



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: July 31, 2019  
To: Chief School Administrators, Charter School and Renaissance School Project Leads  
Route To: School Business Administrators, Web User Administrators, Principals and School Leads  
From: Linda P. Eno, E.D., Assistant Commissioner  
Division of Academics and Performance  
Deadline: August 2, 2019, 5 p.m.

**Action Required: Update and Review NJ SMART Course Roster and CTE Submissions to Ensure Accurate School Performance Reports Data**

This memo signals an important opportunity for school districts to ensure data points in the NJ SMART Course Roster and Career and Technical Education (CTE) Submissions are accurate. Any issues with the data submitted will impact the accuracy of the data in the 2018-19 School Performance Reports.

The NJ SMART Course Roster and CTE Submissions are currently open for their official window and will close on August 2, 2019 at 5 p.m. **Records in these two submissions must be current and error-free.**

Districts should review the 2017-18 School Performance Reports for their schools and district to make sure any errors have been corrected in the Course Roster and CTE Submissions for the 2018-19 school year. **All errors should be resolved before the August 2, 2019 deadline.**

**About the Submissions**

The NJ SMART Course Roster Submission is a collection of student-level transcript data that matches the students taking the courses to the teacher or teachers responsible for the courses. Districts must ensure that all students, teachers and courses are reported and that the correct subject area and course identifiers (SCED codes) are used.

The data from this submission will be used to report on:

- Advanced Placement (AP) and International Baccalaureate (IB) courses;
- Dual-enrollment coursework;
- Structured Learning Experiences (SLEs); and
- Participation in Math, Science, Social Studies, World Languages and Visual Arts courses.

For more information, see the New Jersey Department of Education's [School Performance Report – Course Roster Submission Guidance](#).

The NJ SMART CTE Submission is a collection of student-level data that provide a more comprehensive picture of students that are enrolled in CTE programs. The CTE Submission is required for all school districts that have a CTE program.

The data from this submission will be used to report on:

- CTE participant and concentrator rates;
- CTE program enrollment; and
- Industry-valued credentials earned.

**Additional Reminders: NJ SMART Graduation Submission**

The NJ SMART State Identification Number (SID) Management window to inactivate 2018-19 graduates and students who transferred from a school district is currently open, and the deadline is **August 30, 2019 at 5 p.m.** SID Management allows districts to track each student's progress towards graduating on-time with their graduation cohort.

Data submitted by the August 30, 2019 deadline will be used:

- To report on Graduation Rates and Pathways to Graduation in the 2018-19 School Performance Reports to be released in spring 2020; and
- For Accountability Profiles released in fall of 2020.

Districts should use the NJ SMART High School Graduation Cohort Status Profile to review and ensure accuracy of the four-year and five-year graduation rates and student statuses towards graduation.

**Contact Information**

Contact the NJ SMART help desk at (800) 254-0295 or [njsmart@pcgus.com](mailto:njsmart@pcgus.com) with any questions about NJ SMART submissions. [Additional resources and trainings](#) for NJ SMART submissions are available under Documents for Download and eLearning Videos & Webinars.

Contact [reportcard@doe.nj.gov](mailto:reportcard@doe.nj.gov) with any questions about School Performance Reports.

c: Members, State Board of Education  
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