



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: June 25, 2020  
To: Chief School Administrators  
Route To: All District Principals, Assistant/Vice Principals, and Teaching Staff Members  
From: Linda P. Eno, Ed.D., Assistant Commissioner  
Division of Academics and Performance  
Deadline: August 1, 2020

### **AchieveNJ End-of-Year Reminders**

This memo provides districts with information about the upcoming evaluation data submission, as well as reminders to consider while planning for the 2020-21 school year.

#### **Upcoming Educator Evaluation Data Submission**

- Governor Murphy's [Executive Order 117](#) waived the use of student growth data as a measure of educator effectiveness in the overall evaluation of any educator for the 2019-20 school year. Therefore, observations will make up 100 percent of summative scores for [qualifying Teachers, Principals, Assistant Principals and Vice Principals](#).
- Between July 1 and August 1, 2020, authorized district personnel will access the streamlined Evaluation Information System (EIS) through the New Jersey Department of Education's [Homerom webpage](#), where districts will submit, verify and certify all 2019-20 educator evaluation scores to the state.
- In addition, authorized district personnel will complete the required Annual Evaluation Survey.
- The data submission through the streamlined EIS will be a similar process to the one that districts are familiar with, but a few key changes relevant to this school year are included here:
  - Districts will submit final scores for **all** educators required to receive a summative rating for 2019-20 school year, during the submission scheduled between July 1 and August 1. Because no mSGP will be calculated, there will not be a fall submission.
  - This year's educator evaluation data submission must include the role of the educator.
  - For every educator receiving a summative rating, the district will need to select a reason they are receiving a score, from a drop-down list of available responses.
  - Districts will be asked to indicate if there are educators in the district currently on a Corrective Action Plan (CAP) not receiving a summative rating (1.00-4.00) for the 2019-20 school year.
- The Staff Evaluation Submission Data Element Guidebook outlines acceptable values for populating the spreadsheet.
- The Technical Manual includes the step-by-step process for upload.
- Both the updated Staff Evaluation Submission Data Element Guidebook and the Technical Manual can be accessed through Homerom once you enter the EIS portal.

**Important Reminders***Dates to Remember:*

- August 31 School Improvement Panels must be in place in each school
- October 1 All teaching staff members must be notified of policies and procedures related to evaluation
- October 31 All SGOs, Administrator Goals and Professional Development Plans must be in place for 2020-21.
- October 31 Corrective Action Plans (for those educators remaining on CAPs initiated in School Year 2019-20) must be in place for 2020-21 (or within 25 working days of receiving summative score for mSGP teachers and principals)

**Required trainings:** Prior to beginning observations, districts must provide refresher evaluation training for returning evaluators and teachers, and in-depth role-related training for new staff.

**Contact information**

For questions, please contact the Office of Professional Learning at [edueval@doe.nj.gov](mailto:edueval@doe.nj.gov).

- c: Members, State Board of Education
- Lamont O. Repollet, Ed.D., Commissioner
- NJDOE Staff
- Statewide Parent Advocacy Network
- Garden State Coalition of Schools
- NJ LEE Group