



## State of New Jersey

DEPARTMENT OF EDUCATION  
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JON S. CORZINE  
Governor

LUCILLE E. DAVY  
Acting Commissioner

August 1, 2006

TO: Chief School Administrators  
Charter School Lead Persons

FROM: Dr. Robert R. Higgins, Acting Director  
Office of Licensure and Credentials

SUBJECT: 2006 Licensing Status Report (Matrix Report)

The Department of Education will review all district certificated staff assignments this summer to assure that all New Jersey districts have properly certified staff assigned to appropriate teaching, educational support, and administrative positions. The department is resuming the practice of issuing a Licensing Status (Matrix) report that will enable each district to ascertain that its certified staff have appropriate work assignments. This effort is essential to assuring that students receive the best possible education and to assist the department with the next phase of the federal Highly Qualified Teacher requirements.

The Matrix report is the product of cross-tabulating the state's Certificated Staff Report with the database of teacher, educational support, and administrative staff certifications. The Matrix report lists all staff who *potentially* may be working out of their certificate area or who *potentially* may have other issues related to their certificate status. The outcome will be to identify problematic staff assignments and certificates and create a corrective action plan for any such issues.

**We are asking all districts to prepare an initial report for their county offices of education by September 7, 2006 and to have a final report and corrective action plan in place by September 28, 2006.**

You will receive a total of four items from the department in addition to this cover letter. These include a blank electronic file copy (in Excel format) for reporting your Matrix results, a hard copy of the Matrix report, a hard copy of your complete certificated staff list with notations about possible certification mismatches, and a hard copy of the instructions.

In order to help each district provide the necessary information to the department, the Office of Licensure and Credentials will conduct regional training sessions for district staff during August, after you and your staff have had a chance to look over the Matrix report and

to formulate your questions and concerns. The Office of Licensure and Credentials will communicate workshop arrangements to you soon by a separate mailing.

Thank you for your cooperation in this important matter.

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Enc:

c: Lucille E. Davy  
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County Superintendents  
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