



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

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

Exhibit A

Sample Emails

Sample 1: Initial Email, Returning School Official

Dear **[Insert Name of School Official]**:

You have been identified as a school official required to file Personal/Relative and Financial Disclosure Statements (Disclosure Statements) pursuant to *N.J.S.A. 18A:12-21 et seq.* of the School Ethics Act.

In order to complete and submit your Disclosure Statements, you need the following authentication code: **[Insert Authentication Code]**. You can complete and upload your Disclosure Statements [here](#). In order to complete your Disclosure Statements, you will also need our school district's code, which is **[insert district code]**.

As a returning school official, you need to file your Disclosure Statements by no later than April 30, 2023. **Failure to file your Disclosure Statements by April 30, 2023, may subject you to disciplinary action, up to and including removal from your position.**

If you have any questions about how to file your Disclosure Statements, please refer to the [School Ethics Commission's webpage, Frequently Asked Questions](#). Otherwise, please contact me.

Sample 2: Initial Email, New School Official

Dear **[Insert Name of School Official]**:

You have been identified as a school official required to file Personal/Relative and Financial Disclosure Statements (Disclosure Statements) pursuant to *N.J.S.A. 18A:12-21 et seq.* of the School Ethics Act.

In order to complete and submit your Disclosure Statements, you need the following authentication code: **[Insert Authentication Code]**. You can complete and upload your Disclosure Statements [here](#). In order to complete your Disclosure Statements, you will also need our school district's code, which is **[insert district code]**.

As a new school official, you need to file your Disclosure Statements within thirty (30) days of the start of your employment or taking office. **Failure to file your Disclosure Statements within thirty (30) days of the start of your employment or taking office may subject you to disciplinary action, up to and including removal from your position.** Please note that, in future years, you will need to file your Disclosure Statements by April 30.

If you have any questions about how to file your Disclosure Statements, please refer to the [School Ethics Commission's webpage, Frequently Asked Questions](#). Otherwise, please contact me.

Sample 3: Reminder Email, Returning School Official

Dear *[Insert Name of School Official]*:

As a reminder, you need to file your Personal/Relative and Financial Disclosure Statements (Disclosure Statements) by no later than April 30, 2023. **Failure to file your Disclosure Statements by April 30, 2023, may subject you to disciplinary action, up to and including removal from your position.**

For your reference, your authentication code is as follows: *[Insert Authentication Code]*. You can complete and upload your Disclosure Statements [here](#). In order to complete your Disclosure Statements, you will also need our school district's code, which is *[insert district code]*.

If you have any questions about how to file your Disclosure Statements, please refer to the [School Ethics Commission's webpage, Frequently Asked Questions](#). Otherwise, please contact me.

Sample 4: Reminder Email, New School Official

Dear *[Insert Name of School Official]*:

As a reminder, you need to file your Personal/Relative and Financial Disclosure Statements (Disclosure Statements) within thirty (30) days of the start of your employment or taking office. **Failure to file your Disclosure Statements within thirty (30) days of the start of your employment or taking office may subject you to disciplinary action, up to and including removal from your position.**

For your reference, your authentication code is as follows: *[Insert Authentication Code]*. You can complete and upload your Disclosure Statements [here](#). In order to complete your Disclosure Statements, you will also need our school district's code, which is *[insert district code]*.

If you have any questions about how to file your Disclosure Statements, please refer to the [School Ethics Commission's webpage, Frequently Asked Questions](#). Otherwise, please contact me.