



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: November 22, 2023
To: Local Educational Agency Leads
Route To: ESEA Project Directors, Title I, Part A Supervisors, School Business Administrators
From: Kathy Ehling, Assistant Commissioner
Division of Educational Services
Deadline: December 22, 2023

Completing the 2022-2023 Title I, Part A Performance Report

In order to satisfy federal reporting requirements, all local educational agencies (LEAs) that received Elementary and Secondary Education Act (ESEA) Title I, Part A funds in fiscal year (FY) 2023 must submit a Title I, Part A Performance Report to the New Jersey Department of Education (NJDOE) for the fiscal period. *If an LEA did not receive ESEA Title I, Part A funds in the FY 2023 project period, no report is required.* LEAs that received ESEA Title I, Part A funds must complete and submit the report no later than Friday, December 22, 2023.

Accordingly, non-submission of the (FY) 2023 Title I, Part A Performance Report by December 22, 2023, suggests the LEA did not implement a Title I, Part A program during the requisite timeframe. **Please note, the deadline for the NJDOE to report Title I Performance Report data to the United States Department of Education is December 22, 2023. Failure to meet due dates is an indicator in the calculation used to determine an LEA's risk of non-compliance with state and federal regulations and potential eligibility for future collaborative federal monitoring.**

The 2022-2023 Title I, Part A Performance Report is available via the NJDOE's Electronic Web-Enabled Grant ([EWEG](#)) system. To access the report, use the same User Identification and password that the LEA personnel use to access the 2023-2024 ESEA Consolidated Subgrant Application. Any issues accessing EWEG may be addressed to EWEG Help at eweghelp@doe.nj.gov. To assist LEAs in accurately completing Title I, Part A Performance Reports, the NJDOE created the "Completing the 2022-2023 Title I, Part A Performance Report" PowerPoint presentation and posted on the NJDOE's [Title I, Part A webpage](#) under Technical Assistance. This resource explains the data required to complete the report and describes how to complete each step of the reporting process. Information is also available in EWEG by clicking on the instructions link located on each tab of the report. **Please review these resources prior to completing the report.** Any questions regarding the report, may be directed to the Office of Fiscal and Data Services via email at OFDS@doe.nj.gov.

Additionally, the NJDOE will be hosting several technical assistance (TA) sessions to review the entire reporting process. NJDOE representatives will also be available during "Office Hours" to answer questions LEAs may have about completing the report. Please click on any of the following TA and Office Hour sessions listed below to register:

- [TA Session](#): Tuesday, November 28, 2023 at 11:30 a.m. – 12:30 p.m.
- [TA Session](#) : Monday December 18, 2023 at 1:30 p.m. – 2:30 p.m.
- [Office Hours](#): Friday, December 1, 2023 at 11:00 a.m. - 12:00 p.m.
- [Office Hours](#): Monday, December 4, 2023 at 2:30 p.m. - 3:30 p.m.
- [Office Hours](#): Monday, December 11, 2023 at 11:30 a.m. - 12:30 p.m.

The Title I, Part A Performance Report was designed to capture insights into student participating in, and served by Title I, Part A funded schoolwide and targeted assistance programs. LEAs provide aggregate student-level information by racial/ethnic groups, grade levels including neglected and nonpublic students, and students who benefit from Title I, Part A services and other programs such as students with disabilities, English language learners, migrant students, and students experiencing homelessness.

The Title I, Part A Performance Report displays the 2021-2022 LEA data and calculates year-over-year percentage differences in student participation once the 2022-2023 data are entered. LEAs will need to provide a brief explanation of percentage differences when the percentages fall outside of expected ranges. For monitoring purposes, LEAs should maintain student-level data to support the aggregated counts included in this report.

To assist LEAs in completing the performance report, the NJDOE has provided a workbook containing student enrollment counts as reported in New Jersey Standards Measurement and Resource for Teaching (NJ SMART) as of October 1, 2022. The workbook is intended to serve as a resource when compiling, verifying, and uploading student count data and can be accessed via Homeroom using this [link](#) and selecting “Federal Program Insights” from the Application column on the left-hand side of the page.

Please note that the Title I, Part A Performance Report is an additional, and separate report, that is different from the Title I Comparability Report due December 1, 2023.

Questions regarding the collection or submission of LEA’s Title I, Part A Performance Report, may be directed to the Office of Fiscal and Data Services via email at OFDS@doe.nj.gov.

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