

NJQSAC District Performance Review
School Year 2013-14
Instructions for Completing the District Performance Review

General Information:

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 Page. Each worksheet can be found within this one file; there is a separate tab for each section at the bottom of the Excel viewing pane.

Unless otherwise indicated, the DPR indicators evaluate conditions and performance in the district during the preceding year. To attain points for DPR indicators, the district must enter a district score of 1 (for "Yes" or "N/A") to 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, 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.

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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.
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. The county office will use the column to provide the district with specifics when the county staff score an indicator with a "0", which signifies a "No" response or non-compliance with indicator requirements.
5. Remember to save the DPR Excel file when you have completed your entries. Save it as District name (County name) QSAC DPR 2013-14.xls [e.g.: Smith Township (Mercer) QSAC DPR 2013-14.xls] If your district uses the 2007 version of Excel, you will need to save the Excel file as .xls document NOT .xlsx.

Instructions for Completing the Declaration Page:

The district board of education is 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.
3. Both the chief school administrator and board of education president must sign the DPR Declaration Page.

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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 1, 2013. The submission deadline is November 15, 2013.**
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 your Web User Administrator (WUA).
3. Make sure you have saved your district's DPR Excel file as
District name (County name) QSAC DPR 2012-13.xls
EXAMPLE: Smith Township (Mercer) QSAC DPR 2012-13.xls
NOTE: If your district uses the 2007 version of Excel, you will need to save the Excel file as .xls document NOT .xlsx.
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): **Do not enter a district rating for Instruction and Program 1-4 and 6.** The NJDOE will enter district ratings for those indicators after the district file is submitted.

#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 high school graduation rate, refer to the School Performance Report for the applicable high school(s) and use the overall graduation rate - schoolwide performance.

#21 (average daily attendance rate): The NJDOE will provide the district with the data necessary for scoring of this indicator - data will be available on the NJQSAC website by 9/1/13.

Questions About Completing and Submitting Your District's QSAC Files:

Send an e-mail to qsac@doe.state.nj.us