

NJSLEDS School Code Request Form School Year 2025-26

Directions: Use this form to request a code for schools/institutions where students attend if a code is not found in the NJSLEDS system. One form is needed for each student per year where a code is needed, unless multiple students are attending for the same reason, same grade level, etc.

Please fill out this form in its entirety. Every field in this form is required. Provide supporting documentation where indicated. Forms with fields left blank will not be processed.

Once you have completed this form, please save the form with the following file name: **"XXXX School Codes Request MM-DD-YYYY"**, where XXXX is your four-digit district ID, and MM-DD-YYYY is the date when the request is created. Send the completed form as an attachment to helpdesk-sleds@doe.nj.gov with the subject line **"One Off School Codes Request Form for XXXX"**, where XXXX is your four-digit district ID. The NJDOE will then research the request and then respond to you once there is a further update.

LEA Requesting the Code Information (Resident School)

Name of Requestor:	Date of Request:
Four-Digit District ID of the Requestor LEA:	LEA Name:
Contact Phone:	Requestor's Email Address:

School/Institution Information That Needs a Code (Receiving School)

Full Name of the School/Institution:	Grade Levels Served by the School/Institution:
Street Address of the School/Institution:	City, State, Zip

Reason for Placement at this school: (select more than one if applicable)

Preschool		NJDOE Use Only Approved? Yes No If no, reason why: Receiving School Code assigned:
Settlement agreement or Due Process – Settlement or Due Process documents must be included along with Administrative Law Judge (ALJ) signature. If not included, the request will be denied.		
Rehabilitation		
Post-Graduate		
Out-of-State – out of state schools must be on the list of Approved Private Schools for Students with Disabilities (Out-of-State) list. If not on the list, request an Application as a New Jersey Out-of-State Private School for Students with Disabilities.		
Homeschool attending vocational classes		
Naples Placement – Naples placements will be sent to Special Ed and will not receive One off Code		

IMPORTANT – Please complete a separate form for each student that is attending the school. If you have multiple students that will be attending the school and the information on this form is applicable to each student, please indicate the number of students this form applies to: _____

Student's **Resident** School Name

Student's **Receiving** School Name

Student's **Resident** School CDS Code

Student's **Receiving** School CDS Code

Please describe why your LEA is sending student(s) to this school/institution for instruction. Provide as much detailed information as possible.

If this is a settlement agreement or Due Process, have you attached the supporting documentation including signed form by ALJ? Yes No N/A

Are any of these students Home Schooled? Yes No

If yes, please provide a count: _____

Why is the student being sent to this school/institution? (i.e., special education placement as directed by student's IEP, illness)? Give as much information as possible.

What is the reason for the placement? (i.e., inclusion, vocational classes that are not offered at the district)?

What is the grade level of the student attending this school/institution?

Is the student receiving instruction year-round or during the school year only? Is it a 10 or 12-month program?

What entity is responsible for paying the tuition of the student attending this school/institution? (i.e., School Code Resident or School Code Receiving)?

Additional comments (optional)

7/9/2025