



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: June 8, 2023  
To: Local Educational Agency Leads  
From: Allen Dupree, Acting Executive Director  
Division of Finance and Business Services  
Deadline: July 31, 2023

### **2022-2023 School Register Summary Data Collection**

The 2022-2023 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 2022-2023 SRS data is due to the NJDOE by 5 p.m. **Monday, July 31, 2023.**

Users are encouraged to read the accompanying User Technical Manual prior to completing the application. Please be aware, 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 2022-2023 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 2022-2023 budget certified for taxes. Please note, if your district submitted a February 1, 2023 revision to the original 2022-2023 budget as part of the 2022-2023 budget process, the comparison will be made against the February 1, 2023 revised 2022-2023 budget.

Subsequent to the July 31, 2023, deadline for data entry and certification, access to the data entry screens will be restricted. To ensure data consistency, the SRS system will be locked on August 1, 2023, and school district, charter school, and renaissance school project 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 31, 2023 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 31, 2023 to [srshelp@doe.nj.gov](mailto:srshelp@doe.nj.gov).

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