

## Protocol for Sharing Principal and AP/VP mSGP Reports

### Background

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The New Jersey Department of Education (NJDOE) annually provides mSGP data for qualifying educators. mSGP reports may be accessed using the information in the [Accessing Educator mSGP Reports](#) document. Beginning with 2017-18 evaluations, mSGP reports for principals/APs/VPs will be accessed through NJ SMART – in the same way teacher reports are accessed – not through NJ Homeroom as in prior years.

mSGP reports describe student growth on state standardized tests and **comprise 30% of qualifying educators' evaluations for 2017-18 school year**. As communicated in a [recent broadcast memo](#), the evaluation weights were adjusted for 2018-19 school year and the mSGP will count for 10% of each qualifying principal's and AP's/VP's evaluation. This guide describes a suggested protocol for sharing mSGP score reports with principals and APs/VPs by the district leaders.

### The Protocol

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District leaders should provide individual mSGP score reports to principals/APs/VPs, along with the [Principal mSGP Report User Guide](#). NJDOE suggests using an approach similar to that for sharing teacher mSGPs. **When practical, districts might consider working through this process with principals first**, positioning these school leaders to effectively conduct a similar process with their teachers:

1. Principals and their supervisors review the material available for mSGPs, particularly the [SGP video](#), [Principal Evaluation Scoring Guide](#), and the [Principal mSGP Report User Guide](#).
2. During a leadership meeting, supervisors answer any questions that principals may have regarding the mSGP process.
3. Supervisors meet with school leaders receiving mSGP scores to discuss their specific results. During this meeting, supervisors might consider the following guidelines:
  - Address any of the principal's outstanding questions about the mSGP process.
  - Share the principal's individual mSGP profile, using the [Principal mSGP Report User Guide](#) as a reference.
  - Show how the mSGP score fits with the other components of principal evaluation to generate a summative score. Discuss the relationship between the mSGP score and other components of the principal's evaluation and to evaluation information gathered so far for 2018-19.
  - Discuss the principal's mSGP score in relation to the PARCC data from which it was derived and multi-year trends in standardized tests scores, data on the school performance report, and other markers of student success. Use these data to help inform the principal's future PDP, Administrator Goals, and school-wide priorities.
  - Discuss the principal's current PDP and opportunities to address any relevant areas or standards indicated by the mSGP results and finalized 2017-18 summative evaluation rating. If the final rating is Partially Effective or Ineffective (2.64 or below), ensure that the principal is placed on a Corrective Action Plan (CAP) within 25 working days of receipt of the final rating, which will be provided by NJDOE through the Evaluation Information System (EIS).