ANNUAL SCHOOL PLAN 2025-26 – PRIMARY MODIFICATIONS AND REQUIRED VALIDATIONS FOR SUBMISSION

Section	Tab	Primary 25-26 Modifications	Required Validations	Additional Notes
ASP Contacts and Stakeholders	**ASP Contacts**		• Input ASP primary district reviewer (Note: The principal contact that appears on the ASP contacts page will serve as the primary "school-level" contact) • Complete certification at bottom	Correct contact information in CDS system as needed
	ASP Team & Meetings		• There must be at least 5 team members including at least one parent/guardian and one community member. For secondary schools, at least one student must be included. • Each member must have at least one role • There must be at least 2 meetings • Each meeting must have a document uploaded for "Agenda/Sign-in Sheets" column and "Minutes/Invitational Letter(s) or Flyer(s)" column • Assurances must be completed	We strongly recommend schools review and ensure ESSA stakeholder requirements are met. More than one "Topic" may be selected for each meeting

ASP Comprehensive Needs Assessment	**Evaluation of Prior Year Interventions and Data Analysis**	Additional Performance Data uploaded into the Data Analysis tab:
		• NJGPA (Student Achievement section)
		• Chronic Absenteeism (Climate & Culture section) - This is the official % from Performance Data based on ESSA accountability indicators)
		• 6-Year Graduation Rate (College and Career Readiness section)
		• AP/IB and Dual Enrollment (College and Career Readiness section)
			• *At least two* prior year interventions must be listed
			• "Measurable Outcomes" (text field) is required
			• "Evidence Upload" (upload document) columns are required except for schools that answer "no" to either or both questions: "Do you plan to continue with this intervention?" and "Do you have evidence that this intervention was effective?"
			• "Your Data – Quantitative and Qualitative" and "Observations/Trends" columns are both *required* for the following:
			   a. NJSLA Proficiency
			   b. Science
			   c. SGP (waived in 2023-24)
			   d. Benchmark Assessment Participation
			   e. Benchmark Assessment (Proficiency) ELA Rates
			   f. Benchmark Assessment (Proficiency) Math Rates
			   g. English Language Proficiency
			   h. Climate and Culture fields *except* climate survey
				Prior year interventions can be edited or deleted
				
				Upload requirements must be met before successful submission
				
				If a field, such as benchmark assessment, is not applicable to schools, write "NA" or a short explanation in the "Your Data –Qualitative or Quantitative" and "Observations/Trends" column as text is required in these columns for rows with a red (*) asterisk

	Process Questions and Leadership Growth and Reflection Tool		• Both CNA process questions must be answered • On the Growth and Reflection tool, a level must be selected for each indicator • "Overall Strengths Summary" and "Areas of Focus" columns are required	

	Priority Performance Needs and Root Cause Analysis	• Column 6: In this column, schools should briefly describe the Evidence-Based Intervention used to address the Priority Performance Need(s) *AND* **how its implementation will be progress monitored**. (For example, "The interventionist will assess striving decoders every two weeks with the DIBELS 8 progress monitoring booklet.")	• Categorized schools (CSI, CII, TSI, ATSI) must complete four Areas of Focus for SMART Goals: *at least one* must be effective instruction and *at least one* must be social and emotional learning • Non-categorized schools must complete at least three Areas of Focus; *at least one* must be related to effective instruction • At least one Strategy must be entered for each "Area of Focus for SMART Goals" • Evidence tiers, links (up to five links may be included), and explanation must be included	Areas of Focus may be selected more than once Ensure identified subgroups are Prioritized Explain how evidence-based strategies align to the priority need and include a time bound plan for progress monitoring
ASP Development and Certification	**SMART Goals**	• Ensure that Action Steps follow a logical and chronological progression **to implement *AND* progress monitor** evidence-based strategies to achieve the interim goals and SMART Goals	• 4 SMART Goals required for categorized schools (CSI, CII, TSI, ATSI); 3 SMART Goals required for non-categorized schools • All columns for Interim Goals, Action Steps and Budget must be complete • The ASP system requires at least one Action Step for *each* strategy listed in SMART Goal. However, schools should include **all necessary** actions to implement, and progress monitor the evidence-based strategy • Budget cannot be blank; at least one SMART Goal must contain budget item(s)	Align SIA funding with SIA amounts in the ESEA Consolidated Application for SIA Use funding source "SIA Carryover" to differentiate current SIA allocations from SIA carryover funds
	Budget Summary		• Prepopulated from SMART Goal tabs – Budget Items	Align funds in ASP and EWEG by function/object code
	Certification		• "ASP School-level Certification Page – Principal/school designee will only be able to successfully "submit" if all sections of the ASP are "Under Review" or "Complete" • Each tier of certification must be completed in order; system notifications will be sent to appropriate contacts at each level of the certification process • Districts with schools identified for Comprehensive Support and Improvement (CSI) and/or Targeted Support and Improvement (TSI), that are not single school districts, must complete the Resource Equity Review (RER)	"ASP District Chief School Administrator Certification and Approval" constitutes final approval of the ASP for districts that do not require RST approval
	Resource Equity Review	• The RER is now in rubric format. Eligible districts must answer each domain and provide an explanation for at least three areas	• Each domain and indicator must be completed • At least three of the lowest scored areas must include an explanation • RER certification is required • BA/FPA and CSA certification cannot be successfully submitted if RER is not certified and submitted	Only one RER is required per eligible district