

NJDOE Annual School Planning (ASP) Process

General Questions

Question	Answer
By what date must the Annual School Plans (ASP) be submitted?	June 30 (Schools will be notified if there are any changes in due date).
By what date must the ESEA Consolidated grant be submitted?	June 30* (date may change based on release of district allocations). The project period will be July 1– September 30.
What schools are required to complete an ASP?	Schools categorized as in need of Comprehensive Support and Improvement (CSI/CII), Targeted Support and Improvement (TSI/ATSI), and Title I Schoolwide Schools (Title I Schoolwide = Y)
Where do I find the ASP?	Users can find the ASP in NJDOE Homeroom under " ASPS "
Where do I get login credentials for the Annual School Planning System (ASPS)?	Contact your District Homeroom Administrator.
When will the ASPS be available for use?	The ASPS is anticipated to open in mid-late March.
What is the difference between a School-level authorized user and a District-level authorized user?	ASPS school users 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 and review only permissions. The exception to this is the Resource Equity Review (RER) which is completed by the district-level user and viewed by school-level user
Is this an annual plan?	Yes
Who approves the ASP?	<ul style="list-style-type: none"> • Title I Schoolwide schools not identified - reviewed and approved by district • Targeted Support and Improvement (TSI/ATSI) schools - reviewed and approved by district. For OCS-supported schools, review will be in conjunction with OCS-Regional Support Team (RST). • Comprehensive Support and Improvement (CSI/CII) schools - reviewed and certified by district and approved by OCS-RST
When do schools find out if their ASP is approved?	The appropriate reviewer (district or OCS) will approve the ASP in the system depending on whether the school is Title I Schoolwide, TSI/ATSI, or CSI/CII.
How often should stakeholders meet during the development and implementation of the ASP?	Stakeholders should meet as often as necessary to develop the plan. Agendas/Sign-in sheets and minutes should be uploaded to the ASP Development Team Meeting section. When progress monitoring the plan, we recommend meeting at least quarterly. Agendas/Sign-in sheets and minutes should be uploaded in the Post-Development Team Meetings tab in ASP Reporting.
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 to create and edit the ASP?	Yes. School-level access is needed to make any edits to the system. District level access is “view only.” See the Quick Start Guide .
Where can I find ASP resources and rubrics to assist my team as we create our school plan?	See the “ Getting Started/Resources ” link at the top of each screen of the ASP. An ASP webinar presentation, ASP video tutorials, updated Quick Start Guides, rubrics, SMART Goal instructions, the Primary Modifications and Required Validations for Approval document, and more are included.
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 should save the sheet in PDF format and keep a copy on file.
How are district administrators notified when schools submit their ASP?	When Principals successfully submit their completed ASP, the system generates a notification to the ASP primary district reviewer on the ASP contacts page, as well as the district Business Administrator (BA) and Federal Programs Administrator (FPA), which is the next level of ASP certification and approval. Once the BA/FPA certify, the system generates a notification to the Chief School Administrator for certification and approval.
Can users export the information in the ASP to Excel?	The Budget Summary is downloadable to Excel. Other ASP tabs are downloadable to PDF form. We suggest users cut and paste information from the PDF copies into the appropriate plan as needed.
Can users upload Google docs to the ASPs?	It depends. Documents can be uploaded in the ASP Development Team Meetings section as well as the Evaluation of Prior Year Interventions. See Uploading documents in the ASP System for assistance in uploading. Uploads are not available for the Data Analysis section. For example, in the Data Analysis section, data entered under the “Your Data – Quantitative and Qualitative” column must be in a narrative form.
Are users able to retrieve documents once they are uploaded?	Yes. Any document 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/OCS 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/OCS primary reviewers.
Why do other schools (not Comprehensive, not Targeted, not Schoolwide) appear in the ASPs?	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 Targeted Support and Improvement (TSI/ATSI) have an NJDOE “team” assigned to them?	TSI/ATSI schools receive on-the-ground support from OCS if located in districts with at least one CSI/CII school, or three or more TSI/ATSI schools. Other TSI/ATSI schools receive support from a cross-section of NJDOE offices. Questions should be directed to: ASP@doe.nj.gov
Once the ASP is submitted, how will schools know if they need to make revisions?	<p>From the ASP Quick Start Guide – Annual Review and Approval Process</p> <p>- If additional editing is required after a page has been approved, the reviewing authority (OCS 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 OCS (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.</p> <p>CSI/CII and TSI/ATSI Schools supported by an OCS Team should contact the team to make any edits to the plan after it has been approved.</p>
Is the Growth and Leadership Rubric going to be used as an evaluation?	No, the Growth and Leadership will not be used as an evaluation tool. The rubric is intended to be used as part of a collective inquiry process to examine school-level practices and drive cycles of continuous improvement focused on curriculum, instruction, and assessment. The purpose of the school-level Growth and Leadership 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.
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 (NJSLA Proficiency, SGP, etc.). Cycle data from the prior year will be prepopulated if completed in the Reporting tab.
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 ASPS 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.
What NJ School Performance data should schools use if the most recent is not available?	Schools should use their best available data. Schools should also examine the results of local benchmark assessments.

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Question	Answer
Should schools use NJ School Performance data as a basis for SMART Goal development?	Schools should not use NJ School Performance results as the sole measure for SMART Goals as 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 (ASP System) and ESEA Consolidated Application (EWEG System)

Question	Answer
Will any of the information from the ASP feed into the <i>ESEA</i> Consolidated application in EWEG?	No information will feed into the <i>ESEA</i> application.
How can a district align its ASPs to the <i>ESEA</i> Consolidated application when they are completed on different systems?	The ASP 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 priority performance need 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?	<p>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 district-level Budget Summary should incorporate items in the school-level Budget Summary.</p> <p>However, SIA funding <i>must</i> align with the amounts and function-object codes in EWEG as the funding is school-based. SIA budget information in the EWEG/SIA application should clearly identify and align with specific schools.</p>

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Budgeting Your Funds in the ASP

Question	Answer
How are blended funds differentiated in the ASP? Is there a line for 520-930 funds or nonpublic set-aside?	The system includes 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 ASP.
If carry-over funds are being used, where do they go in ASPs?	SIA Carryover funds should be reflected with the funding source "SIA Carryover." Other titled program carryover 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. The carryover funds should align with the amounts in the EWEG ESSA Consolidated grant program.

Parent and Family Engagement

Question	Answer
Where do we include information on parent and family engagement interventions?	Interventions for parent and family engagement may be placed in the following places throughout the ASP: <ul style="list-style-type: none"> • In the "Other Indicators" tab; • Question #2 in the "Comprehensive Needs Assessment Process" tab; and • In the "Priority Performance Needs and Root Cause Analysis" tab if this has been an identified need/root cause. • SMART Goal-Budget Items, if identified as a priority need and action steps and funding will support parent and family engagement.

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. Prior to Title I allocations becoming available, the Department advises school districts to use 85% of the previous year's allocation for planning purposes.
Should Title I, Part A funding be budgeted in the SMART Goals?	It depends. If Title I funds are being used directly to implement evidence-based practices in your SMART-Goals, then yes. If Title I funds are not being used toward funding your SMART Goals, then you can budget them in the "Other Title I Expenditures" purple tab.
How are Title I School Improvement Award (SIA) funds and Title I Schoolwide (SW) funds differentiated in the ASP?	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. There is also an "SIA Carryover" funding source.
Does completing the ASP 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 Title I Schoolwide website .

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When will the “Intent to Operate a Title I Schoolwide Program” be available?	Questions can be sent to schoolwide@doe.nj.gov .
Question	Answer
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 ASPS.
Amending Your ASP	
Question	Answer
Can districts edit and change a plan throughout the year? Will a formal amendment process for the ASPS be considered?	<p>Yes. There is a process for amending the plan. Schools will be required to utilize the ASP Amendment process. An amendment tab will appear on the home page in the ASP when a plan is fully completed and approved. Before making revisions, users should download and save ASP Summary PDFs.</p> <p>Level III-supported schools (CSI/CII/TSI/ATSI) should discuss revisions with OCS teams. Title I Schoolwide schools should discuss revisions with the district administrator who coordinates your district efforts or contact the NJDOE Title I Staff.</p>
Resource Equity Review	
Question	Answer
Do all districts need to complete the Resource Equity Review (RER) component of the ASP?	No, only districts with schools identified for CSI/CII and/or ATSI, that are not single school districts, must complete the RER. The RER link appears on the left-hand side of the homepage and on the Certification page - Business Administrator/Federal Program Administrator section for any categorized school required to complete and RER. The district completes this process (one per district) in collaboration with school leaders. After examining resource allocation practices across all schools, the RER rubric should be completed and districts should provide an explanation for the three lowest-scored areas.