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October 3, 2017

TO: Chief Schools Administrators
Charter School and Renaissance School Project Leads

ROUTE TO: District Web User Administrators

FROM: James Riddlesperger, Director
Office of Performance Management
Division of Talent & Performance

SUBJECT: 2017 New Jersey School Report Card Data and Report Narrative Collection
Deadline: Friday, October 27, 2017

This memo is a reminder to school districts, charter schools and renaissance school projects that the process to provide data on New Jersey School Performance Reports for the 2016-17 school year begins today.

School and district officials will be able to access the Report Card Data and the Report Card Narrative (RCN) collection applications in NJDOE's [Homeroom webpage](#) to provide information that will be reported in the annual School Performance Reports. The NJDOE will notify all Local Education Agency's (LEA) web-user administrators that they will be able to assign district representatives access to the Report Card and RCN applications.

Districts should submit this data no later than **Friday, October 27, 2017**.

Background:

The *Every Student Succeeds Act (ESSA)* requires states to produce annual school performance reports. To comply with this requirement, the New Jersey Department of Education (NJDOE) annually distributes New Jersey School Performance Reports to the public. These reports provide school-, district- and state-level data regarding demographics, academic achievement, student growth, college and career readiness, graduation, postsecondary enrollment, and school climate.

Additional Information on the RCN collection:

During the NJDOE's process of soliciting feedback on the School Performance Reports, many stakeholders expressed a desire for the NJDOE to offer additional ways for schools and districts to tell their own stories. In response to this feedback, the NJDOE has updated the School Performance Report Narrative collection for the 2016-17 school year.

As in previous years, districts will have the opportunity to submit a narrative for each school and the district overall, but the format of the narrative has been changed to allow schools and districts to share information across a variety of categories. This new format will allow the NJDOE to present the data in a more uniform format that is directly contained within the School Performance Reports.

This year, the data will be collected through a web-based form instead of a letter. LEAs will go through the RCN Homeroom application to access unique links to a form for the district and all schools within the district. These links will direct users to the web-based form where narrative information can be provided about each school and district.

The RCN Homeroom webpage offers a blank Excel template to collect narrative information from each school and the district prior to filling out the web-based form. LEAs are not required to use the Excel template, but the NJDOE recommends its use as a planning tool.

The following data will be collected:

- Contact Information – The RCN Homeroom application will collect links to school and district websites, Facebook pages and Twitter pages.
- Narrative Categories – Schools and districts can share narrative information in the following 14 categories: (1) Mission, Vision, Theme; (2) Awards, Recognition, Accomplishments; (3) Courses, Curriculum, Instruction; (4) Sports and Athletics; (5) Clubs and Activities; (6) Before and After School Programs; (7) Staff and Professional Learning; (8) Postsecondary; (9) Student Supports and Services; (10) Student Health and Wellness; (11) Parent and Community Involvement; (12) Climate Surveys; (13) Facilities; and (14) Other Information/Highlights.
- Parent Summary Report Highlights – Starting with the 2016-17 School Performance Reports, the NJDOE will also publish a one-page parent summary report that will include a section where schools can submit school highlights. Schools can submit up to three highlights.

Additional Information on the Report Card Data collection:

There have been changes to the information requested for the annual Report Card Data Collection. The NJDOE has eliminated several redundant reporting requirements from the collection, while adding new fields to comply with the *Every Student Succeeds Act (ESSA)*.

The following data will be collected:

- *Instructional Time per Day* – This is the amount of time per day students were engaged in instructional activities during the 2016-17 school year.
- *Student Suspensions* – This is the number of students who received one or more in-school suspensions, one or more out-of-school suspensions, and one or more suspensions of any type during the 2016-17 school year.
- *Student Expulsions* – This is the number of students who were expelled from school during the 2016-17 school year.
- *Faculty Attendance* – This a calculation that is derived by dividing the sum of days present for all faculty by the sum of contracted number of days for all faculty.

The definition for faculty absence is all absences excluding approved professional days, personal days, and faculty training days, bereavement days, jury duty, and extended illness in excess of five consecutive work days. Faculty on long-term leave or disability should be excluded.

Faculty includes certified staff including classroom teachers and educational support services personnel who reported staff assignment codes of 1000 through 4001. These codes and their descriptions appear in the NJDOE's "[Job Codes and Job Codes Subcategories List 2017-18](#)" spreadsheet.

It is critical to pay attention to the details of the narrative information being submitted so that reports on your schools and your district contain accurate information. LEAs are expected to carefully review and verify all information before submitting final survey responses. *LEAs will not have the opportunity to alter submissions after the submission window has closed.*

As stated above, this data should be submitted no later than Friday, October 27, 2017.

If you have questions, contact the NJDOE's Office of Performance Management at (609) 292-6037 or email reportcard@doe.state.nj.us.

Thank you for your cooperation.

JR

c: Members, State Board of Education
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