TO: District Superintendents
Charter School Leaders

FROM: Yut’sé O. Thomas, Director
Office of School Finance

SUBJECT: 2013-14 School Register Summary Release

This is to notify you that the School Register Summary (SRS) application and associated Technical Manual are now available. This data collection is necessary in order to meet the “school enrollment” requirements at N.J.A.C. 6A:32-8.2. The certified 2013-14 SRS data for each school district and charter school is due to the State Department of Education on or before the close of business on August 1, 2014.

The software has been redesigned as a web application accessible to authorized school district and charter school staff on the New Jersey Department of Education Homeroom at http://homeroom.state.nj.us/. The following link will take you to the School Register Summary Technical Manual: http://www.state.nj.us/education/finance/register/. Entry and certification of SRS data is accomplished through the new web application using the School Register Summary Report, Contact and Certification screens. All fatal edits must be passed before certification of the data is allowed and the certification status will be clearly indicated. Please refer to the Technical Manual for specific instructions.

SRS data submitted to the Department is utilized in multiple calculations and analysis throughout the ensuing months. These include district certified tuition rates, multiple federal reports, and the Taxpayers Guide to Education Spending (TGES). Accordingly, we must obtain reliable data at a single point in time. The district superintendent/charter school lead person or board secretary/business administrator is responsible for carefully reviewing all reports generated by the SRS system and certifying the accuracy of the data to be submitted. Data entry and certification must be completed by August 1, 2014, after which access to the data entry screens will be restricted. To ensure data consistency, access to the SRS system after August 1, 2014, will only be provided at the discretion of the Department. If your school district or charter school becomes aware of the need to revise certified SRS data, the certifying officer must submit a written request to the email address below. Please include a thorough description of the proposed change(s). The Department anticipates that changes to the certified SRS data will only be permitted in extremely limited instances.

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Please email your questions regarding the SRS and the SRS system to: srshelp@doe.state.nj.us

YOT/HL/ta/Y/SRS/2013-14 School Register Summary Data Collection.6/17/14 memo.doc
c: Members, State Board of Education
   Senior Staff
   Executive County Superintendents
   Executive Directors for Regional Achievement Centers
   Executive County School Business Administrators
   NJ LEE Group
   Garden State Coalition of Schools
   Pam Castellanos