



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: March 5, 2020
 To: Chief School Administrators, Charter School and Renaissance School Project Leads
 Route To: Homeroom Administrator
 From: Kevin Dehmer, Assistant Commissioner
 Division of Finance
 Deadline: April 30, 2020

County District School (CDS) System Open Period and CDS System Changes

The CDS information system, located on the New Jersey Department of Education’s [Homeroom](#) website, collects and tracks data about educational entities in New Jersey that receive state or federal funds. The CDS data is critical to statewide and federal educational operations.

All Local Educational Agencies (LEAs), including charter schools and renaissance school projects, are required to review and update the County District School (CDS) System for the 2020-21 school year. **The CDS System will be open from March 16, 2020, through April 30, 2020** to provide LEAs the opportunity to update district and school level data. If there are no changes to school codes or supporting information within the LEA, districts are still required to review and certify LEA data annually. Because the data will be supplied to various divisions within the NJDOE after the system is closed on April 30, it is imperative to ensure the data is accurate.

The open period is the only time that LEAs can enter the system to update all district and school level information and attributes.

Complete directions to the CDS System will be available on the [Welcome Page](#) of the CDS System beginning **March 16, 2020**.

2020-2021 CDS System updates:

- *School Type Selection:* In the School Information Section, the School Type options will be limited based on the selection made in the Federal School Type field. Selections will be limited as follows:

If Regular Type is...	...then School Type can only be:
Regular	Regular
Special Education	Special Education or Regional Day
Vocational Education	Vo-Tech or Share-time only vocational
Reportable Program	Adult Ed Evening
Alternative Education	Evening or Adult or Summer or Share-time vocational or Regional Day

- *Early Childhood Contact:* Districts that offer Pre-kindergarten will be required to add an Early Childhood Contact as a District Contact.
- *CDS Policy Certification:* Prior to submitting school information in the Certification section, all districts must now certify that each school complies with the CDS policy for what is a school. See I.B. of the

Policy for Obtaining and retiring County District School (CCDS) Codes for public schools found on the [Welcome Page of the CDS System](#).

If there are any questions, please email CDShelp@doe.nj.gov or call (609) 376-3420 or (609) 376-3422.

c: Members, State Board of Education
Lamont O. Repollet, Ed.D., Commissioner
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group