



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

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Acting Commissioner

December 5, 2011

TO: District Superintendents  
**Share with staff involved in SOA and DPR Preparation and Submission**

FROM: Pam Castellanos, QSAC Coordinator *PJC*

SUBJECTS: **QSAC SOA and DPR: Deadline Reminder and Updated Information**

This memo serves to remind you of the due date for submission of the QSAC Statement of Assurance and DPR files and to apprise you of a change to the requirement to enter information for selected DPR indicators. Please see below for specifics.

**DPR: Entries for Instruction and Program Indicators 1-6 – Leave Blank**

Please do not enter a response for DPR Instruction and Program indicators 1-6 (student performance). Once you submit your district's DPR file, DOE staff will enter responses for those indicators, based on data that is being generated from the Spring 2011 assessment results. After we enter your district's responses for these indicators, we will e-mail the DPR file back to you, via your county office.

**REMINDER: Submission of SOA and DPR Excel Files and Supporting Documentation:**

You are required to submit the SOA Excel file (all districts) and DPR Excel file (SY 2011-12 QSAC districts) by **January 9, 2012, electronically through NJ Homeroom**. Please note that PDF files of the SOA and DPR will not be accepted; you must submit those documents as Excel files. (Refer to previous memos on the subject for directions.)

You will also need to submit signed copies of the DPR and SOA Declaration pages, along with Board resolutions. There are two ways you can submit these files: either electronically through NJ Homeroom as PDF files or by regular mail (QSAC; NJDOE; PO Box 500, Trenton, NJ 08625-0500). These files can be submitted after the January 9<sup>th</sup> due date, if you still need to seek board approval of the DPR or SOA.

If you have questions about preparation or submission of the SOA or DPR, please contact [qsac@doe.state.nj.us](mailto:qsac@doe.state.nj.us) or call Pam or Paula at 609-984-6755.