

NJ SMART Timeline – April 2016

DATE	EVENT
Monday, April 18, 2016	Open: Practice CTE, Staff Evaluation and Course Roster Submissions

April Action Items

Task	Recommended Completion Date	
Attend a CTE Webinar	April 13, 2016	<input type="checkbox"/> Completed
Download and review the NJ SMART CTE Submission Data Handbook	April 13, 2016	<input type="checkbox"/> Completed
Upload file for CTE Submission Practice Period	April 25, 2016	<input type="checkbox"/> Completed
*Resolve records in error	April 29, 2016	<input type="checkbox"/> Completed
Contact sending districts to resolve State Identification Combination errors for students who are not in your SID Management	April 29, 2016	<input type="checkbox"/> Completed

*Students must be appear as active in the June 30, 2016 SID Snapshot and to the Official State Submission before uploading to CTE Submission.

For dates and times of NJ SMART Webinars visit <http://www.nj.gov/education/njsmart/training>

NJ SMART Timeline – May 2016

DATE	EVENT
	No Portal Events for this month

May Action Items

Task	Recommended Completion Date	
Attend a CTE Webinar if additional training is needed	May 10, 2016	<input type="checkbox"/> Completed
*Resolve records in error	May 31, 2016	<input type="checkbox"/> Completed
Contact sending districts to resolve State Identification Combination errors for students who are not in your SID Management	May 31, 2016	<input type="checkbox"/> Completed

*Students must be appear as active in the June 30, 2016 SID Snapshot and to the Official State Submission before uploading to CTE Submission.

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NJ SMART Timeline – June 2016

DATE	EVENT
Thursday, June 30, 2016	Snapshot: SID and SMID Management
Thursday, June 30, 2016	Close: Practice Staff Evaluation, CTE, Course Roster Submissions and LDM State Submission

June Action Items

Task	Recommended Completion Date	
Attend a CTE Webinar if more training is required.	June 1, 2016	<input type="checkbox"/> Completed
*Resolve records in error	June 17, 2016	<input type="checkbox"/> Completed
Continue working with sending districts to resolve State Identification Combination errors for students who are not in your SID Management prior to the June 30th SID Snapshot	June 17, 2016	<input type="checkbox"/> Completed
Export updated practice data and save to computer prior to the deletion of the practice data. All practice data will be deleted after the June 30, 2016 5:00 PM deadline	June 27, 2016	<input type="checkbox"/> Completed

***Students must be appear as active in the June 30, 2016 SID Snapshot and to the Official State Submission before uploading to CTE Submission.**

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NJ SMART Timeline – July 2016

DATE	EVENT
Wednesday, July 6, 2016	Open: SID and SMID Management
Wednesday, July 6, 2016	Open: Official Staff Evaluation, CTE, Course Roster and State Submissions

July Action Items

Task	Recommended Completion Date	
Upload the official full file to the CTE Submission	July 12, 2016	<input type="checkbox"/> Completed
Attend a CTE Webinar if more training is required	July 19, 2016	<input type="checkbox"/> Completed
*Resolve any records in error	July 26, 2016	<input type="checkbox"/> Completed
Release Official CTE Submission	July 26, 2016	<input type="checkbox"/> Completed

***Students must be appear as active in the June 30, 2016 SID Snapshot and to the Official State Submission before uploading to CTE Submission.**

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NJ SMART Timeline – August 2016

DATE	EVENT
Friday, August 5, 2016	Close: SID and SMID Management
Friday, August 5, 2016	Deadline: SID Management Inactivation of 2015-2016 High School Graduates
Friday, August 5, 2016	Deadline: Official Staff Evaluation, CTE, Course Roster and State Submissions
Friday, August 5, 2016	Close: Special Education Local Data Mart

August Action Items

Task	Recommended Completion Date	
Release CTE Submission by August 5, 2016 5:00PM deadline	August 5, 2016	<input type="checkbox"/> Completed

*Students must be appear as active in the June 30, 2016 SID Snapshot and to the Official State Submission before uploading to CTE Submission.

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