

Performance Reports Submission FAQs

This document answers frequently asked questions related to the NJSLEDS Performance Reports Submission.

1. How is the data collected in the Performance Reports Submission used?

The narrative information provided in the Performance Reports Submission is used to populate the Narrative section of the School Performance Reports. Local educational agencies (LEAs) choose to provide information for any or all of the optional narrative data elements in the submission for each school and the district overall. The information collected in fall 2025 will be used to populate the Narrative section of the 2024-2026 School Performance Reports.

The required fields related to tiered models of instruction or intervention are used by the New Jersey Department of Education (NJDOE) for planning and informational purposes at this time. These fields will not be reported in the School Performance Reports.

The record with RecordIndicator = D will be used to populate the narrative section in the district-level reports. The records with RecordIndicator = S will be used to populate the narrative section of the school-level reports. If the uploaded file does not include a record for the district or any individual school, no narrative information will appear in the School Performance Reports for that district or the individual school.

2. Which local education agencies (LEAs) are required to upload to this submission?

All New Jersey LEAs (including all public schools and charters) are required to provide data for the Performance Reports Submission.

Additionally, the schools reported in the fall 2025 submission should reflect only districts and schools that were open during the 2024-2025 school year. Any new schools or districts that opened in the 2025-2026 school year should not be included in the fall 2026 submission because they will not have a 2024-2025 School Performance Report.

3. If an LEA only has one school, is it required to upload separate records for district and school?

Yes, a record should be submitted for your district with RecordIndicator = D. That information will appear in your district-level School Performance Report. A separate record for your school with RecordIndicator = S should also be included in the submission. The information with RecordIndicator = S will appear in the school-level School Performance Report. It is fine to use the same information for both records.

If only a school record is submitted, no narrative information will appear in the district-level report. Similarly, if only a district record is submitted, no narrative information will appear in the school-level report.

4. Which fields are required?

The required fields are RecordIndicator, SchoolCode (if RecordIndicator = S), TieredModelIntervention, InterventionReferralModel, and PBSIS. The UniversalScreeningKto3, UniversalScreening4to8, and UniversalScreening9to12 fields are required based on the grade levels served by the school or district. For example, a school that serves grades nine through 12 would be required to complete the UniversalScreening9to12 field, but not the UniversalScreeningKto3 and UniversalScreening4to8 fields.

All other fields are optional, but LEAs are encouraged to complete as many relevant fields as possible, since these fields were selected based on stakeholder feedback.

5. What information should I provide in the three Summary Highlight fields?

The information provided in the Summary Highlight fields appears in the summary version of the School Performance Reports. LEAs can choose to provide any information about their district or schools that they would like to highlight and share with the public and their school communities. This might include awards or recognitions, outstanding student performance, or new initiatives or programs in the district or school. The information in the highlights fields can repeat information that is also provided in other narrative fields, since these highlights will appear in a different section of the School Performance Reports, separate from the other narrative fields. Note that the character limit for the three summary highlight fields is only 200 characters.

If there are narrative fields that don't apply to my LEA or individual schools, such as Postsecondary, how do I ensure that these sections do not appear in our School Performance Report?

If an optional field is left blank, the field will be hidden within the Narrative section of the School Performance Reports. So just leave any fields that you would like to be hidden as blank. Do not put "n/a" or "not applicable" in a field, because then that will appear in the School Performance Reports with "n/a" or "not applicable" in the School Performance Reports.

How do I view and resolve the errors in my submission?

To view any errors, go to the Submission Records page for Performance Report. The Current Records page shows the Record Status for each record, whether Valid or Error. The Error Report can be accessed on the top right of the page.

The Error Report shows the fields with errors for each record. There is an option to see Errors by Type that shows the count of records for each error type. The Error Report can also be exported to see the errors by record and field with the error description.

Use the Error Report to identify the issues and make corrections in the upload file before resubmitting.

6. What happens if I go over the character limit for one of the narrative fields?

Most of the narrative fields in the Performance Reports Submission have a character limit of 1,000 characters, except for the Summary Highlights fields which have a character limit of 200 characters and the Other Information field which has a character limit of 2,000 characters.

If any of the fields in the uploaded file are above the character the limit, the file will not be processed, and the status will show as “Unsuccessful.” Users will receive an email indicating the file could not be processed due to field length errors. Make sure to check the character limits for all fields before uploading the file.

7. How should I respond to the required tiered levels of instruction or intervention fields at the district-level if the answer is different across schools?

For the TieredModelIntervention, PBSIS, and three UniversalScreening fields, the district level record (RecordIndicator = D) should indicate whether the answer for all schools is Yes. If any schools within the district have an answer of No, the response should be N for the district level record.

8. Can I use bullets, symbols, special formatting, or hyperlinks within my narrative fields?

At this time, this submission does not support the use of special formatting, so users should avoid using special formatting or characters, such as bullets or accented letters, in the narrative fields. If special formatting is used, it may result in errors within the text that appears in the School Performance Reports. The Performance Reports Submission does not currently support the use of hyperlinks within the narrative fields. However, users may include URLs within their narrative text, it will just not appear with a hyperlink.

9. How can I preview how my data will look on the School Performance Reports?

Users can use the Performance Reports Narrative report under Reports in NJSLEDS to preview the information that was submitted for the district and each school. To review the data that will appear in the district-level reports, select Record Indicator = “D – District Report” from the dropdowns at the top left of the screen. To review the data that will appear in individual school-level reports, first select Record Indicator = “S – School Report”, then use the School Code dropdown to select the specific school code.

Use this report to review the text that will appear in the narrative fields in the School Performance Reports. Please check for typos and/or formatting issues with the data in the narrative fields. Any fields that are blank will be hidden in the School Performance Reports.

Information will not appear in the Performance Reports Narrative report for records that are in error. Make sure that all errors are resolved before reviewing this report.

This report includes the required tiered models of instruction and intervention fields for review, but at this time those fields will not be included in the School Performance Reports.

This report can be exported to PDF for printing. To optimize the printed PDF, select Include = This View, Scaling = At most 1 page wide, Page Size = Letter, and Orientation = Landscape.

10. What is the Special Topic data element and how will it be used?

The Special Topic data element will be used to collect information on relevant topics each year and guidance will be provided in the Handbook on each year’s topic. For the Fall 2025 submission, the Special Topic will continue to be “Attendance,” which is the same topic that was used in the Fall 2024 submission. The information submitted in the optional Special Topic field will be used to populate an “Attendance” narrative field in the 2024-2025 School Performance Reports. As outlined in New Jersey Statute 18A:38-

25.1, if 10% or more of the students enrolled in a public school are chronically absent, the school shall develop and present a Corrective Action Plan (CAP) to their local Board of Education. In this special topic field, all schools will have an opportunity to outline evidence-based practices, actions, and activities that have been implemented and/or are being successfully implemented to improve and to maintain regular school attendance for the 2024-2026 school year.

It is recommended that school with 2023-2024 chronic absenteeism rates of 10% or higher complete the special topic field using their CAP as a reference. If schools had chronic absenteeism rates below 10%, LEAs may want to share strategies believed to positively impact regular student attendance in their schools.