



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 19, 2022

To: Chief School Administrators, Charter School and Renaissance School Project Leads

Route To: Business Administrators, Board Secretaries, Charter and Renaissance School Designees, Administrators, and Board Members

From: Salma T. Chand, Executive Director
Office of School Ethics and Legal Affairs
Division of Legal and External Services

Deadline: April 30, 2022 and November 1, 2022

Filing of 2022 Personal/Relative and Financial Disclosure Statements

This memo is a reminder to all districts, charter schools and renaissance school projects that the School Ethics Commission (SEC) has established an electronic method for completing Personal/Relative and Financial Disclosure Statements (Disclosure Statements), which are required to be filed annually by all school officials. Information regarding the electronic filing of 2022 P Disclosure Statements for Districts, Charter Schools and Renaissance Schools in New Jersey pursuant to N.J.S.A. 18A:12-25 and N.J.S.A. 18A:12-26, can be found on the [School Ethics Commission webpage](#).

Key Deadlines:

- *January 19, 2022*: Opening of February list of school officials.
- *February 2, 2022*: Deadline for February list of school officials to be populated.
- *Thirty (30) days after the opening of the February list of school officials*: Deadline for new school officials to file their Disclosure Statements.
- *April 30, 2022*:¹ Deadline for Board Secretaries and charter and Renaissance school designees to complete their review of Disclosure Statements.
- *May 13, 2022*: Deadline for Board Secretaries and charter and Renaissance school designees to submit certification and report to the SEC.
- *June 1, 2022*: Opening of June list of school officials (new school officials *only*).
- *June 15, 2022*: Deadline for June list of school officials to be populated.
- *November 1, 2022*: Deadline for Board Secretaries and charter and Renaissance school designees to complete their review of Disclosure Statements.
- *November 15, 2022*: Deadline for Board Secretaries and charter and Renaissance school designees to submit certification and report to the SEC.

Contact Information

If you have any questions, please contact the Offices of School Ethics and Compliance at (609) 376-9115, or email school.ethics@doe.nj.gov.

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

¹ April 30, 2022 is a Saturday. Board Secretaries and charter and Renaissance school designees are encouraged to complete their review prior to this deadline.