June 23, 2015

TO:  Chief School Administrators
Charter and Renaissance School Lead Persons

FROM:  Evan Linhardt, Chief Information Technology Officer

SUBJECT:  County District School (CDS) System Change Process and Form

All LEA’s and Charter Schools are required to update district and school contacts in the CDS System throughout the school year. The system is located on the New Jersey Department of Education (NJDOE) Homeroom website at http://homeroom.state.nj.us/. Basic data (district or school phone numbers, website, or other minor changes) that cannot be accessed through the CDS Application on Homeroom can be sent to the CDS System Administrator at CDSHelp@doe.state.nj.us to change (ex. School phone number).

Any other data that requires a change in the system will need to follow the procedure outlined below:

1. District completes the change form located on CDS application homepage.
2. District sends the change form to the Executive County Superintendent or CDS contact at the county office.
3. County office approves or denies the change request
   a. If approved county office sends notification to CDSHelp@doe.state.nj.us for final approval at the CDS Governing Board meeting which occurs every two weeks.
   b. County office sends notification to district that it has been forwarded with approval.
   c. If denied county office sends notification of denial to the district and copies CDSHelp@doe.state.nj.us for reference.
4. County office presents the change to the CDS Governing Board.
5. If approved by the Governing Board and the Executive County Superintendent, the edit will be made in CDS System.
Some examples of data that may need to be updated:

- Closing/opening of schools.
- Changes in grade levels served by a school.
- Changes in grade configuration of a school.

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.

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, Commissioner
   Senior Staff
   Diane Shoener
   Elaine Lerner
   Executive County Superintendents
   Executive Directors for Regional Achievement
   Executive County School Business Administrators
   NJ LEE Group
   Garden State Coalition of Schools