

SMID Management User Resource Guide



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NJ SMART Timeline – February 2024

DATE	EVENT
N/A	No Portal Events for this month

February Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Download and review the most recent version of the SMID Management Data Handbook	N/A	February 8, 2024	<input type="checkbox"/> Completed
Watch SMID Management eLearning Video	N/A	See the eLearning Videos & Webinars for video	<input type="checkbox"/> Completed
Add any new staff members who have started since January 2024	Course Roster Submission	February 22, 2024	<input type="checkbox"/> Completed
Inactivate any staff members who have terminated employment or are on leave as of January 2024	Course Roster Submission	February 22, 2024	<input type="checkbox"/> Completed
Resolve any records in Error, Unresolved, or Sync	Course Roster Submission	February 22, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – March 2024

DATE	EVENT
N/A	No Portal Events for this month

March Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Watch SMID Management eLearning Video	N/A	See the eLearning Videos & Webinars for video	<input type="checkbox"/> Completed
Add any new staff members who have started since February 2024	Course Roster Submission	March 29, 2024	<input type="checkbox"/> Completed
Inactivate any staff members who have terminated employment or are on leave as of February 2024	Course Roster Submission	March 29, 2024	<input type="checkbox"/> Completed
Resolve any records in Error, Unresolved, or Sync	Course Roster Submission	March 29, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – April 2024

DATE	EVENT
Tuesday, April 9, 2024	Open: Practice CTE and Course Roster Submissions

April Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Attend a SMID Management Webinar	N/A	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Add any new staff members who have started since March 2024	Course Roster Submission	April 26, 2024	<input type="checkbox"/> Completed
Inactivate any staff members who have terminated employment or are on leave as of March 2024	Course Roster Submission	April 26, 2024	<input type="checkbox"/> Completed
Resolve any records in Error, Unresolved, or Sync	Course Roster Submission	April 26, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – May 2024

DATE	EVENT
N/A	No Portal Events for this month

May Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Attend a SMID Management Webinar if additional training is needed	N/A	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Add any new staff members who have started since April 2023	Course Roster Submission	May 24, 2024	<input type="checkbox"/> Completed
Inactivate any staff members who have terminated employment or are on leave as of April 2024	Course Roster Submission	May 24, 2024	<input type="checkbox"/> Completed
Resolve any records in Error, Unresolved, or Sync	Course Roster Submission	May 24, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – June 2024

DATE	EVENT
Tuesday, June 4, 2024	Close: Practice State Assessment Registration Submission
Friday, June 28, 2024	Close: Practice CTE and Course Roster Submissions

June Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Attend a SMID Management Webinar if additional training is needed	N/A	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Inactivate any staff members who have terminated employment or went on leave prior to the end of the current School Year	Course Roster Submission	June 21, 2024	<input type="checkbox"/> Completed
Resolve any records in Error, Unresolved, or Sync	Course Roster Submission	June 21, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – July 2024

DATE	EVENT
Wednesday, July 3, 2024	Open: Official CTE and Course Roster Submissions

July Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Resolve any records in Error, Unresolved, or Sync	N/A	July 26, 2024	<input type="checkbox"/> Completed
Watch SMID Management eLearning Video	N/A	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed

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NJ SMART Timeline – August 2024

DATE	EVENT
Friday, August 2, 2024	Snapshot: SID and SMID Management
Friday, August 2, 2024	Deadline: Official CTE and Course Roster Submissions
Friday, August 2, 2024	Close: LDM Special Education Submission

August Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Resolve any records in Error, Unresolved, or Sync	N/A	August 2, 2024	<input type="checkbox"/> Completed
Watch SMID Management eLearning Video	EOY Submissions	See the eLearning Videos & Webinars for video	<input type="checkbox"/> Completed

The NJ SMART portal will open for the 2024-2025 school year in early August of 2024. Please refer to the NJ SMART SMID Management Guide 2024-2025 for the up-to-date action items.