



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: June 9, 2021
To: Chief School Administrators, Charter School and Renaissance School Project Leads
From: Scott Henry, Director
Division of Finance
Deadline: July 30, 2021

2020-2021 School Register Summary Data Collection

The 2020-2021 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 2020-2021 SRS data is due to the NJDOE by 5 p.m. on **Friday, July 30, 2021.**

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 2020-21 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 2020-2021 budget certified for taxes. Please note that if your district submitted a February 1 revision to the original 2020-2021 budget as part of the 2020-21 budget process, the comparison will be made against the revision..

Subsequent to the July 30, 2021 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 July 31, 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 July 30, 2021 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 30, 2021 to srshelp@doe.nj.gov.

c: Members, State Board of Education
Dr. Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education
NJDOE Staff

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