



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: December 20, 2018
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: High School Principals, Directors of Guidance, Bilingual/ESL Coordinators, District Test Coordinators
From: Linda P. Eno, Ed.D., Assistant Commissioner
Division of Academics and Performance
Deadline: Friday, May 10, 2019 (to ensure processing in time for graduation ceremony)

Portfolio Appeals Process for Students Who Have Not Yet Met the Graduation Assessment Requirement

This memo describes the 2019 portfolio appeals process for students scheduled to graduate in spring 2019 who have not met the state graduation assessment requirement. Please review this memo and share with appropriate district staff.

To fulfill the assessment component of New Jersey high school graduation requirements, a student must demonstrate proficiency in both English language arts/literacy (ELA/L) and mathematics. A student may do this as explained below and in the [High School Graduation Assessment Requirements](#) document.¹

Districts with students who are on track to meet all their graduation requirements by the spring of 2019, except their assessment requirement, can file a portfolio appeal within the following timelines:

- The portfolio submission process will begin on **Monday, January 7, 2019**.
- Districts should postmark or hand-deliver appeals by **Friday, May 10, 2019** to avoid having students who may have passed the appeals process from missing graduation ceremonies.
- Districts will be notified of New Jersey Department of Education (NJDOE) decisions regarding their portfolio appeals by email on a rolling basis. Appeals postmarked after May 10, 2019 will still be reviewed, but the NJDOE cannot guarantee that decisions will be emailed to the district in time for the student to participate in spring 2019 graduation ceremonies.

Each student's portfolio appeal must include each of the following items:

- Completed *general* [Portfolio Appeals Cover Sheet](#), available on the NJDOE Office of Assessment [webpage](#);
- An [Education Proficiency Plan](#) that includes student transcripts and an intervention plan implemented to ensure the student met the graduation requirement;
- Documentation of performance on Partnership for Assessment of Readiness for College and Careers (PARCC) and/or substitute competency assessments;
- Constructed-Response Tasks (CRTs) in the subject areas in which the student is attempting to meet the graduation assessment requirement (ELA/L and/or mathematics); and
- Specified quantity and quality of **a student's graded responses to Constructed Response Tasks (CRTs) for each content area** including a *content-specific cover sheet for ELA/L or mathematics* (links are provided in the sections below).

¹ These are the current rules governing state assessment in New Jersey. Amendments to *N.J.A.C. 6A:8, Standards and Assessment*, were moved to proposal level by the NJ State Board of Education on October 3, 2018. Email stateboard@doe.nj.gov with concerns or feedback through January 7, 2019.

Requirements for the CRTs in ELA/L and Mathematics

The CRTs are designed, administered and graded locally. CRTs must be designed to demonstrate the student holds core ELA/L and mathematical competencies equivalent to the expectations of the PARCC Evidence Statements. Please note that districts may use their 2018 CRTs for ELA and/or mathematics in the 2019 Portfolio Appeals Process. If a district chooses not to use 2018 CRTs, the district may use revised, refreshed, or newly created CRTs for the 2019 Portfolio Appeals Process if the respective district content supervisor is willing to state that the revised, refreshed, or newly created CRTs demonstrate that the student holds core competencies equivalent to:

- **For ELA/L CRTs:** the expectations of the PARCC ELA/L Reading and Writing Evidence Statements for High School.
- **For math CRTs:** the expectations of PARCC Mathematics Reasoning (C) or Modeling (D) Evidence Statements for Algebra I, Geometry, and/or Algebra II.

English Language Arts/Literacy

Review the NJDOE's [Informational Guide for the English Language Arts/Literacy](#) Portfolio Appeals Process for guidance on creating, administering and submitting student appeals. The ELA/L reading and writing cover sheets are included at the end of the guide. These documents are also located on the NJDOE Office of Assessments [webpage](#). Writing should be scored using the [PARCC rubrics](#).

Mathematics

For guidance on creating, administering and submitting student appeals, review the [NJDOE's Informational Guide for the Mathematics Portfolio Appeals Process](#). The mathematics cover sheet is included at the end of the guide. These documents are also located on the NJDOE Office of Assessments [webpage](#).

Portfolio Appeal Submission to NJDOE

For questions regarding the NJDOE portfolio appeals process, contact Dr. Faye Ball at (609) 376-3458 or faye.ball@doe.nj.gov.

Districts may send the NJDOE portfolio appeals to:

NJDOE Portfolio Appeals
Dr. Faye Ball, NJDOE Portfolio Appeals Coordinator
Office of Assessments
New Jersey Department of Education
P.O. Box 500
Trenton, NJ 08625-0500

Districts may also hand-deliver their NJDOE portfolio appeals to:

NJDOE Portfolio Appeals
New Jersey Department of Education
100 Riverview Plaza
Trenton, NJ 08625

c: Members, State Board of Education
Lamont O. Repollet, Ed.D., Commissioner of Education
NJDOE Staff
Directors of Approved Private Schools for Students with Disabilities
Directors of College-Operated Programs
Directors of a State Facility
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group