



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 13, 2021
To: Chief School Administrators, Charter School and Renaissance School Project Leads, Administrators of Approved Private Schools for Students with Disabilities
Route To: CDS System Administrator
From: Shashi Yellambhatla, Director, Office of Information Technology

Contact Updates Needed for CDS System

Throughout the school year, contact information in the New Jersey Department of Education's (NJDOE) County District School (CDS) System needs to be reviewed and updated by public schools and Approved Private Schools for Students with Disabilities. The NJDOE uses contact information in the CDS System to communicate with districts and schools. Contact information from the CDS System is also used to populate the [NJDOE School Directory](#). It is important that this information is accurate.

Key steps/actions

The CDS System is located in the [NJDOE Homeroom](#) online portal. The person responsible for updating the CDS System should log in and update both district- and school-level contacts. Once complete, the information must be saved by clicking "Submit and Save" at the bottom of the page. It is not necessary to resubmit or certify anything in the system once done updating contacts.

Please check the following contacts, which are mandatory and should reflect any changes that have occurred since the system was completed in the spring.

Public school and charter district-level contacts include:

- Superintendent
- Business Administrator
- Special Education Coordinator
- District Anti-Bullying Coordinator
- Technology Director
- State Testing Coordinator - District
- Homeless Education Liaison
- ESEA Coordinator
- District School Health contact
- Bilingual/ESL/ELS contact
- District Educational Stability Liaison
- School Safety Specialist
- Data Coordinator
- Early Childhood Coordinator

Public school and charter school-level contacts include:

- Principal
- School Anti-bullying Supervisor
- State Testing Coordinator – School
- School Nurse

Approved Private School for Students with Disabilities district-level contacts include:

- School Director or Lead Person listed as the Primary Contact
- Business Administrator
- District Anti Bullying Coordinator
- Technology Director
- State Testing Coordinator - District
- District Educational Stability Liaison

Approved Private School for Students with Disabilities school-level contacts include:

- Principal or School Lead Person
- State or School Testing Coordinator
- Anti-Bullying Specialist

Important Reminder about adding the District Biliteracy Coordinator

The NJDOE offers the option for graduating high school students to attain the State Seal of Biliteracy by demonstrating proficiency in English and one or more world languages. School districts participating in the State Seal of Biliteracy program must denote participation in the program by selecting and identifying the District Biliteracy Coordinator via the CDS system. This contact is found in the “Add New Contact” Section. Use the drop-down menu, select Biliteracy Coordinator, and fill in the appropriate individual’s name, email address, and phone number. Then click “Submit this new contact” at the bottom.

Any questions about logging in to the CDS System can be directed to doeit@doe.nj.gov. Any questions about the contacts in the CDS System can be directed to 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