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To: Local Educational Agency Leads

Route To: School Business Administrators, Web User Administrators, Principals

From: Kathy Ehling, Assistant Commissioner
               Division of Educational Services

               Jorden Schiff, Ed.D., Assistant Commissioner
               Division of Teaching and Learning Services

Updates for the 2023-2024 NJ SMART Course Roster Submission

The NJ SMART Course Roster Submission opened for the 2023-2024 school year practice period on April 9, 2024. The practice period runs through June 28, 2024. The official submission opens on July 3, 2024, and the deadline to submit course roster data for the 2023-2024 school year is August 2, 2024. This memo provides updates for the 2023-2024 submission and reminders about how the data collected through this submission is used and reported.

Course Roster Submission Overview
The Course Roster Submission is used to collect data on all courses offered in the state and provide a link between students and teachers. The submission is comprised of both the Staff Course Roster and Student Course Roster. For the Staff Course Roster, LEAs must submit records for all teachers of record, both teachers and co-teachers. These teachers should cover 100% of the class rosters in a LEA. For the Student Course Roster, LEAs must submit course records for all students who attend courses in their LEA. This may include some students who attend courses in an LEA but are not included in the LEA's SID Management reporting responsibilities.

Both the Staff and Student Course Roster data should reflect all courses taught during the school year. This includes:

- Courses taught by a single teacher, or a co-teacher assigned to your district;
- Both fall and spring semester courses, with each course reported separately;
- Remote courses physically attended by students off-site, other than at another LEA, that are taught by staff not assigned to your district; and
- College-level dual enrollment dual credit courses taught by either staff assigned to your district or staff not assigned to your district.

Course Roster Practice Period
The practice period gives local education agencies (LEAs) an opportunity to upload preliminary data and identify any potential issues prior to the official submission. The practice period is optional, but the NJDOE encourages LEAs to use this period to determine if updates are required to their student course codes. For questions or assistance during the practice period, contact the NJ SMART Helpdesk at (800) 254-0295 or njsmart@pcgus.com.

SCED Code Updates
The NJDOE collects course data through the NJ SMART Course Roster Submission based on National Center for Education Statistics (NCES) School Courses for the Exchange of Data (SCED) course codes. The NJDOE provides the NJ SMART SCED Course Code List that shares the full list of available SCED codes for the 2023-2024 school year. LEAs should use this resource and the included SCED course names and descriptions to select the most

appropriate SCED code for each local course. The NJDOE annually reviews the list of SCED codes available and makes updates to align with NCES codes.

The NJDOE has started a multi-year process of reviewing the available SCED codes with the goals of making sure that options are available for all the courses offered in the state, reducing duplicative codes to avoid confusion for LEAs, and improving data quality of course data. For the 2023-2024 school year, the NJDOE has focused on reviewing Social Studies and History codes. As part of this review, several Social Science and History SCED codes were removed for the 2023-2024 school year. The list of codes that have been removed can be found on the Updates tab of the NJ SMART Course Code List and the Notes column provides suggested alternate codes to use and/or reasons for removing these codes. If additional assistance is needed in identifying the appropriate SCED code for a specific Social Studies course, contact the NJDOE Social Studies Coordinator at socialstudies@doe.nj.gov.

A new NJDOE Guidance column has been added to the NJ SMART Course Code List on both the Prior-To-Secondary Codes and Secondary Codes tabs. This column provides guidance to LEAs on corresponding course titles that apply to specific SCED codes and addresses some common errors seen in the course roster data. For the 2023-2024 school year, the NJDOE has focused on providing guidance for Social Science and History SCED codes, but the NJDOE will continue to expand the guidance for courses in other subject areas in future years.

AP African American Studies
The NJDOE has added a temporary SCED code, 04901 – AP African American Studies (Pilot 2), for the 2023-2024 school year. This code should be used only for LEAs participating in College Board's Pilot 2 of Advanced Placement (AP) African American studies. A new NCES-aligned SCED code will be added for the 2024-2025 school year to correspond with the official launch of the course.

Computer Science Course Participation
For the 2022-2023 school year, the NJDOE added three new temporary SCED codes to collect course enrollment for computer science courses in kindergarten through grade 2 (60901), grades 3-5 (60902), and grades 6-8 (60903). For the 2023-2024 school year, these temporary codes have been replaced with a new NCES-aligned code, 60022 Computer Science (prior-to-secondary). This new code should be used in place of the temporary codes used for the 2022-2023 school year submission. The description of the new code can be found on the Prior-To-Secondary Codes tab of the NJ SMART Course Code List.

The new 60022 code should be used for all Computer Science courses in grades K-5. For grades 6-8, the new 60022 code should be used for Computer Science courses if a more specific Computer Science SCED code is not found. Educational technology courses in which students learn to use a computer for everyday activities such as browsing the internet, using tools like word processing, spreadsheets, or presentation software, or using computers in the study and exploration of unrelated subjects are not Computer Science. The new 60022 code should not be used for these types of courses. Use the NJ SMART Course Code List to identify appropriate codes to use for educational technology courses.

The Computer Science Course Participation table in the School Performance Reports has been expanded to include participation in kindergarten through grade five starting with the 2022-2023 school year. LEAs should review the data in the 2022-2023 School Performance Reports to ensure that it accurately reflects course participation in their LEA and determine if updates are required for 2023-2024 school year reporting. Contact ComputerScience@doe.nj.gov with any questions about computer science enrollment.

Course Roster Submission for Kindergarten through Grade Five
As a reminder, LEAs should submit data for all courses across all grade levels. This includes all visual and performing arts courses, world language courses, and health and physical education courses. A preliminary review of course data for kindergarten through grade five has shown that some LEAs may not be reporting visual and performing arts courses, world language courses, and health and physical education courses for all students. LEAs are required to provide instruction in all content areas, including visual and performing arts, world languages and physical education, to ensure students can achieve the NJSLS grade band performance expectations.
LEAs should ensure that their course roster data includes all courses. The NJDOE will monitor data and may reach out to LEAs that need to update their reporting to ensure that the course roster data accurately reflects all courses.

Course Roster Public Reporting
Data from the Course Roster Submission is used for reporting in the School Performance Reports. This includes participation in coursework by subject area, Advanced Placement (AP) or International Baccalaureate (IB) courses, dual enrollment courses, and structured learning experiences. The NJ School Performance Reports: NJ SMART Course Roster Submission Guidance document explains how data from this submission is used and how to ensure your data is reported accurately. For questions on how data is used in the School Performance Reports, contact reportcard@doe.nj.gov.

Resources
Several resources are available in NJ SMART to help LEAs with the Course Roster submission:

- Staff Course Roster Data Handbook and Student Course Roster Data Handbook
- NJ SMART SCED Course Code List
- Course Roster Submission FAQ
- Course Roster Submission Online Webinar/Training
- Course Roster Submission Checklist
- NJ SMART School Performance Reports: Course Roster Submission Guidance
- NJ School Performance Reports SCED Course Mapping List

Contact Information
Contact the NJ SMART Helpdesk at (800) 254-0295 or njsmart@pcgus.com for questions and support related to the NJ SMART Course Roster Submission.

c: Members, State Board of Education
 NJDOE Staff
 Statewide Parent Advocacy Network
 Garden State Coalition of Schools
 NJ LEE Group