



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: June 3, 2020  
To: Chief School Administrators, Charter School and Renaissance School Project Leads  
From: Scott Henry, Director  
Division of Finance  
Deadline: July 31, 2020

### **2019-20 School Register Summary Data Collection**

The 2019-20 School Register Summary (SRS) web application is now accessible to authorized school district, charter school, and renaissance school project staff through the New Jersey Department of Education's (NJDOE) [Homeroom webpage](#). Submission of the SRS is a required annual data collection that must be completed by each school district, charter school, and renaissance school project to satisfy the school enrollment and attendance reporting requirements at *N.J.A.C. 6A:32-8.1 et seq.* The certified 2019-20 SRS data is due to the NJDOE by 5 p.m. **Friday, July 31, 2020.**

Users are encouraged to read the accompanying [User Technical Manual](#) prior to completing the application. Please be aware that authorization to access the SRS requires a user ID and password that must be obtained through your school's Homeroom Administrator.

Certification by the chief school administrator, charter school lead person, or renaissance school project lead person may occur only after all discrepancies ("fatal edits") in the SRS system have been addressed and cleared. Applicable to school districts only is a fatal-edit check designed to ensure that the 2019-20 student enrollment/attendance data entered by the district into the SRS software is consistent with the grade and program cost categories submitted with the district's original 2019-20 budget certified for taxes. Please note that if your district submitted a February 1 revision to the original 2019-20 budget, the comparison will be made against the revised 2019-20 budget.

Subsequent to the July 31, 2020 deadline for data entry and certification, access to the data entry screens will be restricted. To ensure data consistency, the SRS system will be locked on August 1, 2020 and school and district, charter school, and renaissance school project access will be provided only at the discretion of the NJDOE. If your school district, charter school, or renaissance school project becomes aware of the need to revise certified SRS data after the submission deadline, the certifying officer must submit a request to the email address below. Please include a detailed description of, and justification for, the proposed change(s) to the submitted data. Changes to the certified SRS data will only be permitted in extremely limited instances.

Please email questions regarding the SRS system and any requests for changes to data subsequent to July 31, 2020 to [srshelp@doe.nj.gov](mailto:srshelp@doe.nj.gov).

c: Members, State Board of Education  
Dr. Lamont Repollet, Ed.D., Commissioner  
NJDOE Staff

Garden State Coalition of Schools  
NJ LEE Group  
Statewide Parent Advocacy Network