

NJ SMART Reporting Responsibilities

Under typical circumstances, the resident district is responsible for reporting data elements on all students outlined in the NJ SMART Student Data Handbook as the district maintaining overall responsibility for the education of the student. Unique situations exist that require clarification regarding reporting responsibilities. Below are some examples of these situations along with explanations on how to report these students. The term CDS code refers to the county, district, and school code of each location and the term Out of District placement refers to APSSDs, Naples, Special Services School districts and Jointure Commissions. Figures are provided as clarification for some of the more complex scenarios.

1. **Students attending an out-of-district school because of a need for specialized services are reported by the resident school district only. (Figure B)**
 - a. The receiving and attending CDS codes will be the school the student is attending for specialized services.
 - b. A Tuition Code is not required.

2. **Students attending a district grade 7-12 or 9-12 only who are contracted to be sent by a K-6 or K-8 district are reported by the 7-12 or 9-12 district they are attending. In this scenario funding goes directly to the K-6/K-8 to pay tuition to the receiving school.**
 - a. The resident district is the sending district and the school should have a code “000”.
 - b. The receiving and attending CDS codes will correspond to the 7-12 or 9-12 district and school the student is attending.
 - c. In the event that the 7-12 or 9-12 district has to send one of these students out to another district for special services, the reporting responsibility will remain with the 7-12 or 9-12 district. However, the attending CDS codes should now correspond to the district providing the special services. (Figure C)
 - d. In the event that the 7-12 or 9-12 district sends one of these students to a vocational school shared time and a special services school the other half of the day the reporting responsibilities will remain with the 7-12 or 9-12. However the Resident CDS codes should now correspond to the 7-12 or 9-12 and the attending CDS codes to the vocational school.
 - e. Students received from a K-6 or K-8 district do not need to enter a Tuition Code unless their tuition is paid by another entity other than the district of residence. In this case, a Tuition Code is required. However, it is important that that resident district information reflects the actual district the student lives in and attending information is the school of attendance.

Students attending a district grade 7-12 or 9-12 (regional school) based on pure regionalization (natural transition from the K-6/K-8) are reported by the regional school they are attending. In this scenario funding goes directly to the regional school district.

- a. The resident, attending, and receiving district is the regional school the student is attending.
- b. In the event that the regional school sends the student to an out-of-district school because of the need for specialized services the reporting responsibility will remain with the regional school as the resident district. However, the attending and receiving district should now correspond to the district providing the special education services. (Figure D)

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3. **Students attending a choice district are reported by the district they are attending. (Figure N)**
 - a. The receiving/attending CDS codes will be the public school the student is attending. The resident CDS codes should correspond to the school the student would attend based on the location of their home.
 - b. A Tuition Code is required.
 - c. The Municipal Code will correspond to the resident CDS codes.
 - d. A student who resides in the choice district may not have a Tuition Code indicating that they are attending the choice district they live in.
4. **Charter school students are reported by the charter school and not by the resident school district. (Figure E)**
 - a. The charter school should be reported as the receiving/attending CDS codes. Charter schools should use a county code of “80”. No students should have a charter school listed as the resident CDS code. The resident CDS code should be the public school district the student would normally attend if he/she were not attending a charter school.
 - b. Students who are new to a charter school and are coming from a non-public school must have Tuition Code “03” filled in for the first year. Once that student completes the first school year of attendance at the charter school, the tuition code should be changed to “07”.
 - c. When a charter school sends a student to an out-of-district placement for special education, the charter school maintains NJSMART reporting responsibilities for this student. The attending CDS codes should correspond to the out-of-district placement. (Figure Q)

Students from a renaissance school project are reported by the renaissance school project. (Figure E)

- d. The renaissance school project should be reported as the receiving/attending CDS codes. No students should have a renaissance school project listed as the resident CDS code. The resident CDS code should be the public school district the student would normally attend if he/she were not attending a renaissance school.
 - e. When a renaissance school project sends a student to an out-of-district placement for special education, the renaissance school project maintains reporting responsibilities for this student in NJSMART. The attending CDS codes should correspond to the out-of-district placement. (Figure Q)
5. **Students who are attending a public school where a parent is paying tuition, or attending a public school tuition-free where the parent teaches, are reported by the public school district that they are attending.**
 - a. The receiving/attending CDS codes will be the public school the student is attending. The resident CDS code should correspond to where the student lives.
 - b. A Tuition Code is required.
 6. **Students attending an in-county vocational school on a full-time basis are reported by the county vocational school district. (Figure F)**
 - a. For a full-time student, the county vocational school would be reported as the receiving and attending CDS codes. The resident CDS code should correspond to where the student lives.
 - b. Students being received from a K-8 district that would otherwise contract the student out to a 9-12 school should continue to be reported by the vocational district. The county vocational

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school would be reported as the receiving and attending CDS codes The K-8 district should be the resident CDS code with the school code of 000.

- c. In the event that a student resides in a K-8 district and is sent from the regional school based on pure regionalization the reporting responsibility will remain with the vocational school. The resident CDS code will remain as the regional school and the receiving and attending CDS codes will correspond to the vocational school.
- d. A Tuition Code is not required
- e. Enrollment Type of full-time “F” should be reported

Shared-time students are reported by the resident school district. (Figure G)

- a. For shared-time students, the non-vocational school would be the receiving CDS code.
- b. The attending CDS code will be the county vocational school the student is attending.
- c. The resident CDS code should correspond to where the student lives.
- d. In the event that a student is received from a K-8 based on a contract between districts, the reporting responsibility will transfer to the receiving school (the school the K-8 pays directly). The resident CDS code will remain as the K-8 and the attending CDS code as the vocational school. (Figure O)
- e. In the event that a student resides in a K-8 district and is sent shared-time from the Regional School due to pure regionalization the reporting responsibility will transfer to the Regional School district. The resident and receiving CDS codes will remain as the regional school and the attending CDS code should now correspond to the vocational school. (Figure P)
- f. A Tuition Code is required.
- g. Enrollment Type of shared-time “S” MUST be reported in order to accurately determine enrollment at each school where the student is shared.

7. Students attending out-of-county vocational schools are reported by the resident school district. (Figure H)

- a. County vocational schools accepting tuition students should be prepared to submit all NJ SMART-required data elements to the resident district for reporting purposes. County vocational schools should not be reporting out-of-county tuition students to NJSMART.
- b. The receiving and attending CDS codes will be the county vocational school the student is attending.
- c. A Tuition Code is required.

8. Students age 21 and under receiving educational services from state agencies, such as the Department of Children and Families, Department of Corrections, or a Juvenile Justice Commission, are reported by the state agency in which they are receiving services. (Figure K)

- a. The resident CDS code will correspond to where the student lives, or if the student resides in a group home then the resident CDS code will correspond to the parent’s address or the student’s last known address. (If the last known address is not known use the CDS code for the Department of Children and Families 21–8501 –024)
- b. The attending/receiving CDS codes will be the state agency the student is attending. The students that are placed by the *Department of Children and Families(DCF)* in a state facility are also reported by the Department of Children and Families.
- c. A Tuition Code is required.
- d. The Municipal Code will correspond to the resident codes.

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9. **Students age 21 and under receiving education services from state agencies that are sent by a district who is paying tuition will be reported by that tuition-paying district. (Figure L)**
 - a. The resident CDS codes will correspond to where the student lives.
 - b. The attending/receiving CDS codes will be the state agency the student is attending school.
 - c. Tuition Code is required.
 - d. The Municipal Code will correspond to the resident codes.
 - e. For this scenario, the resident CDS codes for students in a 7-12 or 9-12 district who are being sent by a K-6 or K-8 district will correspond to the CDS codes for the 7-12 or 9-12 district and school.

10. **Students who are under the legal guardianship of the State of New Jersey (state-responsible students), and are attending either a public school or a state agency, are reported by that attending district.**
 - a. The resident CDS codes will correspond to the student's last known address.
 - b. The attending CDS codes will be where the student is attending school.
 - c. The receiving CDS codes will be the State: County "21", District "8909", and School "100".
 - d. A Tuition Code is required.
 - e. The Municipal Code will correspond to the resident codes.

11. **Students receiving special education and related services in county detention facilities are reported by the resident school district.**
 - a. The resident CDS codes will correspond to where the student lives.
 - b. The attending/receiving CDS codes will be the detention facility the student is attending.
 - c. A Tuition Code is not required.

Incarcerated students receiving special education and related services in state facilities operated or contracted by the Juvenile Justice Commission or by the Department of Corrections, are reported by those state agencies, respectively.

12. **Students that reside in a non-operating district are reported by the district they are attending.**
 - a. As there is no "school" in the district, a code of "000" should be reported for the resident school code.
 - b. The receiving and attending CDS codes will be the public school the student is attending.
 - c. A Tuition Code is not required.

13. **Students who attend ESCs, SSSDs, or Jointure Commissions are reported by the resident school district only. This is true for both full-time and shared-time students at the ESC, SSSD, or Jointure Commission. (Figure M)**
 - a. The resident CDS codes will correspond to where the student lives.
 - b. The receiving and attending CDS codes will be the ESC, SSSD, or Jointure Commission the student is attending.
 - c. A Tuition Code is not required.

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14. **Students who are enrolled in private schools by the district, attend private schools for the disabled or private agencies and clinics are reported by the resident district. This is true in the case that the student is attending full time or shared time at the private school/agency/clinic.**
 - a. The resident CDS codes will correspond to where the student lives.
 - b. The receiving and attending CDS codes will be the private school the student is attending.
 - c. A Tuition Code is not required.

15. **Students who are enrolled in a sectarian or non-sectarian private school and are receiving special education services from the local public school district are submitted by the public school where the sectarian or non-sectarian private school is located.**
 - a. The resident CDS codes will correspond to where the student lives and the public school they would attend if they were not attending the private school.
 - b. The attending CDS codes will correspond to the sectarian or non-sectarian school they are attending.
 - c. The receiving CDS codes will correspond to the submitting school.

16. **Students sent to contracted privately-operated community-based preschools are reported by the resident school district only.**
 - a. The resident CDS codes will correspond to where the student lives.
 - b. The receiving and attending CDS codes will be the preschool the student is attending.
 - c. A Tuition Code is not required.

17. **Home schooled students are not reported by the resident school district.**
 - a. If a student exits during the reporting period to be home schooled, the district would report the student as Inactive, with a School Exit Date and a School Exit Withdrawal Code of T9 = Transfer to Parental Instruction.
 - b. **Note:** If a home schooled student is attending a Vocational School shared-time the Vocational School will report the student.
 - c. The resident CDS codes should correspond to where the student resides with a school code of 000. Please contact the NJ SMART Help Desk to resolve these scenarios.
 - d. The attending CDS codes should correspond to the Vocational School the student is attending.
 - e. The receiving CDS codes should correspond to the Vocational School with the school code of "hom".

18. **Students receiving services supplied by the school at home and are not attending school are reported by the resident school district.**
 - a. The resident CDS codes should correspond to the school the student would attend based on the location of their home.
 - b. The receiving and attending CDS codes should be the school the student would be attending if they were not receiving services in their home.
 - c. A Tuition Code is not required.

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19. **Homeless students are reported by the attending district, as determined by the County Superintendent.**
 - a. The resident CDS codes will correspond to the student's last known address. If the student is living in a group home, the parent's home address will determine the resident CDS codes.
 - b. In cases where there is dispute over the resident district, the resident CDS code as determined by the County Superintendent will be entered.
 - c. The attending and receiving CDS codes will be the public school the student is attending.
 - d. A Tuition Code is not required.
 - e. The Municipal Code will correspond to the resident codes.

20. **Students living in a group home are reported by the resident school district.**
 - a. The resident CDS codes will correspond to the student's last known address. The parent's home address will determine the resident CDS codes.
 - b. The attending and receiving CDS codes will be the public school the student is attending.
 - c. A Tuition Code is not required.
 - d. The Municipal Code will correspond to the resident codes.

21. **Adult high school students are reported by the resident district.**
 - a. The resident CDS codes must correspond to the high school the student would be attending if they were below the age of 21
 - b. The receiving and attending CDS codes will be the public adult high school the student is attending.
 - c. A Tuition Code is not required.

22. **Students who reside outside of New Jersey are reported by the public school district in which they are received.**
 - a. The resident CDS codes will correspond to the last known New Jersey address of the student. If the student has never lived in New Jersey, or there is no known New Jersey address, the resident codes will be Out-of-State: County "ZZ", District "0000" and School "000".
 - b. The attending/receiving CDS codes will be where the student is attending school.
 - c. The Municipal Code will correspond to the resident codes if there is a known New Jersey address for the student. If there is no known New Jersey address, the Municipal Code will correspond to the receiving CDS codes.

23. **Students attending a private school whose tuitions are paid by the parent or legal guardian are not reported to NJ SMART.**

24. **Students that have completed the number of credits needed to graduate, but have other requirements to fulfill to receive their diploma, should continue to be submitted to NJ SMART.**
 - a. The student should be kept Active in SID Management.
 - b. The Grade Level must be 12.
 - c. The Program Type Code should be NE.
 - d. Tuition Code should be left blank as these students are not eligible to receive funding from the state.
 - e. Once the requirements are met, the student can be inactivated in SID Management.

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Figure A: General Case

District A



Submitting

Figure B: Special Education student sent out-of-district

District A



Submitting

District B (Out of District Placement)



Sending →

Figure C: Special Education student residing in K-8, but is contracted to attend a 9-12

District A (K-8)



Submitting

District C (9-12 school)



Submitting

District B (Out of District Placement)



Tuition →

Sending →

Figure D: Special Education student residing in a K-8, but is attending a 9-12 based on a natural progression

District C (9-12 school)



Submitting

District B (Out of District Placement)



Tuition →

Sending →

District B (Out of District Placement)

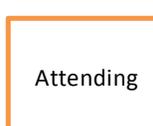


Figure E: Charter/Renaissance General Case

District A (public, non-charter, non-renaissance)



District D (Charter/Renaissance)



Submitting

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Figure F: Full-Time Vocational - In County

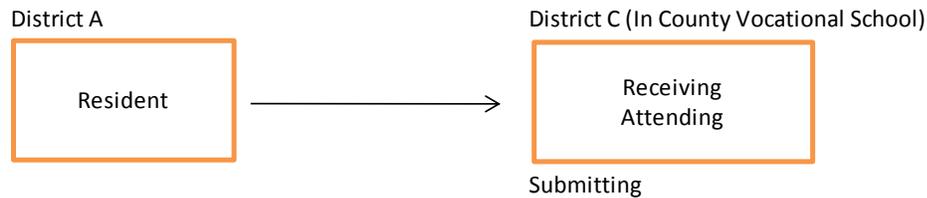


Figure G: Shared-Time Vocational School

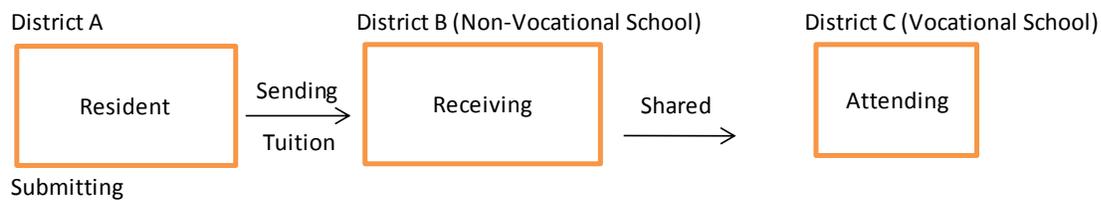


Figure H: Full-Time Vocational - Out of County

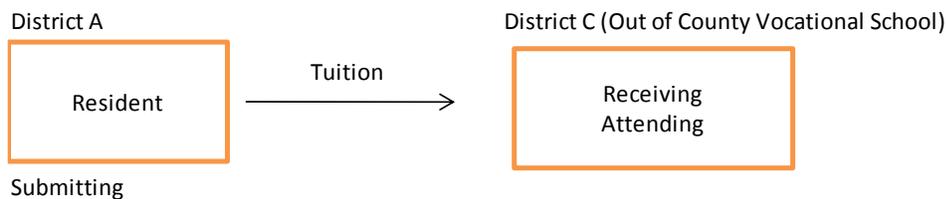
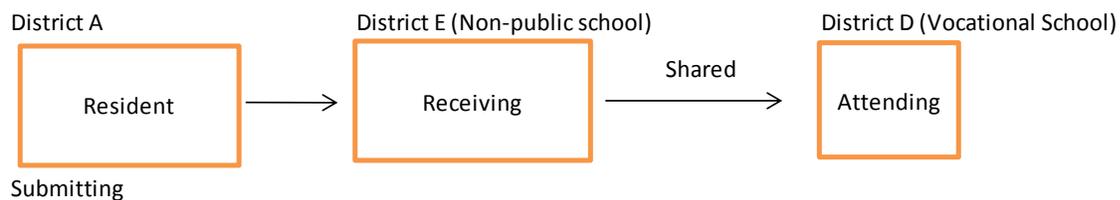


Figure I: Special Education shared-time vocational school and non-public school



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Figure J: General Shared-time attending vocational school

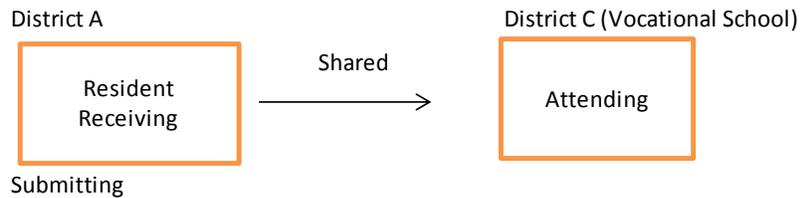


Figure K: State Agencies

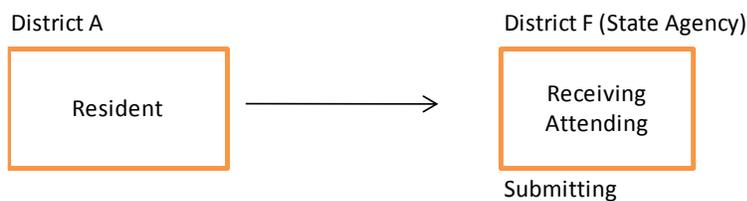


Figure L: State Agencies - Tuition paid by regular district

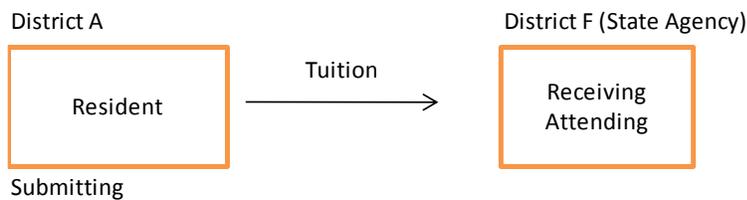


Figure M: Special Services Districts /Jointure Commissions

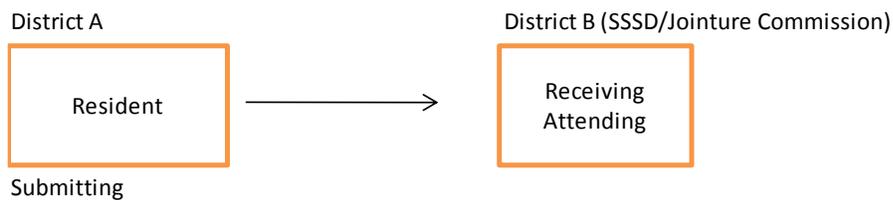
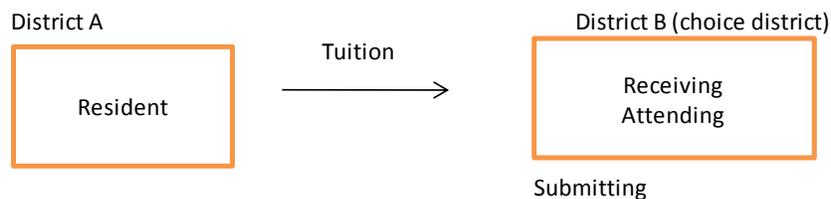


Figure N: Regular Education Student attending Choice District



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Figure O: Shared-Time Vocational Student resides in a K-8, but is contracted between districts

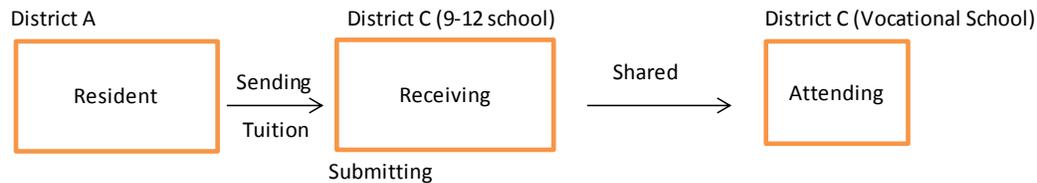


Figure P: Shared-Time Vocational Student resides in a K-8, but is sent by regional school due to pure regionalization

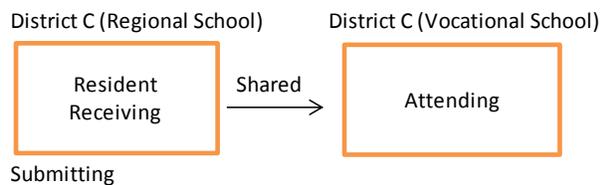


Figure Q: Charter/Renaissance Special Education Student Sent to Out of District Placement

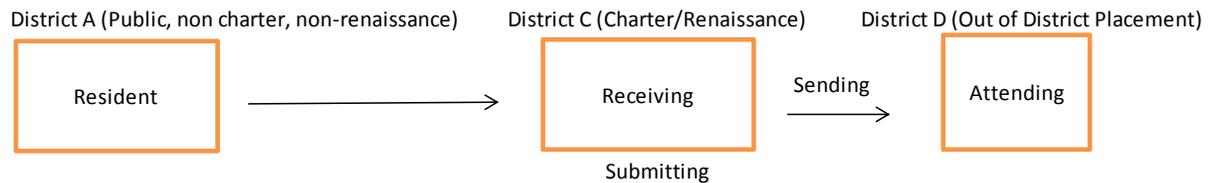


Figure R: Student parentally placed at a Non-public location receiving special education services

