



State of New Jersey
DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

April 11, 2011

TO: Chief School Administrators
Charter School Lead Persons
Administrators of an Approved Private School for Students with Disabilities

FROM: Susan Martz, Director
Office of Student Support Services

SUBJECT: Opening of the Electronic Violence and Vandalism Reporting System (EVVRS)
for the 2010-2011 School Year.

The purpose of this memo is to notify you that the Electronic Violence and Vandalism Reporting System (EVVRS) is open for the collection of data related to reportable incidents occurring during the current (2010-11) school year. As stated in my October 12, 2010 memo, the EVVRS opening for this school year has been delayed due to reprogramming of the software application. Some of the screens look different; however, we are collecting the same information. The only substantive changes are described below:

- 1. The User Maintenance Function:** The User Maintenance Function no longer exists and will not appear on the EVVRS Main Menu. In the past, EVVRS users were able to modify and update user account information (e.g., password, user name, e-mail address). Due to a policy change, all requests for new EVVRS user accounts and/or changes to current accounts must go through your agency's Web User Administrator (WUA). Your agency's WUA must go to the New Jersey Department of Education (NJDOE) Homeroom page at <http://homeroom.state.nj.us> and select the appropriate option(s) (Web User Administrator and/or Data Collection Information Center) to make all EVVRS user account changes. The Web User Administrator and Data Collection Information Center are the first two options on the NJDOE Homeroom page.
- 2. The Report Module:** At this time, the Report Module is not functional and will not appear on the EVVRS Main Menu. Programming work will begin shortly to ensure that the Report Module is functional so that you can generate reports to fulfill your obligations to verify the accuracy of submitted data and annually report EVVRS incidents to the public.

3. **Agency Ability to Delete EVVRS Incidents:** In the past, your agency did not have the ability to delete EVVRS incidents. Beginning this year, you or your designee will be able to delete incidents that have been entered erroneously into the system. This feature will be ready and available for your use from May 2, 2011 to July 15, 2011. This policy change acknowledges your agency's authority to make these decisions and its responsibility for submitting accurate data, and is intended to expedite and simplify the process. Detailed instructions for incident deletions will be included in the EVVRS User Manual and posted on-line at the appropriate time. In future years, this feature will be available whenever the EVVRS is functional.
4. **End-of-Year EVVRS Data Verification Process:** The Verification Fax-Back Form that has been used to verify your reported data in the past will no longer be used. On July 1, 2011, an electronic verification button will be added to the EVVRS Main Menu to simplify and expedite the verification process. Procedures for the new verification process will be included in the EVVRS User Manual and posted on-line to coincide with the addition of the of the electronic verification button to the Main Menu.

The data verification due date for this reporting year will be **July 15, 2011**. Data that is not verified by July 15 will not be included in the statewide summary report. In addition, deletions/changes to verified data will not be accepted after this date. Timely verification of the annual district report of incidents is necessary for us to be able to fulfill our reporting requirements under the new Anti-Bullying Bill of Rights and for the opening of the EVVRS in the beginning of each school year. This timeline is necessary and we cannot allow any exceptions in order to fulfill our statutory obligations under the Anti-Bullying Bill of Rights Act, P.L.2010, c.12 to submit the Commissioner's report to the Legislature by October 1, 2011 and to modify the EVVRS to collect new data.

We will notify you when the Report Module and electronic data verification function are available for use on the EVVRS. In addition, your agency's listed EVVRS user(s) will be copied on this letter and on any future correspondence or help desk memos via e-mail. If you have any questions, e-mail us at evvrs@doe.state.nj.us or call Greg Kocher, coordinator, evaluation and data collection at (609) 292-5935. Thank you for your continued cooperation and commitment to the submission and use of accurate data.

SM/gk/ s:\eval&dc\dc\evvrs\correspond\csa_evvrs open_033111.doc

c: Christopher Cerf, Acting Commissioner
Gregg Edwards
Rochelle Hendricks
Andrew Smarick
Barbara Gantwerk
Jack Moticha
Greg Kocher
LEE Group
Garden State Coalition of Schools
Executive County Superintendents