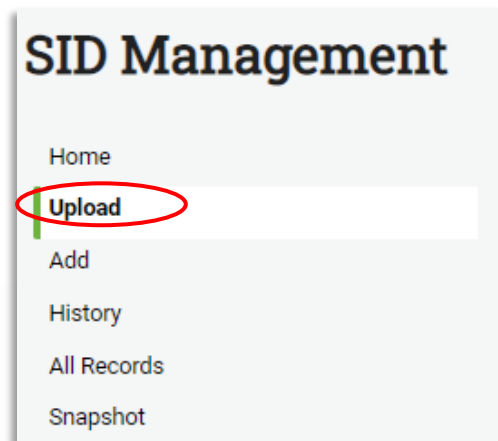
2) Student does not represent an actual student

e Student

Name or Gender Change

What should I do if a student has a name or gender change?

A transgender student or student that identifies their gender as Non-Binary/Undesignated should be reported with that student's chosen name and gender identity.

- The student's unique SID number must be maintained and should not change

- To edit the student's record, first update the student's information in your SIS, then do a Full File upload. The record will typically fall in Unresolved where you will want to Request Association on the updated record and resolve it.

SID Management

Home

Upload

Add

History

All Records

Snapshot

Student Details

Cancel   ✏Edit   Request Association   Request New SID   Delete

Unknown Names

What should I do if I don't have a student's full name?

- In the case that you do not know a student's first or last name, you should report the value of "Unknown" into the FirstName or LastName data elements.
- It is recommended for LEAs to update this information in their Student Information System first before entering the data into NJ SMART

State Identification Number

First Name

Unknown

Last Name

Unknown

Generation Code Suffix

SID Management: Biliteracy Data Fields

Reporting Seal of Biliteracy data in NJ SMART is required through the High School Graduation Snapshot in August.

- **Biliterate**: An indication if a student in Grade Level 12, A1, or A2 has met the criteria to receive a Seal of Biliteracy
  - This field should be blank for all students not in Grade 12
  - Early graduates who are eligible for Seals should be reported directly to the NJDOE at worldlang@doe.nj.gov
- **WorldLanguageAssessment1-5:** The World Language Assessment taken by the student, other than English language assessment.
- **WorldLanguageAssessed:** The specific language other than English that is being assessed.

Graduation Pathway Indicators

- Field is **mandatory** for all **active Grade Level 12 students**, all students with Biliterate = Y, and all **students with School Exit Withdrawal Code = L**

- If the student's School Exit Withdrawal Code = L, ELA and Math Graduation Pathway Indicators must be D, E, H, I, J, K, M, N, Q, or S.

- If students are not expected to graduate, their ELA and Math Graduation Pathway Indicators must be O or P.

Graduation Snapshot

When do I need to have my 2024 graduates inactivated in SID Management?

- Students who will be graduating or transferring out after the last day of school should not be inactivated in SID Management until the portal opens for the new school year later in August.

"L" School Exit Withdrawal Code

I am a K-6 or K-8 district. I use School Exit Withdrawal Code of "L" for students who have graduated my elementary or middle school, but I receive an Error that this exit code is not valid. What is the correct code to use?

- "**L**" is a valid School Exit Withdrawal Code only for students who **graduated high school**

- For students graduating elementary and middle school, LEAs must use the appropriate exit code as outlined in the [SID Management Student Data Handbook](#)

  - Example: A student who is graduating middle school from a K-8 district and will begin 9th grade at a regional high school district would be "T4" – Transfer to a public school outside district

Questions?

Any remaining questions before we adjourn the meeting?

Available Resources

NJ SMART Helpdesk

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