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November 15, 2017

TO: Chief School Administrators

ROUTE TO: All District Principals, Assistant/Vice Principals (APs/VPs), Teaching Staff Members and Web User Administrators, School/District Certification Staff

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

SUBJECT: Release of 2016-17 Evaluation Score Certification Tool

**By December 30, 2017**, authorized district personnel must access the Evaluation Score Certification Tool (ESCT) through the New Jersey Department of Education's (NJDOE) [Homerom webpage](#) to access, make changes as necessary, and certify all 2016-17 evaluation scores with the state.

- Please access the [AchieveNJ Student Growth Percentiles \(SGP\) webpage](#) and see "Step 4" under "mSGP Release Process" 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 2016-17 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 25 working days from this notification.
- After receiving mSGP scores from the NJDOE, and certifying evaluation scores using the ESCT, each district should input summative evaluation data into the Provisional Licensure Registration Management System (PLRMS) for any provisional teachers who received a mSGP. This facilitates the issuance of standard certificates for these provisional teachers. Please refer to the related [Broadcast memo issued on April 25, 2017](#) for instructions on inputting all provisional teachers' evaluation data into PLRMS.

### **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 2017 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 NJ SMART, the NJDOE is providing this final opportunity to view and certify their most recent staff evaluation records for a number of reasons:

- **Incorporating mSGP scores into summative ratings:** Upon receipt of the mSGP scores, district leaders should [share individual score reports with principals/APs/VPs](#) and work with principals to [provide individual score reports to teachers](#) to confirm accuracy of the Course Roster Data Submission. 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. The process also allows changes to be made to mSGP scores as needed. Full guidance for correcting mSGP scores can be found in the [Procedures for Addressing mSGP Data Issues](#) document.
- **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 and that future policy decisions at the state level are based on accurate evidence.

## Change to 2016-17 ESCT

This year's ESCT submission requires district leaders to provide a reason for each missing evaluation summative score if their ESCT reports show that any educators were not evaluated.

## 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. Such individual data must not be released to the public and is exempt from the Open Public Records Act (OPRA).

The NJDOE is appreciative of your continued efforts to ensure that staff evaluation data is accurate, and encourages district personnel who have questions to email [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us) or call (609) 376-3974.

KB/CB

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