



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: March 15, 2023
To: Local Educational Agency Leads
Route To: Homeroom Administrator
From: Shashi Yellambhatla, Chief Information Technology Officer
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 (NJDOE)'s [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), which includes charter schools and renaissance school projects, are required to review and update their respective CDS System information for the 2023-2024 school year. **The CDS System will be open from March 13, 2023, through April 21, 2023**, to provide LEAs the opportunity to update district and school-level data. LEAs must review and certify data annually regardless of any 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 district and school -level information and attributes. However, contact information can be updated at any time during the year.

During the open period and until July 1, 2023, Districts and Charters still need to maintain contacts for the 22-23 school year. Therefore, it may be necessary to update contacts for both school years by logging into the 22-23 school year, then logging into the 23-24 school year and update each year accordingly. Contacts updated in one year only during this time do not carry over to the next year.

New fields this year are:

- Financial Management System – This is the district's accounting software used for school finance/business. A drop-down list of options will be provided including "other." If "other" is selected, the name of the Financial Management System must be entered in the box provided.
- Payroll and Workforce Management System – This is the district's payroll and time tracking management system. A drop-down list of options will be provided including "other." If "other" is selected, the name of the Financial Management System must be entered in the box provided.

Complete instructions on how LEAs can update the CDS System will be available on the [Welcome Page](#) of the CDS System beginning **March 12, 2023**.

If there are any questions, please email CDShelp@doe.nj.gov.

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network

NJ LEE Group
Garden State Coalition of Schools