

NJ SMART Timeline – February 2017

DATE	EVENT
N/A	No Portal Events for this month

February Action Items

Task	Recommended Completion Date	
 Attend a Graduation Webinar	February 9, 2017	<input type="checkbox"/> Completed
*Add any new students that have started since January 2017	February 17, 2017	<input type="checkbox"/> Completed
*Inactivate any students that have transferred since January 2017	February 17, 2017	<input type="checkbox"/> Completed
*Make sure all records are free of Error, Unresolved, Sync, or Conflict	February 17, 2017	<input type="checkbox"/> Completed
*Review Out of District Records to ensure sending districts have submitted the correct information for your students and check to make sure the Status = Issued	February 27, 2017	<input type="checkbox"/> Completed
*Work with sending districts to resolve any discrepancies in the Out of District Records	February 27, 2017	<input type="checkbox"/> Completed
 Run the LDM High School Graduation Status Profile for the 2017 Cohort to view how the 2017 Cohort currently stands	February 27, 2017	<input type="checkbox"/> Completed
 Investigate any Transfer Out Unverified students for the 2017 Cohort	February 27, 2017	<input type="checkbox"/> Completed

* Important for CTE, State, and Course Roster Submissions
 Graduation Cohort Tasks

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

NJ SMART Timeline – March 2017

DATE	EVENT
N/A	No Portal Events for this month

March Action Items

Task	Recommended Completion Date	
Attend a SID Management Webinar if additional training is needed	March 2, 2017	<input type="checkbox"/> Completed
*Add any new students that have started since February 2017	March 17, 2017	<input type="checkbox"/> Completed
*Inactivate any students that have transferred since February 2017	March 17, 2017	<input type="checkbox"/> Completed
*Make sure all records are free of Error, Unresolved, Sync, or Conflict	March 17, 2017	<input type="checkbox"/> Completed
 Attend a Graduation Webinar if additional training is needed	March 30, 2017	<input type="checkbox"/> Completed
*Review Out of District Records to ensure sending district has submitted the correct information for your students and check to make sure the Status = Issued	March 31, 2017	<input type="checkbox"/> Completed
*Work with sending districts to resolve any discrepancies in the Out of District Records	March 31, 2017	<input type="checkbox"/> Completed
 Run the LDM High School Graduation Status Profile for the 2017 Cohort to view how the 2017 Cohort currently stands	March 31, 2017	<input type="checkbox"/> Completed
 Start investigate any Transfer Out Unverified students for the 2017 Cohort	March 31, 2017	<input type="checkbox"/> Completed

* Important for CTE, State and Course Roster Submissions

 Graduation Cohort Tasks

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Help Desk Phone: (800) 254-0295

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NJ SMART Timeline – April 2017

DATE	EVENT
Tuesday, April 18, 2017	Open: Practice CTE, Course Roster and Staff Evaluation Submissions

April Action Items

Task	Recommended Completion Date	
Attend a SID Management Webinar if more training is needed	April 5, 2017	<input type="checkbox"/> Completed
*Add any new students that have started since March 2017	April 21, 2017	<input type="checkbox"/> Completed
*Inactivate any students that have transferred since March 2017	April 21, 2017	<input type="checkbox"/> Completed
*Make sure all records are free of Error, Unresolved, Sync, or Conflict	April 21, 2017	<input type="checkbox"/> Completed
 Attend a Graduation Webinar if additional training is needed	April 25, 2017	<input type="checkbox"/> Completed
*Review Out of District Records to ensure sending district has submitted the correct information for your students and check to make sure the Status = Issued	April 28, 2017	<input type="checkbox"/> Completed
*Work with sending districts to resolve any discrepancies in the Out of District Records	April 28, 2017	<input type="checkbox"/> Completed
 Run the LDM High School Graduation Status Profile for the 2017 Cohort to view how the 2017 Cohort currently stands	April 28, 2017	<input type="checkbox"/> Completed
 Start investigating any Transfer Out Unverified students for the 2017 Cohort	April 28, 2017	<input type="checkbox"/> Completed

* Important for CTE, State and Course Roster Submissions

 Graduation Cohort Tasks

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NJ SMART Timeline – May 2017

DATE	EVENT
N/A	No Portal Events for this month

May Action Items

Task	Recommended Completion Date	
Attend a SID Management Webinar	May 1, 2017	<input type="checkbox"/> Completed
*Add any new students that have started since April 2017	May 19, 2017	<input type="checkbox"/> Completed
*Inactivate any students that have transferred since April 2017	May 19, 2017	<input type="checkbox"/> Completed
*Make sure all records are free of Error, Unresolved, Sync, or Conflict	May 19, 2017	<input type="checkbox"/> Completed
*Review Out of District Records to ensure sending district has submitted the correct information for your students and check to make sure the Status = Issued	May 19, 2017	<input type="checkbox"/> Completed
 Attend a Graduation Webinar if additional training is needed	May 22, 2017	<input type="checkbox"/> Completed
*Work with sending districts to resolve any discrepancies in the Out of District Records	May 31, 2017	<input type="checkbox"/> Completed
 Run the LDM High School Graduation Status Profile for the 2017 Cohort to view how the 2017 Cohort currently stands	May 31, 2017	<input type="checkbox"/> Completed
 Start investigating any Transfer Out Unverified students for the 2017 Cohort	May 31, 2017	<input type="checkbox"/> Completed

* Important for CTE, State and Course Roster Submissions

 Graduation Cohort Tasks

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

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NJ SMART Timeline – June 2017

DATE	EVENT
Friday, June 30, 2017	Snapshot: SID and SMID Management
Friday, June 30, 2017	Close: Practice CTE, Course Roster, Staff Evaluation Submissions and LDM State Submission

June Action Items

Task	Recommended Completion Date	
Attend a SID Management Webinar if more training is needed	June 14, 2017	<input type="checkbox"/> Completed
* Add any new students to SID Management prior to the June 30, 2017 Snapshot	June 15, 2017	<input type="checkbox"/> Completed
*Inactivate any students that have transferred prior to the June 30, 2017 Snapshot	June 15, 2017	<input type="checkbox"/> Completed
*Resolve all records in Error, Unresolved, Sync, or Conflict for the June 30, 2017 Snapshot	June 15, 2017	<input type="checkbox"/> Completed
*Review Out of District Records to ensure sending district has submitted the correct information for your students and check to make sure the Status = Issued	June 15, 2017	<input type="checkbox"/> Completed
 Run the LDM High School Graduation Status Profile for the 2017 Cohort to view how the 2017 Cohort currently stands	June 16, 2017	<input type="checkbox"/> Completed
 Continue investigating any Transfer Out Unverified students for the 2017 Cohort	June 16, 2017	<input type="checkbox"/> Completed
*Work with sending districts to resolve any discrepancies in the Out of District Records prior to the June 30, 2017 5:00 PM Snapshot	June 23, 2017	<input type="checkbox"/> Completed
 Attend a Graduation Webinar if additional training is needed	June 25, 2017	<input type="checkbox"/> Completed

* Important for CTE, State and Course Roster Submissions

 Graduation Cohort Tasks

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

NJ SMART Timeline – July 2017

DATE	EVENT
Thursday, July 6, 2017	Open: SID and SMID Management
Thursday, July 6, 2017	Open: Official CTE, Course Roster, Staff Evaluation, State Submissions

July Action Items

Task	Recommended Completion Date	
Update SIS so that data matches what appears in SID Management of NJ SMART	July 6, 2017	<input type="checkbox"/> Completed
Inactivate 2016-2017 graduates prior to the August 3, 2017 deadline	July 14, 2017	<input type="checkbox"/> Completed
Inactivate students who transferred from your district after the close of the 2016-2017 SY	July 14, 2017	<input type="checkbox"/> Completed
Resolve records in Error, Unresolved, Sync, or conflict	July 14, 2017	<input type="checkbox"/> Completed
 Run the LDM High School Graduation Status Profile for the 2017 Cohort to view how the 2017 Cohort currently stands	July 21, 2017	<input type="checkbox"/> Completed
 Continue investigating any Transfer Out Unverified students for the 2017 Cohort	July 21, 2017	<input type="checkbox"/> Completed
 Attend a Graduation Webinar if additional training is needed	July 25, 2017	<input type="checkbox"/> Completed

Graduation Cohort Tasks

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NJ SMART Timeline –August 2017

DATE	EVENT
Thursday, August 3, 2017	Close: SID and SMID Management
Thursday, August 3, 2017	Deadline: SID Management Inactivation of 2016-2017 High School Graduates
Thursday, August 3, 2017	Deadline: Official Staff Evaluation, CTE, Course Roster and State Submissions
Thursday, August 3, 2017	Close: Special Education Local Data Mart

August Action Items

Task	Recommended Completion Date	
 Inactivate 2016-2017 graduates prior to the August 3, 2017 deadline	August 1, 2017	<input type="checkbox"/> Completed
Inactivate students who transferred from your district	August 1, 2017	<input type="checkbox"/> Completed
 Resolve records in Error, Unresolved, Sync or conflict	August 1, 2017	<input type="checkbox"/> Completed
 Run the LDM High School Graduation Status Profile for the 2017 Cohort to view how the 2017 Cohort currently stands	August 1, 2017	<input type="checkbox"/> Completed
 Investigate any Transfer Out Unverified students for the 2017 Cohort	August 1, 2017	<input type="checkbox"/> Completed
 Attend a Graduation Webinar if additional training is needed	August 3, 2017	<input type="checkbox"/> Completed

- ❖ **The NJ SMART portal will open for the 2017-2018 school year in early August of 2017. Please refer to the NJ SMART SID Management Guide 2017-2018 for the up to date action items.**

Graduation Cohort Tasks

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