TO: Chief School Administrators  
Charter School Lead Persons  
Renaissance Project Leader

FROM: Yut’sè Thomas, Director  
Office of School Finance

SUBJECT: 2014-15 School Register Summary Data Collection

This is to notify you that the 2014-15 School Register Summary (SRS) application and associated User Technical Manual are now available. This annual data collection must be completed by each school district, charter school, and renaissance school project to satisfy the “school enrollment and attendance” reporting requirements at N.J.A.C. 6A:32-8.2. The certified 2014-15 SRS data for every school district, charter school, and renaissance school project is due to the State Department of Education on or before the close of business on August 3, 2015.

The software is available as a web application accessible to authorized school district, charter school, and renaissance school project staff through the New Jersey Department of Education Homeroom at http://homeroom.state.nj.us/. Authorization in the form of a user ID and password is obtained through your district/charter school/renaissance school project Homeroom Administrator. Detailed instructions for completion of the 2014-15 SRS data collection are contained in the 2014-15 School Register Summary User Technical Manual available on the NJDOE Finance website at the following link: http://www.state.nj.us/education/finance/register/.

Certification by the chief school administrator, charter school lead person, or renaissance school project operator/manager may occur only after all fatal edits have been addressed and cleared. In response to school district requests for assistance with data entry, beginning with 2014-15, a fatal edit applicable only to school districts (not applicable to charter schools or renaissance schools) has been added as an enhancement to ensure student enrollment/attendance data for 2014-15 entered by the district into the SRS software is consistent with the grade and program cost categories submitted with the original 2014-15 budget certified for taxes (or if a revision to the original 2014-15 budget was submitted, the comparison will be made against the February 1, 2015 revised 2014-15 budget). Please see the Technical Manual for additional information regarding this new edit.
Data entry and certification must be finalized by **August 3, 2015** after which date access to the data entry screens will be restricted. To ensure data consistency, the SRS system will be closed and any access to the SRS system after **August 3, 2015** will be provided at the discretion of the department. If your school district, charter school, or renaissance school project 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 detailed description of, and justification for, the proposed change(s) to the submitted data. The department anticipates that changes to the certified SRS data will only be permitted in extremely limited instances.

Please email your questions regarding the SRS and the SRS system, and any requests for change to data subsequent to August 3, 2015 to: srshelp@doe.state.nj.us

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c: Members, State Board of Education
   David C. Hespe, Commissioner
   Senior Staff
   Executive County Superintendents
   Executive Directors for Regional Achievement Centers
   Executive County Business Officials
   NJ LEE Group
   Garden State Coalition of Schools