



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: June 26, 2024
To: Local Educational Agency Leads
Route To: All District Principals, Assistant/Vice Principals, Teaching Staff Members
From: Jorden Schiff, Ed.D., Assistant Commissioner
Teaching and Learning Services
Deadline: August 16, 2024

School Year 2023-2024 Evaluation Data Submission

This memo provides districts with information about the upcoming evaluation data submission.

School Year 2023-2024 Evaluation Data Submission Information

- The summer data submission window will officially open on July 10, 2024. Between then and August 16, 2024, authorized district personnel will access the Evaluation Information System (EIS) through the New Jersey Department of Education's [Homeroom webpage](#), where districts will submit their preliminary SY 2023-2024 evaluation scores.
- Please note, due to the median Student Growth Percentile (mSGP) measure EIS is a two-step process:
 - July 10, 2024 through August 16, 2024 is the first of two submission windows.
 - Districts will also be required to verify and certify their educator evaluation data during the second window, occurring after the release of mSGP scores in the fall.
 - More information on the second submission window will be released at the time of its opening.
- In addition, during this first submission window authorized district personnel will complete the required Annual Evaluation Survey.
- To assist you in the data submission process you will be able to access the updated Staff Evaluation Submission Data Element Guidebook and the Technical Manual:
 - The Staff Evaluation Submission Data Element Guidebook outlines acceptable values for populating the spreadsheet.
 - The Technical Manual includes the step-by-step process for upload.
 - Both are accessible through the Homeroom EIS portal.

Contact Information

For questions, please contact the Office of Educator Effectiveness at edueval@doe.nj.gov.

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group