



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 22, 2025
To: Local Educational Agency Leads
Route To: Business Administrators, Board Secretaries, Charter and Renaissance School Designees, Administrators, and Board Members
From: Brigid C. Martens, Director
Office of School Ethics
Division of Legal and External Affairs
Deadline: April 30, 2025, and December 1, 2025

Filing of 2025 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 2025 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 2, 2025:* Opening of February list of school officials (new and returning school officials).
- *February 1, 2025:*¹ 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, 2025:* Deadline for **returning** school officials to file their Disclosure Statements.
- *April 30, 2025:* 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, 2025:*² Opening of June list of school officials (new school officials *only*).
- *June 30, 2025:* 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, 2025:* Deadline for board secretaries and charter and renaissance school project designees to review the Disclosure Statements filed by their new school officials.

Contact Information:

For any questions, please contact the Office of School Ethics at (609) 376-9115, or via email at 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

¹ February 1, 2025, is a Saturday. Board secretaries and charter and renaissance school project designees populate their list on Monday, February 3, 2025.

² June 1, 2025, is a Sunday. Board secretaries and charter and renaissance school project designees can begin adding new school officials on Monday, June 2, 2024.