

# Performance Reports Submission FAQs

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## Performance Reports Submission FAQs

While the Performance Reports Data Handbook outlines this same information, this list of commonly asked questions provides explicit clarification to some of the common misconceptions related to the Performance Reports Submission.

**1. Question: Who is required to upload to this submission?**

Answer: All New Jersey public and charter schools are required to upload to the Performance Reports Submission. Approved Private School for Students with Disabilities (APSSDs) are not required to upload to this submission.

Additionally, only schools that were open during the 2021-2022 school year are required to upload to this submission. Any new schools opened in 2022-2023 should not be submitted to this submission because these schools will not have a 2021-2022 School Performance Report.

**2. Question: We are a one school district. Are we required to upload for both District and School?**

Answer: Yes. A record should be submitted for your district and **each** school within your district that was open for the 2021-2022 school year. This data will be used to populate the Narrative section of the **separate** District and School level New Jersey Performance Reports.

If only a school record is submitted, no narrative information will appear in the district reports. If only a district record is submitted, no narrative information will appear in the school reports.

**3. Question: How do I upload my Narrative Data to the Submission?**

Answer: LEAs are able to upload their narrative data using the Add a Record function or through a file upload. Unlike other submissions, LEAs do not have to complete a full file upload first for the Add a Record Function to be activated. If LEAs choose to complete a file upload, after the first initial file upload, partial files can be uploaded with additional district or school records.

**4. Question: Which fields are required?**

Answer: The required fields are Record Indicator and, if Record Indicator is "S", School Code. All other fields are optional. Fields that are left blank will be excluded from the Performance Reports Narrative section.

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**5. Question: Not all sections apply to my LEA, how do I ensure that these sections do not appear in our Performance Report?**

Answer: If an optional field is left blank, the information will not appear within the Narrative Section of the Performance Report.

**6. Question: How do I view and resolve the errors in my submission?**

Answer: To view any errors, navigate to the Errors page and drill down into a record to view the Errors by Error type. Errors can be resolved by editing the records through the Record Details page or via a file upload.

**7. Question: Why am I receiving a warning?**

Answer: Warnings will appear if a district or school record has not yet been submitted. Once your LEA has uploaded the missing record, the Warning will resolve.

**8. Question: How do I preview how my data will look on the School Performance Reports?**

Answer: Sample Reports gives LEAs the opportunity to preview the uploaded data before it is submitted. To view, navigate to the Sample Reports page and select the school or district record.

**9. Question: When looking at Sample Reports, I noticed that the superintendent's name is spelled incorrectly, and the phone number is incorrect, can I change this?**

Answer: LEAs can edit principal or superintendent names and emails at any time by logging into the [CDS system](#). If LEAs need to make updates to a school or district address or phone number, LEAs must submit a CDS Change Request Form.

**10. Question: I uploaded information that was incorrect and would like to remove the record from this submission. How do I remove a record from the Performance Reports Submission?**

Answer: To remove/erase a record, drill down into the record by clicking on the Record Indicator Type and select the Erase Record button.

**11. Question: Why did my narrative data cut off in the School Performance Reports?**

Answer: The optional narrative data fields in the Performance Reports Submission have character limits. If you submit narrative data above the maximum length, it will be truncated in the School Performance Reports. Please review the Performance Reports Submission Handbook to see the maximum length for each field.

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**12. Question: What is the new Special Topic data element and how will it be used?**

Answer: The new Special Topic element will be used to collect information on relevant topics each year and guidance will be provided in the handbook on each year's topic. For the Fall 2022 submission, the Special Topic narrative field will be used to populate a "Learning during COVID-19" narrative field in the 2021-22 School Performance Reports. Districts can use this field to share information on their response to the COVID-19 pandemic and resulting remote and hybrid learning. The handbook includes suggested information to include in this section, but districts can share anything that may be useful to their school community and the public.

**13. Question: Why were the website and faculty attendance fields removed from the School Performance Reports submission?**

Answer: The school and district website fields were removed because NJDOE will use the school and district websites entered in the CDS system for the School Performance Reports moving forward. Districts should make sure both school and district websites in CDS are up-to-date and accurate.

The faculty attendance fields were removed from the School Performance Reports Submission due to issues with data quality and comparability in the data between districts. NJDOE is exploring new ways to collect this information for future years.