October 21, 2014

TO: Chief School Administrators
    Charter School Lead Persons
    Administrators of Approved Private Schools for Students with Disabilities

FROM: Nancy Curry, Director
       Office of Student Support Services

SUBJECT: Webinar Trainings on Reporting in the Electronic Violence and Vandalism Reporting System (EVVRS) and Harassment, Intimidation or Bullying – Investigations, Trainings and Programs (HIB-ITP) Data Collection System

The New Jersey Department of Education (NJDOE) is pleased to provide two webinar training sessions to assist school-level decision-makers and school- and district-level data entry staff with reporting in the EVVRS and HIB-ITP data collection systems.

The first webinar training session, titled “Understanding the System: Support for EVVRS and HIB-ITP Data Entry,” is on Wednesday, November 12, 2014, from 1:30 to 2:30 p.m. This training is designed to guide staff members at the school or district level on how to access and use the EVVRS to input incidences of violence; vandalism; substance and weapons offenses; harassment, intimidation and bullying (HIB); all other suspensions for students with disabilities; and the HIB-ITP data collection system to input HIB investigations, trainings and programs.

The second webinar training session, titled “What Should We Report? Support for EVVRS Decision-Makers,” is on Thursday, November 13, 2014, from 10:00 to 11:00 a.m. This training is designed to increase the knowledge and skills of staff members at the school level who make determinations regarding which disciplinary incidents are required to be entered into the EVVRS. EVVRS incident definitions and criteria for reporting will be emphasized.

Registration is limited to one staff member per school for each training; however, the same person can register for both trainings. The number of participants that attend the webinar under an individual registrant’s name is dependent upon the district’s ability to broadcast the training to more than one person. For staff and administrators unable to attend the scheduled training, both webinars will be recorded and posted on the EVVRS Homeroom Page by November 28, 2014.

Participants may register for either training at http://education.state.nj.us/events. Instructions on how to access the webinar training and technical support information is included in the registration description. Due to the large number of anticipated participants, the audience will be muted and therefore a microphone will not be necessary. Participant questions may be submitted to the online chat function during the webinar, and will be answered by the presenter as time permits. All questions and answers will be posted on the EVVRS Homeroom Page under “Training Materials.” Your district’s Homeroom Administrator will be notified when this becomes available.
The NJDOE encourages appropriate staff and administrator participation during these training opportunities designed to increase consistent and accurate reporting in both the EVVRS and HIB-ITP data collection systems.

Please email evvrstraining@doe.state.nj.us with any questions.

Thank you.

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