



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 4, 2023  
To: Local Educational Agency Leads  
Route To: Business Administrators, Board Secretaries, Charter and Renaissance School Designees, Administrators, and Board Members  
From: Kathryn A. Whalen, Esq., Director  
Office of School Ethics  
Division of Legal and External Services  
Deadlines: April 30, 2023 and November 1, 2023

## Filing of 2023 Personal/Relative and Financial Disclosure Statements

This memo is a reminder to all school 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 2023 Disclosure Statements for all school districts, charter schools, and renaissance school projects 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's webpage](#).

### Key Deadlines:

- *January 3, 2023*: Opening of February list of school officials (new and returning school officials).
- *February 1, 2023*: Deadline for February list of school officials to be populated.
- *Within thirty (30) days of starting employment or taking office (February list)*: Deadline for **new** school officials to file their Disclosure Statements.
- *April 30, 2023*:<sup>1</sup> Deadline for **returning** school officials to file their Disclosure Statements.
- *April 30, 2023*:<sup>2</sup> Deadline for board secretaries and charter and renaissance school project designees to review the Disclosure Statements filed by their new and returning school officials.
- *June 1, 2023*: Opening of June list of school officials (new school officials *only*).
- *June 30, 2023*: Deadline for June list of school officials to be populated.
- *Within thirty (30) days of starting employment or taking office (June list)*: Deadline for new school officials to file their Disclosure Statements.
- *December 1, 2023*: Deadline for board secretaries and charter and renaissance school project designees to review the Disclosure Statements filed by their new school officials.

### Contact Information

If you have any questions, please feel free to contact the Office of School Ethics at (609) 376-9115, or via email at [school.ethics@doe.nj.gov](mailto:school.ethics@doe.nj.gov).

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

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<sup>1</sup> April 30, 2023 is a Sunday. Returning school officials are encouraged to submit their Disclosure Statements prior to this deadline.

<sup>2</sup> April 30, 2023 is a Sunday. Board secretaries and charter and renaissance school designees are encouraged to complete their review prior to this deadline.