



State of New Jersey

DEPARTMENT OF EDUCATION

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Acting Commissioner

October 12, 2011

TO: **District Superintendents**

FROM: Pam Castellanos  
QSAC Coordinator

SUBJECTS: **QSAC Statement of Assurance (SOA)**  
**TO BE COMPLETED BY ALL DISTRICTS**

**QSAC District Performance Review (DPR)**  
**TO BE COMPLETED BY DISTRICTS UNDERGOING QSAC**  
**IN SCHOOL YEAR 2011-12**

DOCUMENTS PROVIDED: QSAC SOA Excel File  
QSAC DPR Excel File  
Memo to Web User Administrator

**DUE DATE: By January 9, 2012**  
**Submit files through NJ Homeroom only**

DISTRIBUTE TO: Board President  
QSAC Coordinator  
Other staff as appropriate

In July, you were informed that the QSAC process now includes two components: a Statement of Assurance (SOA) that ALL districts must complete annually and a District Performance Review (DPR) that districts undergoing a QSAC review must complete. With that July memo, you received drafts of the SOA and DPR documents. Since that time, both the SOA and DPR documents have been revised so please discard those previous versions.

Along with this memo, you are being provided with the **revised SOA and DPR documents in Excel format** (dated 10/2011). You should work directly from these Excel files – you must submit these files electronically by January 9, 2012. Please refer to pages 2 and 3 of this memo for specifics regarding completion and submission of the SOA and DPR files.

Please note an important step that will need to be performed prior to your electronic submission through NJDOE Homeroom: you will need to contact your district's Web User Administrator (WUA) in order to gain access to the QSAC DPR web application. I have sent a memo directly to each district WUA contact (a copy of that memo is attached for your information).

**If you have any questions about completion/submission of the SOA or DPR Excel files, contact Pam Castellanos or Paula Bloom at [qsac@doe.state.nj.us](mailto:qsac@doe.state.nj.us) or 609-984-6755.**

**QSAC STATEMENT OF ASSURANCE (SOA):**

All districts must complete the SOA annually. This year, the SOA will be due on January 9, 2012. The SOA Excel file must be submitted electronically through NJ Homeroom, per the instructions provided. That is the only official submission. Do not submit either a hard copy or electronic copy of the Excel file directly to your county office of education; staff will be able to access your SOA Excel file electronically through your NJ Homeroom submission.

The SOA Excel file has separate worksheets (pages) as follows:

- Instructions
- District Information and Score Summary
- SOA Items
- Declaration Page

Pay particular attention to the Instructions worksheet, as that provides you with a step-by-step guidance for completing and submitting the SOA Excel file. Note that the many cells of the worksheets are “locked” to prevent you from overriding the SOA item language and the automatic scoring formulas. You will be able to enter all necessary information that is needed to complete your SOA. Make sure you complete the District Information and Score Summary, SOA Items, and Declaration worksheets completely before you submit the Excel file electronically.

**QSAC DISTRICT PERFORMANCE REVIEW (DPR):**

Districts that will be undergoing a QSAC review in School Year 2011-12 must complete the DPR. This year, the DPR will be due on January 9, 2012. The DPR Excel file must be submitted electronically through NJ Homeroom, per the instructions provided. That is the only official submission. Do not submit either a hard the Excel file directly to your county office of education; staff will be able to access your DPR Excel file electronically.

The DPR Excel file has separate worksheets (pages) as follows:

- Instructions
- District Information and Score Summary
- Instruction and Program
- Fiscal Management
- Governance
- Personnel
- Operations
- Declaration Page

Pay particular attention to the Instructions worksheet, as that provides you with a step-by-step guidance for completing and submitting the DPR Excel file. Note that the many cells of the worksheets are “locked” to prevent you from overriding the DPR indicator language and the

automatic scoring formulas. You will be able to enter all necessary information that is needed to complete your SOA. Make sure you complete the District Information and Score Summary, the five DPR section worksheets, and the Declaration worksheet completely before you submit the Excel file electronically.

**DATA PROVIDED BY NJDOE:**

Please note that the Department of Education will also provide the data you need to respond to the DPR indicators listed below. Your County Office will give you these data under separate cover.

- I&P A1-6                      Assessment data: Department Assessment Worksheet - will be available in early to mid-November
  
- I&P 20                         Average Daily Attendance Rate (ADA) – will be available in mid-October

**SUBMISSION OF SOA AND DPR EXCEL FILES:**

SOA and DPR Excel files **MUST BE SUBMITTED ELECTRONICALLY**. Paper submissions or submissions in other formats (such as PDF) will not be accepted.

Along with the SOA and DPR Excel files, you will need to submit a copy of your Board of Education Resolution for both the SOA and DPR (can be one resolution) and the signed Declaration Pages. The board resolutions and signed declaration pages should be submitted in a PDF file. If you are unable to provide PDF files of the resolution or declaration pages, please e-mail [qsac@doe.state.nj.us](mailto:qsac@doe.state.nj.us) for instructions.

All files must be uploaded through NJ Homeroom. The Instructions worksheets of the SOA and DPR Excel files contain directions for submission. Please follow them specifically, to ensure accurate transmission of your files. Once you submit your files, you will receive a confirmation message. After DOE staff review the files, we will e-mail you if additional information or revisions are needed.

Again, questions about the SOA and DPR Excel files should be e-mailed to [qsac@doe.state.nj.us](mailto:qsac@doe.state.nj.us) You will receive a prompt reply. Or if you prefer, call Pam or Paula at 609-984-6755.

PJC:QSAC SOA & DPR cover memo  
c: Executive County Superintendents