



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: May 10, 2023  
To: Local Educational Agency Leads  
Route To: Principals and School Leads, Web User Administrators  
From: Kathy Ehling, Assistant Commissioner  
Division of Educational Services

## School Performance Reports Updates and Reminders for Districts

The New Jersey Department of Education (NJDOE) released the [2021-2022 New Jersey School Performance Reports](#) on April 5, 2023. This memo provides districts with some reminders and updates about the School Performance Reports.

### District Website Links to School Performance Reports

Districts are required under the federal Every Student Succeeds Act (ESSA) to post a link to the School Performance Reports on their website (ESSA Section 1111(h)(2)(B)(iii)(I)). The NJDOE suggests using a link in the following format, where CC is your two-digit county code, DDDD is your four-digit district code, and SSS is your three-digit school code:

District Report Link: <https://rc.doe.state.nj.us/defaultreport/CC/DDDD>

School Report Link: <https://rc.doe.state.nj.us/selectreport/2021-2022/CC/DDDD/SSS>

These links go to the School Performance Reports webpage that provides options for detailed and summary reports in both English and Spanish. Districts may use the suggested links above on their website or choose to link directly to detailed or summary reports for their district or schools.

The NJDOE will be monitoring a sample of district websites to ensure the links are available and may reach out to districts if the links cannot be found.

### Notes and Contact Information Updates

The School Performance Reports were updated on April 24, 2023 with any requested notes and updates to contact information that were requested or appeared in the CDS system as of April 14, 2023. If LEAs identify additional potential data quality issues or contact information that needs to be updated, they should contact [reportcard@doe.nj.gov](mailto:reportcard@doe.nj.gov) to determine if a note would be appropriate or if contact information updates can be made in the future.

### School Performance Reports Feedback

The NJDOE is interested in your feedback on the 2021-2022 School Performance Reports, and we annually seek public input on how to improve future reports. Please complete our [feedback survey](#) to let us know ways that we can make the reports more useful to you and your community.

### Sharing the School Performance Reports

While districts are not required to share the School Performance Reports at a board of education meeting, the NJDOE encourages districts to share the reports with their communities. There are optional tools available to help share the information in the reports on the [School Performance Reports Resources page](#), including a [sample superintendent letter](#) and a [PowerPoint template](#).

There are also one-page guides to help start conversations about the information in the reports for different audiences: [school board members](#), [administrators](#), [educators](#), [elementary families](#), and [middle and high school families](#). If you want to share how you are using the reports in your district in your work and/or planning, please contact [reportcard@doe.nj.gov](mailto:reportcard@doe.nj.gov). We want to hear if you are using the optional tools we provide and if there are ways we could improve or add to those tools for future years.

### **Upcoming End-of-Year NJ SMART Submissions**

Much of the data in the School Performance Reports comes directly from district-reported data via NJ SMART submissions. The NJDOE will use data from the following 2022-2023 end-of-year submissions in the 2022-2023 School Performance Reports, which will come out next year:

1. SID Management
  - End-of-year SID Snapshot: August 3, 2023
    - End-of-year data is used for all student enrollment and demographics reporting.
  - Graduation snapshot (deadline to inactive graduates): August 31, 2023
    - Graduation data is used for graduation rates and graduation pathways reporting.
  - Course Roster Submission
    - Practice Period: April 10, 2023 to June 5, 2023 (currently open)
    - Official Period: July 5, 2023 to August 3, 2023
    - Course Roster data is used to report on AP/IB courses, dual enrollment, structured learning experiences, course participation by subject, and visual and performing arts participation.
    - [Guidance on how Course Roster submission data is used](#) in the School Performance Reports is available in NJ SMART.
  - CTE Submission
    - Practice Period: April 10, 2023 to June 5, 2023 (Currently Open)
    - Official Period: July 5, 2023 to August 3, 2023
    - CTE Submission data is used to report on CTE participants and completers, work-based learning, and industry-valued credentials.

The [School Performance Reports Data Sources spreadsheet](#) is a helpful resource to see the source of the data in the most recent reports. If you had any data quality issues in the 2021-2022 reports because of a data submission issue and you need help determining how to correct data for the 2022-2023 school year, please contact the Office of Performance Management at the email below.

For any questions about the School Performance Reports or the data in the reports, please contact the Office of Performance Management at [reportcard@doe.nj.gov](mailto:reportcard@doe.nj.gov).

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