



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: March 19, 2025  
To: Local Educational Agency Leads  
Route To: Homeroom Administrators  
From: Shashi Yellambhatla, Chief Information Technology Officer  
Division of Finance  
Deadline: May 9, 2025

## 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), including charter schools and renaissance school projects, are required to review and update their respective CDS System information for the 2024-2025 school year. Approved Private Schools for Students with Disabilities (APSSDs) are not required to login at this time but will receive information about making updates later.

**The CDS System will be open from March 25, 2025, through May 9, 2025,** 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.

This 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, 2025, Districts and Charters still need to maintain contacts for the 24-25 school year. Therefore, it may be necessary to update contacts for both school years by logging into the 24-25 school year, then logging into the 25-26 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 this year:

- Interdistrict School Choice Contact – Any district which participates in the Interdistrict school choice program is required to add a contact for the program in the district contact section.
- School physician – The District School Health contact will now only accept school physician as the contact. Previously, director of school nursing was filled in for this category. The district's school physician must now be identified in the district contact section.

Complete instructions on how LEAs can update the CDS System will be available on the [Welcome Page](#) of the CDS System beginning **March 25, 2025**.

If there are any questions, please email [CDShelp@doe.nj.gov](mailto:CDShelp@doe.nj.gov).

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