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January 3, 2017

TO: Chief School Administrators

ROUTE TO: All District Principals, Assistant/Vice Principals, Teaching Staff Members and Web User Administrators

FROM: Kristen Brown, Chief Talent Officer
Division of Talent and Performance

SUBJECT: Release of 2015-16 Evaluation Score Certification Tool

Action Step: For the third year, authorized district personnel must access the Evaluation Score Certification Tool (ESCT) through the New Jersey Department of Education's (NJDOE) [Homeroom](#) webpage to access, make changes as necessary and certify all 2015-16 evaluation scores with the state by February 3, 2017.

- Please access the [AchieveNJ Student Growth Percentiles \(SGP\) webpage](#) for resources and detailed steps to complete the evaluation score certification process.
- Today's release of the ESCT constitutes notification to districts of the final summative rating for educators whose 2015-16 evaluations include median Student Growth Percentiles (mSGP). Any educator receiving an mSGP score with a Partially Effective or Ineffective summative rating must be placed on a Corrective Action Plan within 15 working days.

Information Available through Evaluation Score Certification Tool

In response to feedback from educators and district leaders, the NJDOE provides the ESCT as a means to review and, if necessary, correct component and final evaluation scores. Through the ESCT, the NJDOE provides each district with the full list of component and summative (final) evaluation scores submitted during the summer 2016 Evaluation Data submission. The tool also includes the mSGP scores provided by the state for qualifying educators, thereby offering one comprehensive database of all evaluation score information for all eligible staff members in a district.

Purpose of Evaluation Score Certification Tool

Although administrators were asked to certify data accuracy last summer when they initially submitted it through the ESCT, the NJDOE is again providing this final opportunity to view and certify 2015-16 staff evaluation records for a number of reasons:

- **Incorporating mSGP scores into summative ratings:** The ESCT provides a calculated summative rating for mSGP educators and offers an opportunity for administrators to identify any potential data issues.
- **Supporting district review of local records and calculations:** The certification process provides districts a final opportunity to ensure that all ratings assigned to educators are accurate.
- **Improving overall state data accuracy:** The certification process helps ensure that all educator evaluation information is provided in a standardized format to comply with state and federal requirements, which creates an accurate and comprehensive database of all evaluation score information for all eligible staff members in a district.

Confidentiality

Given that this process contains confidential evaluation scores for individual educators, leaders must ensure that any district personnel accessing the information have the proper permission to do so. Specifically, evaluation data of a particular employee must be confidential in accordance with the *TEACHNJ Act* and *N.J.S.A. 18A:6-120.d* and *121.d*. Educator evaluation data must be handled in the secure manner one would treat, handle and store any part of a confidential personnel record and it must not be released to the public. Further, such individual data is exempt from the *Open Public Records Act (OPRA)*.

The NJDOE is appreciative of these continued efforts to ensure that staff evaluation data is accurate and encourages district personnel to email educatorevaluation@doe.state.nj.us or call (609) 777-3788 with any questions.

KB/CB

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