June 3, 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 Open June 3, 2014

The CDS System will be open for updates beginning June 3, 2014. The system is located on the New Jersey Department of Education (NJDOE) Homeroom website at (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. 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, the importance of ensuring this system has the most accurate and current data possible cannot be stressed enough.

Some examples of data that needs to be updated:

- Changes in district and/or school contacts (CSA, principal, BA, special education contact, HIB coordinator, etc.).
- Closing/opening of new (per the definition) schools.
- Changes in grade levels served by a school – grade levels have been cleared from the previous year. Please make sure that the grade levels for the 14-15 school year are added.
- Changes in grade configuration of schools.
Some examples of new fields to be uploaded or added are:

- Location/911 Address. The Location/Physical Address has been used in previous years. This year you will be asked to provide the Location/911 Address which is more specific should there be an emergency that requires emergency services.
- Emergency Information Section. Information in this section includes the name of the Office of Emergency Management contact, if schools in the district are NJ Approved Shelters, and if the school is powered by oil, gas, or both. This information will be used to assist districts and schools in the event of a disaster where services are shut down locally and NJDOE can assist with restoring services or providing other assistance.
- Electrical Distributor. Each school will select the electrical distributor for the school. In the event of a disaster that affects the whole or large portions of the state, electrical distributors will be notified of all schools they serve in order to expedite services to schools.

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 County Superintendents
    Executive Directors for Regional Achievement
    Executive County School Business Administrators
    NJ LEE Group
    Garden State Coalition of Schools
    Elaine Lerner