

# SMART Special Ed Submission (New Jersey)

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The SMART Special Ed Submission reports students who:

- Are classified as eligible for special education and related services
- Have been referred for a special education evaluation during the previous year, whether or not they were determined to be eligible for special education.
- Have been declassified as needing special education and related services (i.e., were once needing special education services) or are ineligible for special education services.

This population is based on the Special Education Status field on their enrollment record.

## SMART Extracts ☆

**NJ SMART File Extract**

This tool will extract data to complete the New Jersey Standards Measurement and Resource for Teaching (NJ SMART) reporting extract for October and December or EOY. Choose the State Format (CSV) to get the file in the state-defined CSV file format, otherwise choose HTML or PDF for testing/debugging. Each extract contains a 1 line header.

Snapshot Date can be obtained by entering the same date for the Reporting Period Start Date and Reporting Period End Date.

Extract Options	Select Calendar
<p>Extract Type: <span style="border: 1px solid #ccc; padding: 2px;">SMART Special Ed Submission</span></p> <p>Reporting Period Start Date: <input style="width: 80px;" type="text"/></p> <p>Reporting Period End Date: <span style="border: 1px solid #ccc; padding: 2px;">09/19/2022</span></p> <p>Students w/o stateIDs: <input type="checkbox"/></p> <p>State Exclude: <span style="border: 1px solid #ccc; padding: 2px;">Exclude State Exclude Enrollments</span></p> <p>Ad Hoc Filter: <input style="width: 100%;" type="text"/></p> <p>Format: <span style="border: 1px solid #ccc; padding: 2px;">State Format(CSV w/ header)</span></p> <p style="margin-top: 10px;"><span style="border: 1px solid #ccc; padding: 5px 15px;">Generate Extract</span></p>	<p><input checked="" type="radio"/> active year</p> <p><input type="radio"/> list by school</p> <p><input type="radio"/> list by year</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>22-23</b></p> <p>22-23 Adams High School</p> <p>22-23 Adams Middle School</p> </div> <p style="font-size: x-small; margin-top: 5px;">CTRL-click or SHIFT-click to select multiple</p>

SMART Special Education Submission

# Report Editor

Field	Description
<b>Extract Type</b>	Selection determines which extract generates.
<b>Reporting Period Start Date</b>	Entered date determines the time frame of the extract, reporting only that student data as of that date. Dates are entered in mmddyy format or can be chosen by using the calendar icon.
<b>Reporting Period End Date</b>	Entered date determines the time frame of the extract, reporting only that student data as of that date. Dates are entered in mmddyy format or can be chosen by using the calendar icon. The end date field is auto-populated with the current date.
<b>Students without state IDs</b>	When marked, students who are not assigned a state ID will be returned, in addition to those students who do have a state ID.
<b>State Exclude</b>	Drop list options include: <ul style="list-style-type: none"> <li>• Exclude State Exclude Enrollments (default)</li> <li>• Include State Exclude Enrollments</li> <li>• Only State Exclude Enrollments</li> </ul>
<b>Ad hoc Filter</b>	When selected, only those students in the filter will be included on the selected SMART extract.
<b>Format</b>	SMART Extracts generate in either HTML format or in CSV format (state format).
<b>Calendar Selection</b>	Selection indicates from where the data is pulled.
<b>Report Generation</b>	Use the <b>Generate Extract</b> button to display the results of the extract immediately.

## Generate a SMART Extract

1. Select **SMART Special Ed Submission** from the **Extract Type** dropdown list.
2. Enter a **Reporting Period Start Date**.
3. Enter a **Reporting Period End Date**.
4. Mark the **Student w/o stateIDs** if those students should not appear in the report.
5. Select an **Ad hoc Filter**, if desired.
6. Indicate the **Format** in which in which the report should generate.
7. Click the **Generate Extract** button o generate the report in the desired format.

```

data - Notepad
File Edit Format View Help
LocalIdentificationNumber,StateIdentificationNumber,FirstName,Last
123456,1234567890,EMMA,TEST,20030721,00000000,00000000,,N,,00000
234567,2345678901,JAMES,TEST,20030721,00000000,00000000,,N,,0000
345678,3456789012,HARRY,TEST,19991008,00000000,00000000,,N,,0000
456789,4567890123,SELENA,TEST,20020920,00000000,00000000,,N,,000
567891,5678901234,KYLE,TEST,20030627,00000000,00000000,,N,,00000
678912,6789012345,JEFF,TEST,20011024,00000000,00000000,,N,,00000
789123,7890123456,ROB,TEST,20000407,00000000,00000000,,N,,000000
891234,8901234567,JOHN,TEST,20030211,00000000,00000000,,N,,00000
912345,9012345678,RACHEL,TEST,20000805,00000000,00000000,,N,,000
  
```

SMART Special Ed Submission - State Format

LocalIdentificationNumber	StateIdentificationNumber	FirstName	LastName	DateOfBirth	ReferralDate	ParentalConsentToEvaluateDate	EligibilityDeterminationDate
123456	1234567890	EMMA	TEST	20030721	00000000	00000000	
234567	2345678901	SAM	TEST	20030721	00000000	00000000	
345678	3456789012	ROMEO	TEST	19991008	00000000	00000000	
456789	4567890123	ALICE	TEST	20020920	00000000	00000000	
567891	5678901234	KIM	TEST	20030627	00000000	00000000	
678912	6789012345	JUSTIN	TEST	20011024	00000000	00000000	
789123	7890123456	JAMES	TEST	20000407	00000000	00000000	

SMART Special Ed Submission - HTML Format

# Special Ed Submission Layout

Element Name	Description	Location
<b>Local Identification Number</b>	The number assigned and maintained by the local school district that is unique for each student.  <i>Numeric, 20 digits</i>	Census > People > Demographics > Student Number  Person.studentNumber
<b>State Identification Number</b>	The number assigned and maintained by the New Jersey Department of Education that is unique for each student.  <i>Numeric, 10 digits</i>	Census > People > Demographics > State ID  Person.stateID
<b>First Name</b>	The legal first name of the student.  <i>Alphanumeric, 30 characters</i>	Census > People > Demographics > First Name  Identity.firstName
<b>Last Name</b>	The legal last name of the student.  <i>Alphanumeric, 50 characters</i>	Census > People > Demographics > Last Name  Identity.lastName
<b>Date of Birth</b>	The date of birth of the student.	Census > People > Demographics > Birthdate  Identity.birthdate

Element Name	Description	Location
<b>Referral Date</b>	<p>The date on which the school district received a written request for a child study team evaluation.</p> <p>If the Referral Date is AFTER the Report Period End Date entered on the Report Editor, a NULL value reports for this field.</p> <p><i>Date field, 8 characters (YYYYMMDD)</i></p>	<p>Student Information &gt; Special Ed &gt; Documents &gt; Evaluation &gt; Referral Date</p> <p>Evaluation.referralDate</p>
<b>Parental Consent to Evaluate Date</b>	<p>The date on which the student's parent provides written consent for an initial evaluation to determine eligibility for special education and related services and eligibility for speech-language services.</p> <p><i>Date field, 8 characters (YYYYMMDD)</i></p>	<p>Student Information &gt; Special Ed &gt; Documents &gt; Evaluation &gt; Consent Date</p> <p>Evaluation.consentDate</p>
<b>Eligibility Determination Date</b>	<p>The date on which the initial eligibility or ineligibility for special education or services or speech-language services is determined.</p> <p>If the Eligibility Determination Date is AFTER the Report Period End Date entered on the Report Editor, a NULL value reports for this field.</p> <p><i>Date field, 8 characters (YYYYMMDD)</i></p>	<p>Student Information &gt; Special Ed &gt; Documents &gt; Evaluation Header &gt; Determination Date</p> <p>Evaluation.determinationDate</p>
<b>Early Intervention</b>	<p>Indicates if the preschool student is receiving Part C Early Intervention Services at the time of referral.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Early Intervention.</p> <p>EnrollmentNJ.earlyIntervention</p>

Element Name	Description	Location
<b>Initial IEP Meeting Date</b>	<p>The date of the student's initial IEP meeting.</p> <p>If the Initial IEP Meeting Date is AFTER the Report Period End Date entered on the Report Editor, a NULL value reports for this field.</p> <p><i>Date field, 8 characters (YYYYMMDD)</i></p>	<p>Student Information &gt; Special Ed &gt; Documents &gt; Education Plan &gt; Meeting Date</p> <p>SEPlan.meetingDate</p>
<b>Parental Consent Obtained</b>	<p>The parental decision regarding the implementation of the initial IEP, received in writing. Options are:</p> <ul style="list-style-type: none"> <li>• Y: Yes, Parental consent was obtained to implement the initial IEP.</li> <li>• N: No, Parental consent was NOT obtained prior to snapshot date to implement the initial IEP.</li> <li>• R: Refused, Parent refused implementation of the initial IEP.</li> </ul> <p><i>Alphabetic, 1 character</i></p>	<p>Student Information &gt; Special Ed &gt; Documents &gt; Evaluation Header &gt; Parental Consent Obtained</p> <p>Evaluation.consentDate</p>
<b>Parental Consent To Implement Initial IEP</b>	<p>The date on which the parent provided written consent to implement the student's initial IEP.</p> <p>If the Parental Consent to Implement Initial IEP Date is AFTER the Report Period End Date entered on the Report Editor, a NULL value reports for this field.</p> <p><i>Date field, 8 characters (YYYYMMDD)</i></p>	<p>Student Information &gt; Special Ed &gt; Documents &gt; Evaluation Header &gt; Parental Consent to Implementation IEP</p> <p>Evaluation.consentDate</p>

Element Name	Description	Location
<b>Annual IEP Review Meeting Date</b>	<p>The date of the student's last Annual IEP Review meeting.</p> <p>If the Annual IEP Review Meeting Date is AFTER the Report Period End Date entered on the Report Editor, a NULL value reports for this field.</p> <p><i>Date field, 8 characters (YYYYMMDD)</i></p>	<p>Student Information &gt; Special Ed &gt; Documents &gt; Education Plan &gt; Meeting Date</p> <p>SEPlan.meetingDate</p>
<b>Special Education Classification</b>	<p>The outcome of the eligibility assessment for special education and related services.</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Primary Disability</p> <p>Enrollment.disability1</p>
<b>Reevaluation Date</b>	<p>The date on which a student's continued eligibility for special education services was determined.</p> <p>If the Reevaluation Date is AFTER the Report Period End Date entered on the Report Editor, a NULL value reports for this field.</p> <p><i>Date field, 8 characters (YYYYMMDD)</i></p>	<p>Student Information &gt; General &gt; Special Ed &gt; Documents &gt; Evaluation Header &gt; Eligibility Date</p> <p>Evaluation.eligibilityDate</p>
<b>Initial Process Delay Reason</b>	<p>The primary reason for a delay when the consent to implement the initial IEP is beyond the child's third birthday for children transitioning from Early Intervention Programs (Part C ) to preschool OR the primary reason for delay when the eligibility determination for students 6-21 is beyond 90 days from the date of written parental consent to evaluate.</p> <p>See options in the following <a href="#">Initial Process Delay Reason Options</a> table.</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information &gt; Special Ed &gt; Documents &gt; Evaluation Header &gt; SPED Process Delay Reason</p> <p>Evaluation.evalCompliance</p>

Element Name	Description	Location
<b>Special Education Placement</b>	<p>The placement group in which the student with the disability is currently receiving special education and related services.</p> <p>See options in the following <a href="#">Special Education Placement Options</a> table.</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Placement Group</p> <p>Enrollment.specialEdSetting</p>
<b>Time In Regular Program</b>	<p>The number of hours that the student is attending regular Early Childhood.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Student Information &gt; General &gt; Enrollment &gt; Special Ed Fields &gt; Time in Regular Program.</p> <p>CustomStudent.value</p>
<b>Counseling Services</b>	<p>Indicates whether the student receives counseling services as of Oct. 15th.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Student Information &gt; Special Ed &gt; Documents &gt; Related Services &gt; Service</p> <p>PlanServiceProvided.serviceName</p>
<b>Occupational Therapy Services</b>	<p>Indicates whether the student receives occupational services as of Oct. 15th.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Student Information &gt; Special Ed &gt; Documents &gt; Related Services &gt; Service</p> <p>PlanServiceProvided.serviceName</p>
<b>Physical Therapy Services</b>	<p>Indicates whether the student receives physical therapy services as of Oct. 15th.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Student Information &gt; Special Ed &gt; Documents &gt; Related Services &gt; Service</p> <p>PlanServiceProvided.serviceName</p>
<b>Speech Language Therapy Services</b>	<p>Indicates whether the student receives speech/language therapy services as of Oct. 15th.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Student Information &gt; Special Ed &gt; Documents &gt; Related Services &gt; Service</p> <p>PlanServiceProvided.serviceName</p>
<b>Other Related Services</b>	<p>Indicates whether the student receives other related services as of Oct. 15th.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Student Information &gt; Special Ed &gt; Documents &gt; Related Services &gt; Service</p> <p>PlanServiceProvided.serviceName</p>

# Initial Process Delay Reason Options

Code	Description
01	Incomplete Residency/Enrollment Information: Parent failed to complete the residency/enrollment information in a timely manner (more than 15 days after receipt of the forms).
02	Additional Evaluations Needed (After Initial Evaluation Plan: After the initial evaluation plan, it was determined that additional assessments were needed.
03	Specialized Evaluations Needed: Evaluations by specialists not employed by the district were not completed within required timelines.
04	Delays in Scheduling Evaluation/Assessments: The child or parent is unavailable due to illness, vacation, etc.
05	Missed Appointments by the Child or Parent: The parent repeatedly missed or canceled scheduled appointments for assessments/interviews/meetings.
06	Vacancies of Child Study Team or Related Services Personnel: The school district had child study team or related services personnel vacancies that delayed the completion of the assessments within required timelines.
07	Child Study Team or Related Services Personnel were Unavailable: Child study team or related services personnel were not able to complete assessments within the required timelines due to vacation, illness, or large numbers of evaluations to be completed.
08	Mediation or a Due Process Hearing: A request for mediation or a due process hearing was filed with the Office of Special Education Programs after the school district received consent to evaluate but before the 90th day. This code applies only to students with disabilities ages 6-21.
12	Student transferred into the district after a consent for the initial evaluation was obtained but before the initial evaluation was completed. The parents and district signed off on an extended timeline.
<p><b>The following codes apply ONLY for children served in Early Intervention Programs (Part C), reasons for delay beyond 3rd birthday in implementation of the initial IEP.</b></p>	
09	Late Referral: if the written referral for the initial evaluation was made fewer than 120 days prior to age 3.



Code	Description
10	Delay in Receipt of Consent to Evaluate: Parent failed to attend the identification/evaluation planning meeting and/or did not provide consent in a timely manner (more than 15 days) after the meeting.
11	Mediation or a Due Process Hearing: A request for mediation or a due process hearing was filed with the Office of Special Education Programs after the school district received the referral but before the child's 3rd birthday.
13	Delay in Receipt of Consent to Implement the Initial IEP: The referral and evaluation process were completed prior to the child's 3rd birthday, but the parent failed to provide consent by the child's 3rd birthday.

## Special Education Placement Options

Code	Description
<b>For Ages 3-5</b>	
04	Separate class (students who attend a special education program in a class with less than 50% non-disabled children. Does not include children who also attend a regular early childhood program)
05	Separate school (students receiving special education and related services for greater than 50% of the school day in public or private separate schools)
06	Residential facility (students who receive education programs and live in public or private residential facilities during the school week. Includes children receiving special education and related services for greater than 50% of the school day in public or private residential facilities)
07	Home (students who receive special education and related services in the principal residence of the child's family or caregivers/babysitters, and who DID NOT attend an early childhood program or a special education program provided in a separate class, separate school, or residential facility. Includes children who receive special education both at home and in a service provider location)

Code	Description
<b>08</b>	Service Provider Location (students who receive all of their special education and related services from a service provider and who DID NOT attend an early childhood program or a special education program provided in a separate class, separate school, or residential facility. For example, speech instruction provided in: a private clinician's office, in clinicians; offices located in school buildings, hospital facilities on an outpatient basis, or libraries or other public locations. Do not include children who also receive special education at home. Children who receive special education both in a service provider location and at home should be reported in the home category)
<b>18</b>	Gen Ed Population >= 50 % of Day
<b>19</b>	Gen Ed Population < 50% of Day
<b>For ages 6-21</b>	
<b>09</b>	80% or more of the school day in the presence of regular education students (students included in the regular education setting at least 80% of the school day)
<b>10</b>	Between 40-79% of the school day in the presence of regular education students (students included in the regular education setting from 40% to 79% percent of the school day)
<b>11</b>	Less than 40% of the school day in the presence of regular education students (students who are included in the regular education setting up to 39% of the school day. This includes students who are in out-of-district placements including public and approved private school programs that are operated in public school buildings with regular education grades)
<b>12</b>	Public Separate School (students who receive special education and related services for more than 50% of the school day in a public school building without regular education students. These settings may include the following receiving schools: educational services commission, regional day school, special services school district, jointure commission, public college operated program)

Code	Description
13	Private Day School (students who receive special education and related services at public expense for more than 50% of the school day in a separate private school for the disabled. In addition to reporting students who attend a separate private day program, districts should report students in residential programs for whom the district pays only the educational costs and not the residential costs)
14	Private Residential (students who receive special education and related services in a private residential facility for greater than 50% of the school day and lived in the facility during the school week. The district of residence reports the student in this placement group when the district pays both the educational and residential costs. Districts should not report students in residential programs whose residential costs are paid by the Department of Children and Families as these students are reported by the Department of Children and Families.)
15	Public Residential (students in this placement group that are attending Katzenbach School for the Deaf are reported by the district of residence. Students that are placed by the Department of Children and Families in a state facility are reported by the Department of Children and Families.)
16	Home Instruction (students receiving special education and related services in the home, hospital, or other setting)
17	Correctional Facility (students receiving special education and related services in short term detention facilities (community-based or residential) or longer term correctional facilities. Students receiving special education and related services in county detention facilities are reported in this category by the district of residence. 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 in this category by those state agencies, respectively.)