



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

Instructions for Filing of 2023 Personal/Relative and Financial Disclosure Statements

The School Ethics Commission (SEC) has established an electronic method for all school districts, charter schools, and renaissance school projects to complete Personal/Relative and Financial Disclosure Statements (Disclosure Statements), which are required to be filed by all school officials¹ on an annual basis. The School Ethics Act (Act), and N.J.S.A. 18A:12-25 and N.J.S.A. 18A:12-26 in particular, requires school officials who filed Disclosure Statements in the previous year (2022) to file new Disclosure Statements by **April 30**. For school officials who are newly elected or newly appointed to a school district, charter school, or renaissance school project, Disclosure Statements must be filed within thirty (30) days of the start of employment or taking office. Detailed instructions for the online filing application, including frequently asked questions, are available on the [School Ethics Commission](#) webpage.

Each board secretary, charter school or renaissance school project designee (board secretary) must annually submit (electronically/online) a List of School Officials (List). The List will contain the names and email addresses of those school officials, by office and position, who are required to file Disclosure Statements based on the criteria set forth in N.J.S.A. 18A:12-21 *et seq.*

The first step in the process requires each board secretary to log into [Homerom](#), to populate their February List, and to submit the February List on or before **February 1**. Once the board secretary submits the February List, the board secretary must send each school official an email containing his/her unique authorization code so that s/he can file Disclosure Statements for the current reporting year (2023). By **April 30**, the board secretary must review all of the Disclosure Statements filed by their new and returning school officials. After the board secretary's review is completed, the county office of education must review and approve all filings; thereafter, the February collection will close.

On or before **June 1**, board secretaries will begin the June List collection by compiling the names and email addresses of newly elected and/or newly appointed school officials who are required to file Disclosure Statements within thirty (30) days of the start of employment or taking office. Although the June List should be submitted by **June 30**, board secretaries **must update the June List whenever a new school official is elected or appointed**. As new officials are added to the June List, the board secretary must send each school official an email containing his/her unique authorization code so that s/he can file Disclosure Statements. By **December 1**, the board secretary must review all of the Disclosure Statements filed by their new school officials. After the board secretary's review is completed, the County Office must review and approve all filings; thereafter, the June collection will close.

The Lists submitted by board secretaries shall be subject to review only by the board secretary, the county offices of education, and the SEC. Using the online filing application, board secretaries will complete their review of the Disclosure Statements by **April 30 and December 1**.

Below is a timeline for collection of Disclosure Statements. If you have any questions, please contact the SEC via email at school.ethics@doe.nj.gov.

¹ "School official" means a board member, a member of the board of trustees of a Charter or Renaissance School, an administrator of a local school district, an employee or officer of the New Jersey School Boards Association and other organizations covered by the Act, but not including any member of the secretarial, clerical or maintenance staff.

Timelines for the board secretary

Date	Actions
January 3, 2023	The February List will open.
February	<ul style="list-style-type: none"> On or before February 1, submit (online) the February List of all school officials required to file Disclosure Statements. The List shall include the names and email addresses for all school officials, by office and position. The List must also identify the board secretary and include his/her telephone number. New charter school trustees and administrators must initially file Disclosure Statements within thirty (30) days of the grant of a charter. Renaissance school project trustees and administrators must file within thirty (30) days of the execution of a contract. Thereafter, any newly appointed charter trustee or administrator of the charter or renaissance school project must file within thirty (30) days of assuming the position. After the charter school or renaissance school project has been established, the Disclosure Statements are required to be filed annually by April 30, as with the other school officials. When the board secretary submits the List, s/he must send each school official an email containing his/her unique authorization code so that s/he can file Disclosure Statements. <i>See Exhibit A for sample emails.</i> Advise all newly appointed or elected school officials who did <i>not</i> file Disclosure Statements in the previous year (2022) that they must file their Disclosure Statements within thirty (30) days of starting employment or taking office.
February– April	<ul style="list-style-type: none"> Remind <i>new</i> school officials to file Disclosure Statements within thirty (30) days of starting employment or taking office. <i>See Exhibit A for sample emails.</i> Remind returning school officials to file Disclosure Statements by April 30. <i>See Exhibit A for sample emails.</i> Review Disclosure Statements for completeness/deficiencies. The Act requires that the financial information provided by the school official pertain to the <i>preceding</i> calendar year (2022). If the information changed in the current year (2023), it is recommended that the school official also provide financial information which is current as of five (5) days prior to the date of filing. Disclosure Statements should <i>not</i> be returned for failure to provide current financial information. Review and accept the Disclosure Statements for County Office review, or note the deficiency in the comment box and return the Disclosure Statements to the school official for correction. If the board secretary determines that the Disclosure Statements require correction, the board secretary must notify the school official that his/her Disclosure Statements require a revision/ correction.

Date	Actions
	<ul style="list-style-type: none"> • Monitor the List for County Office review. The County Office shall electronically review all Disclosure Statements, and either note a deficiency and return the Disclosure Statements to the board secretary, or accept the Disclosure Statements as complete. Disclosure Statements, identified as incomplete or deficient by the County Office, will automatically be returned to the board secretary, who shall advise the school official that the Disclosure Statements require correction. • Ensure that the school official corrects and completes any identified deficiency. After the school official corrects and resubmits the Disclosure Statements, it will be available again for review by the board secretary. The board secretary must again review the Disclosure Statements, and return them for further correction, or approve and forward the Disclosure Statements to the County Office for review. The County Office shall review the Disclosure Statements, again, for approval. • Complete review of Disclosure Statements by April 30.
May	<ul style="list-style-type: none"> • Continue assisting the SEC in ensuring that all school officials successfully complete their Disclosure Statements as required by the Act. • Completed Disclosure Statements will be stored within the List beneath each individual school official's name, and will be immediately available to the public on the SEC's website.
June 1	The June List of school officials will open.
June-December	<ul style="list-style-type: none"> • On or before June 30, submit (online) the June List with the names and email addresses of all <i>newly elected or newly appointed school officials</i>. • As other new school officials join the school district, charter school, or renaissance school project, add the name and email address of each new school official to the June List (on a rolling basis) so that s/he can file his/her Disclosure Statements. Send an email to each newly added school official containing his/her unique authorization code so that s/he can file Disclosure Statements. • Remind any newly appointed or elected school official who did <i>not</i> file Disclosure Statements in the previous year (2022) that s/he must do so within thirty (30) days of starting employment or taking office. <i>N.J.A.C. 6A:28-3.1(c), (d), (e), (f)</i>. • New charter school trustees and administrators must initially file Disclosure Statements within thirty (30) days of the grant of a charter. Renaissance school project trustees and administrators must file within thirty (30) days of the execution of a contract. Thereafter, any newly appointed charter trustee or administrator of the charter or renaissance school project must file within thirty (30) days of assuming the position. After the charter school or renaissance school project has been established, the Disclosure Statements are required to be filed annually by April 30, as with the other school officials.

Date	Actions
	<ul style="list-style-type: none"> • The board secretary shall follow all of the procedures identified above for the review and approval of Disclosure Statements as required by the Act. • Complete review of Disclosure Statements by December 1.
December	<ul style="list-style-type: none"> • Continue assisting the SEC in ensuring that all school officials successfully complete their Disclosure Statements as required by the Act. • Completed Disclosure Statements will be stored within the List beneath each individual school official's name, and will be immediately available to the public on the SEC's website.

Important Dates to Remember:

- **January 3, 2023:** Opening of February list of school officials (new and returning school officials).
- **February 1, 2023:** 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, 2023:**² Deadline for **returning** school officials to file their Disclosure Statements.
- **April 30, 2023:**³ 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, 2023:** Opening of June list of school officials (new school officials *only*).
- **June 30, 2023:** 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, 2023:** Deadline for board secretaries and charter and renaissance school project designees to review the Disclosure Statements filed by their new school officials.

² April 30, 2023 is a Sunday. Returning school officials are encouraged to submit their Disclosure Statements prior to this deadline.

³ April 30, 2023 is a Sunday. Board secretaries and charter and renaissance school designees are encouraged to complete their review prior to this deadline.