



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: March 16, 2022
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) System Open Period and CDS System Changes

The County District School (CDS) System, located on the New Jersey Department of Education's (NJDOE) [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 System information for the 2022-2023 school year. **The CDS System will be open from March 14, 2022, through April 25, 2022** to provide LEAs the opportunity to update LEA- and school-level data. LEAs must review and certify data annually even if there are no changes to the school codes or supporting information. Data from the CDS System 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 LEA- 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 System is currently available on the [Welcome Page](#) of the CDS System.

If there are any questions, please email 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