



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

Filing the Online Personal/Relative and Financial Disclosure Statements

Answering the School Ethics
Commission's Email

Filing the 2020 School Ethics Commission's Online Personal/Relative & Financial Disclosure Statements

Answering the School Ethics Commission's Email

Doe, John

From: schoolethics@doe.state.nj.us
Sent: Thursday, December 05, 2019 3:03 PM
To: Doe, John
Cc: School Ethics
Subject: School Ethics Commission - New Jersey Department of Education



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

John Doe
District/Charter: WASHINGTON TOWNSHIP

Please do not delete this email.

Your District or Charter School has identified that you are a School Official who must file the Personal/Relative and Financial Disclosure Statements pursuant to N.J.S.A. 18A:12-21 et seq. of the School Ethics Act.

Please find below your unique authorization code which must be used to submit your School Ethics Commission Personal /Relative & Financial Disclosure Statements.

Authentication Code: 4n1n5m3f-43bs9002-20140201

1. Please do not share this information.
2. Copy the identification code from this email, and paste it into the authorization box of the Personal/Relative & Financial Disclosure Forms online link: <https://education.state.nj.us/secp2/>
3. Read all instructions before completing the disclosure statements.
4. Carefully complete all of the requirements of the disclosure statements, certify and submit.

TIME FOR FILING: Personal/Relative & Financial Disclosure Statements must be filed by every school official, which includes board members and certain administrators, by April 30 **each** calendar year. **New board members or new school administrators must file within 30 days of assuming office or position.** Failure to file a statement by the deadline may subject you to disciplinary action up to and including removal pursuant to N.J.S.A. 18A:12-25.

If you are uncertain why you have received this email or if you believe that you have received this email in error, please contact your board secretary/school business administrator for more information.

School Ethics Commission
New Jersey Department of Education
100 Riverview Plaza
P.O. Box 500
Trenton, NJ 08625
schoolethics@doe.state.nj.us

Each official will receive an individual email from the School Ethics Commission. The official must click on the blue link to the School Ethics Commission's online application to access the Disclosure Statement.



John Doe
District/Charter: WASHINGTON TOWNSHIP

Please do not delete this email.

Your District or Charter School has identified that you are a School Official who must file the Personal/Relative and Financial Disclosure Statements pursuant to N.J.S.A. 18A:12-21 et seq. of the School Ethics Act.

Please find below your unique authorization code which must be used to submit your School Ethics Commission Personal /Relative & Financial Disclosure Statements.

Authentication Code: 4nln5m3f-43bs9002-20140201

1. Please do not share this information.
2. Copy the identification code from this email, and paste it into the authorization box of the Personal/Relative & Financial Disclosure Forms online link: <https://education.state.nj.us/secp2/>
3. Read all instructions before completing the disclosure statements.
4. Carefully complete all of the requirements of the disclosure statements, certify and submit.

TIME FOR FILING: Personal/Relative & Financial Disclosure Statements must be filed by every school official, which includes board members and certain administrators, by April 30 **each** calendar year. **New board members or new school administrators must file within 30 days of assuming office or position. Failure to file a statement by the deadline may subject you to disciplinary action up to and including removal pursuant to N.J.S.A. 18A:12-25.**

If you are uncertain why you have received this email or if you believe that you have received this email in error, please contact your board secretary/school business administrator for more information.

The official must sign-in to begin the Disclosure Statements by clicking the sign-in button. The authorization code should already be included.



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

Personal/Relative and Financial Disclosure Forms

This is the online portal to the School Ethics Commission's Personal/Relative and Financial Disclosure Statements which are required annually of all school officials in accordance with N.J.S.A. 18A: 12-21 et seq., The School Ethics Act.

Please insert your authorization code to sign in.

Sign-In

Authorization Code:

itkgzrzo-01-09-20140201

>>Sign-In

School Ethics Commission
NJ Department of Education
PO Box 500
Trenton, NJ 08625-0500
schoolethics@doe.state.nj.us

The Application will open to the main page. The main page includes links to instructions, definitions, and frequently asked questions (FAQs).



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

Name: John Doe

[sign out](#)

District: Washington Township

County: CAMDEN

- [Instructions](#)
- [Definitions](#)
- [FAQs](#)



• **Complete and review below:**

- | | |
|---|------------|
| → 1. Personal Disclosure Statement | Incomplete |
| 2. Relative Disclosure Statement | Incomplete |
| 3. Financial Disclosure Statement | Incomplete |
| 4. Review your 2014 Disclosure Statement here | |
| 5. Certification - Required for submission of forms. | |

School Ethics Commission
NJ Department of Education
PO Box 500
Trenton, NJ 08625-0500
schoolethics@doe.state.nj.us

The Instructions can be found by clicking on the “Instructions” link on the main page shown on the previous slide.

INSTRUCTIONS FOR FILING DISCLOSURE STATEMENTS - 2014

Requirements concerning the filing of this form
are found in N.J.S.A. 18A:12-21 et seq.

School Officials, who are required to complete annual Disclosure Statements as defined in the [definitions](#), must complete online **all** of the **PERSONAL, RELATIVE and FINANCIAL DISCLOSURE STATEMENTS**. Please read all instructions and [definitions](#) completely before providing the requested information in the online Disclosure Statements.

- [Timeline for filing](#): The School Ethics Act states that School Officials must annually file the Personal/Relative Disclosure Statement and the Financial Disclosure Statement by **April 30**. However, all newly-elected and newly appointed/hired School Officials, new to their position, must file within 30 days of assuming office or position. Failure to file a statement by the deadline may subject the School Official to disciplinary action up to and including removal pursuant to N.J.S.A. 18A:12-25.
- [Complete all sections](#): No section of the Disclosure Statements may remain blank.
 - **The Personal/Relative Disclosure Statement** includes information on the school official and relatives.
 - **"Relative"** means the spouse, natural or adopted child, parent or sibling of a school official.
 - **The Financial Disclosure Statement**, Section 3, Item 1, requires the official to report all income sources in the preceding 2013 calendar year in excess of \$2,000 for any member of the immediate family.
 - **"Income"** for purposes of these rules shall be as defined by the Internal Revenue Service, except as otherwise provided in N.J.S.A. 18A:12-26(a)(1) and also include loans that are not from lending institutions or family members.
 - **"Member of immediate family"** means the spouse or dependent child of a school official residing in the same household.
 - **"Spouse"** means the person to whom the school official is legally married under New Jersey law and also includes a partner in a civil union couple as established in N.J.S.A. 37:1-33.
- For further review of the definitions and sources of income, please read the "Frequently Asked Questions and Answers about Filing Disclosure Statements" at <http://www.state.nj.us/education/ethics/fds/faq.htm>.
- [Certification](#): Your online certification shall constitute your representation of the accuracy of the statements and of your understanding that the online disclosure statements contain no willful misstatement or omission of material fact and constitute a full disclosure with respect to all matters required by N.J.S.A. 18A:12-21 et seq. Once completed, the online forms will be reviewed by the Board Secretary or the Charter School Designee who will transmit the forms to the Office of the Executive County Superintendent for review. Once accepted by the Executive the forms will remain online available for reference by the Board Secretary or Charter School Designee, the Executive County Office and the School Ethics Commission for public review and periodic audits.

The Definitions can be found by clicking on the “Definitions” link on the main page.

DEFINITIONS - 2014

Requirements concerning the filing of this form are found in [N.J.S.A. 18A:12-21 et seq.](#)

"Administrator" means any officer, other than a board member, or employee of a local school district or charter school district who:

(i) holds a position which requires a certificate that authorizes the holder to serve as a school administrator, principal, or school business administrator, or

(ii) holds a position which does not require that the person hold any type of certificate, but is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by the local school district; or

(iii) holds a position which requires a certificate that authorizes the holder to serve as a supervisor and who is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by the local school district;

"Board Member" means any person holding membership whether by election or appointment on any board of education other than the State Board of Education.

"Board of Trustees" means the public agent authorized by the State Board of Education to supervise and control a charter school.

"Business" means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity, but shall not include a local school district or any other public entity.

"Income" for purposes of these rules shall be as defined by the Internal Revenue Service, except as otherwise provided in [N.J.S.A. 18A:12-26\(a\)\(1\)](#) and also include loans that are not from lending institutions or family members.

"Interest" means the ownership or control of more than 10 % of the profits, assets, or stock of a business, but shall not include the control of assets in a labor union.

"Local School District" means any local or regional school district established pursuant to Chapter 8 or Chapter 13 of Title 18A of the New Jersey Statutes and any jointure commission, county vocational school, county special services district, education services commission, educational research and demonstration center, environmental education center, and educational information and resource center.

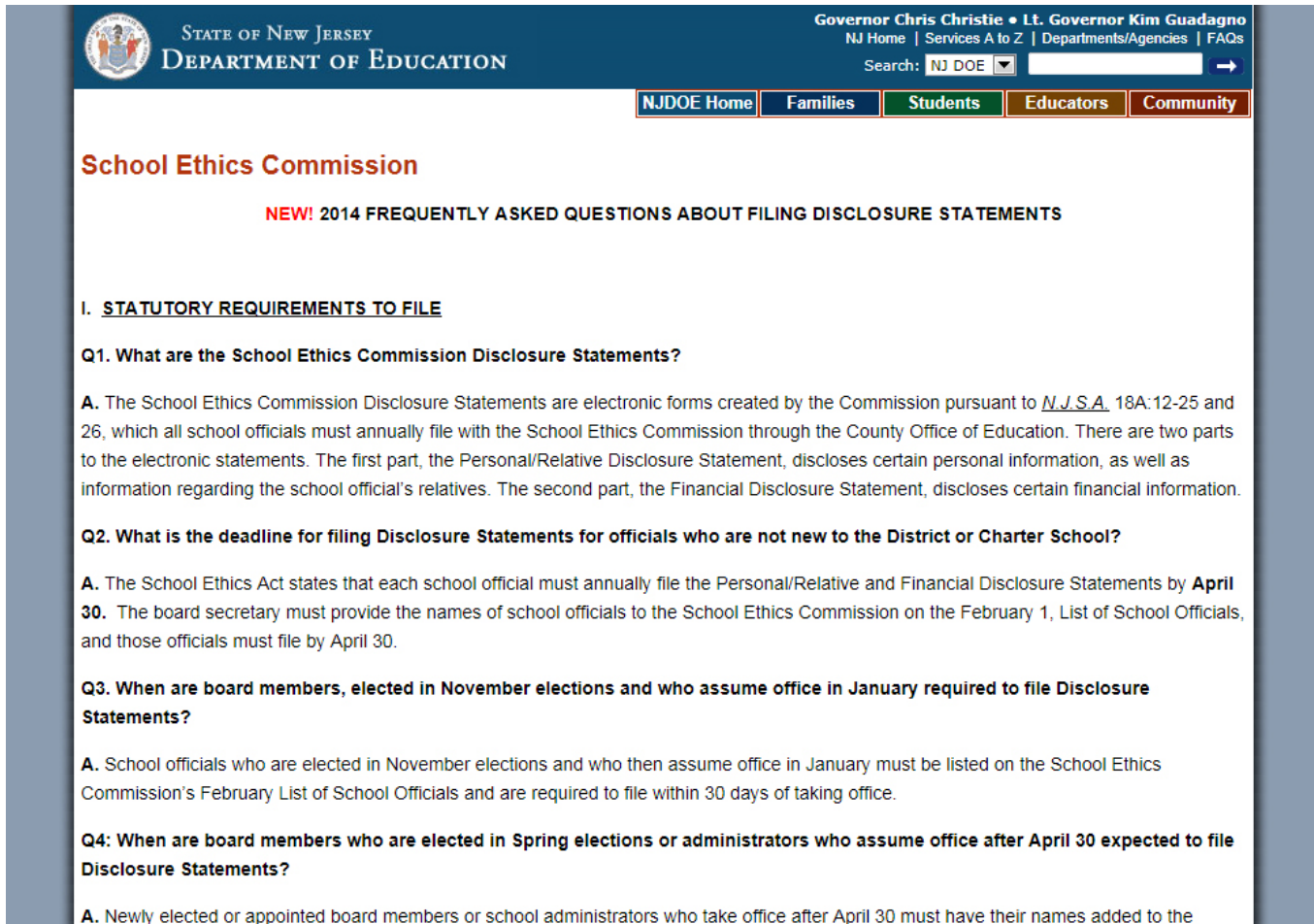
"Member of immediate family" means the spouse or dependent child of a school official residing in the same household.

"Relative" means the spouse, natural or adopted child, parent or sibling of a school official.

"School Official" means a board member, a member of the board of trustees of a charter school, an administrator of a local school board or charter school or an employee or officer of the New Jersey School Boards Association, but not including any member of the secretarial, clerical or maintenance of the Association.

"Spouse" means the person to whom the school official is legally married under New Jersey law and also includes a partner in a civil union couple as established in [N.J.S.A. 37:1-33](#).

Detailed information about Disclosure Statements can be found by clicking on the *FAQs* link found on the main page.



The screenshot shows the top navigation bar of the New Jersey Department of Education website. It includes the state seal, the text "STATE OF NEW JERSEY DEPARTMENT OF EDUCATION", and the names of Governor Chris Christie and Lt. Governor Kim Guadagno. There are links for "NJ Home", "Services A to Z", "Departments/Agencies", and "FAQs". A search bar is present with "NJ DOE" selected. Below the navigation bar are buttons for "NJDOE Home", "Families", "Students", "Educators", and "Community".

School Ethics Commission

NEW! 2014 FREQUENTLY ASKED QUESTIONS ABOUT FILING DISCLOSURE STATEMENTS

I. STATUTORY REQUIREMENTS TO FILE

Q1. What are the School Ethics Commission Disclosure Statements?

A. The School Ethics Commission Disclosure Statements are electronic forms created by the Commission pursuant to N.J.S.A. 18A:12-25 and 26, which all school officials must annually file with the School Ethics Commission through the County Office of Education. There are two parts to the electronic statements. The first part, the Personal/Relative Disclosure Statement, discloses certain personal information, as well as information regarding the school official's relatives. The second part, the Financial Disclosure Statement, discloses certain financial information.

Q2. What is the deadline for filing Disclosure Statements for officials who are not new to the District or Charter School?

A. The School Ethics Act states that each school official must annually file the Personal/Relative and Financial Disclosure Statements by **April 30**. The board secretary must provide the names of school officials to the School Ethics Commission on the February 1, List of School Officials, and those officials must file by April 30.

Q3. When are board members, elected in November elections and who assume office in January required to file Disclosure Statements?

A. School officials who are elected in November elections and who then assume office in January must be listed on the School Ethics Commission's February List of School Officials and are required to file within 30 days of taking office.

Q4: When are board members who are elected in Spring elections or administrators who assume office after April 30 expected to file Disclosure Statements?

A. Newly elected or appointed board members or school administrators who take office after April 30 must have their names added to the

The Instructions on the main page will lead the official through the requirements of the Disclosure Statements. The highlighted section indicates where the official must click.

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

Name: John Doe [sign out](#)
District: Washington Township
County: CAMDEN

- [Instructions](#)
- [Definitions](#)
- [FAQs](#)

Complete and review below:

→ 1. Personal Disclosure Statement	Incomplete
2. Relative Disclosure Statement	Incomplete
3. Financial Disclosure Statement	Incomplete
4. Review your 2014 Disclosure Statement here	
5. Certification - Required for submission of forms.	

School Ethics Commission
NJ Department of Education
PO Box 500
Trenton, NJ 08625-0500
schoolethics@doe.state.nj.us

The official must complete the Personal Disclosure Statement that requests the school address and information about the spouse/domestic partner if applicable.

District: Washington Township
County: CAMDEN

PERSONAL DISCLOSURE STATEMENT For Calendar Year 2014

This Personal Disclosure Statement is required annually of all school officials in accordance with [N.J.S.A. 18A:12-21 et seq.](#), The School Ethics Act. The Personal Disclosure Statement must be filed by April 30th of each year or within 30 days of assuming office or position if newly elected or appointed. This statement is a public record. Before completing this statement, read all [instructions](#) and [definitions](#).

Name: John Doe
Position: Board Secretary
School District or Charter School: Washington Township
County: CAMDEN

SECTION I. Personal Information

First Name: John

Middle Name: (optional)

Last Name: Doe

E-mail: joh.doe@doe.state.nj.us

School Address: 100 School Ave

City: Washington Township

State: NJ Zip: 08777

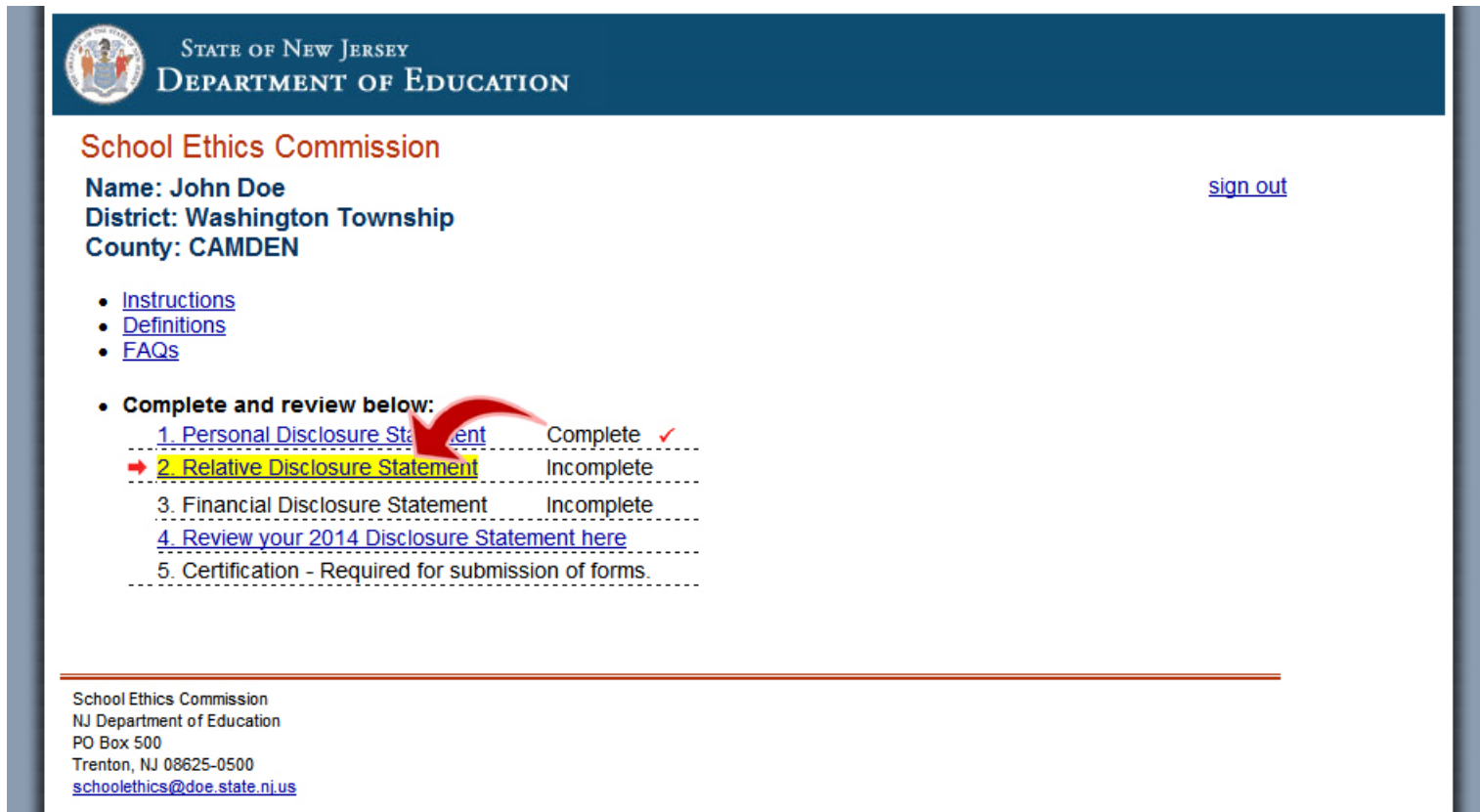
Spouse Information (if applicable)

First Name: Loretta Middle Name: S

Last Name: Doe

>>Save and Return to Menu

The main page highlights instructions for the official to complete the Relative Disclosure Statement.



The screenshot shows the user interface for the School Ethics Commission. At the top, there is a dark blue header with the State of New Jersey Department of Education logo and name. Below the header, the page title 'School Ethics Commission' is displayed in orange. The user's name 'John Doe' and location 'Washington Township, CAMDEN' are shown. A 'sign out' link is in the top right. A list of navigation links includes 'Instructions', 'Definitions', and 'FAQs'. A section titled 'Complete and review below:' contains a progress list with five items. Item 1 is 'Personal Disclosure Statement' (Complete with a checkmark), item 2 is 'Relative Disclosure Statement' (Incomplete, highlighted in yellow with a red arrow), item 3 is 'Financial Disclosure Statement' (Incomplete), item 4 is 'Review your 2014 Disclosure Statement here' (a link), and item 5 is 'Certification - Required for submission of forms.' The footer contains contact information for the School Ethics Commission.

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION


School Ethics Commission

Name: John Doe [sign out](#)
District: Washington Township
County: CAMDEN

- [Instructions](#)
- [Definitions](#)
- [FAQs](#)
- **Complete and review below:**
 1. [Personal Disclosure Statement](#) Complete ✓
 - 2. [Relative Disclosure Statement](#) Incomplete
 3. Financial Disclosure Statement Incomplete
 4. [Review your 2014 Disclosure Statement here](#)
 5. Certification - Required for submission of forms.

School Ethics Commission
NJ Department of Education
PO Box 500
Trenton, NJ 08625-0500
schoolethics@doe.state.nj.us

The official must complete the Relative Disclosure section that requests information about relatives. "Relative" is defined as the spouse, natural or adopted child, parent or sibling of a school official.


 STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

Name: John Doe [return to menu](#) | [sign out](#)
District: Washington Township
County: CAMDEN

RELATIVE DISCLOSURE STATEMENT
For Calendar Year 2014

This Relative Disclosure Statement is required annually of all school officials in accordance with [N.J.S.A. 18A:12-21 et seq.](#), The School Ethics Act. The Relative Disclosure Statement must be filed by April 30th of each year or within 30 days of assuming office or position if newly elected or appointed. This statement is a public record. Before completing this statement, read all [instructions](#) and [definitions](#).

 **Please complete question(s) 1 2 3**

1.

Is any person related to you, or related to you by marriage, employed by the school district or a charter school in which you hold office or are employed? If you are an employee of the NJSBA, is any person so related to you employed by any school district or charter school? If yes, please provide the information requested below. If no so certify.

I answer NO to this question.

Name:
Relationship:
District/Charter School:
Position:

The second question pertains to the Relative Disclosure Statement.

2. Are you or is any person related to you or related to you by marriage, a **party to a contract** with your school district or charter school? If you are an employee of the NJSBA, are you or is any person so related to you, a party to a contract with any school district? If yes, please provide the information requested below. If no so certify.

I answer NO to this question. [certify](#)

Name:

Relationship:

District/Charter School:

Nature of Contract:

[click here to save name to list](#)

The third and final question, pertaining to the Relative Disclosure Statement, asks whether the official has a relative who has a relationship or receives compensation from the district or charter where the official serves.

3. Do you or does any relative **receive compensation from or have any interest in any business** which is a party to a contract with the school district or charter school in which you hold office or are employed? If you are an employee of the NJSBA, do you or does any relative receive compensation from or hold an interest in any business which is a party to a contract with any district? If yes, provide the name of each business and if applicable, school district. If no so certify.

I answer NO to this question. [certify](#)

Name:

Relationship:

District/Charter School:

Business:

[click here to save name to list](#)



You have not completed question(s) 1 2 3

[>> Return to Menu](#)

After the official answers all of the questions the official must move forward by clicking “Return to Menu.”

information requested below. If no so certify.

I answer no to this question.

Change response?

2.

Are you or is any person related to you or related to you by marriage, a **party to a contract** with your school district or a charter school? If you are an employee of the NJSBA, are you or is any person so related to you, a party to a contract with any school district? If yes, please provide the information requested below. If no so certify.

I answer no to this question.


Change response?

3.

Do you or does any relative **receive compensation from or have any interest in any business** which is a party to a contract with the school district or charter school in which you hold office or are employed? If you are an employee of the NJSBA, do you or does any relative receive compensation from or hold an interest in any business which is a party to a contract with any district? If yes, provide the name of each business and if applicable, school district. If no so certify.

I answer no to this question.

Change response?



>> Return to Menu

The main page highlights instructions for the official to complete the Financial Disclosure Statement.



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

Name: John Doe

[sign out](#)

District: Washington Township

County: CAMDEN

- [Instructions](#)
- [Definitions](#)
- [FAQs](#)

- **Complete and review below:**

1. Personal Disclosure Statement	Complete ✓
2. Relative Disclosure Statement	Complete ✓
→ 3. Financial Disclosure Statement	Incomplete
4. Review your 2014 Disclosure Statement here	
5. Certification - Required for submission of forms.	

School Ethics Commission
NJ Department of Education
PO Box 500
Trenton, NJ 08625-0500
schoolethics@doe.state.nj.us

This is the Financial Disclosure Statement. All questions for the Financial Disclosure Statement are based on your financial information for calendar year 2019. In this section the official must list the name and address of each source of income, earned or unearned, for 2019 from which you or a member of your immediate family received in excess of \$2,000. "Member of immediate family" is defined as the spouse or dependent child of a school official residing in the same household.

FINANCIAL DISCLOSURE STATEMENT
Based on your financial information for calendar year 2013

This Financial Disclosure Statement is required annually of all school officials in accordance with [N.J.S.A. 18A:12-21 et seq.](#), The School Ethics Act. The Act requires that information pertain to the preceding calendar year. The Financial Disclosure Statement must be filed by April 30th of each year or within 30 days of assuming office or position if newly elected or appointed. This statement is a public record. Before completing this statement, read all [instructions](#) and [definitions](#).

 **Please complete question(s) 2 3**

1.

List the name and address of each source of income, earned or unearned, from which you or a member of your immediate family received in excess of \$2,000. If a **publicly traded security** is the source of income, the security need not be reported unless you or a member of your immediate family has an interest in the business organization. Client fees received through a business need not be separately reported. If you are a district employee, be sure to list the district board or charter school as a source of income.

Please begin with your current employment:

Name of Source:

Address of Source:
(complete address - include street, city, state & zip)

Name of Recipient:

Relationship:

[click here to save name to list](#)

Names entered for #1

Name	Address	Recipient	Relationship	
1.) Washington Township BOE	100 School Ave Washington Township, NJ 08777	John Doe	Self	<input type="button" value="delete"/>

This is question two pertaining to the Financial Disclosure Statement.

2. List the name and address of each source of **fees/honorariums or gifts/reimbursements or prepaid expenses** having an aggregate amount exceeding \$250 from any single source, excluding relatives, received by you or an immediate family member. Be sure to list any reimbursement received from the district or charter school for such things as **conference attendance, tuition/dues reimbursement, personal appearances, speeches, or writing**.

Not Applicable [certify](#)

Name of Source:

Address of Source:

(complete address - include street, city, state & zip)

Name of Recipient:

Relationship:

[click here to save name to list](#)

This is the third and final question pertaining to the Financial Disclosure Statement. School officials must list the name and address of each business organization in which the official or a member of the official's immediate family held an interest. This includes unpaid/volunteer relationships.

3.

List the name and address of all **business organizations** in which you or a member of your immediate family held an interest during the preceding calendar year.

Not Applicable

Name of Busn. Organization:

Address of Busn. Organization:
(complete address - include street, city, state & zip)

Name of Interest Holder:

Relationship:

[click here to save name to list](#)

 **You have not completed question(s) 3**

[>> Return to Menu](#)

After the official responds to all of the questions the official must move forward by clicking “Return to Menu.”

3.

List the name and address of all **business organizations** in which you or a member of your immediate family held an interest during the preceding calendar year.

Name of Busn. Organization:

Address of Busn. Organization:
(complete address - include street, city, state & zip)


Name of Interest Holder:

Relationship:

[click here to save name to list](#)

Names entered for #3

Name	Address	Holder	Relationship	
1.) First Christian Church of Washington Township	141 N. Main Washington Twp NJ 08777	John Doe	Self	delete

 [>> Return to Menu](#)

The official must complete the Certification in order to successfully file the Disclosure Statements.



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

Name: John Doe

[sign out](#)

District: Washington Township

County: CAMDEN


- [Instructions](#)
- [Definitions](#)
- [FAQs](#)

• Complete and review below:

- | | |
|--|------------|
| 1. Personal Disclosure Statement | Complete ✓ |
| 2. Relative Disclosure Statement | Complete ✓ |
| 3. Financial Disclosure Statement | Complete ✓ |
| 4. Review your 2014 Disclosure Statement here | |
| → 5. Certification - Required for submission of forms. | |

School Ethics Commission
NJ Department of Education
PO Box 500
Trenton, NJ 08625-0500
schoolethics@doe.state.nj.us

The official must complete the Certification in order to successfully file the Disclosure Statements. If the official has been assisted with filing, the name of the person who has assisted must be typed as the name of the preparer. The official must click “Submit Certification.”

 STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

Name: John Doe [return to menu](#) | [sign out](#)
District: Washington Township
County: CAMDEN

SECTION IV. Certification

I understand that this certification constitutes my representation of the accuracy of its contents. I hereby certify that these disclosure statements contain no willful misstatement or omission of material fact and constitute a full disclosure with respect to all matters required by N.J.S.A. 18A:12-21 et seq. I am aware that if I fail to file a statement or if I file a statement containing information that I know to be false, I shall be subject to disciplinary action up to and including removal pursuant to N.J.S.A. 18A:12-29.


I certify

***ONLY** if you did not prepare this disclosure form because of disability, please provide below the name of the preparer.

Name of Preparer:
E-mail address of Preparer:

>> Submit Certification

School Ethics Commission
NJ Department of Education
PO Box 500
Trenton, NJ 08625-0500
schoolethics@doe.state.nj.us



The official will receive immediate confirmation that the Disclosure Statements are in review by the Board Secretary and County Office.



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

Name: John Doe

[sign out](#)

District: Washington Township

County: CAMDEN

Your forms are now in review by your district Board Secretary and County Office. If you have any questions regarding the status of your forms please contact your district Board Secretary.

- [Instructions](#)
- [Definitions](#)
- [FAQs](#)
- [Your 2014 Disclosure Statements](#)

School Ethics Commission
NJ Department of Education
PO Box 500
Trenton, NJ 08625-0500
schoolethics@doe.state.nj.us

To protect the Disclosure Statements click the “sign-out” link. The Disclosure Statements must be approved by the Board Secretary and the County Office of Education. For information about the status of the Disclosure Statements, the official should make an inquiry to the Board Secretary.



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

Personal/Relative and Financial Disclosure Forms

You have signed out from the School Ethics Commission.

[»return to sign in page](#)

School Ethics Commission
NJ Department of Education
PO Box 500
Trenton, NJ 08625-0500
schoolethics@doe.state.nj.us

The Disclosure Statements will be reviewed by the Board Secretary and the County Office of Education. If a Disclosure Statement is returned for correction, the official will receive an email allowing for correction of the Disclosure Statements.

Doe, John

From: schoolethics@doe.state.nj.us
Sent: Friday, December 06, 2013 2:19 PM
To: Doe, John
Subject: School Disclosure Forms Returned for Correction

John Doe:

Please be advised that your disclosure forms are being returned to you from your board secretary/charter school designee for correction. Please sign in to the link below using your authorization code and make the corrections noted in the documents. Upon completion, please recertify and submit your disclosure forms for review. Thank you for your prompt attention.

Authentication Code: itkgrzo-07bs9999-20140201

Please copy and paste your authorization code into the login site: <https://education.state.nj.us/secp2/>

School Ethics Commission
100 Riverview Plaza
P.O. Box 500
Trenton, NJ 08625

The new email will ask for correction. When the official signs in to the Disclosure Statements, the areas that require correction will be identified in red. The official must return to any area requiring correction. The official must re-certify to submit corrected Disclosure Statements.



School Ethics Commission

Name: John Doe
District: Washington Township
County: CAMDEN

[sign out](#)



NOTICE: This form has been returned for correction(s). Please review each of the three disclosure statements and make corrections as indicated in the "Corrections noted by Board Secretary" boxes. When completed please resubmit your disclosure forms to the district Board Secretary.

- [Instructions](#)
- [Definitions](#)
- [FAQs](#)

• **Complete and review below:**

[1. Personal Disclosure Statement](#)

[2. Relative Disclosure Statement](#)

See comment(s)

[3. Financial Disclosure Statement](#)


[4. Review your 2014 Disclosure Statement here](#)

[5. Certification](#)

Re-certification Required



Below is an example of an area identified as requiring correction. Once the question is corrected, the official must click on “Return to Menu.”



Corrections noted by Board Secretary for #3


You need to answer this question

3.

Do you or does any relative **receive compensation from or have any interest in any business** which is a party to a contract with the school district or charter school in which you hold office or are employed? If you are an employee of the NJSBA, do you or does any relative receive compensation from or hold an interest in any business which is a party to a contract with any district? If yes, provide the name of each business and if applicable, school district. If no so certify.

I answer no to this question.

Change response?



>> Return to Menu

The official must re-certify the Disclosure Statements.




STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

Name: John Doe
District: Washington Township
County: CAMDEN

[sign out](#)

 **NOTICE: This form has been returned for correction(s).** Please review each of the three disclosure statements and make corrections as indicated in the "Corrections noted by Board Secretary" boxes. When completed please resubmit your disclosure forms to the district Board Secretary.

- [Instructions](#)
- [Definitions](#)
- [FAQs](#)

• **Complete and review below:**

[1. Personal Disclosure Statement](#)

[2. Relative Disclosure Statement](#)

See comment(s)

[3. Financial Disclosure Statement](#)

[4. Review your 2014 Disclosure Statement here](#)


[5. Certification](#)

Re-certification Required



School Ethics Commission
NJ Department of Education
PO Box 500
Trenton, NJ 08625-0500
schoolethics@doe.state.nj.us

The official must complete the Certification in order to successfully file the Disclosure Statements. If assisted with filing, the name of the person, who assisted, must be typed as the name of the preparer. Click “Submit Certification.”



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

Name: John Doe [return to menu](#) | [sign out](#)
District: Washington Township
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SECTION IV. Certification

I understand that this certification constitutes my representation of the accuracy of its contents. I hereby certify that these disclosure statements contain no willful misstatement or omission of material fact and constitute a full disclosure with respect to all matters required by N.J.S.A. 18A:12-21 et seq. I am aware that if I fail to file a statement or if I file a statement containing information that I know to be false, I shall be subject to disciplinary action up to and including removal pursuant to N.J.S.A. 18A:12-29.

I certify

***ONLY** If you did not prepare this disclosure form because of disability, please provide below the name of the preparer.

Name of Preparer:
E-mail address of Preparer:



>> Submit Certification

School Ethics Commission
NJ Department of Education
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Trenton, NJ 08625-0500
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The Disclosure Statements will now again be in review by the Board Secretary and the County Office. For information about the status of the Disclosure Statements, the official should contact the Board Secretary.



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

Name: John Doe

[sign out](#)

District: Washington Township

County: CAMDEN

Your forms are now in review by your district Board Secretary and County Office. If you have any questions regarding the status of your forms please contact your district Board Secretary.

- [Instructions](#)
- [Definitions](#)
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- [Your 2014 Disclosure Statements](#)

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To finalize the Disclosure Statements click the button “[return to sign in page.](#)”



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Ethics Commission

Personal/Relative and Financial Disclosure Forms

You have signed out from the School Ethics Commission.

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