

## Homeroom Administrator Update Form

**New Form!**

**Directions:**

1. Download the form.
2. Open the form in Adobe or any application that can read a .pdf format.
3. Print for signatures, then scan and email.

**Please choose one of the following options:**

- Change Existing Homeroom Administrator
- Create New Homeroom Administrator *(for new districts/LEAs only)*

<b>DATE:</b>	/ /	<b>ENTITY TYPE:</b> <i>(check one)</i>	<input type="checkbox"/> Public District
<b>COUNTY NAME:</b>			<input type="checkbox"/> Charter
<b>COUNTY CODE:</b>			<input type="checkbox"/> College
<b>ENTITY CODE:</b>			<input type="checkbox"/> Nonpublic School
<b>ENTITY NAME:</b>			
<b>HOMEROOM ADMINISTRATOR INFORMATION – please print</b>			
<b>NAME:</b>			
<b>USER NAME:</b> <i>(must be 6 – 8 characters)</i>		<b>PHONE:</b> ( )	
		<b>EMAIL:</b>	

I CERTIFY THAT I WILL BE THE HOMEROOM ADMINISTRATOR FOR MY DISTRICT AND WILL BE REPLACING THE CURRENT HOMEROOM ADMINISTRATOR AND WILL BE RESPONSIBLE FOR UPDATING ALL USER ACCOUNTS IN THE DISTRICT.

SIGNATURE: \_\_\_\_\_

### AUTHORIZATION

<b>CHIEF SCHOOL ADMINISTRATOR INFORMATION – please print</b>			
N.J.A.C. 6A:32-2.1 → Chief School Administrator means the superintendent of schools or the administrative principal if there is no superintendent.			
<b>NAME:</b>		<b>PHONE:</b>	( )
<b>EMAIL:</b>			

AS THE CHIEF SCHOOL ADMINISTRATOR (CSA), I HEREBY AUTHORIZE THE INDIVIDUAL WHOSE SIGNATURE APPEARS ABOVE TO ADMINISTER ALL HOMEROOM ACCOUNTS FOR USE WITHIN MY INSTITUTION.

SIGNATURE: \_\_\_\_\_

### Next Steps:

1. Please email the completed form to NJDOE's Office of Information Technology: [doeit@doe.nj.gov](mailto:doeit@doe.nj.gov) and copy (Cc) your CSA.\*
2. \*You must Cc your CSA. Forms without the CSA Cc'ed will not be accepted.\*
3. NJDOE's Office of Information Technology will call you upon receipt of the form to finalize your account.