County District School (CDS) System Open Period and CDS System Changes

The CDS information system, located on the New Jersey Department of Education’s Homeroom website, collects and tracks data about educational entities in New Jersey that receive state or federal funds. The CDS data is critical to statewide and federal educational operations.

All Local Educational Agencies (LEAs), including charter schools and renaissance school projects, are required to review and update the County District School (CDS) System for the 2019-2020 school year. The CDS System will be open from March 25, 2019, through April 25, 2019 to provide LEAs the opportunity to update district and school level data. If there are no changes to school codes or supporting information within the LEA, districts are still required to review and certify LEA data annually. Because the data will be supplied to various divisions within the NJDOE after the system is closed on April 25, it is imperative to ensure the data is accurate.

The open period is the only time that LEAs can enter the system to update information and attributes; however, LEAs’ contact information can and must be updated throughout the year by using the contact information links in the CDS system.

Complete directions to the CDS System will be available on the Welcome Page of the CDS System beginning March 25, 2019.

2019-2020 CDS System updates include:

- Redesign of the Contact Sections: The mandatory contacts are prepopulated at the top of the page in the Mandatory Contact section. LEAs can make changes to the current mandatory contacts in that section. If there are secondary contacts listed for any position, they will be listed in the Additional Contact Section found below the Mandatory Position section. If an LEA wishes to add any additional contacts that are not already listed, they can be added in the Add New Contact section at the bottom of the page.
- Change to Start and End Time of School Day: LEAs can now enter minutes into the start and end time. Previously, LEAs could only select in 5-minute increments. Please review this information as it may need to be updated to be accurate.
- The Length of a Regular School Day: This field will be automatically updated based on the information entered in the Start and End Time of School Day.
• The Attending Institution Codes: These codes can no longer be changed. Check for correctness and email CDS help desk if not correct.
• The School Website is a mandatory field: For schools without a website, please use the district website.

If there are any questions, please email CDShelp@doe.nj.gov or call (609) 376-3420, or (609) 376-3422.

c: Members, State Board of Education
   Lamont O. Repollet, Ed.D., Commissioner of Education
   NJDOE Staff
   Statewide Parent Advocacy Network
   Garden State Coalition of Schools
   NJ LEE Group