



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: July 2, 2025  
To: Local Educational Agency Leads  
Route To: All District Principals, Assistant/Vice Principals, and Teaching Staff Members  
From: Jorden Schiff, Ed.D., Assistant Commissioner  
Teaching and Learning Services  
Deadline: August 18, 2025

## School Year 2024-2025 Evaluation Data Submission

This memo provides districts with information about the upcoming evaluation data submission.

### School Year 2024-2025 Evaluation Data Submission Information

- The summer data submission window will officially open on July 9, 2025. Between then and August 18, 2025, authorized district personnel will access the Evaluation Information System (EIS) through the New Jersey Department of Education's [Homeroom webpage](#), where districts will submit their preliminary SY 2024-2025 evaluation scores.
- Please note, due to the median Student Growth Percentile (mSGP) measure, EIS is a two-step process.
  - July 9, 2025 through August 18, 2025 is the first of two submission windows.
  - Districts will also be required to verify and certify their educator evaluation data during the second window, occurring after the release of mSGP scores in the fall.
  - More information on the second submission window will be released at the time of its opening.
- In addition, during this first submission window, authorized district personnel will complete the required Annual Evaluation Survey.
- To assist you in the data submission process, you will be able to access the updated Staff Evaluation Submission Data Element Guidebook and the Technical Manual.
  - The Staff Evaluation Submission Data Element Guidebook outlines acceptable values for populating the spreadsheet.
  - The Technical Manual includes the step-by-step process to upload.
  - Both are accessible through the EIS portal on the Homeroom webpage.

### Contact Information

For questions, please contact the Office of Educator Effectiveness at [edueval@doe.nj.gov](mailto:edueval@doe.nj.gov).

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