



# STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: November 7, 2018  
To: Chief School Administrators  
Route To: All District Principals, Assistant/Vice Principals, Web User Administrators, and School/District Certification Staff  
From: Linda P. Eno, Ed.D., Assistant Commissioner  
Division of Academics and Performance  
Deadline: December 15, 2018

## Release of Median Student Growth Percentiles (mSGPs) for 2017-18

Today, the New Jersey Department of Education (NJDOE) is releasing mSGP reports through [NJ SMART](#). The mSGP score reports are accessible only to those school staff with proper data access permissions. When accessing the reports, districts must ensure educators' confidentiality. Supervisors must verify and share mSGP reports with qualifying educators. In addition, the NJDOE is opening the window for districts to finalize and certify their 2017-18 educator evaluation scores. This process is completed in the Educator Information System (EIS), found in NJDOE's [Homeroom webpage](#). Personnel with appropriate levels of authorization (i.e., superintendents or superintendents' designee) must access, verify and certify summative scores using the EIS.

### Key Steps/Actions

- Go to the [AchieveNJ SGP webpage](#) for resources and detailed steps for accessing, sharing, verifying and correcting mSGP scores. Please note, while the [evaluation weights were adjusted for 2018-19 school year](#), the *2017-18 evaluation weights remain unchanged and mSGP scores count for 30 percent* of the evaluations of qualifying teachers, principals, assistant principals and vice principals.
- The certification window is now open in the Evaluation Information System (EIS). Component scores and summative ratings for all staff, including those receiving mSGPs, are available through the EIS. Districts will have the opportunity to review evaluation data once more, correct any errors and *certify their local evaluation ratings by December 15, 2018*. All districts must certify 2017-18 evaluation scores regardless of whether any changes have been made through this process.
- Today's opening of the EIS certification window constitutes notification to districts of the final summative rating for educators whose 2017-18 evaluations include mSGP. Any educator receiving an mSGP score with a Partially Effective or Ineffective summative rating must be placed on a Corrective Action Plan (CAP) within 25 working days of this notification.
- After receiving mSGP scores from the NJDOE, and certifying evaluation scores within the EIS, each district should input summative evaluation data into the Provisional Licensure Registration Management System (PLRMS) through NJDOE's Homeroom webpage for any provisional teachers who received an mSGP. This facilitates the issuance of standard certificates for these provisional teachers.

### Background

The primary purpose of the Evaluation Information System (EIS) is to simplify the process for school districts and certify evaluation data through one application in the NJDOE's [Homeroom webpage](#).

The system will allow for:

- Submission of initial evaluation score data
- Submission of the Annual Evaluation Survey
- Incorporation of mSGP scores into summative ratings
- Support of district review of local records and calculations: The certification process provides districts a final opportunity to ensure that all evaluation ratings assigned to educators are accurate.
- Improvement of overall state data accuracy: The certification process helps to ensure all educator evaluation information is provided in a standardized format to comply with state and federal requirements – and that future policy decisions at the state level are based on real evidence.

### **Source Data Used to Calculate mSGP Scores**

mSGP scores are developed using course roster information submitted by districts. The accuracy of these scores rely on quality district submissions within [NJ SMART](#). The 2017-18 mSGP data available today is based on data submissions for the 2017-18 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 2017-18 mSGP score. For detailed information on SGPs and mSGPs, please visit the [AchieveNJ SGP webpage](#).

### **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*. Further, such individual data is exempt from the *Open Public Records Act (OPRA)* and should not be released to the public. The 2017-18 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.

### **Note About Corrective Action Plans**

For educators who receive an "Ineffective" or "Partially Effective" summative evaluation rating after the start of the school year, the CAP must be developed within 25 working days of the district's receipt of the rating. For teachers qualifying for an mSGP score, the Department defines "district's receipt of rating" as the date on which districts receive access to the EIS. If you have educators who are likely to require a CAP, but are still waiting to receive mSGP scores and summative ratings, you should prepare for this process in advance by reviewing CAP requirements and CAP resources with those educators. As a reminder, those educators who qualified for the mSGP score, and were placed on a CAP following receipt of that score last school year, must remain on this CAP until their next summative rating is received.

### **Steps for Districts with Teachers Finishing the Provisional Teacher Process**

Authorized certification staff in school districts that have teachers finishing the provisional teacher process must access the Provisional Licensure Registration Management System (PLRMS) through NJDOE's [Homerroom webpage](#) and take the following actions:

- Review and verify the provisional teachers' summative rating;
- Enter provisional teachers' final summative evaluation rating for the school year
- Ensure where possible that all novice teachers apply for their standard licenses

### **Contact Information**

As always, we at the NJDOE ask that you let us know how we can continue to support you this year. For specific questions, contact the NJDOE at [edueval@doe.nj.gov](mailto:edueval@doe.nj.gov).

c: Members, State Board of Education  
Lamont O. Repollet, Ed.D., Commissioner of Education  
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