July 22, 2014

TO: Executive County Superintendents  
   Executive County Business Administrators  
   Chief School Administrators  
   Charter School Lead Persons  
   Approved Private School Administrators  

FROM: Emily MacKinnon, Office of Information Technology  

SUBJECT: County District School (CDS) System Closes August 1, 2014

The 2014-15 CDS System is currently open and will be closing on August 1, 2014. The system can be found on the New Jersey Department of Education (NJDOE) Homeroom website at [http://homeroom.state.nj.us/](http://homeroom.state.nj.us/).

All LEA’s, Charter Schools, and Approved Private Schools for Students with Disabilities are required to update the system even if there are no changes for school year 2014-15. The system will close August 1, 2014 so data can be supplied to NJSMART in time for the SID uploads in mid-August. This is the only time during the year that school information can be updated. However, school contact information must be updated throughout the year and can be done by using the contact information links in the CDS system.

NJDOE links programs and systems directly to the CDS system. Therefore, it is critical that this system has the most accurate and current data.

After completing information in the CDS System, the County Office of Education will approve or disapprove the information. It is important for districts to log back into CDS to see if the County Office has requested any corrections. Once the County Office approves the information, “finalized” will appear on the report. You should log in to the report to make sure it says “finalized” on the district and each of the school reports.

If there are any questions, please email CDSHELP@doe.state.nj.us or call (609)-292-4369.

EM: CDS memo

c: Members, State Board of Education
   David C. Hespe, Acting Commissioner
   Senior Staff
   Diane Shoener
   Executive Directors for Regional Achievement
   NJ LEE Group
   Garden State Coalition of Schools
   Elaine Lerner