**To:** NJSLEDS@doe.nj.gov  
**CC:** [Superintendent's Email]  
**Subject:** Point of Contact Change Request – [Your District ID]

Dear NJSLEDS Team,

I am writing to request a change in the Point of Contact (POC) for our district in the NJSLEDS system.

**District Name:** [Your District Name]  
**District ID:** [Your District ID]  
**County Code:** [Your County Code]

**Current POC (if known):**  
Name: [Current POC's Full Name]  
Title: [Current POC's Title]  
Email: [Current POC's Email]

**New POC Information:**  
Name: [New POC's Full Name]  
Title: [New POC's Title]  
Email: [New POC's Email Address]  
Phone Number: [New POC's Phone Number]

**Reason for Change:**  
[Brief explanation – e.g., “The previous POC has left the district,” or “We are updating our internal responsibilities to better align with reporting needs.”]

The new Point of Contact will be responsible for the following NJSLEDS submission(s):  
[List the applicable NJSLEDS submission(s) from the following: Student Management, Staff Management, Special Education, State Assessment Registration, Performance Report, Career and Technical Education, Staff Course Roster, Student Course Roster, Staff Vacancy]

Please let us know if any additional information is required to complete this update.

Thank you,  
[Your Full Name]  
[Your Title]  
[Your Email Address]  
[Your Phone Number]