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October 31, 2017

TO: Chief School Administrators

ROUTE TO: All District Principals, Assistant/Vice Principals, Web User Administrators, and
            School/District Certification Staff

FROM: Kristen Brown, Chief Talent Officer
            Division of Talent and Performance

SUBJECT: Release of Median Student Growth Percentiles (mSGPs) for 2016-17

Today, the New Jersey Department of Education (NJDOE) is releasing mSGP scores through NJ
SMART. As communicated in a recent memo, approved personnel must access, verify and share
the 2016-17 mSGP scores with qualifying educators. Supervisors must use mSGP information to
finalize 2016-17 evaluations for qualifying staff.

- Please access the AchieveNJ SGP webpage for resources and detailed steps for accessing,
  sharing, verifying, and correcting mSGP scores. As communicated in prior
  correspondence, mSGP scores will count for 30 percent of the evaluations of qualifying
  teachers, principals, assistant principals and vice principals.

- The NJDOE will open the Evaluation Score Certification Tool (ESCT) with an
  accompanying Broadcast memo in mid-November. Component scores and summative
  ratings for all staff, including those receiving mSGPs, will be available through the
  ESCT. Districts will have the opportunity to review evaluation data once more, correct
  any errors and certify their local evaluation ratings by December 30, 2017.

Background
The *TEACHNJ Act* of 2012 requires the use of multiple measures of educator practice and
student learning, including the state's standardized assessment, when available. For 2016-17, 30
percent of the evaluations of qualifying teachers and school leaders is based on the relative
improvement demonstrated by their students on the PARCC assessment compared to prior years.
These student growth percentiles (SGPs) are available for educators responsible for students in
4th through 8th-grade language arts and 4th through 7th-grade math.

Confidentiality
Evaluation data of each employee must be confidential in accordance with the *TEACHNJ Act* and *N.J.S.A.* 18A:6-120.d and 121.d. Furthermore, such individual data is exempt from the *Open Public Records Act* (*OPRA*) and should not be released to the public. The 2016-17 mSGP score reports are accessible only to those with proper data access permissions, and districts must ensure confidentiality of individual personnel data. The NJDOE strongly recommends that districts store mSGP data in each teacher's personnel file or in another secure manner that is easily accessible to the educator, either electronically or on paper. Educator mSGP data should be handled in the same secure manner with which one would treat, handle and store any part of a confidential personnel record.

Source Data Used to Calculate mSGP Scores
Median SGP scores are developed using course roster information submitted by districts. The accuracy of these scores relies on quality district submissions within NJ SMART. The 2016-17 mSGP data available today is based on data submissions for the 2016-17 school year. To calculate mSGPs, the NJDOE matched student school and course assignments with corresponding SGP scores for those students assigned to each educator. The median score on an educator's roster is his or her 2016-17 mSGP score. For detailed information on SGPs and mSGPs, please visit the [AchieveNJ SGP Webpage](#).

Qualifications for Teachers
Median SGP data are available for those who taught 4th through 8th-grade language arts and 4th through 7th-grade math. For the mSGP to be part of a teacher's evaluation, a teacher must:
- Have been the teacher of record for at least 60 percent of the course prior to the state assessment; and
- Have valid SGP scores for at least 20 students who were enrolled in the class for at least 70 percent of the school year before taking the assessment in 2016-17 *or* in 2014-15 and 2015-16 and 2016-17 *combined.* For more information on the multi-year mSGP, please refer to [Guidance on Multiple Years of Data to Calculate mSGP](#).

Qualifications for Principals, Assistant Principals (APs), Vice Principals (VPs)
Median SGP data are available for those who led schools including one or more SGP grades. For the mSGP to be part of a principal/AP/VP's evaluation, that educator must have been:
- Assigned on October 15, 2016 to a school attended by more than 20 students who took the 4th through 8th-grade language arts assessment and/or the 4th through 7th-grade math assessment; and
- Assigned to qualifying students reported as having attended the school for one full year prior to the administration of the state assessment, according to the data submitted by the district in its state submission.

Upcoming Evaluation Score Certification Process
The NJDOE will again provide districts the opportunity to review evaluation data, correct any errors that occurred in the original NJ SMART submission, and certify the accuracy of each staff member's final score. Districts should share mSGP scores and summative ratings with staff in a

timely fashion to facilitate this process as outlined in the [Protocol for Sharing Teacher mSGP Reports](#).

Any modifications to evaluation ratings will be made through the ESCT, which will be available in mid-November, shortly after the mSGP score release. At that time, the NJDOE will notify districts that the interface is available and provide detailed guidance on using the ESCT. Districts will have approximately one month to certify their evaluation data through the ESCT. Guidance for correcting mSGP ratings, including taking into account prior years where mSGP ratings were adjusted can be found in the [Procedures for Addressing mSGP Issues](#).

KB/CB

c: Members, State Board of Education
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