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Acting Commissioner

July 14, 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: Electronic Violence and Vandalism Reporting System (EVVRS): Data  
Verification for the 2010-2011 Academic Year

The purpose of this memo is to advise you of the process for verifying your agency's Electronic Violence and Vandalism Reporting System (EVVRS) data for the 2010-2011 academic year. As stated in my April 11, 2011 memo, beginning this academic year, the verification of EVVRS data will be electronic to simplify and expedite the process. The deployment of the electronic verification button will coincide with receipt of this letter.

Because of technical problems related to the conversion and upgrade of the EVVRS, we are extending the deadline for verification of the data to July 29, 2011. Your agency's listed Web User Administrator and EVVRS User(s) were notified of the extended deadline via e-mail on July 8, 2011. Although the system's problems have been corrected, districts have identified inaccurate data in the EVVRS during the verification process. Based on the problems identified to date, the following actions are recommended in addition to your normal verification process:

- When moving from table to table while entering data, select "NO" when prompted by the security pop-up box to avoid errors.
- Compare your agency's paper EVVRS Incident Report Forms with the data in the *Reports* module. The *Reports* module is filtering out incomplete incidents, so it may not match the number of incidents, offenders and victims indicated on your paper EVVRS forms. If the numbers do not match, use the *Search and Modify Data Module* to locate the incomplete records. Incomplete incident records need to be deleted and reentered. To delete incidents, go through the *EVVRS Adm. for Deleting Incidents & Finalizing Section* button found on the EVVRS Welcome Page at <http://homeroom.state.nj.us/EVVRS.htm>. Any reentered incidents will appear in the Reports Module the following day.

- Review the list of districts posted on the EVVRS Welcome Page at <http://homeroom.state.nj.us/EVVRS.htm>. These student records were identified as having erroneous race/ethnicity and 504/LEP data. If your district appears on this list, search for the student ID numbers identified using the *Search and Modify Data Module* to correct the data, as appropriate. If you identify duplicate incident records in this module, you are not required to delete them. Since the department has identified hundreds of duplicate records in the *Search and Modify Data Module*, we have programmed the *Reports* module to filter out the duplicate records.

Once your agency's data is officially verified, please authorize your EVVRS user with district-level permission to notify us by using the verification button found by selecting *EVVRS Adm. for Deleting Incidents & Finalization Section* on the EVVRS Welcome page at <http://homeroom.state.nj.us/EVVRS.htm>. Please note that once the EVVRS data has been verified, no further changes can be made.

Verification of your agency's EVVRS data is necessary for the department to fulfill reporting requirements 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 newly required data. Additionally, the data is used to report to the Federal Government.

Your agency's listed Web User Administrator and EVVRS User(s) have been copied on this memo and will be copied 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](mailto:evvrs@doe.state.nj.us) or call Greg Kocher, coordinator, evaluation and data collection at (609) 292-5935. Thank you for your patience, continued cooperation and commitment to the submission and use of accurate data.

SM/gk

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