



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: July 10, 2018
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: Homeroom Administrators
From: Carl Blanchard, Director
Office of Evaluation
Deadline: August 10, 2018

Release of 2017-18 Evaluation Information System

By August 10, 2018, authorized district personnel must access the new Evaluation Information System (EIS) through the New Jersey Department of Education's (NJDOE) Homeroom webpage, submit all 2017-18 educator evaluation scores to the state, and complete the required Annual Evaluation Survey.

Revised Evaluation Data Submission Process

As first communicated in the NJDOE's [April 17 memo](#), districts will use a revised evaluation data submission process beginning with the 2017-18 evaluation year. In order to streamline data submission, districts will now submit and certify their staff evaluation data through one tool – the Evaluation Information System (EIS) – an application in the NJDOE's [Homeroom webpage](#) that is similar to the Evaluation Score Certification Tool (ESCT). The EIS also includes the required annual evaluation survey.

The [Staff Evaluation Submission Data Element Guide](#) provides assistance for determining acceptable values for evaluation data submission. The Technical Manual, which includes the step-by-step process and the Excel template for submission/upload of evaluation scores, can be obtained through the portal.

Confidentiality

The submission process contains confidential evaluation scores for individual educators; therefore, leaders must ensure that only district personnel with the proper permission can access the information. Specifically, evaluation data of a particular employee must be handled in accordance with the TEACHNJ Act and *N.J.S.A. 18A:6-120.d* and *121.d*. Individual data shall not be released to the public and is exempt from the Open Public Records Act (OPRA).

Contact information

For questions, please contact the Office of Evaluation at edueval@doe.nj.gov or (609) 376-3974.

c: Members, State Board of Education
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