



State of New Jersey

DEPARTMENT OF EDUCATION

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March 10, 2015

TO: Executive County Superintendents  
Executive County Business Officials  
Chief School Administrators  
Charter School Lead Persons

FROM: Evan Linhardt, CITO  
Division of Innovation, Information Technology Office

SUBJECT: County District School (CDS) System opening

The CDS System will be open for updates beginning **March 16, 2015** and will close on April 24, 2015. The system is located on the New Jersey Department of Education (NJDOE) Homeroom website: <http://homerom.state.nj.us/>.

**All LEAs and Charter Schools are required to review and update the system for the 2015-2016 school year.** All LEAs including charters must submit the CDS report each year, even if there are no changes to the codes of schools within their districts. The importance of ensuring this system has the most accurate and current data possible cannot be stressed enough as this information is used throughout the NJDOE in the systems your districts use to report data.

The system will close on **April 24, 2015** so that data can be supplied to various Divisions within the NJDOE. This is the only time during the year that school information and attributes can be updated. However, school contact information must be updated throughout the year and can be done by using the contact information links in the CDS system.

All contacts will be mandatory this year. District level contacts include:

- Superintendent
- Business Administrator
- Special Education Coordinator
- District Anti-bullying Coordinator
- Technology Directory/LEA PARCC IT Contact
- State Testing Coordinator/PARCC Coordinator
- District Educational Stability Liaison
- McKinney-Vento Homeless Educational Liaison
- District NCLB Coordinator
- District Physician
- Bilingual Coordinator/Point of Contact

School level contacts include:

- Principal or Charter School Lead Person
- School/Charter School Anti-bullying Specialist
- State Testing Coordinator
- School Nurse

We understand that there will be cases throughout the year where information needs to be updated. We will provide a process to do so that includes a change form. These details will be provided at the close of the current CDS collection period.

If there are any questions, please email [CDSHELP@doe.state.nj.us](mailto:CDSHELP@doe.state.nj.us) or call (609)292-4369.

EL: CDS memo

c: Members, State Board of Education  
David C. Hespe, Commissioner  
Senior Staff  
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NJ LEE Group  
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