



New Jersey Department of Education
Office of Special Education

HOMEROOM INSTRUCTIONAL MANUAL: PRESCHOOL APPLICATION CHILD OUTCOMES SUMMARY (COS) PROCESS



This manual provides step-by-step instructions for entering data from the COS Form into the Homeroom Preschool Application.



USE THIS MANUAL WHEN:

- The team has completed the COS for the child (entry or exit).
- The individual inputting the data into Homeroom already has a login for the Preschool Application.
- The COS Form (COSF) has been completed.
- The individual inputting the data knows their districts 4 digit ID number.



CONTACT US



COSSupport@doe.nj.gov



[NJDOE Indicator 7 Webpage](#)

Finding the "PRESCHOOL" Application



Always start with this link:

[NJDOE Homeroom Homepage](#)



Open the "PRESCHOOL" link

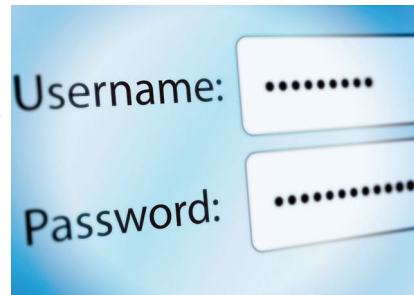
The Applications are in alphabetical order. Scroll down to where it says "PRESCHOOL" under Application and under Application Description it reads "Child Outcomes Summary System".

		mid-August annually	mid-october annually	
NPCR	Nonpublic Project Completion Reports			
NPC-Form upload for ESEA	Nonpublic Consultation Form Upload for ESEA Applications	Year round	No close	
OCS	Office of Comprehensive Support (OCS)	2/16/2023	4/2/2023	
OCS	Charter and Renaissance School Data Drive	Year round	No close	
ODM NEW	Discipline Data Monitoring	Year round	No close	
PARS21	21stCCLC and EvenStart Program Activity Review System	Year round	No close	
PERKINS	Preliminary Perkins Secondary and Postsecondary Grant Allocations	Year round	No close	
Perkins Performance	Perkins Performance Postsecondary Data Report	Year round	No close	
Portfolio Appeals	Portfolio Appeals Electronic Submissions			
Prekindergarten Projected Enrollment	Prekindergarten Projected Enrollment	9/19/2024	1/1/2025	
PRESCHOOL	Child Outcomes Summary System	Year round	No close	
Preschool Expansion NEQ	Preschool Expansion application and budget workbook	7/16/2025	8/21/2025	
QSAC	District Performance Review	9/27/2024	11/15/2024	
Retired Teacher Data	Reemployment of Retired Certified Staff Data	3/17/2022	TBD	
School Aid	School Aid Payments and Notices	Year round	No close	
School Register Summary	2024-25 School Register Summary (public schools only)	6/10/2025	7/31/2025	
Seal Of Biliteracy	Seal Of Biliteracy-Electronic Upload	Year around	No close	
SEC	School Ethics Commission List of School Officials	Year round	No close	
SFEA and TDD		SFEA 11/1/2024	SFEA12/15/2024	State Agencies Only



Forget username or Password?

If the username and password are unknown, contact the Homeroom Administrator. To find the Homeroom Administrator, click on the 'Complete List of Homeroom Administrators' link at the top of the page.



Welcome to the NJDOE Homeroom

Important Information PLEASE READ!

Homeroom Administrator Account Information (form that was faxed to the NJDOE) only provides access to the Homeroom Administration System. To access any of the Data Collection Systems you need to have your district's Homeroom Administrator create a user account for those systems.

Do not bookmark links to any of the systems in Homeroom. The systems get archived yearly, therefore the bookmark will take the user to the previous year's system. Before entering data into a new system delete cache from your browser.

To ensure highest security standards, The NJ DOE will be updating security standards effective May 11, 2018. This process may require you to upgrade to a modern browser version that supports TLSv1.2 or later.

Homeroom Administration Information

[DOEIT Tech Support](#)

[Homeroom Administrator Manual](#)

To change Homeroom Administrators for your district please fill out the

[Change Homeroom Administrator Form](#)

[Complete List of Homeroom Administrators](#) (updated 7/16/2025)

[Homeroom Administrators of Universities and Colleges](#) (updated 7/16/2025)

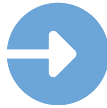


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Logging in to the "PRESCHOOL" Application



Enter the Application:

Once the "Welcome to the Child Outcomes Summary System" screen is loaded, click on the "Enter" button to input the username and password.

Welcome to the Child Outcomes Summary System

[Child Outcomes Instruction Manual](#)

(PDF)



E-Mail: COSSupport@doe.nj.gov
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Complete Login Information:

Enter the four digit District ID, and previously established username and password. When all the information is entered, select Login.

Preschool Outcomes

Login

→ District ID:

→ User ID:

→ Password:

→

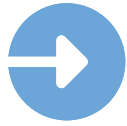


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Entering Student ID Number



Have the SID ready to enter:

Enter the students' 10 digit ID number. This number is consistent with the one that the student is given through NJSLEDS.



All Fields will Populate:

Please note that the District ID and School Name will populate to accurately reflect what district is logged in.

Preschool Outcomes

Enter SID

District ID: School Name:

The current date is Jul 23, 2025 1:41:43 PM.

SID:

View Outcome Create Outcome

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E-Mail: COESupport@doe.nj.gov



View Outcome:

After entering the SID number into the search field, the 'View Outcome' option is available to display existing records in the system. This feature indicates whether an entry or exit has already been recorded. Note that the system permits only one entry and one exit per individual.



Create Outcome:

After entering the SID number into the search field, the 'Create Outcome' option is available to input new records in the system. Note that the system permits only one entry and one exit per individual. If an entry is already in the system, it will force an exit.



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“View Outcome” Button Selection

Search Result Page				
Status	SID	Last Name	First Name	Birth Date
Entry				

Cancel/Back to Enter SID Page



View Outcome:

Once “View Outcome” is selected and student ID is in the search field, if there is any existing record(s) in the system, it will populate on the page. If nothing is the system, it will be blank. By clicking on the words “Entry” or “Exit”, the record of what the ratings were will be available to view.



All Fields will Populate:

Please note that the SID, Last Name, First Name, and Birth Date will all populate to reflect the student that matches the SID number. If the Last Name, First Name, and Birth Date do not populate it is because the SID number has not transferred over from the NJSLEDS system yet. It only happens two (2) times a year. Once it transfers over from NJSLEDS into the Homeroom system, everything will populate.

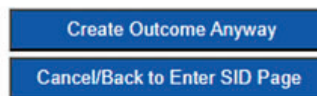


"Create Outcome" Button Selection (1 of 3)

Please ensure that the SID you are entering for the student is the SID in NJSMART and is correct. If it is an accurate and active SID, you can proceed with creating an Entry Outcome by clicking on the "Create Outcome Anyway" button below. SID numbers from NJSMART transfer twice per year and may take longer to populate into NJ DOE Homeroom.

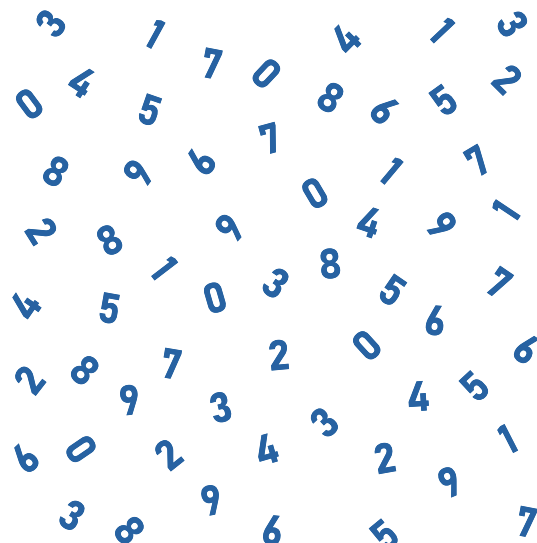
*Please note that when you "Create Outcome Anyway", it will not include the student's name and DOB until the SID transfers from NJSMART.

If you have any additional questions, please first refer to the [Homeroom PRESCHOOL Manual](#). If the answers to your questions are not found in the manual, please reach out to COSSupport@doe.nj.gov



When the SID has not yet transferred:

SID numbers transfer to the Homeroom System directly from NJSLEDS two (2) times a year. If a SID number has not yet transferred over, it will not register in the Homeroom System and populate. When that occurs, this message will appear. If the SID number being entered is accurate and active, click "Create Outcome Anyway" and proceed with entering the outcome data.



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"Create Outcome" Button Selection: Entry (2 of 3)



Check if what is being entered matches the COSF:

Before entering any data into the system, check the header to ensure it matches the COS Form and reflects the correct purpose—Entry or Exit. If the form is displaying as an Entry when you believe Entry data has already been entered, return to the previous screen to review what is currently in the system. If you have any questions, please contact COSSupport@doe.nj.gov.



Creating an Entry Outcome:

When completing an Entry, be sure to fill in all five required fields before clicking "Save." These include: the date of the COS discussion (which must occur within 30 days of the start of special education services), the student's current placement at entry, and the 1-7 ratings for each of the three outcomes.



Enter Outcome Data - Entry

District Name:	County ID:	District ID:
Last Name:	First Name:	Date of Birth:

The current date and time is Jul 23, 2025 3:06:46 PM.

Student ID:

COS Discussion Date:
 ← 1

STUDENT'S CURRENT PLACEMENT AT ENTRY:
Select Student's Current Placement ← 2

1. POSITIVE SOCIAL-EMOTIONAL SKILLS (INCLUDING SOCIAL RELATIONSHIPS)

1a. To what extent does this child show age-appropriate functioning, across a variety of settings and situations, on this outcome?

Not Yet		Nearly		Somewhat		Complete
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7

← 3

2. ACQUIRING AND USING KNOWLEDGE SKILLS

2a. To what extent does this child show age-appropriate functioning, across a variety of settings and situations, on this outcome?

Not Yet		Nearly		Somewhat		Complete
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7

← 4

3. TAKING APPROPRIATE ACTION TO MEET NEEDS

3a. To what extent does this child show age-appropriate functioning, across a variety of settings and situations, on this outcome?

Not Yet		Nearly		Somewhat		Complete
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7

← 5



All Fields will Populate:

Please note that the District Name, County ID, District ID, SID, Last Name, First Name, and Birth Date will all populate to reflect the student that matches the SID number. If the Last Name, First Name, and Birth Date do not populate it is because the SID number has not transferred over from the NJSLEDS system yet. It only happens two (2) times a year. Once it transfers over from NJSLEDS into the Homeroom system, everything will populate.



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"Create Outcome" Button Selection: Exit (3 of 3)



Check if what is being entered matches the COSF:

Before entering any data into the system, review the header to confirm that the information aligns with the COS Form and the intended purpose—Entry or Exit. If the form displays as an Exit when no Entry data was expected to have been entered, return to the previous screen to review existing data in the system. For any questions or concerns, please contact COsupport@doe.nj.gov.



Creating an Exit Outcome:

When completing an Exit, be sure to fill in all nine required fields before clicking "Save." These include: ① the date of the COS discussion (which must occur within 30 days of the start of special education services), ② the student's current placement at exit, ③ the student's projected placement for kindergarten, ④-⑨ the 1-7 ratings and the progress question for each of the three outcomes.

Enter Outcome Data - Exit

District Name: County ID: District ID:

Last Name: First Name: Date of Birth:

The current date and time is Jul 24, 2025 9:27:21 AM.

Student ID:

COS Discussion Date: ①

STUDENT'S CURRENT PLACEMENT AT EXIT: ②

STUDENT'S PROJECTED PLACEMENT FOR KINDERGARTEN: ③

1. POSITIVE SOCIAL-EMOTIONAL SKILLS (INCLUDING SOCIAL RELATIONSHIPS)

1a. To what extent does this child show age-appropriate functioning, across a variety of settings and situations, on this outcome? ④

Not Yet	Nearly	Somewhat	Complete
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	

1b. Has the child shown any new skills or behaviors related to positive social-emotional skills (including positive social relationships) since the last outcomes summary? Yes/No: ⑤

Yes No

2. ACQUIRING AND USING KNOWLEDGE SKILLS

2a. To what extent does this child show age-appropriate functioning, across a variety of settings and situations, on this outcome? ⑥

Not Yet	Nearly	Somewhat	Complete
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	

2b. Has the child shown any new skills or behaviors related to acquiring and using knowledge and skills since the last outcomes summary? Yes/No: ⑦

Yes No

3. TAKING APPROPRIATE ACTION TO MEET NEEDS

3a. To what extent does this child show age-appropriate functioning, across a variety of settings and situations, on this outcome? ⑧

Not Yet	Nearly	Somewhat	Complete
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	

3b. Has the child shown any new skills or behaviors related to taking appropriate action to meet needs since the last outcomes summary? Yes/No: ⑨

Yes No



All Fields will Populate:

Please note that the District Name, County ID, District ID, SID, Last Name, First Name, and Birth Date will all populate to reflect the student that matches the SID number. If the Last Name, First Name, and Birth Date do not populate it is because the SID number has not transferred over from the NJSLEDS system yet. It only happens two (2) times a year. Once it transfers over from NJSLEDS into the Homeroom system, everything will populate.



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Additional Support and Reminders



Make a Mistake? Reach out to COS Support to help!

If there is an error in the system and a change is needed for information that has already been saved, please contact COSSupport@doe.nj.gov. Only the NJDOE can make edits to data once it has been submitted.



There must be 6 Months between Entry and Exit:

To complete an exit score, a child must have received special education services under an active IEP for at least six months. The Homeroom system will display an error message if the entry and exit dates are less than six months apart.



Need additional support or have any further questions?

Please reach out to COSSupport@doe.nj.gov to answer any additional questions.



COSSupport@doe.nj.gov



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