

## NJDOE Annual School Planning (ASP) Process

### General Questions

Question	Answer
When are ESEA Consolidated Amendments to budget 18-19 SIA/1003 funds due?	April 15, 2019
For schools utilizing 18-19 SIA/1003 funds in this project period (July 1, 2018-June 30, 2019), when are ASPs due?	April 15, 2019
By what date must the 19-20 Annual School Plans (ASP) be submitted?	June 30, 2019
By what date must the 19-20 ESEA Consolidated grant be submitted?	June 30, 2019* (date may change based on release of district allocations). The project period for 2019-20 will be July 1, 2019 – September 30, 2020. *Note the change to a 15-month project period
What schools are required to complete an ASP?	Schools categorized as in need of Comprehensive (Level III) support, Targeted Support (Level II) and Title I Schoolwide Schools (Level I SW)
Where do I find the ASP?	Users can find the ASP in NJDOE Homeroom under " <a href="#">ASPS</a> "
Where do I get login credentials for the ASP system?	Contact your district's Web-User Administrator (WUA)
When will be 19-20 ASP system be available for user?	The 19-20 ASP is anticipated to open in mid- to late-March, 2019
What is the difference between a School-level authorized user and a District-level authorized user?	School users of ASP's need to have school-level access on NJ Homeroom which allows for full input and edit permissions. District-level access provides restricted access to the system and has view only permissions.
Is this an annual plan?	Yes.
Who approves the Annual School Plan?	<ul style="list-style-type: none"> <li>• Level 1 (SW Title 1) – reviewed and approved by district</li> <li>• Level 2 (Targeted) – reviewed and approved by district (in conjunction with Regional Support Team (RST) - if assigned</li> <li>• Level 3 (Comprehensive) – reviewed by district and approved RST</li> </ul>
When do schools find out if their Annual School Plan is approved?	The appropriate reviewer (district or RST) will approve the Annual School Plan in the system depending on whether the school is Title I Schoolwide, Targeted, or Comprehensive.
How often should stakeholders meet during the development and implementation of the Annual School Plan?	At a minimum, stakeholders should meet quarterly.
What does the * mean?	An asterisk (*) in the prepopulated data in the Data Analysis section means the data is suppressed based on Federal and state suppression rules in compliance with applicable laws and policies.

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### Completing Your ASP

Question	Answer
Is school level access to the system needed?	Yes. School-level access is needed to make any edits to the system. District level access is “view only.” See the <a href="#">Phase I Quick Start Guide</a> .
Where are the rubrics and resources located?	See the “ <a href="#">Getting Started</a> ” and “ <a href="#">Common Definitions and Equations</a> ” links at the top of each screen of the ASP. New Quick Start Guides will be added there for each new phase of the ASP. For more information, including training modules, visit the <a href="#">NJDOE ASP website</a>
How does the school obtain signatures for documents to be added to the ASP?	Schools can print a copy of the ASP Team page and use it as a sign-in sheet. Once the participants sign, the school can save the sheet in PDF format and upload it to the ASP Development Team Meetings tab.
How are district administrators notified when schools submit their Annual School Plan?	Principals should notify Superintendents via email when plans are ready for review.
Are there templates for users to prepare information for submission to the ASP system? If so, where are the templates located?	There are informal templates located in the <a href="#">Resources</a> section of the ASP website to assist users in drafting content outside of the system, such as in a Microsoft Word document, then cutting and pasting the content into the ASP.
Can users export the information in the Annual School Plan to Excel?	No; downloadable copies of the ASP will be in PDF form. However, users will have the ability to cut and paste information from these copies.
Can users upload Google docs to the Annual School Plan system?	No, Not directly. For example, in the Data Analysis section, data entered under the “Your Data” column must be in a narrative form. Users cannot upload a spreadsheet to this column. The Department will consider the option to upload documents in future improvements to the system.
Are users able to retrieve documents once they are uploaded?	Yes, this is a feature of the current upload of minutes and agendas into the ASP Development Team Meetings tab. Any artifact that is uploaded can also be downloaded, edited and then uploaded into the system again.
How does a school request a review in the system?	The “Request a District/RST Review” tab appears on each page of the ASP. Once comments are added and saved, click the “submit” button. This will send an email alert to the District/RST primary point of contact named under the “RST Feedback and Approval” under the “ASP Team and Meetings” page.
Why do other schools (not Comprehensive, not Targeted, not Schoolwide) appear in the system?	The Department added all schools with County/District/School (CDS) codes to the system, so all schools could have access to the ASP.

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Do Level II (Targeted) schools have an NJDOE “team” assigned to them?	Targeted schools receive on-the-ground support from RST if they are located in districts with at least one Comprehensive school, or three or more Targeted schools. Other Targeted schools receive support from a cross-section of DOE offices. Questions should be directed to: <a href="mailto:ESSA@doe.nj.gov">ESSA@doe.nj.gov</a>
Once the ASP is submitted, how will schools know if they need to make revisions?	From the Quick Start Guide for Phase II -- If additional editing is required after a page has been approved, the reviewing authority (RST or District) can click the “Send Suggestions” button in the lower right corner. The page status will return to “In Progress” and the school user will now be able to edit the page. Once completed, the RST (or District) approver will need to click the “Approved” button again to return the page to “Complete” status which will lock the page from further editing. This prevents the plans from being changed without the knowledge and concurrence of the approving authority.  Level II or III schools supported by a RST Team should contact the team to make any edits to the plan after it has been approved.
Is the Needs Assessment Rubric going to be used as an evaluation?	No, the Needs Assessment Rubric will not be used as an evaluation tool. For Level I schools, the results are not sent to anyone for review. The purpose of the school-level Needs Assessment Rubric is for school leaders and teams to reflect honestly on their daily practice. The results will never be used in any evaluative or punitive manner.
Is there a print preview feature?	No, the Department will consider this upgrade in the future.
What if schools do not have prior year interventions to evaluate?	Schools may analyze any instructional programs and services, even their curriculum, to determine the impact on student achievement, and whether to continue the programs, services or curriculum based on student outcomes.

### Using Data and Data Analysis

Question	Answer
Will some of the information be prepopulated?	Yes, most of the prepopulated data is from the School Performance Report (PARCC Proficiency, SGP, etc.).
Can I download my data?	Yes; a downloadable copy of the ASP either by page or in total is available in PDF form. Simply hit the PDF button at the bottom of each page or the “ASP Summary PDF” on the homepage.
What are the tools available for data analysis?	The ASP system does not include data analysis tools as an instructional improvement system would, but rather, is a warehouse for the results of data analysis. The School Performance Reports provide a starting point, so users do not have to model every piece of data they have. Some schools utilize data cards.

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What PARCC results should schools use if the most recent is not available?	Use the best available data. The Department will prepopulate the PARCC data from the 2016-2017 School Performance Reports. Schools should also examine the results of local benchmark assessments.
Should schools use PARCC as a basis for SMART Goal development?	Schools should not use PARCC results as the measure for SMART Goals because results are not available within the project period. SMART goals should include measures for which data is available by the end of the school year in which the school is implementing the plan. Local benchmark assessments are an ideal measure for SMART goals.
How might a small school (with smaller n-sizes) accomplish identifying trends when doing the plan?	Small schools, or those with subgroups below the minimum n-size for generating accountability results, should look for trends and outliers. These schools should consider small group solutions such as 1-on-1 support. Note: When sharing the plan publicly, schools analyzing data that is not publicly available due to suppression rules should redact the data.
Why are some data suppressed?	The Department must suppress some data based on Federal and state laws and policies to protect student privacy.

### Aligning the ASP (ASPS System) and ESEA Consolidated Application (EWEG System)

Question	Answer
Will the <i>ESEA</i> application still be in EWEG?	Yes, for 2019-2020, the <i>ESEA</i> application remains in EWEG. The Department has streamlined the Needs Assessment and aligned questions more closely to the Annual School Plan.
Will any of the information from the Annual School Plan feed into the <i>ESEA</i> Consolidated application in EWEG?	No information will feed into the 2019-2020 <i>ESEA</i> application.
How can a district align its Annual School Plans to the <i>ESEA</i> Consolidated application when they are completed on different systems?	The Annual School Plan is a subset of the district-level <i>ESEA</i> Consolidated Application. Thus, components of the ASP should be reflected in the <i>ESEA</i> Consolidated Application. For instance, if the school plan(s) identify chronic absenteeism among ninth grade students as a focus area around which there will be goals in the ASP, the district's application should reflect chronic absenteeism as an area of focus as well. Also, the district-level Budget Summary in the <i>ESEA</i> Consolidated Application should be comprised of the items from the budget section of the school-level ASPs.
Does the Budget Summary need to match the <i>ESEA</i> Consolidated Budget Summary in EWEG?	No. Remember the Budget Summary in the Title I, Part A section of the <i>ESEA</i> Consolidated Application is a district-level budget summary. The Budget Summary in the Annual School Plan is a school-level summary, so the two budget summaries will not mirror each other. Rather, the

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	district-level Budget Summary should incorporate items in the school-level Budget Summary.

### Budgeting Your Funds in the ASP

Question	Answer
Where do Title II and Title III funds go in the system?	Include them in “other federal funds.”
How are blended funds differentiated in the Annual School Plan? Is there a line for 520-930 funds or nonpublic set-aside?	The system will include the 520-930 function-object code for schools in districts approved to consolidate/blend funds. The nonpublic set-aside is taken from the district’s Title I, Part A allocation prior to the district calculating school-level Title I, Part A allocations. Therefore, the nonpublic set-aside is not reflected in the Annual School Plan.
If carry-over funds are being used, where do they go in ASP system?	Carry over funds should simply be integrated into the budgets allocated to the schools; the spending of those funds should be captured across the SMART Goals and Other Title I Expenditures tabs.

### Title I and Title I Schoolwide Programs

Question	Answer
When will the Title I allocations be available?	Title I allocations are anticipated to be available in mid- to late May, 2019. Prior to Title I allocations becoming available, the Department advised school districts to use 85% of the previous year’s allocation for planning purposes.
Should the interventions selected be the ones that are funded by Title I?	Yes.
Do all Title I funding requests have to align to the goals?	Yes.
How are Title I School Improvement (SIA) funds and Title I Schoolwide (SW) funds differentiated in the Annual School Plan?	The dropdown menu for funding sources included for each line item enables schools to distinguish between items funded with the school’s general Title I, Part A allocation and items funded with the school’s Title I School Improvement (SIA/1003) allocation, which will be reflected in the Budget Summary in the ASP.
Does completing the Annual School Plan mean that you are applying to become a Title I Schoolwide school?	No, there is a separate process to transition to a Title I Schoolwide program. More information can be found on the <a href="#">Title I Schoolwide website</a> .
When will the “Intent to Operate a Title I Schoolwide Program” be available?	Look for an NJDOE broadcast in late March – early April, 2019

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Can previous Title I Schoolwide meeting agendas be uploaded to the system?	Yes. Agendas, sign-in sheets, meeting minutes and any invitational flyers or letters can be uploaded to the “Team and Meetings” page of the ASP system.
In a Level II (Targeted Support) school with the targeted population spread across grade levels, would resources used for the targeted population (for example, a coach) be allowable?	Possibly. The school must use its Title I funds to address the needs of all low-performing students, which may include members of the targeted subgroup. In this case, the instructional coach would be an allowable cost if he/she supports teachers of low-performing students.

### Amending Your ASP

Question	Answer
Can districts edit and change a plan throughout the year? Will a formal amendment process for the ASP system be considered?	Yes. The budget is set, since it goes into EWEG and is part of the application. There are processes for amending that, but action steps to achieve your plan are much more flexible as long as they remain in support of the relevant SMART goal. Comprehensive or Targeted schools should discuss revisions with CSI teams. Title I Schoolwide schools should discuss revisions with the district administrator who coordinates your district efforts or contact the NJDOE Title I Staff. There is not a formal amendment process in the ASP system for 2019-2020. The Department will notify districts and schools if this enhancement is added to the system in future years. Schools are encouraged to maintain a record of prior versions of the plan. Before making revisions, users should download and save PDFs.