



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: March 10, 2021  
To: Chief School Administrators, Charter School and Renaissance School Project Leads  
Route To: Homeroom Administrator  
From: Kevin Dehmer, Assistant Commissioner  
Division of Finance

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

The County District School (CDS) Information System, located on the New Jersey Department of Education (NJDOE)'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 their respective CDS Information System information for the 2021-2022 school year. **The CDS Information System will be open from March 22, 2021, through April 23, 2021** 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. The data is used across the NJDOE for a wide variety of purposes, including federal reporting requirements. It is imperative to ensure that the data accurately reflects updates for the upcoming school year.

The open period is the only time that LEAs can enter the system to update all district and school-level information and attributes. However, contact information can be updated at any time during the year.

Complete instructions on how LEAs can update the CDS Information System will be available on the [Welcome Page](#) of the CDS Information System beginning **March 22, 2021**.

If there are any questions, please email [CDShelp@doe.nj.gov](mailto:CDShelp@doe.nj.gov).

c: Members, State Board of Education  
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group