October 14, 2014

TO: Chief School Administrators (Operating and Non-Operating School Districts)
    Special Education Directors
    Charter School Lead Persons

FROM: Peggy McDonald, Director
      Office of Special Education Programs

SUBJECT: NJSMART Official Staff Submission - October 15, 2014

Each year, in accordance with federal requirements, the Office of Special Education Programs, New Jersey Department of Education, (NJOSEP), must collect data on personnel serving students with disabilities. For the past few years, we have conducted parallel collections of this data through the Special Education (ADR) Personnel Table 12 and NJSMART. The NJOSEP is pleased to announce that the Special Education (ADR) Personnel Table 12 data collection is being eliminated and that all necessary data will be gathered through the NJSMART Official Staff Submission.

As required, these data must reflect a snapshot of personnel serving students with disabilities as of October 15, 2014. The data collection period in NJSMART begins on October 20, 2014 and the deadline for data submissions is November 17, 2014. Training information, guidance documents and additional technical resources are available at http://www.state.nj.us/education/njsmart/download/staff/ and at http://www.state.nj.us/education/njsmart/training/.

In keeping with the federal requirements for timely and accurate data submissions, districts failing to report their data on time will receive written notice that the district/charter school has not complied with the NJSMART reporting requirements. Failure to report data in a timely manner will be considered as part of the state’s determination of an LEA’s compliance with the requirements of Individuals with Disabilities Education Act (IDEA).

Your ongoing cooperation in making this data collection system successful is appreciated. If you have any questions regarding the special education personnel data, please contact Ms. Ajaya Kumari Katta, OSEP data manager, at ajaya.kumari@doe.state.nj.us.

PM/KM

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