

CREATING AN AMENDMENT IN THE 2024-2025 ANNUAL SCHOOL PLAN (ASP)

To access the Amendment tab, each section of the original plan must be in “Complete” status with the certification approved for Level III-supported schools or “District-Certified” for other schools (Level II or non-categorized Title I Schoolwide). All revisions must be made in the amendment once it is started. If the change does not meet one of the amendment rationale statements listed, email the [ASP Help Desk](#) for further direction.

NOTE: Once the Amendment Rationale is SAVED and/or SUBMITTED, it can only be deleted by a representative at the [ASP Helpdesk](#). If an Amendment is deleted, all revisions made in any section of this plan will be removed.

1. Go to ASP Home Page and select the ASP Amendment tab (grey).

Note: If the Amendment tab does not appear, the school’s original ASP has not been district-certified and/or approved.

Annual School Plan Information						
Plan Id	School	District	Team	County	CDS	School Identification
2018-2019 ASP Building		2018-2019 Reporting		2018-2019 Dashboard		
2019-2020 ASP Building		2019-2020 Reporting		2019-2020 Dashboard		
2020-2021 ASP Building		2020-2021 Reporting		2020-2021 Dashboard		
2021-2022 ASP Building		2021-2022 Reporting		2021-2022 Dashboard		
2022-2023 ASP Building		2022-2023 Reporting		2022-2023 Dashboard		
2023-2024 ASP Building		2023-2024 Reporting		2023-2024 Dashboard		
2024-2025 ASP Building		2024-2025 Reporting		2024-2025 Dashboard		

2. Select and complete the Amendment Rationale link on the ASP Builder Home Page (found at top of page). Be sure to check all boxes that apply and include an explanation in the text box(es) provided.

Annual School Plan Builder Home (Amendment 1)		
Pages	Components to consider for a well developed Annual School Plan	Status
Annual School Plan Amendments		
Amendment Rationale	<p>*Includes at least one reason an amendment is being created with a description outlined in the text box. *Updates are made to the SMART Goal section of the plan and submitted for review and approval. *Re-certification is completed at the school and district levels.</p>	Not Started

Amendment Rationale

INSTRUCTIONS: Select the reason(s) for your school's amendment to the ASP Plan SMART Goals/Budget panel. Include an explanation in the corresponding comment box.

- ☐ To revise the approved budget listed on one or more SMART Goals/Budget panel(s) when the amount of transfers among budget lines exceeds 10% of the total school allocation for the title.
Example: School A received \$5,000 in Title I SIA funds. Based on newly identified student needs, School A elects to transfer more than \$500 of SIA funds among budget lines.

Provide an explanation describing changes to ASP as a result of reason selected above:

Please limit your comments to 1000 characters only. Characters left: 1000

- ☐ To revise the approved budget for a title that involves the transfer of funds to an unopened budget line (a line in which no funds were previously budgeted).
Example: School B transfers \$200 for instructional supplies into line 100-600, which was a budget line not used in previously approved budget.

Provide an explanation describing changes to ASP as a result of reason selected above:

Please limit your comments to 1000 characters only. Characters left: 1000

- ☐ To budget the SIA carryover from the prior year if it was not already included in the original current year Annual School Plan (ASP).
Example: School C must budget \$4,000 of FY 2020 SIA carryover funds in its FY 2021 ASP budget.

Provide an explanation describing changes to ASP as a result of reason selected above:

Please limit your comments to 1000 characters only. Characters left: 1000

- ☐ To make programmatic and associated budget changes in the scope of programs, services, and/or activities being implemented.
Example: In the originally approved/certified Annual School Plan (ASP), School D established a SMART Goal to implement professional development workshops for 3rd grade teachers in order to increase their instructional practices in the area of reading comprehension. Title I, Part A funds were budgeted for purchased services to support the professional development workshops. Based on the continual comprehensive needs assessment process, School D revised its program of professional development to an after-school program providing tutoring services to all students, and budgeted the Title I, Part A funds for salaries and instructional supplies/materials.

Provide an explanation describing changes to ASP as a result of reason selected above:

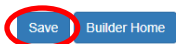
- Select “SAVE” button to save your work (bottom left). Once an Amendment Rationale is saved, the original ASP is locked and cannot be edited.
- When you are ready to submit the Amendment Rationale, select the “SUBMIT” button (bottom right). The ASP Builder Home Page will include the completed Amendment Rationale. Selecting the “SUBMIT” button will also lock the original ASP. **Note: You will not be able to make edits in any section of the Amendment until the Amendment Rationale has been submitted.**

☐ For Title I only: To make revisions that result from an approval for Title I Schoolwide Program designation, if the school submitted an Annual School Plan (ASP) while operating as a targeted assistance program.

Provide an explanation describing changes to ASP as a result of reason selected above:

Please limit your comments to 2000 characters only. Characters left: 2000

NOTE: To make changes to the ASP not selected above, such as adding an action step(s) to an existing SMART Goal strategy with expenditures that do not meet the criteria above or have no expenditures and/or identifies a reasonable and logical change to a SMART Goal's measurable criteria after certification of the plan, please notify your OCS team member or email ASP@doe.nj.gov to reopen the ASP.



- You will notice that the SMART Goal section of the ASP is “In Progress” and the status of the Amendment Certification will be “Not Started.”

Annual School Plan Development and Certification		
SMART Goals	<p>*Each goal is SMART /dash; specific, measurable, attainable, relevant and timebound.</p> <p>*SMART Goals must align with the outcomes of the Comprehensive Needs Assessment and clearly address the priority performance needs and root causes that impact the targeted subgroup(s).</p> <p>*Interim goals are SMART and demonstrate progress toward goal attainment.</p> <p>*Action steps follow a logical and chronological progression to implement the evidence-based interventions, strategies, programs and support the attainment of SMART and interim goals. Action steps are specific and measurable, embedding accountability and data generation into the project plan.</p> <p>*Deadlines are appropriate, ambitious, and achievable.</p> <p>*Staff member(s) assigned to the step(s) can be held accountable for implementing the action step(s).</p> <p>*All funding amounts are targeted appropriately and align with evidence-based research.</p> <p>*The funding source follows budgetary guidelines.</p> <p>*SIA allocations and carryover funds (where applicable) are fully represented in the budget for all categorized schools and fully align with the Title I SIA application in EWEG.</p>	In Progress
Budget Summary	Ensure the Budget Items are included in the SMART Goal pages and this page will auto populate. Funding is aligned with Title I/Title I SIA application as applicable.	
Amendment Certification	The school Principal and Primary ASP District Reviewer or Designated District Personnel must check all required boxes and include name and title to finalize amendment certification/approval. Where applicable, the Office of Comprehensive Support (OCS) Representative will approve the amended plan, inserting name and any required comments.	Not Started

- Complete all edits in the SMART Goal section and submit for review. Once approved (by district or OCS), and in “Complete” status, the school and district reviewer (or district designee) will be able to certify the amended plan. For Level III-supported schools, OCS will also approve the amended plan.
- If other sections of the plan require revision (ex. Priority Performance Needs/Root Cause Analysis), you must contact the ASP Helpdesk or your Regional Support Team representative to reopen that section of the plan.
- When the SMART Goals section of the plan is revised, the ASP Reporting tab (green) will immediately reflect the Amendment data.