Application User Guide

Table of Contents

District and School Dashboard

Online Application

Access the Dashboard

The dashboard allows districts and schools to easily view their application, update their profile, manage users, and download/view their resolution to participate.

In order to have access to a dashboard you must:

- Create an account (if you do not already have one)
- Be linked to a district or school registered in the program

Steps to access dashboard:

Step 1: Click sign in button

Register   **Sign in**

Step 2: Enter login credentials

Step 3: Click "District and School Dashboards" on left-hand side.

District and School Dashboards

Update User Profile

Sign-In

Welcome back! Please enter your email and password below to sign in.

Email Address:

Password:

FORGOT PASSWORD?

Sign in

Sign-up now to:

- Register a District or School
- Be Added to a District and/or School Profile
- Access a District and/or School Dashboard
- Post Events to the Calendar
- Sign up for Automatic Grant Notifications

Sign Up Now

Step 4: You will go to a page that lists the dashboards of the districts and/or schools that you are linked to.

District & School Dashboards

The district and school accounts for which you are an identified user are listed below. To gain access to additional accounts, you must be invited by a current user.

Update Your Personal Profile: If you would like to update your personal profile, change your password, or edit your contact information, click here.

Need Help?

If you have questions contact us at schools@sustainablejersey.com or 609-771-3427.

Sign Out of the Website

- Click the same button you used to sign-in that is now "Sign Out."

Review   **Sign Out**

District Dashboard

The district dashboard was created to allow districts to easily view their application, update the profile, manage users, and download/view the resolution.

What You Will See

- All accounts for which you are a user will appear

- Four options allow you to perform different functions: Update Application, Update District Profile, Manage District Users, and Download Resolution

- **Note:** The Download Resolution section allows you to view the resolution (for districts) or letter (for schools) submitted to register with the program. It is different from the green team letter required for certification and does not need to be updated.

School Dashboard

The school dashboards were created to allow schools to easily view their application, update the profile, manage users, and download/view the resolution.

What You Will See

- All accounts for which you are a user will appear

- Five options allow you to perform different functions: Update Application, Update Digital Schools Star Application, Update School Profile, Manage School Users, and Download Resolution

- **Note:** The Download Resolution section allows you to view the resolution (for districts) or letter (for schools) submitted to register with the program. It is different from the green team letter required for certification and does not need to be updated.

- **Note:** Schools applying for certification that have completed the required Digital Schools actions may also apply for Digital Schools Star recognition. Learn more about this program on our Digital Schools Star Recognition page.

Update Profile

The Update district or school profile button allows for the update of the primary and secondary contact. This contact information is used for official Sustainable Jersey for Schools certification mailings and outreach, so please keep this information up to date.

As a participating district/school, the resolution/letter to participate does not need to be updated. However, if you would like to update it, you may do so at the bottom of the page.

Steps to Follow

- Enter all relevant information into the fields
- Click **Update Profile** at the bottom of the page to save changes

Update Registration Resolution/Letter

- Your resolution/letter to register **does not** need to be updated, and is **different** than the green team letter.
- If you would like to update it, click "browse" and select the file from your computer.
- Click **Update Documentation** button to save changes.

Manage Users

The manage district and/or school users button allows you to easily add others to your account to contribute to your application. Both owners and contributors have the same privileges on the application (edit, upload, submit for review, etc.).

Permission Restrictions for Users

- Owners: Maximum of 5, can add and remove other owners & contributors
- Contributors: Unlimited, can only add other contributors.
- Both can work on application (edit, upload, submit for review, etc.)

How to Add Users

1. Enter the user's email address.
2. Designate their role as either an owner or contributor.
3. Click **Add User**.

- Those that have already created a personal account on the website can be added immediately and will receive a confirmation email.

- Those without a website account will be sent an invitation email instructing them to create a personal account in order to have access to the dashboard.

Manage District & School Users

Multiple users may contribute to an application. There are two types of users: owners and contributors. Owners may add and remove other owners and contributors. Contributors may add other contributors, but may not remove users from the district or school. Both owners and contributors can contribute to the application for certification by adding action submissions, uploading documentation, and submitting the application for review.

If district or school officials such as the business administrator, superintendent, principal, etc., wish to receive notifications about the status of your application, please add them as a user to the account.

Owners

1. Samantha McGraw — Owner — Update — Remove
2. Heather McCall — Owner — Update — Remove
3. Veronique Lambert — Owner — Update — Remove
4. Renee Haider — Owner — Update — Remove
5. Megan McParland — owner

Contributors

1. Samantha Mc — Contributor — Update — Remove

Add a user

Email: _____ Role: Owner — Add User

District Application Overview

On first entry into the application, the dashboard button will read "Begin Application". Afterwards it will read "Update Application". The online application functions as a "living" document. It can be continuously updated to reflect your most recent activities and house your documentation for certification. All users linked to the application have access to edit and submit the online application. Uploaded documentation will remain in the application until removed by users.

General Application Information

Click "Details and history" to see:

1. **Help:** Access more detailed instructions on navigating the application.

2. **View School Applications**: District users may view the application status of school applications, but not edit them.

3. **Current status:** Status of the application; "**In Progress**" - school/district working on actions, "**Submitted**" - turned over to SJ staff, "**Under Review**" - submissions currently being reviewed, "**Awaiting Updates**"- turned back over to school/district for updates, "**Review Completed**" - for districts only post-review period

4. **Application History:** How many times the application has been reviewed/certified

5. **Reviewer Feedback**: Available to view once your application has been submitted and reviewed.

District

Status: AWAITING UPDATES
Reviewer Feedback: 0 comments

Details and history	Help	View School Applications

Current Status This application is **AWAITING UPDATES**	AWAITING UPDATES
Application History This applicant has applied **0 times**	
Reviewer Feedback	0 PUBLISHED COMMENTS 18 ARCHIVED COMMENTS

School Application Overview

On first entry into the application, the dashboard button will read "Begin Application". Afterwards it will read "Update Application". The online application functions as a "living" document. It can be continuously updated to reflect your most recent activities and house your documentation for certification. All users linked to the application have access to edit and submit the online application. Uploaded documentation will remain in the application until removed by users.

General Application Information

Click "Details and history" to see:

1. **Help:** Access more detailed instructions on navigating the application.

2. **Current status:** Status of the application; "**In Progress**" - school/district working on actions, "**Submitted**" - turned over to SJ staff, "**Under Review**" - submissions currently being reviewed, "**Awaiting Updates**"- turned back over to school/district for updates, "**Review Completed**" - for districts only post-review period

3. **Application History:** How many times the application has been reviewed/certified

4. **Reviewer Feedback**: Available to view once your application has been submitted and reviewed.

5. **Digital Schools Star Application:** Only visible if school has begun the application for Digital Schools Star Recognition

6. **District Application:** School users may view the application status of district applications, but not edit them.

School

Status: CERTIFIED
Reviewer Feedback: 4 comments

| Details and history | Help |

| **Current Status** | CERTIFIED |
| This application is **CERTIFIED** | |

Application History	CERTIFIED DECEMBER 12, 2020 - AUGUST 31, 2023
This applicant has applied 9 times	CERTIFIED JULY 28, 2020 - AUGUST 31, 2024
	CERTIFIED JULY 30, 2019 - AUGUST 31, 2023
	CERTIFIED JULY 31, 2018 - AUGUST 31, 2021
	CERTIFIED AUGUST 7, 2017 - DECEMBER 31, 2020
	CERTIFIED JULY 27, 2016 - DECEMBER 31, 2019
	CERTIFIED JULY 21, 2016 - DECEMBER 31, 2019
	CERTIFIED JULY 21, 2016 - DECEMBER 31, 2019
	CERTIFIED SEPTEMBER 21, 2015 - DECEMBER 31, 2018

| **Reviewer Feedback** | 4 PUBLISHED COMMENTS |
| | 4 ARCHIVED COMMENTS |

| **Digital Schools Star Application** | IN PROGRESS |
| | VISIT APPLICATION |

| **District Application** | AWAITING UPDATES |
| ! Test District SJ | VISIT APPLICATION |

Digital Schools Star Application Overview

Schools that have met the Sustainable Jersey for Schools certification requirements are eligible to earn Digital Schools Star recognition in the same application cycle if they successfully complete the required actions. Completing Digital Schools actions will contribute toward both certification and Digital Schools Star recognition.

Accessing Your Digital Schools Star Application

This option will only appear in the **Details and History** section of your school's application if you have already begun your Digital Schools Star Application, which you can also find on your **School Dashboard**

Digital Schools Star Application Overview

To apply for Digital Schools Star recognition a school must submit both a certification application and a Digital Schools Star application. The Digital Schools Star application comprises the one action below. The action requires the school to identify the Digital Schools actions in its certification application that have been approved or that are anticipated to be approved by the end of the certification cycle.

General Application Information

To learn more, visit our <u>Digital Schools Star Recognition page</u>.

Status: IN PROGRESS
Reviewer Feedback: 0 comments

Details and history   Help

Search Actions

To identify actions by status, check the desired box or boxes below. Click on the Clear Search button to return to the full action listing.

☐ Planned ☐ Completed ☐ Must Revise ☐ Not Approved ☐ Approved ☐ Expired

Click a box below to open all the actions with that attribute. Clear Search before selecting a different box.

☐ Mandatory ☐ Priority ☐ District Only ☐ School Only ☐ Collaboration

☐ **Digital Schools**

Search Actions   Clear Search

↑ BACK TO TOP   EXPAND ALL ⌄   COLLAPSE ALL ⌃

● **Digital Schools Star**   ⌃

Digital Schools Star Recognition

⚠ Required   ⬠ School Only   STATUS: COMPLETED   Submit Digital Schools Star Application for Review

▪ LAST UPDATED 12/14/20

It is recommended that a school wait until the second or final application submission deadline to submit the Digital Schools Star application since the recognition is contingent on actions being approved in its certification application.

Search Features

Actions can be searched in the application by keyword, action status, and action attribute (mandatory, priority, district only, school only, collaboration, and Digital Schools).

Search Box

- Enter key words from an action title into the **Search Actions** box. Actions that meet the search criteria will expand below.
- For example, type in the word "green" and all actions with "green" in the title will open below. **Note:** Remember to clear your search when complete.

Search Actions

green

To identify actions by status, check the desired box or boxes below. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

☐ Planned ☐ Completed ☐ Must Revise ☐ Not Approved ☐ Approved ☐ Expired

Click a box below to open all the actions with that attribute. Clear Search before selecting a different box.

☐ Mandatory ☐ Priority ☐ District Only ☐ School Only ☐ Collaboration

☐ **Digital Schools**

[Search Actions] [Clear Search]

↑ BACK TO TOP   EXPAND ALL ⌄   COLLAPSE ALL ⌃

● **Board Leadership & Planning**   ⌃

Green Enhancement of District Strategic Plans

Action Statuses

- Check one or more of the action status boxes and the points in the Action Totals box will update for those checked.
- This allows you to easily identify those actions that you have marked as planned, or identify the status of priority actions in the application. As a reminder, a minimum of two priority actions are required for bronze certification and three for silver.
- **Clear search** when complete.

Status: CERTIFIED
Reviewer Feedback: 20 comments

[Edit this application]

[Details and history] [Help]

Action Totals
(Planned)

○ DISTRICT ○ SCHOOL
● BOTH

Search Actions

Type in a word(s) to identify all actions with that word(s) in the title

To identify actions by status, check the desired box or boxes below. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

☑ Planned ☐ Completed ☐ Must Revise ☐ Not Approved ☐ Approved ☐ Expired

Click a box below to open all the actions with that attribute. Clear Search before selecting a different box.

☐ Mandatory ☐ Priority ☐ District Only ☐ School Only ☐ Collaboration

☐ **Digital Schools**

[Search Actions] [Clear Search]

Required	0/1
Priority	1/14
Total Points	5/1360
Categories	1/22
Total Actions	1/104

Based on the approved actions, this application currently qualifies for ⚲ SILVER certification.

District and School Applications

Some actions appear differently in district versus school applications. The chart below summarizes the differences.

Type of Action	Can be viewed and accessed in district application?	Can be viewed and accessed in school application?
District-Only	**Yes**	**Viewed only**
School-Only	**No**	**Yes**
Both (district or school)	**Yes**	**Yes, but viewed only if district has claimed the action**

District Application: District actions are completed in the district application and earn points for all registered schools in the district. A District Only action can only be completed by the district and includes district policies and plans. Actions identified as School Only do not appear in the district application. All other actions can be completed by either a district or by individual schools. If the district opts to complete an action that could also be done by a school, then the schools will be blocked from working on that action in their applications. Schools are also locked out of District Only actions. But schools will see the points from any actions completed by the district in their applications.

School Application: A school application lists all the program actions. Actions identified as School Only can only be completed at the school level. They are building-specific efforts such as projects, procedures, installations, lessons, and events. Actions identified as District Only can only be completed at the district level. They include district policies and plans. An action NOT identified as School Only or District Only can be completed in either the district or school application. All District Only and other actions the district is working on will be locked in a school application but schools will see the current status of the actions and the associated points in their applications.

Both Actions that can be completed by either the district or schools do not have a symbol associated with them. District users can edit the action in the district application, but not the school application, and school users can edit the action in the school application but not the district application.

Note: This information is also always readily available on our [Action Types page](#).

Action Statuses

In a new application, an action can have one of 3 statuses reflecting the current state of that action. For applications that have been submitted, an additional 4 statuses are possible.

New Application Action Statuses

- Unplanned – default state of an action unless it is changed by a user
- Planned – changed by a user to indicate it will or has been worked on
- Completed – changed by user to indicate the action description and documentation is to be submitted for review as part of the certification application.
- An action that can be done by either the District or School is **claimed by the District** when a district user changes the status to "planned" or "completed" in the district application. The status must be "Completed" for the points to count towards the school's certification application points total.

Green Cleaning Policy & Plan 10 Points ▪ LAST UPDATED 10/15/20 ▪ EXPIRED ON 08/31/20	**Unplanned**	Unplanned ⌄	Default unless changed by user
Green Cleaning Equipment 10 Points ▪ LAST UPDATED 03/26/18	**Planned**	Planned ⌄	Changed by user to indicate it will or has been worked on
Green Cleaning Supplies 10 Points ▪ LAST UPDATED 03/26/18	**Completed**	Completed ⌄	Changed by user to indicate the action submission has content and is ready to be submitted for review.

Additional Action Statuses on Reviewed Applications

Approved	• Points currently included in your application. • Expiration dates apply.
Must Revise	• After review, revision needed to be awarded points. • Comments are provided about revisions needed .
Not Approved	• Credit not awarded after final review. • Archived comments available.
Expired	• Previously received credit, but, with expiration of approval period, points are no longer counted in application.

Variable Point Actions

Variable point actions allow credit to be received based on the scope of work completed. The user indicates a requested point value, which is then confirmed or revised by the reviewer.

Variable Points on Main Application Page

- Possible points for variable-point actions are listed on the main application page below the title of the action.

- Points awarded are based on the scope of work completed. For example, the Building Efficiency Measures points are based on the decrease in energy use achieved. The "tiers" of possible points are clearly stated in the full action description.

Energy Efficiency for School Facilities

30 Points

◉ Priority

▪ THIS ACTION HAS VARIABLE POINTS: 5 — 50 ▪ 5 POINTS WERE REQUESTED FOR THIS ACTION ▪

- Application view defaults to lowest point value until changed by user.

Selecting Your Points

- On the action submission page, the user selects the point value they believe is supported by the documentation as part of the submission from the drop down menu.
- Make sure to **save action submission**.
- The reviewer then confirms the point value selected or changes it based on review of the documentation.

Status
Current action submission status: **Expired**

Completed ⌄
EXPIRED ON AUGUST 7, 2018

Requested Points
Point level requested for this submission

20 ⌄
10
20

Schools working on this action
The number of schools in this district who have begun working on this action.

0

Save Action Submission

Action Listing & Description

Action categories are listed alphabetically, and then actions within the category are mostly alphabetical after mandatory, priority, and policy actions. View the full action description in your application to find out the requirements for the action as well as helpful resources.

View Full Action Description

Click on the action title to go to Action Submission Page and click on the link after "Action Submission:"

Buy Renewable Electricity

10 Points

Unplanned ∨

▪ LAST UPDATED 03/26/18

Action Submission: Buy Renewable Electricity

Directions

Please complete this form to submit this action as part of your application by following these steps:

- Indicate the **requested points** for variable point actions.
- Enter **Description of Implementation**, no more than 300 words.
- Upload supporting documentation.
- Click **Save Action Submission** button at the bottom of the page.
- Once updates are finished, mark the action **Completed** so points are calculated in your point totals to submit the application for certification.
- Click **Save Action Submission** button at the bottom of the page.

✕

Buy Renewable Electricity

10 Points ⌂ School 🏛 District

🖶 Print   📄 Get PDF

Why is it important?	Revised March 2019
Who should lead and be involved with this action?	This action recognizes a school or district that buys electricity from a renewable source. Schools have the ability to buy electricity on the open market that is then delivered through their usual utility supply channel. Schools can specify the
Timeframe	amount of green content in their electricity mix, either by buying directly from a green energy supplier, or (more commonly) participating in a buying pool that
Project costs and resource needs	includes renewable power. By purchasing renewable electricity in this way schools can often lower energy costs while also reducing greenhouse gas emissions, become less vulnerable to fossil fuel costs, and help create demand
What to do, and how to do it ("How to")	for more sustainable sources of energy. Note that buying green electricity through the utility is different than installing your own renewables generator on-site. Both can be done in tandem.
What to submit to earn points for this action	To earn 10 points for this action the school district must purchase electricity with at least 5% renewable energy above and beyond the Renewable Portfolio Standard (RPS) in force at the time the energy contract is executed, with all of
Spotlight: What New Jersey schools are doing	the additional renewable content coming from PJM Class 1 RECs (Renewable Energy Credits). Either a **current contract or one that has terminated no more than 12 months prior to the January submission deadline of the certification**

Action Submission

The action submission page is where you upload your documentation to support the submission requirements for the action. On the submission page you will also find information about the action's status, points, and reviewer feedback.

Top of Action Submission Page

1. **Status**: Current status of the action. Make sure to select "completed" once finished working on the action to include it as part of your application submission.
2. **Points**: Lists the number of points the action is worth.
3. **Description of Implementation**: Enter a short narrative about what you did and the impact it had on the district and/or school.
4. **Save Action Submission** scroll to below the documentation to the save button any time you make a status or description of implementation update.

Status
Current action submission status: **Unplanned** ①

Unplanned ▾

Points
Points for this action are not variable. ②

10

Schools working on this action
The number of schools in this district who have begun working on this action.

1

Description of Implementation ③

In the text box below, please provide a short summary (300 word maximum) of what was accomplished and the impact it had or will have on the school community. Include relevant references to the uploaded materials. **If updating a previous submission, please remove any outdated or unnecessary information.**

④

Save Action Submission

Action Submission

The action submission page is where you upload your documentation to support the submission requirements for the action. On the submission page you will also find information about the action's status, points, and reviewer feedback.

Upload Supporting Documentation

1. Select the file from your computer to upload and rename the file to reflect the document.

    Many file types are accepted, and each file can be up to 50MB. You can rename the file to whatever you like.

2. Once successfully uploaded it will appear in the box below

3. Easily remove files by clicking "x" under Delete.

4. **Save Action Submission** after uploading files. Remember to modify the action status at the top of the page if applicable.

Supporting Documentation

Please upload the supporting documentation required as outlined in the "*What to submit to earn points for this action*" section of the action and follow these steps:

- **Enter the name of your file.** Otherwise, it will automatically insert what the document is called on your local drive.
- Click **Choose File,** select the file from your computer.
- Click **Attach File.**
- Click **Save Action Submission.**

Up to six files can be uploaded. Each file must be uploaded individually. Individual files cannot exceed 50 MB.

If there is a need to provide more than six documents, please combine documents into one PDF file. To remove any uploaded file, simply click the "X" in the column labeled "Delete." Be sure to click on the **Save Action Submission** before exiting this page.

By submitting this action in your application, you affirm that the information provided is true and accurate. You also grant permission to Sustainable Jersey for Schools to use any photographs and electronic media images for general program publicity. All information submitted as part of the application will be published in your certification report which can be viewed by Sustainable Jersey for Schools website visitors and should therefore not contain any confidential information.

Document Title

Enter the name of your document

Choose File | No file chosen   Attach File

TYPE	TITLE	UPLOADED ON	DELETE
image	Accessible Communications Documentation	3/17/2015 at 07:05 PM	✕
pdf	Accessible Communications Documentation	3/17/2015 at 07:06 PM	✕

Save Action Submission

Reviewer Feedback

- Following all review periods, feedback will be available for the submitted actions.

    - If currently in cycle, comments will be visible at the bottom of an actions' page.

    - After the end of the cycle, all comments are archived and can be viewed by clicking "show archived comments"

Reviewer Feedback

No feedback has been published.

⌄ Show archived comments

Online Application

Calculating Points

Easily track the progress on your application using the Action Totals box on the right hand side. Along with the submit button, it will indicate when your application qualifies for certification.

Default View

- The Action Totals box defaults to show points from **completed and approved** actions. Only points from actions with completed and approved statuses are counted towards the submission requirements. When these points meet the criteria for bronze certification, the "Submit Application for Review" button becomes yellow and clickable in school applications.

Use the ACTION TOTALS chart in the right column to track your point totals.

To identify actions by status, check the desired box or boxes below. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

☐ Planned ☐ Completed ☐ Must Revise ☐ Not Approved ☐ Approved ☐ Expired

Click a box below to open all the actions with that attribute. Clear Search before selecting a different box.

☐ Mandatory ☐ Priority ☐ District Only ☐ School Only ☐ Collaboration

☐ Digital Schools

The initial 2021 application deadline is January 15

Action Totals
(Completed, Approved)

Required	1/1
Priority	5/9
Total Points	165/630
Categories	8/22
Total Actions	13/49

Submit Application for Review

Custom View

- View different combinations by checking the desired boxes under **Search Actions**. Remember to clear search when complete.

☑ Planned ☐ Completed ☐ Must Revise ☐ Not Approved ☐ Approved ☐ Expired

Click a box below to open all the actions with that attribute. Clear Search before selecting a different box.

☐ Mandatory ☐ Priority ☐ District Only ☐ School Only ☐ Collaboration

☐ Digital Schools

The initial 2021 application deadline is January 15

Action Totals
(Planned)

Required	0/1
Priority	0/9
Total Points	15/630
Categories	2/22
Total Actions	2/49

Submit Application for Review

Submit District & School Applications

District and school applications are both submitted for review by clicking the submit button found on the right hand side of the main application page under the action totals.

Steps to Submit

- When finished working on an action mark it as "Completed." Make sure all actions that are ready for review have the "Completed" status.

- Press the submit button on the application main page. In school applications, a bronze or silver medal appears next to the action total once the certification criteria are met. Confirm submission and you will receive a notification at the top of the page that the application has been submitted.

- All users on the account will receive an automatic email that the application has been submitted for review.

- You will be locked from editing actions you submitted until the review is complete.

Action Totals
(Completed, Approved)

○ DISTRICT ○ SCHOOL ● BOTH

Required	1/1
Priority	1/14
Total Points	30/1360
Categories	2/22
Total Actions	3/104

Even if all completed actions were approved, this application would still not qualify for certification.

Action Totals
(Completed, Approved)

○ DISTRICT ○ SCHOOL ● BOTH

Required	1/1
Priority	3/14
Total Points	210/1360
Categories	10/22
Total Actions	19/104

If all completed action submissions are approved, this application will qualify for BRONZE certification.

To achieve SILVER certification, see certification criteria above.

Submit Application for Review

Action Totals
(Approved)

○ DISTRICT ○ SCHOOL ● BOTH

Required	1/1
Priority	7/14
Total Points	435/1360
Categories	17/22
Total Actions	42/104

Based on the approved actions, this application currently qualifies for SILVER certification.

Submit Application for Review

Current Status
This application is **SUBMITTED**

SUBMITTED
THIS APPLICATION IS CURRENTLY LOCKED FOR REVIEW. ACTION SUBMISSIONS FOR COMPLETED OR APPROVED ACTIONS MAY NOT BE MODIFIED WHILE THE APPLICATION IS LOCKED.

Submit District & School Applications

District and school applications are both submitted for review by clicking the submit button found on the right hand side of the main application page under the action totals.

Requirements & Submission View

Applicant	Requirements to Submit	Action Totals Box
District	None	**Action Totals** (Completed, Approved) Required — 1/1 Priority — 3/9 Total Points — 115/630 Categories — 8/22 Total Actions — 11/49 **Submit Application for Review**
School	Points from **Completed** and **Approved** actions in "Both" district and school applications meet minimum requirements for bronze certification	**Certification Criteria** Required — 1 — 1 Priority — 2 — 3 Points — 150 — 350 Categories — 6 — 8 Show requirements for: ☑ BRONZE ☑ SILVER

Reviewer Feedback & Application Updates

After submitting your application, subject area specialists review your submissions to see if they meet the requirements for each action. Once your application's review is complete, you will have the opportunity to update it and resubmit for additional review.

Reviewer Feedback

- Reviewer feedback can be found in one of two places:

    1. By clicking "**Published Comments**" in the Reviewer Feedback area at the top of the application. It will return a list of the actions with comments associated with them in the order they appear in the application.

    2. By clicking on the **action name** and scrolling to the bottom of the submission page to the "Reviewer Feedback" area.

- Reviewer feedback will provide guidance on the updates needed for action approval.

- Once all of your updates have been made, mark the updated actions as "Completed" and resubmit the application for review.

- At the end of the review cycle, all comments will be archived and accessible either at the top of the application, or at the bottom of each action's submission page.

Status: IN PROGRESS
Reviewer Feedback: 0 comments

Details and history Help View School Applications

Current Status This application is **IN PROGRESS**	IN PROGRESS
Application History This applicant has applied **0** times	
Reviewer Feedback	0 PUBLISHED COMMENTS 18 ARCHIVED COMMENTS

Reviewer Feedback

No feedback has been published.

Posted: 2/11/2021 9:13 PM   Status: UNPUBLISHED

Subject
Action Approved

Body
Your action has been approved! For future submissions, we recommend uploading more photos from your event.

Show archived comments
∨ Show archived comments

Sustainable Jersey for Schools Certified — A Brighter Future, One School at a Time

Questions?
Sustainable Jersey for Schools is here to help!

Contact schools@sustainablejersey.com or call 609-771-3427

For more information, visit
www.sustainablejerseyschools.com