



Instructions for Uploading NJQSAC Documents

As districts upload their files for New Jersey Quality Single Accountability Continuum (NJQSAC) monitoring in 2018-19 school year, the following information guides districts through the upload process. District personnel will be logging in to the New Jersey Department of Education’s Homeroom online portal to upload all documents. These documents will go into the districts folders that connected to the district’s unique login code, therefore, eliminating the need to include any district or county names.

Filename Rules and Example of DPR Documents for Upload

Districts must upload *three* documents in total for the NJQSAC submission to be complete. These documents are:

- The District Performance Review (DPR) document in EXCEL format;
- The signed DPR Board Resolution in PDF format; and
- The signed DPR Declaration Page in PDF format.

Table 1.1 Filename Rules and Examples of DPR Documents for Upload

In order to upload NJQSAC files through the Homeroom website, the files must be labeled or named in a particular format to be accepted. The following table illustrates the required documents and format that must be used when saving the file. Example of naming and format are below:

NJQSAC File	File Name Format	Example
DPR	DPR XX-YY(school year).xls	DPR 18-19.xls
DPR <i>Signed</i> Board Resolution	DPR Board Resolution XX-YY(school year).pdf	DPR Board Resolution 18-19.pdf
DPR <i>Signed</i> Declaration	DPR Declaration XX-YY(school year).pdf	DPR Declaration 18-19.pdf

Filename Rules for DPR Indicator Document Upload

When uploading documents for verification of indicator compliance districts must use a specific file name for each DPR area and indicator. There is a specific file name for each area and the corresponding indicators. The table below provides examples. The following table illustrates the required documents and format that must be used when saving the file. Example of naming and format are below:

Table 1.2 Filename Rules and Examples of DPR Documents for Upload

NJQSAC Review File	Filename Format (Name of DPR and Indicator Number)	Final Indicator Submission Format Examples
Instruction and Program I&P	I&PXX (indicator number must be 2 digits with no spaces in between DPR name and indicator number).	I&P01.xls I&P01.pdf I&P01.jpg
Fiscal FIS	FISXX (indicator number must be 2 digits with no spaces in between file name and number).	FIS01.xls FIS01.pdf FIS01.jpg
Fiscal Indicator with sub-indicator FIS	FISXXa (indicator number must be 2 digits followed by sub-indicator letter with no spaces in between file name and number).	FIS04a.xls FIS04a.pdf FIS04a.jpg
Operations OPS	OPSXX (indicator number must be 2 digits)	OPS04.xls OPS04.pdf OPS04.jpg
Operations with sub-indicator OPS	OPSXXa (indicator number must be 2 digits followed by sub-indicator letter with no spaces in between file name and number).	OPS01a.xls OPS01a.pdf OPS01a.jpg
Governance GOV	GOVXX (indicator number must be 2 digits with no spaces in between file name and number) followed by a period and the type of document.	GOV01.xls GOV01.pdf GOV01.jpg
Governance with Sub-indicator GOV	GOVXXa (indicator number must be 2 digits followed by sub-indicator letter with no spaces in between file name and number) followed by a period and the type of document.	GOV02a.xls GOV02a.pdf GOV02a.jpg
Personnel PER	PERXX (indicator number must be 2 digits with no spaces in between file name and number).	PER06.xls PER06.pdf PER06.jpg
Personnel with sub-indicator PER	PERXXa (indicator number must be 2 digits followed by sub-indicator letter).	PER01a.xls PER01a.pdf PER01a.jpg