Date: September 28, 2022

To: Chief School Administrators

Route To: School Business Administrators

From: Allen Dupree, Director
             Office of School Finance
             Division of Finance and Business Services

Deadline: October 28, 2022

2023-2024 Debt Service Data Collection – Reporting Requirements

The New Jersey Department of Education (NJDOE) Debt Service Data Collection Web Application is now available in the NJDOE Homeroom portal. All school districts with debt service are required to submit their debt service information via the web application.

School district debt and project information reported in last year's data submission are already in the system. You must closely review and then certify the information. **If you need to add new bonds or make changes to the existing data,** please notify the NJDOE by emailing debtserv@doe.nj.gov.

A data submission is not considered complete until it is certified online. Please note the following:

- Data must be submitted and certified via the web application by October 28, 2022.
- Districts that do not have a debt service requirement in 2023-2024 should indicate this by sending an email to debtserv@doe.nj.gov.

If you have questions regarding the Debt Service Data Collection, email debtserv@doe.nj.gov.

c: Members, State Board of Education
   NJDOE Staff
   Statewide Parent Advocacy Network
   Garden State Coalition of Schools
   NJ LEE Group