

# New Jersey Department of Education

Division of Student Services

## **Completing the 2018-2019 Title I, Part A Performance Report**



# Completing the 2018-2019 Title I, Part A Performance Report

This PowerPoint presentation will cover the following:

1. Purpose of the report;
2. What districts need to complete the report;
3. How to log on to the Electronic Web-Enabled Grant (EWEG) system and to access the report;
4. Creating and navigating EWEG and the report;
5. Completing the different report tabs;
6. Submission of the report;
7. Amendments to the report; and
8. Contact information.



# Purpose of Title I, Part A Performance Report

- Contributes data to the larger comprehensive Consolidated State Performance Report that the New Jersey Department of Education (NJDOE) must submit to the United States Department of Education (ESEA §8303); and
- Provides a summative analysis of the impact of Title I, Part A funds and the services provided by districts utilizing these funds for the 2019 project period (July 1, 2018 - June 30, 2019).

Note: Title I, Part A requires two reports: (1) Title I, Part A Performance Report and (2) Title I Comparability Report that have different purposes and data elements. Please ensure that both reports are submitted to the NJDOE.



# Districts Required to Submit the Report

- The Elementary and Secondary Education Act (ESEA) requires the annual collection of data from school districts that receive Title I, Part A funds.
- All districts that received Title I, Part A funds in the 2018-2019 regular school year (2019 project period: July 1, 2018 – June 30, 2019) must complete and submit a report.
- Districts that were allocated Title I, Part A funds, submitted an ESEA Consolidated Subgrant Application but refused Title I, Part A funds or did not submit an ESEA Consolidated Subgrant Application do not need to complete this report.

Note: The submission due date is Friday, December 13, 2019.



# EWEG Login

- The report is accessed via the Electronic Web Enabled Grant (EWEG) system at: [EWEG LOGON Page](#).
- On the EWEG Logon Page, enter your EWEG user ID, password, and county district code and hit the “LOGON” button.

Welcome to the EWEG System		
<b>ANNOUNCEMENTS</b> 10/9/19 - The FY 2020 Title 1 Comparability Report now available. Submissions accepted on and after 10/15/19. The report is due by December 6, 2019. 10/1/19 - FY19 IDEA Final Report is now available. The Final Report must be submitted no later than Thursday, October 31, 2019 to ensure timely year end close out.		<b>LOGON</b> Username <input type="text"/> Password <input type="password"/> County District <input type="text"/> Forgot Password/New User <input type="button" value="LOGON"/> <a href="#">Public Access</a>
<b>INFORMATION</b> FY20 ESEA Quick Start Guide Consortium Set-up Instructions <b>Important Consortium Notes!!</b> 1. Applicants and Participants should wait to submit their consolidated ESEA application until the consortium is approved and the funds have transferred into or out of their applications. 2. Participants should <b>not</b> refuse funds for Titles in which they are contributing funds to a consortium. 3. Participants should <b>not</b> enter any information into the program or budget sections of their application for Titles in which they have contributed funds to a consortium.	<b>TECHNICAL ASSISTANCE</b> <b>DUNS Date Expired?</b> - Go to <b>**LEA Central Contact-Required</b> link, select the year, go to the DUNS Tab, change the date, and hit save. <b>Unable to Amend a Grant?</b> - Make sure the <b>status</b> of the previous application or amendment is <b>Approved</b> . <b>Phase 1: Perkins Grantees Not Seeing Your Award?</b> - <b>First</b> make sure you amend your application by hitting the amend button listed under "Actions" on the GMS Access Page. Then you will see your award. <b>Looking for Grant Revision Feedback?</b> - <b>First:</b> Click Review Summary under Actions on GMS Access	<b>UPCOMING EVENTS</b> 2019 No events found.
<b>NOTICE OF DISCRETIONARY GRANT OPPORTUNITIES</b>		



# How to Create the 2018-2019 Title I Performance Report

- On the GMS Access Select Screen, you will need to select 2019 from the drop-down box labeled “Select Fiscal Year.”
- This screen will list the “Title I – Performance Report” and you will need to select the report and create it by clicking the button labeled “Create.”

GMS Access Select

13-2330 IRVINGTON TOWNSHIP - Essex [Click for Instructions](#)

Select Fiscal Year:  [Click to view Funding Summary](#)

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**Created**

**Formula Grant**

Application Name	Revision	Status	Date	Actions
▶ Title I Comparability	Amendment 1	Not Submitted		Open Amend Review Summary Delete Application
▶ ESEA Consolidated	Amendment 2	Final Approved <a href="#">View Award</a>	5/2/2019	Open Amend Payments Review Summary Delete Application

**Discretionary Grant**

Application Name	Revision	Status	Date	Actions
▶ Reallocated Title I	Original Application	Final Approved <a href="#">View Award</a>	3/21/2019	Open Amend Accept Award Payments Review Summary Delete Application Print All

**Competitive Grant**  
There currently aren't any Competitive Grant applications created.

**Performance Reports**  
There currently aren't any Performance Reports applications created.

**Final Reports**  
There currently aren't any Final Reports applications created.

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**Available**

**Formula Grant**  
There currently aren't any Formula Grant applications available.

**Discretionary Grant**  
There currently aren't any Discretionary Grant applications available.

**Competitive Grant**

▶ Adv Computer Science Comp	Submissions due by 1/1/1900	<input type="button" value="Create"/>
▶ Diversify Teach Pipeline Comp	Submissions due by 10/11/2018	<input type="button" value="Create"/>

**Performance Reports**

▶ Title I - Performance Report	Submissions due by 12/7/2018	<input type="button" value="Create"/>
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# Selecting & Navigating the 2018-2019 Title I Performance Report in EWEG

- Once the 2019 report is created, select the Title I – Performance Report and hit the “Open” button for data input.
- The EWEG system has a tabbed interface available for navigating throughout the system. A link for the corresponding **instructions** is located in the upper right hand corner of each screen.

Application: Title I Perf Rpt - 00-      Project Period: 7/1/2018 - 6/30/2019      [Printer-Friendly](#)  
Cycle: Original Final Report      [Click to Return to GMS Access/Select Page](#)  
[Click to Return to Menu List / Sign Out](#)

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
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Overview [Instructions](#)



# Helpful Hints for Navigating EWEG

- Do not use the browser “Back” button when you are working in the EWEG system. This will cause errors and may log you out of the system. All necessary navigation within the system can be accomplished by clicking on the different tabs.
- White cells are available for entering data, light blue or gray cells displaying a number are calculated cells or information pulled from another part of the report and are not available for data entry.
- The “Save Page” button must be clicked before you leave each tab or you will lose the data entered.
- The EWEG system has built-in edits that interact to verify column totals and cross-reference tables, if appropriate. If totals do not correlate, you may receive an error message.



# Overview Tab

- This screen provides the purpose and other useful information for the completion and submission of the Title I, Part A Performance Report. No data input is required.

Application: Title I Perf Rpt - 00-  
Cycle: Original Final Report

Project Period: 7/1/2018 - 6/30/2019

[Printer-Friendly](#)  
[Click to Return to GMS Access/Select Page](#)  
[Click to Return to Menu List / Sign Out](#)

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
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**Overview** [Instructions](#)

**Due Date:** December 7, 2019

**Program:** Title I, Part A - Improving the Academic Achievement of the Disadvantaged

**Project Period:** The project period for this Title I Performance Report is July 1, 2018 - June 30, 2019.

**Funding:** CFDA - 84.010

**Purpose:** The purpose of the Title I Performance Report is to determine the impact of Title I funds on student performance and to report how Title I funds were used. The New Jersey Department of Education provides the assessment data for those schools and students that received Title I services. However, the school district must provide the demographic and service data. This information contributes to the national perspective of the impact of Title I.

The Elementary and Secondary Education Act amended as the Every Student Succeeds Act (ESSA) requires the collection of data from school districts receiving Title I funds. This information contributes to the State Performance Report that the department must submit to the U.S. Department of Education.

All Title I districts must complete the following screens:

- \* Student Participation
- \* Type of Service
- \* Special Service Group
- \* FTE Staff

**Legislation:** Public Law 115-224: Title I, Part A

**Guidance:** Title I Laws, Regulations and Guidance  
NJDOE Title I Resource - Completing the 2018-2019 Title I, Part A Performance Report



# Contact Information Tab

- The Contact Information tab does not require any data input in the Title I Performance Report, because the data are maintained within the LEA Central Contact system. The information displayed on this tab is the same as the 2018-2019 ESEA Consolidated Subgrant Application.
- Be sure you have updated the Central Contact system to reflect district staff currently responsible for the various programs and functions. Any changes to the LEA Contact information should be made in the LEA Central Contact system. NJDOE staff use this information to contact district personnel.



STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

**You have been granted access to the forms below by your Security Administrator**

**Administrative**

**\*\*LEA Central Contact-REQUIRED**

Consortium Administration

**GMS Access / Select**

Funded Applications

Non-Funded Data Collections



# Student Participation Tab

- **The Student Participation tab contains two tables:**

## **Table 1a.** Student Participation by Racial/Ethnic Group (Unduplicated)

Collects data for public school students by type of program—targeted assistance (TAS) or schoolwide (SWP).

Student data must be disaggregated according to racial/ethnic group.

## **Table 1b.** Public, Nonpublic & Local Neglected Students by Grade Level

Collects data by age/grade level for all students served with Title I, Part A funds.



# Student Participation Tab – Table 1a.

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
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Student Participation - (TAS = Targeted Assistance Plan / SWP = Schoolwide Program)

[Instructions](#)

1a.) Student Participants by Racial/Ethnic Group (Unduplicated)

	Part A		
	TAS	SWP	Total
American Indian/Alaskan Native	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Black (Not Hispanic)	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
White (Not Hispanic)	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Two or More Races	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>Total</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

\*\* Note: Do not include Nonpublic and Local Neglected Students  
 \*\* Note: Total Student Participants on Table 1a.) must equal the Total Public TAS + SWP Participants on Table 1b.)\*\*Note: Any racial/ethnic combination that includes Hispanic must be counted as Hispanic.



# Student Participation – Table 1a.

- Enter unduplicated counts, by ethnicity, for students who participated in a Title I program at anytime during July 1, 2018-June 30, 2019. Count each student only once in each category even if the student participated during more than one term or in more than one school during the reporting period.
- Include students in pre-K through Grade 12. Do not include Local Neglected Students (those served with Title I, Part A Neglected funds), nonpublic students, or adult participants in adult literacy programs funded by Title I in this table.
- Title I students who participated in a school that operated a Targeted Assistance Program need to be reflected in the first column labeled “TAS.”
- All students who participated in a school that operated an approved Schoolwide Program need to be reflected in the second column labeled “SWP.”
- Any racial/ethnic combination that includes Hispanic must be counted as Hispanic only and students of multiple races/ethnicities must be counted as two or more races.



# Student Participation Tab – Table 1b.

b.) Public, Nonpublic & Local Neglected Students by Grade Level

Grade (Unduplicated)	Title I, Part A				Total
	Public TAS	Public SWP	N	Nonpublic	
Ages 0-2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Ages 3-5 (pre-K)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
K	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Ungraded	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<b>Total *</b>	0	0	0	0	0
<b>Total Public TAS + Public SWP</b>					0

\*\* Note: Total Public TAS and SWP Participants on Table 1b.) must equal Total Student Participants on Table 1a.)



# Student Participation – Table 1b.

- Enter unduplicated counts, by age/grade level, for students who participated in a Title I program at anytime during July 1, 2018-June 30, 2019. Count each student only once in each category even if the student participated during more than one term or in more than one school during the reporting period.
- Include students in ages 0-2, 3-5 (pre-K), grade K-12, and ungraded students.
- Title I students who participated in a school that operated a Targeted Assistance Program need to be reflected in the first column labeled “Public TAS.”
- All students who participated in a school that operated an approved Schoolwide Program need to be reflected in the second column labeled “SWP.”
- Students served with Title I, Part A Neglected funds need to be reflected by age/grade in the third column labeled “N.”
- Students served with Title I, Part A funds that attend nonpublic schools need to be reflected by age/grade in the fourth column labeled “Nonpublic.”



# Student Participation Tab Information

- The system calculates the total for each row and column for both tables when the “Calculate Totals” button at the bottom of the screen is clicked.
- To save the information entered, you must click the “Save Page” button, also, located at the bottom of the screen.
- The Public TAS column total in Table 1b. must equal the TAS column total reflected in Table 1a.
- The Public SWP column total in Table 1b. must equal the SWP column total reflected in Table 1a.
- The Total Public TAS and Public SWP row in Table 1b. must be greater than zero and equal to the student totals for Table 1a. If totals do not equal, you will receive an error message.



# Type of Service Tab

Return to previous tab or create new tab / Logout

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
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**Student Participation by Type of Service** [Instructions](#)

2.) Student Participation by Type of Service (Duplicate Count)			
SERVICE AREAS	Title IA		
	Public TAS	Nonpublic	Total
<b>INSTRUCTIONAL</b>			
Reading/Lang. Arts	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mathematics	<input type="text"/>	<input type="text"/>	<input type="text"/>
Science	<input type="text"/>	<input type="text"/>	<input type="text"/>
Social Studies	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vocational/Career	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Instructional Other: List	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Instructional Totals</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SUPPORTING</b>			
Supporting Guidance/Advocacy	<input type="text"/>	<input type="text"/>	<input type="text"/>
Health/Dental/Eye Care	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supporting Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Necessary Nutrition			
<input type="checkbox"/> Necessary Eyeglasses			
<input type="checkbox"/> Necessary Hearing Aid			
<input type="checkbox"/> Other Necessary Medical Equipment			
<input type="checkbox"/> Supporting Other: List			
<b>Supporting Totals</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Participation by Student Type</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# Type of Services

- **Purpose:** To determine the number of students in Title I Targeted Assistance Programs (TAS) and nonpublic students who received Title I instructional services in content areas and/or support services during the 2018-2019 school year.
- This screen is divided into two services areas:

## **Instructional**

The first column reflects the number of Title I, Part A students, disaggregated by instructional subject and support services, for TAS only in the first column. Nonpublic school students also are counted.

## **Supporting**

The second column represents the number of Title I, Part A students, disaggregated by instructional subject and support services for nonpublic students that received Title I services.



# Special Service Group Tab

Application: Title I Perf Rpt - 00-  
 Cycle: Original Final Report

Project Period: 7/1/2018 - 6/30/2019

[Printer-Friendly](#)  
[Click to Return to GMS Access/Select Page](#)  
[Click to Return to Menu List / Sign Out](#)

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
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## Student Participation by Special Service Group

[Instructions](#)

3.) Student Participation by Special Service Group	
	Public TAS and SWP
# of Students with Disabilities (IDEA)	<input type="text"/>
ELL Students	<input type="text"/>
Homeless	<input type="text"/>
Migrant	<input type="text"/>

Save Page



# Special Service Group Data

- **Purpose:** To provide the total unduplicated count of Title I, Part A students who also received services under the Individuals with Disabilities Act (IDEA), ESEA Title III (Language Instruction for English Learners (ELLs)), ESEA Title I, Part C (Education of Migratory Children) and McKinney-Vento Homeless Assistance Act at anytime during the 2018-2019 school year.
- Each row reflects the students who received Title I services in both TAS and SWP programs and the identified services (i.e. IDEA, ELLs, homeless, migrant).
- If a count is entered for the “# of Students with Disabilities (IDEA)” row and in the “Public TAS and SWP” column, a verification that the count represents students with disabilities meeting the definition of IDEA, who also received Title I funded services is required.



# FTE Staff Tab

Application:  
Cycle:

Title I Perf Rpt - 00-  
Original Final Report

Project Period: 7/1/2018 - 6/30/2019

[Printer-Friendl](#)  
[Click to Return to GMS Access/Select Pag](#)  
[Click to Return to Menu List / Sign O](#)

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
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## FTE Staff

[Instructions](#)

### 4.) Staff Information for Title I Targeted Assistance Programs and Schoolwide Programs (Unduplicated).

FTEs for TAS STAFF				
	# of People	Total Title I Hrs Worked Per Yr. (All Staff)	Length of Full-Time Work Year in Hours	# of FTEs
FTEs: Administrators (Nonclerical)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
FTEs: Clerical Support Staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
FTEs: Teachers	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
FTEs: Instructional Paraprofessionals	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
FTEs: Other Paraprofessionals	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
FTEs for SWP STAFF				
FTEs: Instructional Paraprofessionals	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Paraprofessionals				
	TAS	SWP		
# Total Title I Instructional Paraprofessionals	0	0		
A. # Completed Para Pro Assessment	<input type="text"/>	<input type="text"/>		
B. # Completed Portfolio Assessment	<input type="text"/>	<input type="text"/>		
C. # Completed 2 Years of College	<input type="text"/>	<input type="text"/>		
D. # Completed Associate's or Higher Degree	<input type="text"/>	<input type="text"/>		
E. # Unqualified Instructional Paraprofessionals	0	0		

[Calculate Totals](#) [Save Page](#)



# FTE Staff Tab Data

- **Purpose:** To provide the number of Title I, Part A funded full-time equivalent (FTE) staff, by job category, and a breakdown of qualifications for Title I, Part A funded Instructional Paraprofessionals for the 2018-2019 school year.
- This tab is broken down into three sections: FTEs for TAS Staff, FTEs for SWP Staff, and Paraprofessionals.
- Enter the number of staff (unduplicated) paid with Title I, Part A funds for administrators (nonclerical), clerical support staff, teachers, instructional paraprofessionals, and other paraprofessionals in targeted assistance programs. This figure must be entered in the field as a whole number.



# FTE Staff Tab Data (Continued)

- Enter the number of instructional paraprofessionals in schoolwide programs as a whole number as well.
- Enter the total number of Title I hours worked by all Title I paid staff for school year 2018-2019 in each category for which a count was entered in the “# of People” in both the “FTEs for TAS Staff” and “FTEs for SWP Staff” sections.
- Enter the length of the full-time work year in hours for one person during 2018-2019 in each category for which a count was entered in the “# of People” in both the “FTEs for TAS Staff” and “FTEs for SWP Staff” sections.
- The EWEG system will calculate the “# of FTEs” based on the information provided for each job category with data.



# FTE Staff - Paraprofessionals

- In the Paraprofessionals section located at the bottom of the tab, the total numbers of instructional paraprofessionals entered at the top in the “FTEs for TAS Staff” and “FTEs for SWP Staff” sections will be displayed in the first row.
- In rows A-D, enter the number of instructional paraprofessionals who met the highly qualified requirements via the criteria listed. The system will calculate the number of **unqualified** Title I instructional paraprofessionals (row E) when the “Calculate Totals” button is clicked. If the calculated count is less than zero, the tab will not save and an error message will appear.
- A verification is required when a count greater than zero appears in row E in TAS and/or SWP. The verification asserts that the count(s) represent unqualified Title I instructional paraprofessionals.
- If there are unqualified Title I paid instructional paraprofessionals, you will need to indicate all the associated Title I costs in the box at the bottom of the tab.



# FTE Staff Tab – Example

- The district has 7 teachers paid with Title I, Part A funds and the teacher contract is based on a 35 hour work week for 42 weeks a year.
  - Three teachers only work the normal contracted teacher hours ( $35 \times 42 = 1,470$  hours).
  - One teacher works the normal contracted hours (1,470 hours) plus 5 hours of extended day per week for 42 weeks (210) totaling 1,680 hours.
  - One teacher works the normal contracted hours (1,470 hours) plus 10 hours of extended year per week for 20 weeks (200) totaling 1,670 hours.
  - Two teachers work the normal contracted hours (1,470 hours) plus 5 hours of extended day per week for 42 weeks (210) plus 10 hours of extended year per week for 20 weeks (200) totaling 1,880 hours.



# FTE Staff Tab – Calculation

- The Total Title I Hours Worked Per Year equals 11,520 hours which is the summation of the following:
  - $3 \times 35 \times 42 = 4,410$  hours (3 teachers)
  - $1 \times 1,680 = 1,680$  hours (1 teacher)
  - $1 \times 1,670 = 1,670$  hours (1 teacher)
  - $2 \times 1,880 = 3,760$  hours (2 teachers).
- The Length of Full-Time Work Year in hours equals 1,646 hours (11,520 hours/7 teachers).
- The EWEG system will calculate the # of FTEs (1.97).



# Submit Tab

Application:  
Cycle:

Title I Perf Rpt - 00-  
Original Final Report

Project Period: 7/1/2018 - 6/30/2019

[Print-Friend](#)  
[Click to Return to GMS Access/Select Pa](#)  
[Click to Return to Menu List / Sign O](#)

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
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Submit

[Instruction](#)

The application has been submitted.

Consistency check is completed but the application has not been submitted. Submission of the application requires an authorized user to select the SUBMIT to NJDOE button.

If after running a successful consistency check a submit button does not appear, you are not authorized to submit the application. Please check with your technology administrator for users who are authorized to submit the application.

Consistency Check

Lock Application

Unlock Application

Consistency Check was run on:

10/15/2019

Authorized Representative submitted the application to NJDOE on:

10/15/2019

Final Application Review



# Submit Tab – Information

- Prior to submission, a consistency check must be performed by clicking the “Consistency Check” button.
  - \* Validates the data entered into the EWEG system based on programmed edits.
  - \* If any errors are detected, corresponding error messages will appear on the tab in red.
  - \* All errors must be corrected on the applicable tabs.
  - \* To ensure all errors have been rectified prior to submission, a consistency check must be conducted again.
  - \* The EWEG system will not allow the submission of the report with any remaining unresolved errors.
- Once the consistency check is successful, the report is locked but not submitted to the Department.
- If revisions need to be made, the report can be unlocked by selecting the “Unlock Application” button. After unlocking the report and revising any data, a consistency check will need to be re-run to verify that the data passes the programmed edits.
- If the consistency check is successful, the “Submit to NJDOE” button should appear on the tab and needs to be clicked for the reported to be considered submitted to the Department.



# Amendments

- If you realize data was incorrectly entered and your report has been submitted to the Department, you will need to create an amendment.
- After the report is submitted, you will need to create an amendment by clicking the “Create Amendment” button.
- Once the data has been entered, a consistency check must be re-run and any errors corrected prior to submission.



# Questions Regarding Title I, Part A Performance Report and EWEG System

For Title I, Part A Performance Report program and data questions, please contact the Office of Fiscal and Data Services (OFDS):

Michelle Dohrenwend

[Michelle.Dohrenwend@doe.nj.gov](mailto:Michelle.Dohrenwend@doe.nj.gov)

(609) 376-3798

or

John Ingersoll

[John.Ingersoll@doe.nj.gov](mailto:John.Ingersoll@doe.nj.gov)

(609) 376-3801

or

OFDS

[OFDS@doe.nj.gov](mailto:OFDS@doe.nj.gov)

(609) 376-9101

For EWEG or authorization questions, please contact the EWEG Help Desk at:

[eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov)



# Thank You

New Jersey Department of Education Website

[NJDOE](http://NJDOE)

Office of Fiscal and Data Services  
(609) 376-9101



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