



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 26, 2023
To: Chief School Administrators
Route To: School Business Administrators
From: Allen Dupree, Director
Office of School Finance
Division of Finance and Business Services
Deadline: November 29, 2023

2024-2025 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 debtserve@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 November 29, 2023.
- Districts that do not have a debt service requirement in 2024-2025 should indicate this by sending an email to debtserve@doe.nj.gov.

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

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