



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 22, 2021  
To: Chief School Administrators, Charter School and Renaissance School Project Leads  
Route To: District Technology Leaders – Educational and Informational  
State Assessment Coordinators, State Assessment IT Contacts  
From: Lisa J. Gleason, Ed.D., Assistant Commissioner  
Division of Academics and Performance  
Deadline: October 8, 2021

## **NJTRAx Emergency Connectivity Fund and Technology Readiness and Digital Learning**

The New Jersey Department of Education (NJDOE) is requesting each school district, Charter School and Renaissance School to update records through the state technology infrastructure database, NJTRAx Technology Readiness Tool, **by October 8, 2021.**

While NJTRAx usage is voluntary, each school's student-to-device ratio for grades 3 to 12 will appear on the 2021-2022 New Jersey School Performance Reports. Updating NJTRAx data will lead to an accurate reflection of each school's level of technology readiness in public reports.

### **Federal Emergency Connectivity Fund (ECF) Program**

The Federal Communications Commission (FCC) recently [announced](#) that a second application filing window will open for schools and libraries to request funding under the Emergency Connectivity Fund Program for connected devices and broadband connections for off-campus use by students, school staff, and library patrons for the 2021-2022 school year. The second application filing window will open on September 28, 2021 and close on October 13, 2021. All schools, libraries, and consortia that are eligible for support under the E-rate program are also eligible for support through the Emergency Connectivity Fund. Eligible schools and libraries can apply for financial support to purchase eligible equipment and services for students, school staff, and library patrons with unmet needs.

Applicants and service providers can contact the Emergency Connectivity Fund Customer Support Center (CSC) with questions at (800) 234-9781 Monday – Friday from 8 a.m. to 8 p.m. E.T. or submit a case in Emergency Connectivity Fund Portal (ECF).

### **Components of NJTRAx**

NJTRAx has two components: The Technology Readiness Tool and the Digital Learning Tool. Both tools assist schools in building digital learning environments. The Technology Readiness Tool helps to assess the infrastructure necessary for digital learning and testing. The Digital Learning Tool is a self-assessment tool to document the readiness for and implementation of digital learning. Both tools give stakeholders insight into the school's digital learning readiness, digital learning implementation, and potential gaps in the efficient and effective use of technology.

### **NJTRAx Technology Readiness Tool**

Each school should log into the NJTRAx Technology Readiness Tool and update records by October 8, 2021 to reflect the current enrollments, device, and network infrastructure inventories. Devices that are no longer in service should be removed from NJTRAx during the process of updating each school's records.

Keeping the NJTRAx Technology Readiness section updated helps the NJDOE identify the infrastructure needs of schools around the state and provides guidance for achieving the nationally recommended technology infrastructure recommendations. It also informs NJDOE and districts in the following ways:

1. Identifies readiness for online state assessments that are successfully supported by the school's current infrastructure.
2. Measures each district and school against nationally recommended infrastructure specifications for an appropriate learning environment. This evaluation of the current condition of the school and/or district provides a clear picture of readiness for digital learning and assessment. NJTRAx provides reports of the school's current infrastructure status and the areas that need to be addressed.

Note that the NJTRAx technology readiness ratings are accepted as evidence in the digital learning leadership and technology access action items for Sustainable Jersey Digital Schools. The [Sustainable Jersey Digital Schools Program](#) was created in June 2020 to strengthen support for schools in meeting the challenges of digital learning and to help bring about a sustainable future for all.

### **NJTRAx Digital Learning**

[NJTRAx Digital Learning](#) (NJTRAx DL) is aligned to national standards, which identify the essential components of an effective digital learning environment. It consists of five anonymous surveys for parents, students, administrators, district technology leaders, and teachers to take that show stakeholder perspectives of the school's progress toward digital learning. These surveys are used to help guide district technology planning and unlike each school's student-to-device ratio for grades 3 to 12, the survey results do not contribute to the New Jersey School Performance Reports.

The results of these surveys are also accepted as evidence when applying for [Sustainable Jersey Digital Schools](#) certification actions.

### **Contact information**

Should you need assistance or have questions, please email [edtech@doe.nj.gov](mailto:edtech@doe.nj.gov). Thank you in advance for updating NJTRAx.

c: Members, State Board of Education  
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group