May 6, 2014

To: Executive County Superintendents
   Chief School Administrators
   Charter School Lead Persons

From: Office of Publications and Distribution Services

Subject: 2014-15 School Forms Requisition

Due to a significant reduction in the number of forms ordered from the Annual School Forms Requisition mailed this time each year and the number of forms eliminated altogether, the forms listed below will be made available on limited basis through school year 2014-15 as hard copy using the attached order forms.

To ease the transition on county offices and school districts to print forms on an as-needed basis, artwork for school forms can be found on the Department of Education (DOE) home page. As in the past, a return cutoff date is required in order to supply hard copy forms in a timely manner.

Simply go to the DOE home page at: http://www.state.nj.us/education/. Go to the bottom of the page to NJDOE. Select DOE A to Z. Go to “S” section. Select “school forms.”

For your convenience, the School Register Order Form is attached for anyone interested in using the optional hard copy register.

Existing school forms include: Working Papers (A300); Combined Permit Form (A310); Student Transfer Card (A-41) and Fire Drill Card (A18).

Forms can be returned to the DOE for processing via email, fax or standard mail. In all three scenarios, the form must be signed by an authorized school official before any request can be processed.
For forms returned via email, simply print the request, have it signed by a school official, scan the document as a pdf and email to: publications@doe.state.nj.us. You can also fax the form to the attention of the DOE Publications Office at: 609-292-1221 or;

Mail to: Publications Office
   PO Box 500
   Trenton, NJ 08625-0500

All form requests must be returned by Friday, June 6, 2014. Should you require additional information, please contact the DOE Publications Office at 609-984-0905.

DJ/dj/2014-15 school forms memo
Attachments
c: Executive County School Business Administrator
   NJ LEE Group
   Garden State Coalition of Schools