

New Jersey Department of Education Annual School Planning System (ASPS) Quick Start Guide: ASP Review and Approval Process

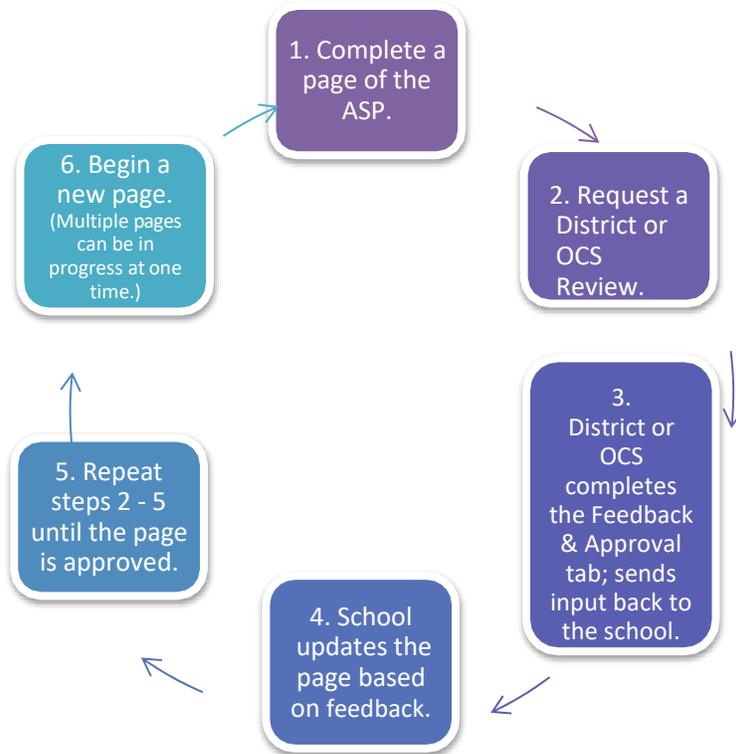


The Review Process Overview

- The review process has been embedded in each page of the Annual School Plan (ASP). This enables school ASP Teams to receive feedback throughout the process. School users, district users, and Office of Comprehensive Support (OCS) Regional Support Teams (RSTs) can also utilize an ASP Review Rubric to provide guidance on a well-developed ASP. This rubric is provided in the “Getting Started” link at the top of the ASP pages.
- Please note the ASP Review Rubric is based on the component pages of the ASP and does not provide guidance on content. Districts or RSTs can provide additional guidance on content, as required.
- All ASPs are completed at the school level. All schools, regardless of their designated level of support under *ESSA*, will have their plans reviewed by their parent districts.
- For all Title I Schoolwide (SW) Schools that are not identified and Targeted Support and Improvement Schools (TSI/ATSI) in districts without OCS support, districts will use the feedback and approval functionality across the individual pages of the ASP. Final approval of an ASP is found in the “ASP District CSA Certification and Approval” tab within the Certification page.
- Similarly, for TSI/ATSI Schools in districts with OCS support and all Comprehensive Support and Improvement (CSI/CII) Schools, RSTs will use the feedback and approval functionality across the individual pages of the ASP. Final approval of an ASP is found in the “OCS Approval” tab within the Certification page.
- Requirements for individual page review and final approval of a school’s ASP is based on the school’s designation under *ESSA*:

ESSA School Identification	ASP Page Approval	ASP Final Approval	Remarks
Comprehensive Support and Improvement (CSI/CII)	OCS	OCS	
Targeted Support and Improvement (TSI/ATSI)	District or OCS*	District or OCS*	* If a school resides in a district with OCS support.
Title I Schoolwide (not identified as CSI/CII or TSI/ATSI)	District	District	District representatives should review the content on each page prior to completing the ASP District Certification and Approval pages at the end of the ASP.

The Review Process Flow Chart



Setting up the Review Process:

1. Click on the blue “ASP Building” tab for the current year.

Annual School Plan Information						
Plan Id	School	District	Team	County	CDS	School Identification
12521	Middlesex County STEM Charter School	Middlesex Charter School	NA	CHARTERS	807896923	NA

Current Year		

2. From the ASP Builder Home page, click the “ASP Contacts” link.

Annual School Plan Builder Home		
Pages	Components to consider for a well developed Annual School Plan	Status
Annual School Plan Contacts and Stakeholders		
ASP Contacts	*Identify school and district level contacts for the ASP.	Not Certified
ASP Team & Meetings	*Principal, school leadership team, and district support representatives work collaboratively on the comprehensive needs assessment, root cause analysis, intervention strategy, SMART goals and progress monitoring with input from the Comprehensive Support Networks (for CSN-supported schools), and multiple family and community members. *All meetings have agendas and minutes on file and uploaded into the ASPs. *Throughout the current school year, the school leadership team has met regularly to discuss the Comprehensive Needs Assessment (CNA) and Annual School Plan (ASP). (For example, during Comprehensive Support Network (CSN) cycle reviews, faculty meetings and data team meetings when the ASP is discussed).	Not Started

This page includes the location to:

- Begin development of the ASP.
- Identify the primary points of contact for email notifications during the review process.
- Access resources in the “Getting Started/Resources” link at the top of the page to assist you as you develop your ASP.

3. ASP Primary School Contact: The school principal listed on the ASP Contacts page is automatically designated as the school’s primary point of contact during the ASP process. This is the person who will receive automated emails from the system during the approval process. (If an alternate school contact is needed, input the alternate contact’s name and email as the “Alternate School Contact” on the ASP Contacts page.)
4. Designating a Primary ASP District Reviewer: This is the district representative of the approving authority who will review, provide feedback, and approve the individual pages and/or the ASP in its entirety. This individual will also receive automated emails from the system during the feedback process. Districts will review and approve all Title I Schoolwide schools not identified as CSI/CII, as well as those TSI/ATSI Schools in districts without OCS support. (Enter the name and email of the district primary reviewer in the boxes provided on the “ASP Contacts” page. This individual will receive automated emails from the system during the feedback process.
5. OCS Primary Contact: Regional Support Teams (RSTs) will review and approve all CSI/CII Schools and TSI/ATSI Schools in designated districts. For OCS-supported schools, team member contact information is located on the ASP Contacts page.

How the Page Review and Approval Process Works

Referring to the “Review Process Flow Chart” above, this process works the same on each page in the ASP. Minor differences in functionality will be noted below.

- Once a school ASP Team completes a page in the ASP, they will initiate the review process by clicking  on the “Request a District/OCS Review” tab. Once this tab opens, the school user will be able to place comments in the ‘Comments’ box that appears on the page. Click "Save" to save these comments; leaving comments are optional.
- Once the school is ready to request a District/OCS review, click the "Submit" button. This will send an automated email alert to the District/OCS primary reviewer as identified in the “ASP Contact” page. **Note**: Once this step occurs, the status of this page will change to “Under Review” under the “Status” column on the “ASP Builder Home” page. At this point, a school user will not be able to edit this page.
- The approving District/RST will review the page that was submitted. Opening the “District/OCS Feedback & Approval” tab by clicking the , provides two options:
 1. If additional editing is needed, the District/OCS can place comments in the ‘Comments’ box and click "Save" to save these comments. Then, the primary

point of contact will click the “Send Suggestions” button in the lower right corner. The school principal (and/or “Alternate School Contact”) will receive an email notification informing them of this action. **Note:** Once this step occurs, the page’s status will return to “In Progress” under the “Status” column on the “ASP Builder Home” page. A school user will now be able to edit the page.

2. If the District/OCS intends to approve the ASP page, the reviewer can place comments in the ‘Comments’ box and click "Save" to save these comments. Then, the District/OCS reviewer will click the “Approved” button in the lower left corner. The school principal will receive an email notification informing them of this action. Once this step occurs, the status of this page will change to “Complete” under the “Status” column on the “ASP Builder Home” page. This closes the page from further editing.
- If additional editing is required after a page has been approved, the District/OCS user can click the “Send Suggestions” button in the lower right corner. The page’s status will return to “In Progress,” and a school user will be able to edit the page. Once completed, the District/OCS 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 ASPs from being changed without the knowledge and concurrence of the approving District or OCS.

ASP Page Status Descriptions and Functional Impacts:

Description	Definition	Functional Impacts
Not Started	No work has commenced in this section.	
In Progress	The school is working within this page.	School users can input and edit this section. District/OCS can view work.
Under Review	The school has completed work on this page and sent it to the District/OCS for review.	School users will no longer be able to edit this page. District/OCS will review information on completed page and provide feedback to the school via the review and approval tabs provided.
Complete	The page has been approved by the District/OCS.	Page has been locked from further editing by school users due to its approval. If further editing is needed, the District/OCS can “unlock” the page by clicking the “Send Suggestions” button under the “District/OCS Feedback & Approval” tab. This action returns the page to “In Progress” status. Once completed and reapproved, the District/OCS will need to click the “Approved” button to return the page to “Complete” status; thereby, locking the page to further editing.

Note: All pages of the ASP must be in “Under Review” or “Complete” status for the ASP School Level Certification to be completed and the ASP to be successfully submitted.

Variations to the Above Instructions:

- **Budget Summary:** This page does not have a review/approval functionality since it is prepopulated from the SMART Goal page(s)- Budget Items. No approval of this page is required.

Certification Page: Final ASP Certification and Approval

- **School Level Certification:** The school principal completes and certifies the plan using the “ASP School Level Certification” page. The principal checks the boxes provided, ensures the SMART goal “Areas of Focus” are correctly reflected and certifies the district’s review of the plan. The principal will input their name and title in the boxes provided and click “Submit” to save/submit the ASP. The date will auto populate. Note: All pages of the ASP must be in “Under Review” or “Complete” status for the ASP School Level Certification to be completed and the ASP to be successfully submitted.
- **District Level Certification:** Separate tabs have been provided to allow the district Business Administrator (BA) or Federal Programs Administrator, and the Chief School Administrator (CSA) the ability to certify the ASP that has been submitted. The “District Business Administrator or Federal Programs Administrator and District Chief School Administrator Certification and Approval Pages” provide a location for districts to attest to the completion and approval of the school’s ASP. After placing a checkmark in the attestation boxes, the district representatives will input their name and title in the cells provided and click “Submit” to save this information. The date will auto populate. **These steps constitute district approval of an ASP.**

Note: The Resource Equity Review (RER) required for districts with schools identified for Comprehensive Support and Improvement (CSI/CII) and/or Additional Targeted Support and Improvement (ATSI), that are not single school districts, also has a certification that must be completed prior to final approval of an ASP. The BA and CSA will not be able to certify the plan if the RER is not completed.

- **OCS Approval:** This panel is where the RST provides any final suggestions and, ultimately, approves the ASP for any supported CSI/CII or TSI/ATSI School per the ESSA School Identification table on page 2.
 - RSTs can place any suggestions or comments in the “Comments” box provided, then click "SAVE" to save this input. This feedback is shared with the school by clicking the "Send Suggestions" button. This will send an email notification to the school primary point of contact.
 - The review process will repeat until the ASP is ready to be approved. To approve, a RST representative will type their name in the box provided and click the "Approved" button. The status of the “Certification” page will be marked “Complete.” The school primary point of contact will receive an email to indicate this page and the plan has been approved.
- Subsequent edits can be accomplished as outlined in the “Page Status Descriptions and Functional Impacts” table above.