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To: Chief School Administrator, Charter School and Renaissance School Project Leads
Route to: School Business Administrators, Web User Administrators
From: Linda P. Eno, Ed.D.
Assistant Commissioner, Academics and Performance

**Action Required: Post a Link to School Performance Reports on District Website,
Complete Survey, Update CDS**

On March 12, the New Jersey Department of Education (NJDOE) made publicly available the 2017-18 New Jersey School Performance Reports. Visit the NJDOE's School Performance Reports [website](#) or www.njschooldata.org to view the reports.

The purpose of this memo is to remind districts of the requirement under the federal *Every Student Succeeds Act* (ESSA) to post a link to the School Performance Reports on their website (ESSA Section 1111(h)(2)(B)(iii)(I)).

Website Links

The links on the associated spreadsheet also attached to this email are to the School Performance Reports "Run Reports" page that provides options for detailed and summary reports in both English and Spanish. Districts may feature the links on the attached document on their website or may link directly to detailed or summary reports.

Additional Reminders:

Districts Must Review and Update CDS

The [CDS system](#) is currently open for updates for the 2019-20 school year and **will close on April 29, 2019**. The School Performance Reports include the following information from the CDS system: school and district names, address and contact information, school and district websites, start and end times, and instructional time. Districts should review this information for accuracy and update if needed before the deadline, especially if there were issues with this data in the 2017-18 reports. Additionally, please review the Attending Institution (AI) codes (also known as CEEB code) for schools where students take College Board/ACT assessments such as the ACT, PSAT, SAT, or Advanced Placement (AP) exams. Incorrect or missing AI codes may result in assessment data not being correctly reported in the School Performance Reports. Contact reportcard@doe.nj.gov if an AI code is incorrect or missing. **Please remember that this is an important opportunity to ensure data is accurate.**

Feedback Survey

The NJDOE continues to seek public input on how to improve future reports. Please complete our [feedback survey](#) and share the link with your community. As a reminder, we've provided a [sample letter](#) that superintendents can send to communities to announce the release of the reports and share the feedback survey.

Use the Performance Reports to Learn More, Start Conversations and Engage

We continue to encourage districts to use the School Performance Reports as a tool to start conversations with their communities. The NJDOE has produced new resources that include one-page guides for [administrators](#), [educators](#), and [elementary](#) and [middle and high school](#) families that provide suggestions on ways to use the reports and questions you might ask when looking at the reports.

The NJDOE [Guide for Local Stakeholder Engagement](#) also provides information about how school and district leaders can engage parents, students, staff and community members.

Contact reportcard@doe.nj.gov with any questions about School Performance Reports.