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November 17, 2015

TO: Chief School Administrators

ROUTE TO: All District Principals, Assistant/Vice Principals, Teaching Staff Members, and Web User Administrators

FROM: Peter Shulman, Assistant Commissioner/Chief Talent Officer *PS*
Division of Teacher and Leader Effectiveness

SUBJECT: Upcoming Release of 2014-15 Median Student Growth Percentile Scores and Evaluation Score Certification Process

As you know, the New Jersey Department of Education (Department) recently released state and district PARCC scores. The Department's primary goal for this release is to help New Jersey educators and parents use the data as one tool to measure academic progress, inform instruction, and improve student learning. We hope that you will work with your educators in the coming weeks and months to explore the reports and the many resources available on our [PARCC website](#), as well as to encourage parents to use PARCC data to help them better understand their students' strengths and needs.

In addition, the 2014-15 PARCC data will be used to calculate Student Growth Percentiles (SGPs) as one measure of student academic progress. After receiving student scores as well as course roster information from local districts, the Department will calculate and then distribute median SGP (mSGP) scores. **The 2014-15 mSGP data release will happen in March 2016.** Four distinct elements will comprise this effort:

1. **Guidance Materials:** In advance of the March release, the Department will distribute detailed guidance explaining the transition from NJ ASK to PARCC and the resulting methodology for calculating student growth scores across the years. We will work with district and school leaders to support conversations with teachers in preparation for the mSGP score release. In the meantime, you can review the materials associated with last year's mSGP release – as well as other SGP information and resources – by visiting the [AchieveNJ SGP web page](#).
2. **Teacher mSGP Scores:** In March, the Department will share instructions for appropriate district personnel to access confidential 2014-15 teacher mSGP reports from NJ SMART.

The reports will include district summaries and individual documents for each qualifying educator.

3. **Principal/AP/VP mSGP Scores:** In March, the Department will share instructions for appropriate district personnel to access confidential 2014-15 principal/AP/VP mSGP reports from the NJDOE Homeroom interface. The reports will include district summaries and individual documents for each qualifying educator.
4. **2014-15 Evaluation Score Certification Tool:** Approximately two weeks after the release of mSGP scores, the Department will open the electronic application for districts to use in certifying final 2014-15 evaluation scores for all educators. As occurred last year, this NJDOE Homeroom interface will allow districts to review evaluation data, correct any errors that occurred in the original 2014-15 NJ SMART submission, and certify the accuracy of each staff member's summative rating, including those who have received the mSGP score. Districts will have approximately one month to complete this task after receiving instructions for accessing the tool.

As in previous years, the Department will provide suggested steps for district and school leaders for confidentially sharing the mSGP scores with each educator and examining the data with other evaluation components to inform professional development plans – including links to detailed “User Guides” for the reports. We will also share directions on using these scores and the Evaluation Score Certification Tool to finalize 2014-15 summative evaluation ratings.

Note About Corrective Action Plans (CAPs)

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 15 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 Evaluation Score Certification Tool. 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.

We understand that educators may have questions about this upcoming release. I ask that you please gather and hold those questions until the communications are distributed in early 2016, as we will include several resources with more information and can answer all questions at that time. As always, we encourage you to visit the [AchieveNJ Website](#) and [FAQ](#) page and to send your feedback to educatorevaluation@doe.state.nj.us.

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