STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Statement of Assurance for 2026-2027 Portfolio Appeals Submissions

To fulfill the assessment component of the New Jersey high school graduation requirements, a student must demonstrate proficiency in both English language arts (ELA) and mathematics. The portfolio appeals process, which is to be completed in accordance with *N.J.S.A.* 18A:7C-3 and *N.J.A.C.* 6A:8-5.1, is one way in which students who have taken each component of the state graduation proficiency assessment but have not yet met the graduation assessment requirement for ELA, mathematics or both may do so.

This statement of assurance (SOA) and the accompanying data spreadsheet must be completed and uploaded to the portfolio appeals project in NJDOE Homeroom between January 5, 2027 and May 3, 2027 to ensure adequate processing time for June graduation ceremonies. Local educational agencies (LEAs) and approved private schools for students with disabilities (APSSDs) may upload documents as many times as needed through August 26, 2027 for students who are expected to graduate with the class of 2027 (between September 1, 2026 and August 31, 2027).

Portfolio Appeals Requirements and Expectations

1. The students listed in the Portfolio Appeals Data Spreadsheet submitted with this SOA are eligible to participate in the portfolio appeals process.
2. All constructed response tasks administered to students meet the guidelines set forth in the Informational Guide for ELA, mathematics or both.
3. All student work associated with the portfolio appeals submission has been scored according to the guidelines set forth in the Informational Guide for ELA, mathematics or both.
4. Each student's locally retained portfolio appeal materials include the following:
    - A completed Education Proficiency Plan (EPP) that includes student transcripts.
    - Constructed response tasks in the content area(s) (ELA, mathematics or both) in which the student has not met the graduation assessment requirement.
    - The required quantity of a student's graded responses to tasks in each content area.
    - The content-specific cover sheet(s).
5. Students' portfolio appeals materials are locally stored and will be made available for NJDOE to review upon request, in paper or digital form, and will be maintained in accordance with local document retention policies.
6. The portfolio appeals process has been completed in accordance with *N.J.S.A.* 18A:7C-3 and *N.J.A.C.* 6A:8-5.1.

Note: Until an outcome letter is posted to NJDOE Homeroom that lists an approval for student's portfolio appeal(s) for ELA, mathematics or both, the student is not considered to have met the graduation assessment requirement through the portfolio appeals process.

Statement of Assurance

By signing below, the listed individuals certify that all statements above are true and correct:

Name of Portfolio Appeals Coordinator: _____

Signature of Portfolio Appeals Coordinator: _____ Date (mm/dd/yy): _____

Name of High School Principal (must match what is listed in CDS Homeroom): _____

Signature of High School Principal: _____ Date (mm/dd/yy): _____

Name of Chief School Administrator (must match what is listed in CDS Homeroom): _____

Signature of Chief School Administrator: _____ Date (mm/dd/yy): _____

LEA/APSSD and School Information

Please note that a separate SOA must be completed and submitted for each school within the LEA or APSSD.

Name of LEA or APSSD: _____

School Name: _____

CDS Code: _____

Portfolio Appeals Coordinator's Email Address: _____