



**Date:** December 20, 2023

**To:** Local Educational Agency Leads, Directors of Approved Private Schools for Students with Disabilities

**Route To:** High School Principals, Directors of Guidance, Directors of Special Education, Bilingual/ESL Coordinators, District Test Coordinators

**From:** Jordan Schiff Ed. D., Assistant Commissioner  
Division of Teaching and Learning Services

**Deadline:** Friday, May 3, 2024 (to ensure processing in time for graduation ceremony)

## Portfolio Appeals Process – Information and Updates for 2023-2024 Submissions

The New Jersey Department of Education (NJDOE) portfolio appeals process will continue to support a fully electronic submission process, eliminating the exchange of paper portfolios between local educational agencies (LEAs) and the NJDOE. LEAs may begin submitting portfolio appeals through the electronic submission process beginning **January 2, 2024**.

To fulfill the assessment component of the New Jersey high school graduation requirements, a student must demonstrate proficiency in both English language arts (ELA) and mathematics. Any grade twelve student in the class of 2024, including students with disabilities and multilingual learners, may fulfill the graduation requirement via three pathways as explained in the [Classes of 2023-2025 High School Graduation Assessment Requirements](#) webpage.

The portfolio appeals process provides an opportunity for students in the class of 2024 to meet the graduation assessment requirement. This memo explains the enhanced 2023-2024 portfolio appeals process, which is to be completed in accordance with N.J.S.A. 18A:7C-3 and N.J.A.C. 6A:8-5.1, for students scheduled to graduate in spring 2024 who have taken the New Jersey Graduation Proficiency Assessment and not yet met the state graduation assessment requirement for ELA and/or mathematics.

### Portfolio Appeals Timeline

The portfolio appeal must be submitted in accordance with the following timelines:

- The portfolio submission process begins on **January 2, 2024**. LEAs may begin submitting the required documentation through [NJDOE Homeroom](#) on this date.
- All portfolio appeals must be submitted by **May 3, 2024**, to ensure adequate processing time in advance of graduation ceremonies.
- LEAs will be notified of NJDOE decisions regarding their portfolio appeals through NJDOE Homeroom on an ongoing basis.
- Appeals submitted after **May 3, 2024**, will still be reviewed, however, NJDOE cannot guarantee that decisions will be communicated to the LEA in time for the student to participate in spring 2024 graduation ceremonies.

### Electronic Submission Process

For the 2023-2024 school year, the NJDOE will be accepting portfolio appeals submissions electronically beginning **January 2, 2024**. The NJDOE will accept submissions **only** through this electronic submission process; paper submissions will no longer be accepted. In preparation for the electronic submission, each LEA must designate a portfolio appeals coordinator. This person will need to be assigned to the Portfolio Appeals project in NJDOE Homeroom, which will be available beginning on **December 20, 2023**. Within the Portfolio Appeals application in NJDOE Homeroom, the portfolio appeals coordinator will find the templates that will need to be completed and submitted along with resources that will facilitate successful submission of files in NJDOE Homeroom. The following templates are available in NJDOE Homeroom and will need to be completed and uploaded to NJDOE Homeroom by LEAs that are submitting portfolio appeals for students in the class of 2024:

- Statement of Assurance (SOA) for Portfolio Appeals
  - Outlines the portfolio appeals requirements and expectations.
  - Requires the signatures of the portfolio appeals coordinator, high school principal and chief school administrator to verify that the portfolio appeals process has been completed with integrity in accordance with N.J.S.A. 18A:7C-3 and N.J.A.C. 6A:8-5.1.
  - Must be completed for each school within the LEA.
- Portfolio Appeals Data Spreadsheet
  - Provides LEAs with a standardized submission template and includes a variety of commonly used, required fields (e.g., Accountable District Code, State Student Identifier).
  - Includes ELA and mathematics specific fields for LEAs to submit students' scores on Constructed Response Tasks (CRTs).

The following resources will be available in NJDOE Homeroom to support LEAs in successfully completing and submitting the required documents:

- Portfolio Appeals Submission Process for 2023-2024
  - Provides information on the electronic submissions process.
  - Outlines in-district portfolio appeals documentation requirements.
- Portfolio Appeals Data Spreadsheet 2023-2024 Field Definitions
  - Provides the information needed to populate values in the Portfolio Appeals Data Spreadsheet.
  - Includes the field name, field length requirements, field definitions, field notes, and expected values.

### **LEA-Maintained Portfolio Appeals Documents**

LEAs are expected to store students' completed portfolio appeals materials onsite in accordance with local document retention policies. On-site review of these documents may occur at the discretion of the NJDOE. Below is a list of the materials that must be maintained locally for each student:

- A completed Education Proficiency Plan (EPP) that includes the most current student transcript, documentation of performance on New Jersey Graduation Proficiency Assessment (NJGPA) and/or substitute competency assessments, and an intervention plan implemented to ensure the student met the graduation assessment requirement.
- CRTs in the content areas (ELA and/or mathematics) in which the student has not met the graduation assessment requirement.
- The required quantity of a student's graded responses to CRTs in each content area.
- A content-specific cover sheet found in the Informational Guide for ELA and/or mathematics.

All documents related to the above materials can be found on the [Graduation Assessment Requirement](#) webpage under the section Graduation Portfolio Appeal.

### **Technical Assistance Opportunities**

To support LEAs with the electronic submission process, technical assistance opportunities will be available to portfolio appeals coordinators on the following dates:

- Wednesday, January 10, 2024 – 1:00 p.m. to 2:00 p.m.
- Wednesday, January 17, 2024 – 10:00 a.m. to 11:00 a.m.
- Wednesday, February 14, 2024 – 1:00 p.m. to 2:00 p.m.
- Wednesday, February 21, 2024 – 10:00 a.m. to 11:00 a.m.
- Wednesday, February 28, 2024 – 1:00 p.m. to 2:00 p.m.
- Wednesday, March 6, 2024 – 10:00 a.m. to 11:00 a.m.

Registration for the technical assistance sessions will occur through the Portfolio Appeals project in NJDOE Homeroom. Under the "Resources" section of the application, portfolio appeals coordinators will see registration links for each session.

### **Requirements for the CRTs in ELA and Mathematics**

The CRTs are designed, administered, and graded locally. The CRTs must be designed to demonstrate student's core ELA and mathematical competencies equivalent to the expectations of the New Jersey Student Learning Assessments (NJSLA) and the NJGPA Evidence Statements, available on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Content and Other Information**. Please note that LEAs may use their existing CRTs for ELA and/or mathematics in the 2024 portfolio appeals process.

If a LEA chooses not to use existing CRTs, the LEA may use revised, refreshed, or newly created CRTs for the 2024 portfolio appeals process if the revised, refreshed, or newly created CRTs demonstrate that the student holds core competencies equivalent to:

- The expectations of the NJSLA/NJGPA ELA Reading and Writing Evidence Statements for high school.
- The expectations of NJSLA/NJGPA Mathematics Reasoning (C) or Modeling (D) Evidence Statements for Algebra I, Geometry, and/or Algebra II.

### **ELA**

The following resources are available on the [Graduation Assessment Requirement](#) webpage under the section Graduation Portfolio Appeal:

- ELA: Informational Guide for Portfolio Appeals Process which provides content specific guidance.
- ELA: Portfolio Appeals Cover Sheet which provides the reading and writing cover sheets.

Please also note that writing must be scored using the ELA Scoring Rubrics which are available on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Content and Other Information**.

### **Mathematics**

The following resources are available on the [Graduation Assessment Requirement](#) webpage under the section Graduation Portfolio Appeal:

- Mathematics: Informational Guide for Portfolio Appeals Process which provides content-specific guidance.
- Mathematics: Portfolio Appeals Cover Sheet which provides the cover sheet template for mathematics.

**Supporting Special Populations**

Students in special populations, such as multilingual learners and students with disabilities, are expected to participate in the portfolio appeals process, as appropriate, and may receive accommodations.

For additional information and Frequently Asked Questions (FAQs), review the Special Populations Guidance for Portfolio Appeals on the [Graduation Assessment Requirement](#) webpage under the section Graduation Portfolio Appeal.

**Contact information**

For any questions, please contact the NJDOE Office of Assessments at [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov) or (609) 376-3960.

c: Members, State Board of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group