



State of New Jersey

DEPARTMENT OF EDUCATION
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JON S. CORZINE
Governor

LUCILLE E. DAVY
Commissioner

March 1, 2007

TO: Chief School Administrators
Charter School Lead Persons

FROM: Lucille E. Davy, Commissioner

SUBJECT: NJ SMART

I would like to thank you and your staff for the hard work you put into the NJ SMART student level data submission over the past two months. The Department recognizes the time and effort that was required to complete the submission of the required student level data files. I am happy to report that all districts and charter schools fulfilled the December 1st mandatory data reporting requirements, which allows the Department to move forward with the next phase of NJ SMART, the issuance of unique statewide student identifiers (SIDs).

While the submission of student level data was a challenge for all districts and charter schools, the Department plans to move towards student level data submission, as opposed to summary level reporting, for many of the state reporting requirements that currently exist. The Department will be phasing out certain summary reports gradually, while centralizing data requirements and expanding the NJ SMART core student data set.

The first priority in terms of coordination of data submission is the pre-identification reporting required annually for state assessments. In the fall of 2007, the Department plans on integrating the pre-identification reporting with the fall NJ SMART data submission. Details on this reporting integration will be available in the late summer.

NJ SMART student level data submission will occur three times per year. Each submission will represent a point in time snapshot of the district's student database; submissions will be based on an October 15th snapshot, a December 1st snapshot, and a June 30th or End of Year (EOY) snapshot. As this submission process will be ongoing, it is essential that you ensure

that your district is collecting the requested data elements on a regular basis from families and students. During the first submission cycle, the data elements that were the most challenging for districts were the data elements involved in reporting location of birth for the student (city/state of birth, country of birth). Districts should collect this data from families as part of the normal enrollment procedures going forward, as these elements are critical to uniquely identifying students.

As mentioned earlier, the next phase of NJ SMART is the issuance of statewide student identifiers (SIDs). Once SIDs are issued in mid-March, districts will then be required to track, use, and manage state-issued SIDs in addition to the local student identification numbers that are currently utilized. SIDs will be downloaded from the NJ SMART portal, and any resolution or corrections required in student records to allow issuance of SIDs will also occur within the portal.

In order to assist your district in preparing for the SID issuance and resolution process, NJ SMART will be hosting training webinars starting on March 12th to explain the Student ID Management section of the NJ SMART website, and to demonstrate how your district will download data and perform the required SID resolution procedures within the portal. You should have already received notification regarding the dates and times for the sessions, and how to access the webinars. In the meantime, PCG is available to answer questions that you have about the NJSMART initiative and the upcoming SID issuance and resolution; PCG can be reached via the toll free number 800-254-0295.

We look forward to continuing to work together with your district as we move towards a system that supports more comprehensive student performance management.

c: Brendan Gill
County Superintendents
Jack Longworth