



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 2, 2018
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: Principals, NJ SMART Coordinators
From: Jessica Merville, Acting Director
Office of Performance Management
Division of Academics and Performance
Deadline: January 25, 2019

Update: Performance Reports Submission Process Through NJ SMART

Based on feedback received from school and district staff, the New Jersey Department of Education (NJDOE) is streamlining the Performance Reports data submission process for districts. The NJ SMART Performance Reports Submission will now collect school and district narrative information and staff attendance data. This new collection streamlines the data-submission process for schools by replacing both the Homeroom Report Card and Report Card Narrative (RCN) collections, and it responds to suggestions by local school officials by allowing users to upload files, review and edit submissions, and submit longer narratives.

Data collected through the new submission will populate the "Narrative" section and the "Faculty Attendance" table in the 2017-18 New Jersey School Performance Reports. The NJDOE expects to release the 2017-18 New Jersey School Performance Reports by March 2019.

Key Action Items

The Performance Reports Submission will open on January 3, 2019 and will close at **5 p.m. on January 25, 2019**. Staff attendance data elements are mandatory, but all narrative data elements are optional. For more guidance on the collection of school and district narratives and other required information for the NJ School Performance Reports, see the [Performance Reports Submission Handbook](#).

Background

Information about the new NJ SMART Performance Reports Submission was originally shared with districts through a memo via the County Offices of Education in October 2018 to allow districts time to prepare for the new submission. Additionally, narrative data from the 2016-17 RCN collection was shared with NJ SMART users in November so districts could review their prior submission in preparation.

Contact information

Please contact the NJ SMART Helpdesk at (800) 254-0295 or email njsmart@pcgus.com if you have questions about the submission. Please contact reportcard@doe.nj.gov for general questions about the New Jersey School Performance Reports.

c: Members, State Board of Education
Lamont O. Repollet, Ed.D., Commissioner of Education
NJDOE Staff
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