



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: June 1, 2022
To: Local Educational Agency Leads
From: Scott Henry, Director
Office of Fiscal Policy and Planning
Division of Finance and Business Services
Deadline: July 29, 2022

2021-2022 School Register Summary Data Collection

The 2021-2022 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 2021-2022 SRS data is due to the NJDOE by 5 p.m. **Friday, July 29, 2022.**

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 2021-2022 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 2021-2022 budget certified for taxes. Please note that if your district submitted a February 1 revision to the original 2021-2022 budget as part of the 2021-2022 budget process, the comparison will be made against the February 1, 2022 revised 2021-2022 budget.

Access to the data entry screens for data entry and certification will be restricted following the July 29, 2022 deadline. To ensure data consistency, the SRS system will be locked on July 30 and 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 29, 2022 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 29, 2022 to srshelp@doe.nj.gov.

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

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