



Date: December 11, 2024

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, Portfolio Appeals Coordinators

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Division of Teaching and Learning Services

Streamlined Portfolio Appeals Option Added for Students with Qualifying ASVAB Scores

The New Jersey Department of Education (NJDOE) is offering an additional option as part of the 2024-2025 portfolio appeals process for students to demonstrate their graduation readiness. Local educational agencies (LEAs) and approved private schools for students with disabilities (APSSDs) may continue to submit scores for constructed response tasks for English language arts (ELA) and mathematics as they did for the 2023-2024 school year, or they may access a streamlined portfolio appeal option for students with a qualifying score on the Department of Defense Armed Services Vocational Aptitude Battery (ASVAB).

Students who meet or exceed the minimum required ASVAB composite score of 35 may use the streamlined portfolio appeal option to demonstrate graduation readiness. As part of the collected documentation maintained on site for each student's portfolio appeal, there must also be a record of any ASVAB scores used to qualify the student for the streamlined portfolio appeal option.

Requirements for a Streamlined Portfolio Appeal

The streamlined portfolio appeal option for students who meet or exceed the minimum ASVAB score of 35 allows for a reduction in the quantity of portfolio appeals constructed responses tasks (CRTs) that would need to be submitted for eligible students by 50 percent per content area. The CRT requirements for the streamlined portfolio appeal submission are as follows:

- For a student who qualifies for a streamlined ELA portfolio appeal:
 - One reading task (either literary or informational) must be successfully completed; and
 - One writing task that is connected to the selected reading task (either informative/explanatory, argument, or narrative) must be successfully completed.
- For a student who qualifies for a streamlined mathematics portfolio appeal:
 - One modeling task (representing one of the 5 conceptual categories not used for reasoning) must be successfully completed; and
 - One reasoning task (representing one of the conceptual categories not used for the modeling task) must be successfully completed.

Impacted Resources

The following portfolio appeals documents include specific references to ASVAB and are available within the Portfolio Appeals project in NJDOE Homeroom:

- Portfolio Appeals Data Spreadsheet – includes an ASVAB composite score field (Column AQ) for LEAs and APSSDs to submit student scores to demonstrate eligibility for the streamlined portfolio appeal option.
- Portfolio Appeals Data Spreadsheet 2024-2025 Field Definitions – explains the expected values for the ASVAB composite score field (Column AQ).

The following updated portfolio appeals resources include references to the streamlined portfolio appeal option and can be found on the [Graduation Assessment Requirements](#) webpage under the section Third Pathway— Graduation Portfolio Appeal:

- Educational Proficiency Plan – refers to the requirement to include a record of any ASVAB scores used to qualify a student for the streamlined portfolio appeals process and references the streamlined portfolio appeal option in Table 3: Strengths and Needs Analysis.
- Informational Guide for the English Language Arts Portfolio Appeals Process – incorporates the requirements for a streamlined ELA portfolio appeal submission for qualifying students.
- Informational Guide for the Mathematics Portfolio Appeals Process – incorporates the requirements for a streamlined mathematics portfolio appeal submission for qualifying students.
- Frequently Asked Questions for Portfolio Appeals – includes two questions referencing the ASVAB option and associated requirements.

Additional Considerations

Please keep the following in mind regarding the ASVAB option for a streamlined portfolio appeal:

- This is available as an option for students expected to graduate with the class of 2025, but students are not required to take the ASVAB in order to submit a traditional portfolio appeal.
- If you are not submitting an ASVAB composite score for a student, the additional column in the updated spreadsheet template may be left blank.
- An ASVAB composite score that meets or exceeds the minimum of 35 allows for submission of a streamlined portfolio appeal for ELA, mathematics, or both.
- Please refer to the Portfolio Appeals Process – Information and Updates for 2024-2025 Submissions broadcast released on December 11, 2024, for additional resources and information, including technical assistance opportunities.

Contact Information

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

c: Members, State Board of Education
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Statewide Parent Advocacy Network
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