



State of New Jersey

DEPARTMENT OF EDUCATION

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TO: Chief School Administrators
Charter School Leads
District Business Administrator

FROM: Lorraine Clapper
Acting Manager of Application Development
Office of Information Technology

DATE: July 15, 2011

SUBJECT: CDS System Deployment

Effective Friday, July 15, 2011, the *CDS System* is being deployed on the New Jersey Department of Education's (NJDOE) Homeroom Web site at <http://homeroom.state.nj.us/>. This system will be the exclusive source for uniquely identifying all educational entities in the state that receive any state or federal funding for primary and/or secondary students. In addition to uniquely identifying each entity, it will contain descriptive information about schools and districts that will be used for data collections and reporting at state and federal levels. Where possible, the system is being pre-populated with existing NJDOE data. However, there are a number of places where data need to be entered by the district/charter school. A brief sampling of the types of data contained in this system is listed below:

District name	School name
District mailing address	School location address
District Web site address	School primary contact name
District federal NCES code	School grade levels offered
County name	County telephone number

The *CDS System* is designed to enhance efficiency and improve data quality by collecting data at the source and automating processes that were once done by hand. Instead of using telephone, e-mail, fax, etc to contact the county education office regarding changes, the district/charter school will directly record changes about their school(s) and district in

the *CDS System* and the county office of education will verify data related to each school, including charter schools. This system also will be used to request new school codes which the county Web application administrator has to approve in order to activate school data.

The deadline for requesting new school codes, reporting school operational changes, or making grade-level changes for the school year 2011-2012 is August 2, 2011. Districts and charter schools will be able to continue entering data about contacts and other district/school information after this date. The respective county education office will then have until August 16, 2011 to verify school data and approve/reject requests for new school codes. Finally, the Office of Information Technology has to provide extracts of the data to Public Consulting Group (PCG), our contractor for NJSMART, for school and grade verification rules by August 19, 2011. If situations arise where data provided is incorrect, the district/charter school must contact Lorraine Clapper, Acting Manager of Application Development, Office of Information Technology, at (609)777-1813 or lorraine.clapper@doe.state.nj.us to have the CDS system corrected. A corrected file extract will be provided to PCG and others, as needed.

The Web user administrator for the district/charter school must either assign the CDS project to the user's existing account or establish a new district-level account for the intended user of this system. The district/charter school Web user administrator is being copied on this correspondence via e-mail so that he/she is aware that users will need to be assigned this project. County education offices are being contacted under separate cover. They will not have access to this system for another week, so please do not contact them regarding any CDS System issues until July 27, 2011.

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