

NJQSAC District Performance Review -- School Year 2016-17

Instructions for Completing the District Performance Review

General Information:

Within this document, there are seven separate worksheets to complete for the District Performance Review (DPR): District Information and Score Summary, Instruction and Program, Fiscal Management, Governance, Personnel, Operations and Declaration. Each worksheet can be found within this one document; there is a separate tab for each section at the bottom of the Excel viewing pane.

To attain points for DPR indicators, the district must enter a district score of 1 (for "Yes" or "N/A") for each numbered indicator or block of indicators. Partial points for sub-indicators are not awarded.

Instructions for Completing the District Information and Score Summary Page:

Enter the required information (district name and CDS #, county name, superintendent name, superintendent email address, district full mailing address).

The district score and county score columns will tally automatically once each section of the DPR is completed. There will be five scores - one each for Instruction and Program, Fiscal Management, Governance, Personnel and Operations. The scores will be expressed as a percentage, based upon the total point values awarded to each section.

Instructions for Completing the five DPR sections (Instruction and Program, Fiscal Management, Governance, Personnel and Operations):

1. In each of the DPR sections, read the indicator carefully and determine whether the district fully complies with the indicator requirements. Then, enter a "1" for a Yes response or a "1" for an N/A response in the District Score column. If the district does not comply with the indicator requirements, leave the "0" in the District Score column.
2. An N/A response must be accompanied by the reason(s) why district administration has determined that the indicator is not applicable. Type the reason in the "Comments" column in the appropriate indicator row. Full points are awarded for an N/A response, just as they are for a Yes response.
3. The documents listed in the "Documentation" column are meant to provide you with the types of information necessary to ensure that you comply with the indicator requirements. The document lists are not meant to be exhaustive; there may be other documentation to support district compliance.
4. The "Comments" column is for use by the district and by the county office of education. Districts should use this column to: explain why an indicator was scored N/A and/or to provide the county office reviewers with any information that would help to clarify or enhance understanding of the district's scoring of a particular indicator. It is not necessary to list the documentation you used to determine district compliance. The county office will use the "Comments" column to provide the district with a justification for a county score of "0", which signifies a "No" response or non-compliance with indicator requirements.

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Instructions for Completing the Declaration Page:

The chief school administrator and board of education president are responsible for attesting to the accuracy of the DPR responses.

1. The district chief school administrator needs to present the completed DPR at a board of education meeting.
2. The board needs to prepare a resolution attesting to the accuracy of the DPR responses and approving submission of the DPR to the NJ Department of Education.
3. Both the chief school administrator and board of education president must sign the DPR Declaration Page.

Instructions for Submitting the Completed DPR Excel File, Signed Declaration Page and Board Resolution to NJDOE:

1. The district's DPR Excel file, signed Declaration Page and Board resolution must be submitted electronically to NJDOE. **Files cannot be uploaded until October 3, 2016. The submission deadline is November 15, 2015.**
2. Go to <http://homeroom.state.nj.us/> and click on QSAC DPR. Enter your district's code, user name and password. To obtain your user name and password, contact the district's Web User Administrator.
3. Make sure you have saved your district's DPR Excel file as: District name (County name) QSAC DPR 2016-17.xls
EXAMPLE: Smith Township (Mercer) QSAC DPR 2016-17.xls
4. Follow instructions regarding uploading your DPR Excel file.
5. You will also need to upload your district's Declaration Page and Board resolution. Save both files as PDF files and upload through NJ Homeroom, along with your DPR Excel file.

Data Provided by the NJ Department of Education (NJDOE):

Instruction and Program:

#1, 2, 3, 4, 6 (state assessment): The data that will be used to determine ratings for these indicators is the 2013 -2014 state assessment data. There are two applicable files: DPR Assessment Points and DPR Assessment Data by Subject. Use information from the Assessment Points file to determine how to score I&P indicators 1, 2, 3, 4 and 6. The Assessment Data by Subject file provides the actual test data that was used to determine the district's points values for these indicators. Note that indicators 3 and 4 are a comparison of the 2013 and 2014 assessment results. The data files are located on the Department's NJQSAC website at: www.state.nj.us/education/genfo/qsac.

#5a and 5b (priority and reward schools): Refer to the lists of Priority and Reward schools that are posted on the NJQSAC website.

#7 (high school graduation rate): To determine the district's 2015 high school graduation rate, refer to the School Performance Report for the applicable high school. Use the percent of students who graduated via HSPA, as represented on the pie chart in the "Graduation Pathway Rates" section of the 2014 School Performance Report. Districts with more than one high school will have to compute the district HSPA graduation rate, using NJSMART. Detailed instructions are posted on the NJQSAC website (refer to memo dated October 31, 2014).

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#20 (average daily attendance rate): To meet indicator requirements, a district must have: submitted the School Register Summary (SRS) by the deadline AND must have a three-year average daily attendance rate (ADA) of 90 percent or greater. A list of districts that did not submit the SRS by the deadline is posted on the NJQSAC website; if your district's name is on that list, you must enter a response of "0" for this indicator. A list of district three-year average daily attendance (ADA) rates is also posted.

Questions about completing and submitting your district's QSAC DPR files should be sent to qsac@doe.state.nj.us