

## 2013-14 Course Roster Verification and Submission

Median Student Growth Percentile (mSGP) scores are one of the multiple measures of student achievement for qualifying teachers of 4<sup>th</sup>-8<sup>th</sup>-grade Language Arts and Math. As explained in several previous communications, the accuracy of each teacher’s mSGP score is entirely dependent upon the accuracy of the district course roster submission to the Department of Education. This submission lists the students assigned to each teacher for that school year. **The integrity of the mSGP measure of the evaluation system relies on course roster accuracy, which can only be verified at the local level prior to the certification of their official submission. Districts that do not take steps to ensure roster accuracy may provide incorrect summative evaluation data and may even face potential litigation from teachers who receive incorrect scores.**

**In order to provide the most accurate roster data, districts should strongly consider the following steps shared by several New Jersey districts as best practices:**

- Maintain accurate local student information system (SIS) throughout the school year to reflect the realities of enrollment and course section assignments, as these systems serve as the source data used for mSGPs and for many Student Growth Objectives (SGOs).
- Ensure school and district leaders collaborate to establish an efficient process for verifying all course roster data and making appropriate local corrections prior to the end of the school year. This will provide district data managers with ample time to compile district submissions with teacher-verified data when teachers are more easily accessible.
- Utilize the third observation post-conference or annual summary evaluation conference as an opportunity for each teacher to review and correct their course rosters within local district data files as needed.
- Participate in the NJ SMART Course Roster Submission Practice Period from April 16 to June 30, 2014. This practice window allows time for districts to prepare data, reach out for technical assistance to the NJ SMART Help Desk as needed, and ensure the submission meets the appropriate technical quality when the official window opens in the summer. Early participation in the practice window will also allow districts to use the NJSMART “Click-by-click Guide to the Roster Verification Process.”
- Upload, correct, and certify the official Course Roster Submission between July 7 and August 4, 2014.

The Department will link 2013-14 district Course Roster Submission data with 2014 student level SGP values for each qualifying individual teacher to determine his/her mSGP score. These 2013-14 mSGP score reports will be accessible to districts along with final summative ratings in early winter 2015.

### Additional Resources and Previous Communications on Course Roster Submission

- [NJ SMART Course Roster Submission Guide](#)
- [Course Roster Submission FAQ on AchieveNJ Website](#)
- [February 4, 2014 memo](#) and [2012-13 mSGP User Guide](#) explaining the role of course rosters and importance of accuracy verification for mSGP calculations
- [May 28, 2013 memo](#) from Assistant Commissioner Peter Shulman (section I.D., p. 4-5, encouraging districts to participate in course roster practice submission prior to the official submission window)
- [March 5, 2013 memo](#) from Assistant Commissioner Peter Shulman (section I.D., p. 3-4, reminding districts about course roster submission windows and summary reports)
- [February 26, 2013 memo](#) from Assistant Commissioner Bari Erlichson explaining the release of course roster summary reports to each district as a learning exercise to prepare for 2013-14
- [January 22, 2013 memo](#) from Assistant Commissioner Peter Shulman (Section I.D., p. 4-7, outlining and explaining each element of the roster submission and summary reporting process)

### For More Information

- Visit the AchieveNJ website at [www.nj.gov/education/AchieveNJ](http://www.nj.gov/education/AchieveNJ).
- Questions or feedback? Please e-mail [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us), or call the AchieveNJ Help Line at 609-777-3788.