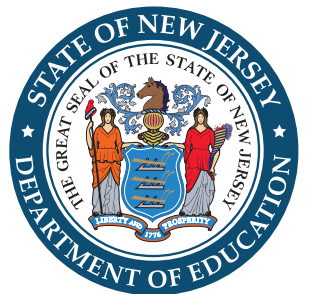


# New School Code Request Form Training Guide

**NJSLEDS Project Team**  
Office of Information Technology

September 2025

[nj.gov/education/sleds](https://nj.gov/education/sleds)



# Purpose of the School Code Request Form

**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 on 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 code, and MM-DD-YYYY is the date when the request is created. Send the completed form as an attachment to [cdshelp@doe.nj.gov](mailto:cdshelp@doe.nj.gov) with the Subject "School Codes Request Form for XXXX", where XXXX is your four-digit district code. NJSLEDS will then research the request with the NJDOE and respond to you once there is an update.

LEA Requesting the Code Information (Resident School)	
Name of Requestor:	Date of Request:
Four-Digit District Code of the Requestor's 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 appropriate)	NJDOE Use Only
Preschool	

[nj.gov/education/sleds](https://nj.gov/education/sleds)

- [NJSLEDS\\_School-Code-Request-Form.pdf](#) is used to request a CDS (County-District-School) code for an out-of-district school/institution that does not already exist in the NJSLEDS system
- It is typically required when placing a student in a setting not currently coded in the system



# When to Use the Form

Use the form if:

1. A student is attending a school/institution without an assigned NJSLEDS school code
2. The student is in a unique placement (e.g., out-of-state, due process, rehabilitation, vocational classes while homeschooled, etc.)
3. The setting is not listed in NJSLEDS and needs to be recognized for reporting/accountability

Note: One form is required per student per year, unless the placement details are identical for a group of students.



# Step by Step Instructions



# Step by Step Instructions

## 1. Download the [NJSLEDS\\_School-Code-Request-Form.pdf](#)

- The form can be accessed directly through the link above, or on the NJSLEDS [Key Documents](#) page
- Once the form is downloaded, you must save a copy and name it using the naming convention covered on the next slide



# Step by Step Instructions

## 2. Save the Form Using Naming Convention Below

- Since the PDF is a template, you must save a copy of the completed form using the naming convention outlined below:
- Template File Name:
  - XXXX School Codes Request MM-DD-YYYY.pdf
- Your File Name:
  - XXXX = Your four-digit district ID
  - MM-DD-YYYY = Date you are creating the request
  - Example: 1234 School Codes Request 09-25-2025.pdf



# Step by Step Instructions

## 3. Complete the Required Sections

### **Section A:** LEA Requesting the Code Information (Resident School)

Field	Instructions
Name of Requestor	Enter full name of the person completing the form
Date of Request	Date the form is being filled out
Four-Digit District ID	Your LEA's 4-digit code
LEA Name	Full name of your district
Contact Phone	Direct phone number for follow-up
Requestor's Email Address	Must be a valid email address



# Step by Step Instructions

## 3. Complete the Required Sections

### **Section B:** School/Institution Information That Needs a Code (Receiving School)

Field	Instructions
Full Name of School/Institution	Name of the School/Institution the student is attending
Grade Levels Served	Example: PK-8, 9-12
Street Address, City, State, Zip	Provide full physical address





# Step by Step Instructions

## 3. Complete the Required Sections

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

- Preschool
- Due Process or Settlement  
(documentation with ALJ signature required)
- Rehabilitation
- Post-Graduate
- Out-of-State  
(must be on NJ Approved Private School list)
- Homeschool attending vocational classes
- Naples Placement  
(handled separately by Special Education)

If documentation is required (e.g., Due Process), it must be attached, or the request will be denied.



# Step by Step Instructions

## 3. Complete the Required Sections

### **Section D:** Student Placement Details

Field	Instructions
Number of students this applies to	Enter '1' unless the same form applies to multiple identical placements
Student's Resident School Name	School the student would normally attend
Student's Receiving School Name	Requested placement school/institution
Resident and Receiving School CDS Codes	If available, otherwise leave blank
Why student is being sent to the institution	Example: Special education placement per IEP, medical needs
Reason for the placement	Example: Inclusion, vocational program not available in district
Grade level	Student's current grade
Instructional time	State whether it's 10-month, 12-month, year-round, or school year only
Tuition responsibility	Indicate CDS code of responsible entity (Resident or Receiving)
Are students homeschooled?	If yes, indicate the number of students
Additional comments	Optional, but helps provide context



# Step by Step Instructions

## 4. Submit the Form – Either Submit via Email or Web to Case

### Option 1: Submit via Email

- Email the completed [NJSLEDS\\_School-Code-Request-Form.pdf](#) as an attachment to: [cdshelp@doe.nj.gov](mailto:cdshelp@doe.nj.gov)
- Subject Line: One Off School Codes Request Form for XXXX
  - Replace XXXX with your four-digit District ID
- Attachments must include:
  - Completed request form
  - Any required supporting documentation (e.g., settlement agreements)



# Step by Step Instructions

## 4. Submit the Form – Select from One of the Options Below

### Option 2: Submit via Web to Case

- Select “Contact the Help Desk” on the NJSLEDS home page.
- In the Web to Case select “CDS School Code Request”
  - Fill in the required contact information
  - Pick the Sub Type for New Code or Renew Code
  - Upload the completed [NJSLEDS\\_School-Code-Request-Form.pdf](#) and any supporting documentation
  - Ensure the uploaded form is complete and includes all required documentation (e.g., settlement agreements)

**Contact the Help Desk**

Help Desk support is available for all NJSLEDS inquiries. Please use the form below to submit your question or request.

\* Name  
Teresita Munkacsy

\* Email  
teresita.munkacsy@doe.nj.gov

\* District ID  
0800

\* Phone  
Phone Extension

\* Type  
CDS School Code Request

\* Sub Type  
New Code

\* Details

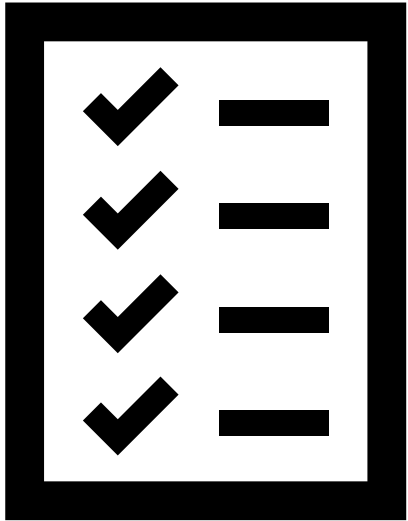
[Upload Files](#) Or drop files

Cancel Submit

Note: Web to Case creates a support case in the Help Desk Salesforce Case Management System. Users will receive a case confirmation email after submission.



# Final Reminders

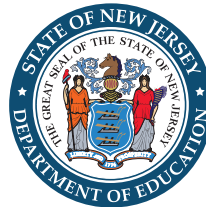


- All fields are required
- Incomplete forms will not be processed
- Attach all necessary supporting documentation
- Submit early to allow time for NJDOE review and response



# Thank You

**NJSLEDS Project Team**  
**Office of Information Technology**  
[helpdesk-sleds@doe.nj.gov](mailto:helpdesk-sleds@doe.nj.gov)



[nj.gov/education](http://nj.gov/education)