NJ SMART Graduation Rate Appeals: User Guide

Each year, districts are able to appeal their four-year, five-year, and six-year high school graduation rate data in NJ SMART. Appeal requests are meant as a last-resort opportunity for districts to resolve issues found in their August 30 Official Graduation Snapshots. Since graduation data is available to districts year-round through District Reports, districts are expected to review their data prior to August 30, fix as many errors as possible, and inactivate graduates after the August 2 End of Year Snapshot and in time for the August 30 deadline.

Timeline

Date	Timeline
August 5, 2024	Begin inactivating 2023-2024 graduates and transfers (after August 2, 2024, snapshot)
August 30, 2024 5pm	Deadline to inactivate 2023-2024 Graduates
September 16, 2024	Preliminary August 30 Graduation snapshots are available, and Graduation Appeals Period opens
October 4, 2024 5pm	Graduation Appeals Period closes
End of November	Final August 30 Graduation Snapshot available, inclusive of all approved appeals.

For more information, please review the NJ SMART Timeline for dates and deadlines.

Guidelines

- Districts are responsible for the submission and maintenance of their own data in the NJ SMART system. The NJDOE uses data gathered from the August 30 Graduation Snapshot to calculate official high school graduation rates. Districts can submit a request to correct data in the August 30 Snapshot by submitting a Graduation Rate Appeal. **Districts are expected to ensure that the changed data is reflected in their NJ SMART/SID Management submissions prior to filing an appeal** (e.g., if an appeal request indicates that a student's Exit Code should be "L" in the Graduation Report, then the student's current status in SID Management should be "L").
- To make an appeal request, navigate to the Graduation Appeals page found on the Reporting tab in the NJ SMART portal.
- Appeal requests may only be made for selected cohorts. For example, in 2024, LEAs may only submit appeals for students in Cohort 2024, Cohort 2023, and Cohort 2022.
- All requests must be made at the individual student level with explanations for each student.
- If the NJDOE requires further information from your district on an appeal request, you must attach the appeal documentation directly to the appeal via the Upload Attachment function

located on the Appeals Request Form within the NJ SMART portal. If the appeal type requires documentation, you will be unable to submit your appeal until you upload at least one attachment.

- LEAs must complete all required information on the Appeals Request Form. Incomplete appeal requests will not be considered.
- The NJDOE evaluates each individual request that LEAs submit based on the information provided. All decisions are final.
- The NJDOE will make decisions on appeal requests on a rolling basis. Districts that have submitted appeal requests should monitor the decisions in NJ SMART during the Appeals Period because the NJDOE may request additional information to help determine the outcome of a request. Districts are responsible for providing additional information by the Appeals Period close date.
- The NJ SMART Graduation Appeals process is specific to the NJ SMART data included in the August 30 Snapshot. This process is unrelated to the NJDOE's portfolio appeals process.
- If you have any appeal requests that are not relevant to the Appeal Request Form, please contact the NJ SMART Help Desk for assistance by calling (800) 254-0295 or emailing NJSMART@pcgus.com.

Types of Appeal Requests

The NJDOE only allows appeals for data fields that are related to the calculation of graduation rates. Currently, data can be appealed based on the ten following Reasons for Appeal:

A. **Cohort Status:** Student's status (active/inactive) or exit withdrawal code is incorrect (Not including Requested Exit Codes: T3; T8; T9; T10; TP or PPE). **Please note**: This type of appeal requires that the LEA has documentation to support this claim.

B. **Cohort Status:** Student transferred to a private school or out-of-state school (Only Includes Requested Exit Codes: T3; T8; T9; TP or PPE) **Please note**: This type of appeal requires that the LEA has documentation to support this claim.

C. **Transfer Cases:** Student transferred to another NJ SMART-submitting LEA in New Jersey prior to June 30 (Exit Code: T4).

D. **County, District, School Codes:** Student is still within district, but County District School (CDS) codes are incorrect (Attending; Receiving; Resident; or Accountable).

E. **Cohort Year:** Student's Cohort Year is incorrect.

F. **Entering Values:** Student's Entering Values are incorrect (Race; Gender).

G. **Graduation Pathway Indicators:** Student's ELA Graduation Pathway Indicator or Math Graduation Pathway Indicator is incorrect.

H. **In District Placement:** Student's value for In District Placement is incorrect.

I. **Overall Values:** Student's Overall Values are incorrect (Economically Disadvantaged (Lunch Status), Multilingual Learner (ELL Status), Students with Disabilities (Special Education Classification), Migrant Status, Homeless Status, Foster Status, or Military Status).

J. IEP Graduation Data: Student's IEP Graduation Course Requirement or IEP Graduation Attendance is incorrect.

The NJ SMART SID Management Student Data Handbook contains more information about the School Exit Withdrawal Code data element and acceptable values (e.g., T3, T4, T8, T9, and TP).

Please review the requirements below for each type of request.

1. Cohort Status

Reason For Appeal = A or B

Topic	Details
Description:	A student's Cohort Status is defined by their Student Exit Withdrawal Code (for inactive students) or Grade Level (for active students). Districts can request to change a student's inactive status from one exit code to another, to inactivate an active student, or to activate an inactive student in the August 30 Snapshot.
Most frequent issue:	A district entered the incorrect Exit Code or did not upload the student as inactive prior to August 30.
Where to look:	Beyond the Graduation Report, districts can view these students in SID Management (if they have kept inactive records in their file uploads). Student's Cohort Statuses are also viewable in their Enrollment Records, accessed by drilling down through the High School Graduation Cohort Status Profile Report.
How to fix data errors:	Districts have full control over their students' Cohort Statuses since SID Management is open all year round. To activate a student, districts must submit the student as Status = A to SID Management. To inactivate a student, districts must submit the student as Status = I, with Exit Code, Exit Date, and Cumulative Days information filled out.
	To change the exit code of an inactive student, **districts must first submit the student as Active** to SID Management and then inactivate them again with the new Exit Code. **(If you do not first activate the student, then the change to the Exit Code will not be recorded!)**
	Appeal requests for Cohort Status changes will require significant justification by districts regarding why they were unable to make these edits prior to August 30.
	If a student's ELA Graduation Pathway Indicator and/or Math Graduation Pathway Indicator needs to be updated based on a change to the student's Cohort Status, please select G for Reason for Appeal (2).
Requirements:	Before making an appeal request to change a student's Cohort Status, the district user must first update the student's Status and/or Exit Code and Exit Date in SID Management with the desired status and exit code (or none). Before an appeal request will be approved for application to the August 30

Topic	Details
	Snapshot, **the NJDOE will verify the request against the student's current status in SID Management**. If the request does not match the student's current status, it will not be approved. (Please contact the Help Desk if you require assistance in making these updates.) Districts cannot request to change a student from one active Cohort Status to another (e.g., On-Track Continuing to Off-Track Continuing), as these active statuses hold equivalent meaning in the graduation rate calculations.
Documentation Requirements:	Requests to change a student's exit code to L, TA, T3, T6, T7, T8, T9, T10, or TP will require **additional documentation** from the district. If you are requesting to change the exit code to L, you must submit the following: • A district diploma and/or district transcript with a graduation date of 8/30 or earlier. • An appeal request to update the ELA Graduation Pathway Indicator and/or Math Graduation Pathway Indicator with evidence that the student has met the ELA and Math high school graduation assessment requirements that matches codes requested. **If a student is requested to an exit code of L and this information is not already populated in NJSMART the appeal will automatically be returned to district to adjust the appeal to include this information.** If you are requesting to change the exit code to TA, T3, T6, T7, T9, T10, or TP, you must submit one or more of the following: • A student records request form from the **receiving district** • A transfer card return receipt • Written confirmation from the **receiving school** of student's enrollment on official letterhead that a student has transferred to another school or to an educational program that culminates in the award of a state-endorsed high school diploma • **A transfer card filled out by the district they are transferring from will no longer be accepted.** If you are requesting to change the exit code to T8, you must submit one or more of the following: • Documentation from the receiving school of the student's enrollment on official letterhead • Written documentation with signature from the parent/guardian indicating that the student has transferred to a school out of the state or country. If you are requesting to change the exit code to T9, you must also submit the following:

Topic	Details
	• A letter from parent saying that they will be providing appropriate educational services This documentation should be attached directly to the appeal via the Upload Attachment function located on the appeal form.
Change implementation:	NJ SMART will change a student's Cohort Status in the August 30, 2024 submission. The appeals change **will not** persist beyond this snapshot. It is the district's responsibility to make the necessary changes within SID Management prior to requesting an appeal in order to ensure the sustainability of this change. For example, if the district was unable to inactivate a student with an exit code of "L" by the August 30 deadline, they should first make this change in SID Management as soon as possible. Then, they can request an appeal from the NJDOE; if approved, NJ SMART will apply this Exit Code retroactively to the August 30 Snapshot.

Cohort Year Note: LEAs are only able to submit appeals for students in selected cohorts. In fall 2024, LEAs can only submit appeals for students in Cohort 2024, Cohort 2023, and Cohort 2022. Based off a student's transcript and assessment record, a typical student would be expected to follow the below grade sequence:

School Year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
4-year Cohort for 2024: Expected Grade Level	7	8	9	10	11	12
5-year Cohort for 2023: Expected Grade Level	8	9	10	11	12	
6-year Cohort for 2022: Expected Grade Level	9	10	11	12		

2. Transfer Cases

Reason For Appeal = C

Topic	Details
Description:	Districts may claim that a Transfer Out-Unverified student transferred to another public school district in New Jersey. **An appeal requesting a transfer that occurred after the close of the 2023-2024 school year will not be approved. Any transfers after June 30 will not change the accountable school until the 2025 graduation rates.**
Most frequent issue:	The receiving district failed to upload the student in a timely fashion.

Topic	Details
Where to look:	Districts can view their Transfer Out-Unverified students in the High School Graduation Cohort Status Profile Report and view CDS codes in the Enrollment Record.
How to fix data errors:	In cases where the receiving district failed to upload the student in a timely manner, districts should contact the other district and instruct them to upload the student or confirm that they are using the same SID. If they have requested a new SID, please submit an appeal for a SID merge. In the future, districts should work together to resolve these issues prior to the August 30 deadline so that an appeal is not required. If the district inputs the incorrect Transfer Exit Code, they should follow the directions in the above *Cohort Status* section.
Requirements:	For any transfer request, the student must be uploaded to SID Management by the receiving district by the time the appeal request is made. **The NJDOE will verify the request against the student's current status in SID Management.** NJ SMART will not upload students to another district; however, NJ SMART will retroactively apply that change to the August 30, 2024 Snapshot. If there is any situation in which the receiving district is not cooperating, the district should contact NJ SMART for assistance. Be sure to input the correct CDS Codes for the student in the Appeal Request Form (Section 3), in addition to indicating the new Submitting District, so that Accountability is accurately calculated.
Change implementation:	NJ SMART will place a student in the transfer district for the August 30 Snapshot but will not apply this change to other snapshots. The receiving district must have already activated this student in SID Management before this appeal change will be applied.

3. County, District, School (CDS) Codes

Reason For Appeal = D

Topic	Details
Description:	Users can request a change to a student's Attending, Receiving, or Resident CDS Codes. The Accountable CDS Codes for a student are derived by NJ SMART, based on these submitted codes, and are also subject to appeal.
Most frequent issue:	For the most part, appeal requests related to CDS Codes are due to data entry error and impact accountability.
Where to look:	Districts can view their students' Attending, Receiving, and Resident CDS Codes in SID Management and can view their Accountable students in the Graduation

Topic	Details
	Report. Please refer to the [High School Graduation Accountable Rules](#) document on the NJ SMART Help tab for additional information.
How to fix data errors:	Districts can edit Attending, Receiving, and Resident CDS Codes in SID Management.
	Accountable Codes: If districts feel that the students' CDS Codes have been correctly inputted but still feel that the Accountability Codes have been derived incorrectly, the district cannot make this change. The district should contact the NJ SMART Help Desk.
	Appeal requests for CDS Code changes will require significant justification by districts, as districts are able to edit these codes themselves (in most cases) through August 30.
Requirements:	Students' CDS Codes should be updated in SID Management with the requested codes, prior to the district's appeal request. Before an appeal request will be approved for application to the August 30 Snapshot, the **NJDOE will verify the request against the student's current CDS Codes in SID Management.** If the request does not match the student's current codes, it will not be approved. (Please contact the Help Desk if you require assistance in making these updates.)
Change implementation:	NJ SMART will change a student's CDS Codes in the August 30, 2024 snapshot. The appeals change **will not** persist beyond this snapshot for Attending, Resident, and Receiving CDS Codes. It is the district's responsibility to make the necessary changes within SID Management prior to requesting an appeal, in order to ensure the sustainability of this change. As for Accountable CDS Code changes, these will be applied to official snapshots for four-year, five-year and six-year graduation rates.

4. Cohort Year

Reason For Appeal = E

Topic	Details
Description:	Cohort Years are assigned to students by NJ SMART based on the first school year in which they are submitted with a high school grade level. Once a student is assigned a Cohort Year, they stay in that same Cohort Year for the remainder of their student career.
Most frequent issue:	The most frequent reason for this appeal is user error in initially assigning the student's Grade Level as 09.

Topic	Details
Where to look:	To understand why a student was assigned to a given cohort, the district can examine the student's Enrollment Record (which shows grade levels submitted to the End of Year SID Management Snapshot). Tip: To assess whether the Cohort Year assigned is appropriate, check the student's Assessment Record to see what year they took their grade-level assessments (e.g. NJ ASK 8th grade, PARCC/ NJSLA ELA, NJGPA).
How to fix data errors:	Districts cannot change a student's Cohort Year. They must appeal the record in the NJ SMART Appeals Period.
Requirements:	The cohort year requested must match grade level testing data (if available) in the system.
Change implementation:	If your request is approved, the student's Cohort Year will be permanently changed in NJ SMART affecting all other iterations of graduation reports.

5. Entering Values

Reason For Appeal = F

Topic	Details
Description:	LEAs can submit appeal requests to change a student's entering value(s) for either of the officially reported student groups of Gender and/or Race/Ethnicity. In the Graduation Report, Entering Values for these student group categories are reported; thus, the student group categories will reflect the values submitted for the student when they were first assigned a Cohort Year (usually in Grade 9).
Most frequent issue:	The most frequent reasons for this type of appeal are (1) user data entry error in the submission in which the student entered the Cohort Year; or (2) district users not understanding the difference between Entering Values and what was most recently submitted for the student.
Where to look:	Besides your High School Graduation Cohort Status Profile Report, districts can view this information in: Race/Ethnicity, Gender (SID Management) – Districts can look at past SID Management Snapshot data on the SID Management QSAC page. Districts should examine these student group data from the Snapshot in which the student was first assigned a Cohort Year.
How to fix data errors:	Districts cannot change a student's Entering Value. They must appeal the record in the NJ SMART Appeals Period.

Topic	Details
Requirements:	Districts can only request to change the student's Entering Value to their most recently submitted ("Most Recent") value (from the prior End of Year Snapshot).
	For all fields except Special Education Classification, the Most Recent Values would come from the prior End of Year Snapshot; for Special Education Classification, the Most Recent Value would come from the prior Fall Snapshot. Please note that values are only changed under extenuating circumstances.
Change implementation:	If your request is approved, the student's student group value will be changed in the August 30 Graduation Snapshot.

6. Graduation Pathway Indicators

Reason For Appeal = G

Topic	Details
Description:	LEAs can submit appeal requests to change or add a student's ELA Graduation Pathway Indicator and/or Math Graduation Pathway Indicator.
Most frequent issue:	The most frequent reason for this appeal is a data entry error.
Where to look:	Besides your High School Graduation Cohort Status Profile Report, districts can view this information in SID Management for the ELA Graduation Pathway Indicator and Math Graduation Pathway Indicator data elements.
How to fix data errors:	In cases where the submitting district failed to report a value for these fields or misreported data, the district should update the student's data in SID Management and must submit an appeal to have the correct graduation pathway data appear on the NJDOE graduation report. In the future, districts should ensure this data is reported accurately prior to the August 30 deadline so that an appeal does not need to be filed.
Requirements:	Before making an appeal request to change a student's ELA and/or Math Graduation Pathway Indicator, the district user must first update the student's ELA and/or Math Graduation Pathway Indicator fields in SID Management with the appropriate value. Before an appeal request will be approved for application to the August 30 Graduation Snapshot, **the NJDOE will verify the request against the student's current status in SID Management**. If the request does not match the student's current value, it will not be approved. Please contact the NJ SMART Help Desk if you require assistance in making these updates.
	If you are submitting an appeal for a student who was reported as Active on the Graduation Snapshot and you are requesting to change the ELA and/or

Topic	Details
	Math Graduation Pathway Indicator to indicate that the student graduated, please also appeal to change the student's status.
Change implementation:	NJ SMART will change a student's ELA and/or Math Graduation Pathway Indicator in the August 30th, 2024 submission. The appeals change **will not** persist beyond this snapshot. It is the district's responsibility to make the necessary changes within SID Management prior to requesting an appeal in order to ensure the sustainability of this change.

7. In District Placement

Reason For Appeal = H

Topic	Details
Description:	LEAs can submit appeal requests to change or add a student's In District Placement.
Most frequent issue:	The most frequent reason for this appeal is a data entry error.
Where to look:	Besides your High School Graduation Cohort Status Profile Report, districts can view this information in SID Management for In District Placement.
How to fix data errors:	In cases where the submitting district failed to report a value for these data fields or misreported data, the district should update the student's data in SID Management and must submit an appeal to have the correct In District Placement data appear on the NJDOE graduation report. In the future, districts should ensure this data is reported accurately prior to the August 30 deadline so that an appeal does not need to be filed.
Requirements:	Before making an appeal request to change a student's In District Placement, the district user must first update the student's In District Placement field in SID Management with the desired value. Before an appeal request will be approved for application to the August 30 Snapshot, **the NJDOE will verify the request against the student's current status in SID Management**. If the request does not match the student's current value, it will not be approved. (Please contact the Help Desk if you require assistance in making these updates.)
	If you are submitting an appeal for a student who was placed in an In District Placement and there was also a misreporting of the CDS Codes, please also appeal to change the student's CDS codes.

Change implementation:	NJ SMART will change a student's In District Placement in the August 30, 2024 Graduation Snapshot. The appeals change **will not** persist beyond this snapshot. It is the district's responsibility to make the necessary changes within SID Management prior to requesting an appeal in order to ensure the sustainability of this change.

8. Overall Values

Reason For Appeal = I

Topic	Details
Description	LEAs can submit appeal requests to change a student's value for one of the following officially reported student group variables: Economically Disadvantaged (Free and Reduced Rate Lunch Status), Students with Disabilities (Special Education Classification), Multilingual Learners (ELL Status), Homeless, Foster, Migrant, and/or Military-Connected in the Graduation Report. Overall Values for these student group categories are reported; thus, these student group categories will reflect if a student was identified in that student group at any time since they entered the four-year graduation cohort.
Most frequent issue:	The most frequent reasons for this type of appeal are (1) user data entry error in any of the submissions during the student's tenure in their specific graduation cohort; or (2) district users not understanding the difference between Overall Values and what was most recently submitted for the student.
Where to look:	Economically Disadvantaged (Free and Reduced Rate Lunch Status) and Multilingual Learners (ELL Status) (SID Management) – Districts can look at past SID Management Snapshot data on the SID Management QSAC page. Districts should examine these student group data from any of the Snapshots submitted during the student's tenure in their graduation cohort.
	Homeless Status* and Migrant Status – Districts can look at past data on the SID Management QSAC page. Districts should examine student group data from any of the submissions uploaded and released during the student's tenure in their graduation cohort.
	Special Education Classification (Special Education Submission) – Districts should look to the Fall Special Education Submission for any of the years during the student's tenure in their graduation cohort. If the student was reported to a Special Education Submission, check the Special Education Classification value reported to the End of Year SID Management Snapshot.

How to fix data errors:	Districts cannot change a student's Overall Value. They must appeal the record in the NJ SMART Appeals Period.
Requirements:	For all fields, the Overall Values would come from prior year Fall or End of Year SID Management Snapshots. If a student was counted within one of the specified student groups **at any point** during their time in the cohort, they would retain that code as their overall value. Please note that values are only changed under extenuating circumstances.
Change implementation:	If your request is approved, the student's overall student group value will be changed for the graduation calculation. No other submissions will be altered.

9. IEP Graduation Attendance and IEP Graduation Course Requirement
Reason For Appeal = J

Topic	Details
Description	LEAs can submit appeal requests to change or add a student's IEP Graduation Attendance and/or IEP Graduation Course Requirement.
Most frequent issue:	The most frequent reason for this appeal is a data entry error.
Where to look:	Besides your High School Graduation Cohort Status Profile Report, districts can view this information in SID Management for the IEP Graduation Attendance and IEP Graduation Course Requirement data elements.
How to fix data errors:	In cases where the submitting district failed to report a value for these fields or misreported data, the district should update the student's data in SID Management and must submit an appeal to have the correct IEP Graduation data appear on the NJDOE graduation report. In the future, districts should ensure this data is reported accurately prior to the August 30 Graduation Snapshot so that an appeal does not need to be filed.
Requirements:	Before making an appeal request to change a student's IEP Graduation Attendance and/or IEP Graduation Course Requirement, the district user must first update the student's appropriate field in SID Management with the desired value. Before an appeal request is approved for application to the August 30 Snapshot, **the NJDOE will verify the request against the student's current status in SID Management**. If the request does not match the student's current value, it will not be approved. Please contact the NJ SMART Help Desk if you require assistance in making these updates.

Topic	Details
Documentation Requirements:	Requests to change a student's IEP Graduation Attendance and/or IEP Graduation Course Requirement will require **additional documentation** from the district.
	If you are requesting to change either field to Y or N, you must submit the following:
	• Sections of the student's IEP that address course and attendance requirements along with the first page of the IEP that includes signatures from the IEP team and the date.
	If you are requesting to change either field to N and the student's exit code is L (or being appealed to L), you must submit the following:
	• A district transcript with evidence that the student has met the course and/or attendance requirements (depending on which field is being appealed).
	This documentation should be attached directly to the appeal via the Upload Attachment function located on the Appeal Request Form.
Change implementation:	If your request is approved, the student's value will be changed in the August 30th Snapshot.

Frequently Asked Questions

How is accountability determined?

Accountability CDS Codes are derived according to business rules supplied by the NJDOE per the [High School Graduation Accountable Rules User Guide](#).

Does the NJDOE monitor districts' *Excluded from Cohort* counts?

Yes, the NJDOE regularly monitors districts' *Excluded from Cohort* counts. As the School Exit Withdrawal Codes associated with the *Excluded from Cohort* status should not occur regularly, the NJDOE will contact any districts that have unusually high counts to investigate these students further.

Does the NJDOE monitor districts' *Graduate* counts?

Yes, the NJDOE monitors districts' *Graduate* counts evaluating adherence to the End of Year SID Management Snapshot for regular school-year students and will reach out to district superintendents if it appears that their district missed the deadline. The NJDOE will also monitor compliance with the August 30 Graduation Snapshot.

How to Submit an Appeal

In order to request a graduation appeal, district users must navigate to the *Graduation Appeals* page, which can be found under the *Reporting* tab in the NJ SMART portal (see Figure A). In order to view the *Graduation Appeals* page, users must have District Reports access; to obtain this access, users should

contact their district's Homeroom Administrator. On the *Graduation Appeals* page, users will find two subpages: *Cohort Students* and *District Appeals*.

Figure A: How to Navigate to the Graduation Appeals Page

Cohort Students Page

This page lists all students that your district has **submitted** who are currently assigned to a Cohort Year. Use filtering, sorting, and exporting options to explore this data.

- If you click on the student's Local Identification Number (LID), you will be taken to the *Cohort Student Details* page.
- From this page, you can click the *Create Appeal* button to open the record's *Appeal Request Form.*

District Appeals Page

This page lists all student records appealed by your district and indicates their NJDOE Decision Status.

- If you click on the student's LID, you will see the Appeal Request Form submitted for that record as well as notes from the NJDOE once a decision is made.

- The possible Decision Statuses are:
  - Submitted: The default status upon submitting a request.
  - Pending: The NJDOE has reviewed the request but has not yet made a decision.
  - Declined: The NJDOE has declined the request.
  - Declined (Open to Edits): The NJDOE has declined the request but is willing to reconsider if the appeal is revised. Appeal must be resubmitted with the necessary changes and/or documentation to be reviewed again prior to the appeals deadline.
  - Approved: The NJDOE has approved the request.

Appeal Request Form

Select the appropriate reason for appeal from the drop-down menu and the form will update itself to show the required fields. Users must fill in all highlighted fields. Please ensure that the information that you submit is accurate as each student can only be appealed once.

Appeals Request

Cancel   **Submit Appeal**

Please refer to the NJ SMART Graduation Appeals User Guide for full instructions on how to fill out this form. All users are expected to have read this guide prior to submitting any graduation appeals. Note: Items highlighted in yellow are required fields.

Reason for Appeal (1)
Please choose the scenario that best describes your reason for appealing this student's graduation data.

[⌄]

Reason for Appeal (2)
If applicable, please choose the second scenario that describes your reason for appealing this student's graduation data, if more than one situation exists.

[⌄]

Reason for Appeal (3)
If applicable, please choose the third scenario that describes your reason for appealing this student's graduation data, if more than two situations exists.

[⌄]

All Appeals

Explanation of Request
Please explain your scenario in 500 characters or less. An explanation is required for each selected Reason for Appeal; without an explanation, the request will not be considered.

[   ]

Explanation of Missing the 8/31 Deadline
IF YOUR REASON FOR APPEAL = A, B, C, OR D, please explain why you were unable to edit this student information prior to the August 31st deadline in 500 characters or less.

[   ]

[Drop files here to upload   ]

Requesting District's Contact Information

Please fill in the contact information of the person in your district who is responsible for monitoring this appeal.

| **Contact First Name:** | [   ] | **Contact Last Name:** | [   ] |
| **Contact Phone Number:** | [   ] | **Contact Email Address:** | [   ] |

By clicking the SUBMIT APPEAL button, you will submit your appeal request to the NJDOE. In doing so, you are verifying that the information that you have included above is correct. By clicking the CANCEL button, you will cancel this request.

Cancel   **Submit Appeal**