



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 31, 2018
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: ESEA Project Directors, Title I, Part A Supervisors, School Business Administrators
From: Carolyn J. Marano, Assistant Commissioner, Division of Student Services
via Kathleen Ehling, Acting Director, Office of Fiscal and Data Services
Deadline: December 14, 2018

Release of 2017-18 Title I, Part A Performance Report

To satisfy federal reporting requirements, all districts that received *Elementary and Secondary Education Act (ESEA)* Title I, Part A funds in project period 2017-18 (July 1, 2017 to June 30, 2018) must submit a Title I, Part A Performance Report to the New Jersey Department of Education (NJDOE) for that period. Districts must complete the report no later than **Friday, December 14, 2018**.

If your district did not receive ESEA Title I, Part A funds in the 2017-18 project period, no report is required. Accordingly, non-submission of the 2017-18 Title I, Part A Performance Report by December 14, 2018, suggests the district did not implement a Title I, Part A program. **If the district did receive FY 2017-18 Title I, Part A funds but fails to submit a report by December 14, 2018, then the district must refund all funds received for the 2017-18 project period.**

The 2017-18 Title I, Part A Performance Report is available via the NJDOE's Electronic Web-Enabled Grant (EWEG) system. To access the report, use the same User ID and password that your district personnel use to access the 2018-19 ESEA Consolidated Formula Subgrant Application.

To assist districts in accurately completing its Title I, Part A Performance Report, the NJDOE created the "Completing the 2017-2018 Title I, Part A Performance Report" PowerPoint presentation posted on the NJDOE's [Title I Technical Assistance and Resources webpage](#). This document explains which data are required for the report and takes the user step by step through the reporting process. This information is also available by selecting the instructions link located on each performance report tab. Please review these resources prior to completing the report.

In the report, districts must aggregate school-level data regarding student participation, types of services provided, and number of Title I paid personnel supporting the district's Title I, Part A program. The Title I, Part A Performance Report must not be confused with the Title I Comparability Report, which is a separate report that requires different Title I data and a separate submission.

If you have questions about the collection or submission of your district's data, please contact the NJDOE's Office of Fiscal and Data services through email at titleone@doe.nj.gov. Thank you in advance for your prompt attention to this federal requirement.

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

Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group