



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: June 21, 2023
To: Local Educational Agency Leads
Route To: All District Principals, Assistant/Vice Principals, Teaching Staff Members
From: Jordan Schiff, Ed.D., Acting Assistant Commissioner
Division of Teaching and Leading Services
Deadline: August 18, 2023

School Year 2022-2023 Evaluation Data Submission

This memo provides local educational agency (LEA) leads with information regarding the upcoming procedure for evaluation data submission.

School Year (SY) 2022-2023 Evaluation Data Submission Information

- The summer data submission window will open on July 10, 2023. Between July 10, 2023 and August 18, 2023, authorized district personnel should access the Evaluation Information System (EIS) through the New Jersey Department of Education's (NJDOE) [Homeroom webpage](#), where districts submit preliminary SY 2022-2023 evaluation scores.
- Please note, with the return of the median Student Growth Percentile (mSGP) measure, EIS once again will occur over two separate submission windows.
 - July 10, 2023 through August 18, 2023 is the first submission window.
 - Districts will also be required to verify and certify the educator evaluation data during the second submission window, occurring after the release of mSGP scores in the fall.
 - More information on the second submission window will be released at the time of its opening.
- In addition, during this first submission window authorized LEA personnel will complete the requisite Annual Evaluation Survey. This is also available through the EIS portal in Homeroom.
- To assist LEAs in the data submission process, LEAs will be able to access the updated Staff Evaluation Submission Data Element Guidebook and the Technical Manual.
 - 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 are accessible through Homeroom you enter the EIS portal.

Contact information

For questions, please contact the Office of Educator Effectiveness at edueval@doe.nj.gov.

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