



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: July 10, 2018  
To: Chief School Administrators, Charter School and Renaissance School Project Leads  
Route To: Homeroom Administrators  
From: Carl Blanchard, Director  
Office of Evaluation  
Deadline: August 10, 2018

### **Release of 2017-18 Evaluation Information System**

By August 10, 2018, authorized district personnel must access the new Evaluation Information System (EIS) through the New Jersey Department of Education's (NJDOE) Homeroom webpage, submit all 2017-18 educator evaluation scores to the state, and complete the required Annual Evaluation Survey.

#### **Revised Evaluation Data Submission Process**

As first communicated in the NJDOE's [April 17 memo](#), districts will use a revised evaluation data submission process beginning with the 2017-18 evaluation year. In order to streamline data submission, districts will now submit and certify their staff evaluation data through one tool – the Evaluation Information System (EIS) – an application in the NJDOE's [Homeroom webpage](#) that is similar to the Evaluation Score Certification Tool (ESCT). The EIS also includes the required annual evaluation survey.

The [Staff Evaluation Submission Data Element Guide](#) provides assistance for determining acceptable values for evaluation data submission. The Technical Manual, which includes the step-by-step process and the Excel template for submission/upload of evaluation scores, can be obtained through the portal.

#### **Confidentiality**

The submission process contains confidential evaluation scores for individual educators; therefore, leaders must ensure that only district personnel with the proper permission can access the information. Specifically, evaluation data of a particular employee must be handled in accordance with the TEACHNJ Act and *N.J.S.A. 18A:6-120.d* and *121.d*. Individual data shall not be released to the public and is exempt from the Open Public Records Act (OPRA).

#### **Contact information**

For questions, please contact the Office of Evaluation at [edueval@doe.nj.gov](mailto:edueval@doe.nj.gov) or (609) 376-3974.

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