

2018-19 Course Roster Verification and Submission

Median Student Growth Percentile (mSGP) scores are one of the multiple measures of student achievement for qualifying teachers of 4th-8th-grade Language Arts and 4th to 7th-grade Math. As explained in several previous communications, the accuracy of each educator's mSGP score is entirely dependent upon the accuracy of the district course roster submission to the Department of Education. This submission lists the students assigned to each teacher for that school year. **The integrity of the mSGP measure of the evaluation system relies on course roster accuracy, which can only be verified at the local level prior to the certification of their official submission. Districts that do not take steps to ensure roster accuracy may provide incorrect summative evaluation data and may even face potential litigation from teachers who receive incorrect scores.**

Roster Data Best Practices

In order to provide the most accurate roster data, districts should strongly consider the following steps shared by several New Jersey districts as best practices:

- Maintain accurate local student information system (SIS) throughout the school year to reflect the realities of enrollment and course section assignments, as these systems serve as the source data used for mSGPs and for many Student Growth Objectives (SGOs).
- Ensure school and district leaders collaborate to establish an efficient process for verifying all course roster data and making appropriate local corrections prior to the end of the school year. This will provide district data managers with ample time to compile district submissions with teacher-verified data when teachers are more easily accessible.
- Utilize the third observation post-conference or annual summary evaluation conference as an opportunity for each teacher to review and correct their course rosters within local district data files as needed.
- Participate in the NJ SMART Course Roster Submission Practice Period from April 15 to June 28, 2019. This practice window allows time for districts to prepare data, reach out for technical assistance to the NJ SMART Help Desk as needed, and ensure the submission meets the appropriate technical quality when the official window opens in the summer. Early participation in the practice window will also allow districts to use the NJ SMART "Click-by-click Guide to the Roster Verification Process."
- Upload, correct, and certify the official Course Roster Submission between July 2 and August 2, 2019.

The Department will link 2018-19 district Course Roster Submission data with 2019 student level SGP values for each qualifying individual teacher to determine his/her mSGP score. These 2018-19 mSGP score reports will be accessible to districts along with final summative ratings following the school year.

Additional Resources and Previous Communications on Course Roster Submission

- [NJ SMART Course Roster Submission Guide](#)
- [February 4, 2014 memo](#) and [mSGP User Guide](#) explaining the role of course rosters and importance of accuracy verification for mSGP calculations
- [May 28, 2013 memo](#) (section I.D., p. 4-5, encouraging districts to participate in course roster practice submission prior to the official submission window)
- [March 5, 2013 memo](#) (section I.D., p. 3-4, reminding districts about course roster submission windows and summary reports)

For More Information

- Visit the [NJ SMART website](#)
- Visit the [AchieveNJ website](#)
- Questions or feedback? Please e-mail edueval@doe.nj.gov, or call the AchieveNJ Help Line at 609-376-3974.