



State of New Jersey

DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

JON S. CORZINE
Governor

LUCILLE E. DAVY
Commissioner

October 30, 2007

To: Chief School Administrators
Charter School Lead Persons

From: Jack W. Longworth
Chief Information Officer

Re: NJ SMART Deadline for the October 15th Data Submission

DEADLINE: November 16, 2007

Districts are currently in the process of submitting an October 15th snapshot file to NJ SMART. As of October 25th, 27% of districts have submitted their file and 9% of districts have released their file as final to the Department with zero errors.

This memo is to remind you that the deadline for submitting the October 15th snapshot file, correcting any errors and releasing the file as final to the Department is **November 16, 2007; there will be no extensions to this deadline.** Districts have been given five weeks to finalize their NJ SMART data file and are fully expected to allocate the necessary resources and time to comply with the Department deadline.

The next NJ SMART data submission will begin December 3rd and will consist of a Special Education data file. NJ SMART will be providing webinar training on the new data elements and districts will receive direct communication about when these trainings will be held. Because of the tight timing of the October and December submission cycles, **it is absolutely essential that all districts comply with the November 16th deadline.** Failure to comply will result in the inability of NJ SMART to issue unique student identifiers (SIDs) to new students who have entered the district since June 30, 2007 and will negatively impact districts' ability to complete SID management.

Your cooperation is appreciated.

c: Lucille E. Davy, Commissioner
County Superintendents
LEE Group
Garden State Coalition of Schools

John Hart
William King