



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: November 20, 2024
To: Local Educational Agency Leads
Route To: ESEA Project Directors, Title I, Part A Supervisors and School Business Administrators
From: Kathy Ehling, Assistant Commissioner
Division of Educational Services
Deadline: December 20, 2024

Completing the 2023-24 Title I, Part A Performance Report

To satisfy federal reporting requirements, all local educational agencies (LEAs) that received Elementary and Secondary Education Act (ESEA) Title I, Part A funds in the fiscal year (FY) 2024 must submit a Title I, Part A Performance Report to the New Jersey Department of Education (NJDOE) for that period. *If your LEA did not receive ESEA Title I, Part A funds in the FY 2024 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 20, 2024**.

Accordingly, non-submission of the 2023-24 Title I, Part A Performance Report by December 20, 2024, suggests the LEA did not implement a Title I, Part A program during that timeframe. **Please note that the deadline for the NJDOE to report Title I Performance Report data to the U.S. Department of Education is early again this year as it was last year, and as such, the December 20, 2024, deadline will be strictly enforced. Failure to meet due dates is an indicator in the calculations used to determine an LEA's risk of non-compliance with state and federal regulations and eligibility for future collaborative federal monitoring and may impact future program funding.**

The 2023-24 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 ID and password that your LEA personnel use to access the 2024-25 ESEA Consolidated Subgrant Application. If you have issues accessing EWEG please reach out to EWEG Help at eweghelp@doe.nj.gov. To assist LEAs in accurately completing their Title I, Part A Performance Reports, the NJDOE created the "Completing the 2023-2024 Title I, Part A Performance Report" PowerPoint presentation and posted it 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. This 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.** If you have any questions while filling out the report, please contact 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 and be available during "Office Hours" to answer any 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 #1](#): Friday, November 22, 2024 at 9:30am-10:30am
- [TA Session #2](#): Monday, November 25, 2024 at 11:30am-12:30pm
- [Office Hours #1](#): Wednesday, November 27, 2024 at 9:30am-10:30am
- [Office Hours #2](#): Thursday, December 5, 2024 at 2:00pm-3:00pm
- [Office Hours #3](#): Wednesday, December 11, 2024 at 11:30am-12:30pm

The Title I, Part A Performance Report was designed to capture insights into the students 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, Multilingual Learners, migrant students, and students experiencing homelessness.

The Title I, Part A Performance Report displays the 2022-23 LEA data and calculates year-over-year percentage differences in student participation once the 2023-24 data are entered. LEAs will need to provide a brief explanation when percentage differences 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 NJSMART as of October 15, 2023. 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 6, 2024.

For any questions about the collection or submission of your LEA’s Title I, Part A Performance Report, please contact the Office of Fiscal and Data Services via email at OFDS@doe.nj.gov. Prompt attention to this federal requirement is most appreciated.

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