

## Protocol for Sharing Teacher mSGP Reports

### Background

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The New Jersey Department of Education annually provides mSGP data for qualifying educators. mSGP reports may be accessed using the information in [Accessing Educator mSGP Reports](#) document. mSGP reports describe student growth on state standardized tests and comprise 30% of qualifying educators' evaluations. This guide describes a suggested protocol for sharing mSGP score reports with teachers.

### The Protocol

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District leaders should work with principals to provide individual mSGP score reports to teachers along with the [Teacher mSGP Report User Guide](#). NJDOE suggests the following approach:

1. Principals familiarize themselves with the updated [SGP video](#) and [Teacher Evaluation Scoring Guide](#), as well as the [Teacher mSGP Report User Guide](#).
2. Principals email teachers the links to key SGP materials listed above and any others deemed appropriate.
3. Principals answer any questions at a faculty or team/PLC meeting using the guidance documents provided in this memo. Contact NJDOE's Office of Evaluation at [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us) for further clarification on questions, as needed.
4. Principals then meet with individual teachers to discuss mSGP scores either at an observation post-conference or at a separately scheduled time after communicating expectations for the conference in advance. During the meeting, they might take the following steps:
  - Address any of the teacher's outstanding questions about the SGP process.
  - Share the teacher's mSGP score and the [mSGP Conversion Chart](#) showing how the mSGP rating converts to a 1.0 - 4.0 score, using the [Teacher mSGP Report User Guide](#) as a reference.
  - Share the calculated summative rating and show how the mSGP score fits with the other two components of teacher evaluation (teacher practice ratings and SGO scores) to generate an overall score. The [Summative Rating Calculator](#) may be used for this purpose, along with the [AchieveNJ Optional mSGP Annual Summary Conference Form](#) (supervisors can update the form if partially completed in the personnel file, or can use a clean form to finalize the 2016-17 summative rating).
  - Discuss the teacher's mSGP score in relation to evaluation information gathered so far for 2017-18.
  - Discuss the teacher's current Professional Development Plan (PDP) and opportunities to address any relevant areas or standards indicated by the mSGP results and finalized 2016-17 summative evaluation rating. If the final rating is Partially Effective or Ineffective (2.64 or below), ensure that the teacher 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 Score Certification Tool (ESCT).