

NJ SMART Timeline – February 2016

DATE	EVENT
	No Portal Events for this month

February Action Items

Task	Recommended Completion Date	
Download and review the most recent version of the Staff Evaluation Handbook	February 4, 2016	<input type="checkbox"/> Completed
Attend a Staff Evaluation Webinar	February 4, 2016	<input type="checkbox"/> Completed
Review the SMID Management Guide to make sure SMID Management is ready for the June 30 th Snapshot	February 29, 2016	<input type="checkbox"/> Completed

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

NJ SMART Timeline – March 2016

DATE	EVENT
	No Portal Events for this month

March Action Items

Task	Recommended Completion Date	
Attend a Staff Evaluation Webinar if additional training is needed	March 7, 2016	<input type="checkbox"/> Completed
Prepare your information system or submission template for the June Practice Period	March 31, 2016	<input type="checkbox"/> Completed

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NJ SMART Timeline – April 2016

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

April Action Items

Task	Recommended Completion Date	
Attend a Staff Evaluation Webinar if additional training is needed	April 12, 2016	<input type="checkbox"/> Completed
Complete a practice upload to the Staff Evaluation Submission	April 22, 2016	<input type="checkbox"/> Completed
Resolve any records in error	April 29, 2016	<input type="checkbox"/> Completed

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NJ SMART Timeline – May 2016

DATE	EVENT
	No Portal Events for this month

May Action Items

Task	Recommended Completion Date	
Attend a Staff Evaluation Webinar if additional training is needed	May 9, 2016	<input type="checkbox"/> Completed
Complete a practice upload to the Staff Evaluation Submission	May 20, 2016	<input type="checkbox"/> Completed
Resolve any records in error	May 31, 2016	<input type="checkbox"/> Completed

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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	
Complete a practice upload to the Staff Evaluation Submission	June 3, 2016	<input type="checkbox"/> Completed
Resolve any records in error	June 10, 2016	<input type="checkbox"/> Completed
Review data submitted and check for accuracy	June 22, 2016	<input type="checkbox"/> Completed
Attend a Staff Evaluation Webinar if additional training is needed	June 22, 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

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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	
Attend a Staff Evaluation Webinar if additional training is needed	July 11, 2016	<input type="checkbox"/> Completed
Complete upload to the Staff Evaluation Submission with official data	July 12, 2016	<input type="checkbox"/> Completed
Resolve any records in error	July 15, 2016	<input type="checkbox"/> Completed
Review the data submitted and check for accuracy	July 20, 2016	<input type="checkbox"/> Completed
Certify and release your submission data	July 22, 2016	<input type="checkbox"/> Completed

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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	
Resolve all errors by the August 5, 2016 5:00 PM Deadline	August 5, 2016	<input type="checkbox"/> Completed
Review the data submitted and check for accuracy by the August 5, 2016 5:00 PM Deadline	August 5, 2016	<input type="checkbox"/> Completed
Certify and release your submission data prior to the 5:00 PM August 5 deadline	August 5, 2016	<input type="checkbox"/> Completed

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