



Frequently Asked Questions: Uploading and Submitting 2023 Personal/Relative and Financial Disclosure Statements

January 3, 2023

Q1: How do I find my school district's code?

Answer: You can find your school district's code here: <https://homeroom5.doe.state.nj.us/directory/>.

Q2: Are the entries on the log-in page case sensitive?

Answer: No.

Q3: What if, after I enter my district code, last name, and PIN, I am unable to access the filing application?

Answer: This error will occur if you are using Internet Explorer. Please use a different browser (Chrome, Firefox, etc.).

Q4: What if I do not know my PIN?

Answer: You need to contact your board secretary.

Q5: Can I make changes to my Disclosure Statements after they have been uploaded?

Answer: Yes.

Q6: Can I make changes to my Disclosure Statements after they have been submitted?

Answer: No.

Q7: How do I know if my Disclosure Statements were submitted?

Answer: In the upper-right hand corner of the screen, it will say "submitted." A pop-up window will also confirm submission of your Disclosure Statements. If your Disclosure Statements have not been submitted, the upper-right hand corner of the screen will say "in progress."

Q8: What if, after submission of my Disclosure Statements, I realized I made a mistake. How do I revise my filing?

Answer: Contact your Board Secretary. Board secretaries have the ability to return Disclosure Statements to filers for correction.

Q9: What date should a board secretary enter for a school official's first date of employment?

Answer: The "start date" should either be the date a new Board member was sworn in, or the first day of employment for a new administrator. Although a "date of hire" could be entered for "returning" school officials, this information is no longer required. In addition, an error will generate if a start date is not entered for a new school official.

Q10: What if a board secretary needs to make a correction to the February list of school officials after it has been submitted?

Answer: The board secretary must send an email to school.ethics@doe.nj.gov, along with the district code, noting the list that needs to be reopened.

Q11: What if a board secretary tried to submit a list and received a “pending” or “in progress” notification?

Answer: This means that an error(s) occurred with the entry of a school official’s information. Once the errors are corrected, the “pending” or “in progress” notification will go away. Please note that, in order to submit a list, the board secretary must complete a certification at the bottom of the page.

Q12: After I enter the list of school officials, when will I receive the authorization codes or “PINs” to send to each school official?

Answer: The authorization codes or “PINs” are generated automatically and appear after the board secretary clicks “save” or “submit.” However, school officials do not receive the PINs until they are sent to them by the board secretary.

Q13: Will school officials receive their authorization codes or “PINs” from the SEC and/or the county office?

Answer: No. Board secretaries are responsible for sending authorization codes or “PINs” to each school official on their list. Sample emails are available on the SEC’s website in Exhibit A.

Q14: How do I know if the list of school officials was submitted?

Answer: In the upper right-hand corner of the page, it will either say “in progress” or “submitted.” If it says, “submitted,” your list was successfully submitted.

Q15: Can I make corrections to the list after I click submit?

Answer: No. Although you can view or access your list, you cannot presently make any changes unless you send an email to school.ethics@doe.nj.gov, along with your district code. To the fullest extent possible, lists should not be submitted until board secretaries ensure accuracy and completeness. The deadline for submission is not until February 1, 2023.