



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 18, 2024  
To: Local Educational Agency Leads  
Route To: District Technology Leaders, State Assessment Coordinators, State Assessment Technology Contacts  
From: Jorden Schiff, Ed.D., Assistant Commissioner  
Division of Teaching and Learning Services  
Deadline: Update NJTRAx data by October 11, 2023

## NJTRAx Technology Readiness and Digital Learning

The New Jersey Department of Education (NJDOE) requests each school district, Charter School, and Renaissance School to update their records in the NJTRAx Technology Readiness Tool, the state technology infrastructure database, **by October 11, 2024**.

While NJTRAx usage is voluntary, each school's student-to-device ratio will appear on the 2024-2025 New Jersey School Performance Reports. Updating NJTRAx data will result in an accurate reflection of each school's level of technology readiness in public reports. Making these updates will also maximize the usefulness of the NJTRAx readiness reports, which can be used for budgetary and planning purposes.

### Components of NJTRAx

NJTRAx has two components: The Technology Readiness Tool and the Digital Learning Tool. Both tools assist schools in building digital learning environments and work together to provide insight into a school's digital learning readiness, digital learning implementation, and potential gaps in the efficient and effective use of technology.

- **NJTRAx Technology Readiness Tool**

The Technology Readiness Tool helps to assess the infrastructure necessary for digital learning and assessment by indicating the level of readiness of a school's current infrastructure to support online assessment. Each school should log into the [NJTRAx Technology Readiness Tool](#) and update records by **October 11, 2024**, to reflect current device and network infrastructure inventories. Devices that are no longer in service should be removed from NJTRAx during the process of updating each school's records.

- **NJTRAx Digital Learning Tool**

The NJTRAx Digital Learning Tool provides a self-assessment of a school's current state of readiness for digital learning. NJTRAx Digital Learning surveys and reports provide a clear picture of readiness for digital learning and target areas that may need to be addressed. Survey windows can be created anytime throughout the year to help guide school and district technology planning. Please note that data from this tool does not contribute to the New Jersey School Performance Reports.

### Connection to Sustainable Jersey Digital Schools

Sustainable Jersey for Schools certification is a free, voluntary, and prestigious designation to help districts and pursue a balanced sustainability program one policy, program, or resource at a time. The [Sustainable Jersey Digital Schools Program](#) was added to the Sustainable Jersey for Schools certification in June of 2020 to support schools in the planning and implementation of digital learning. NJTRAx Digital Learning reports may be accepted as evidence towards certification in the digital learning leadership and technology access action items for Sustainable Jersey Digital Schools certification.

The Department appreciates the cooperation and continued diligence of local education agencies (LEAs) in ensuring that NJTRAx and the New Jersey School Performance Reports reflect the most accurate information from each district.

**Contact information**

If you have questions regarding NJTRAx or recently had staffing changes that require your NJTRAx login credentials to be updated, please contact [innovation@doe.nj.gov](mailto:innovation@doe.nj.gov).

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