Date: August 23, 2019
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: School Business Administrators, Web User Administrators, Principals and School Leads
From: Linda P. Eno, Ed.D., Assistant Commissioner
Division of Academics and Performance
Deadline: August 30, 2019, 5 p.m.

Action Required: Update and Review NJ SMART SID Management to Ensure Accurate Graduation Data for School Performance Reports and Accountability

This memo signals an important opportunity for school districts to ensure that all inactive students have been correctly marked as graduates, transfers or dropouts in NJ SMART SID Management.

SID Management is the management system that establishes unique identification numbers for all students and compiles the demographic data of all students. The NJ SMART SID Management window to inactivate 2019 graduates and students who transferred from a school district is currently open, and the deadline is August 30, 2019 at 5 p.m.

How SID Management Data Is Used
Data submitted by the August 30, 2019 deadline will be used to calculate 2019 school and district graduation rates and pathways to graduation that will be reported in the 2018-19 School Performance Reports to be released by spring 2020. Graduation rates will also be used for school accountability and reported in the Accountability Profiles released in fall 2020. Any students who remain active after this deadline will be considered “non-graduates” in the 2019 graduation rate.

Before the August 30, 2019 deadline, districts should:
1) Ensure the English Language Arts (ELA) and Math Graduation Pathway Indicator fields are reported accurately for all graduates, and students who were 12th graders in the 2018-19 school year, but did not graduate.
2) Use the NJ SMART High School Graduation Cohort Status Profile to review and ensure the accuracy of the four-year and five-year graduation rates and the status towards graduation for all students.
3) Ensure records in SID Management are current and that all errors are resolved.

Contact Information
Contact the NJ SMART help desk at (800) 254-0295 or njsmart@pcgus.com with any questions about NJ SMART submissions. Contact reportcard@doe.nj.gov with any questions about School Performance Reports.

Additional resources and trainings for NJ SMART submissions are available under Documents for Download and eLearning Videos & Webinars. These resources include:
• Introduction to the Adjusted Cohort Graduation Rate Calculation in New Jersey
• User Guide to High School Graduation Cohort Status Profile
• NJ SMART Graduation FAQs

c: Members, State Board of Education
Lamont O. Repollet, Ed.D., Commissioner
NJDOE Staff

Statewide Parent Advocacy Network Garden
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