



State of New Jersey

DEPARTMENT OF EDUCATION

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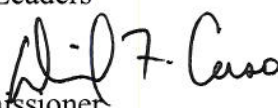
CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

CHRISTOPHER D. CERF  
Acting Commissioner

November 7, 2011

TO: District Superintendents  
Charter School Leaders

FROM: David E. Corso   
Assistant Commissioner  
Division of Administration and Finance

SUBJECT: County District School (CDS) System and NJ School Directory  
**IMPORTANT CHANGES – ACTION NEEDED**

When the new County District School (CDS) System was deployed this summer it was stated that this system was going to be the sole source for information about NJ public school information. The system was being deployed in phases and the data uses are also being phased in with the first use being the pre-population of CDS codes and grade levels NJSMART. The next major use of this data is the NJ School Directory on the NJDOE website.

Initially each district/charter entered a primary contact, which should have been the district superintendent. If you did not list the district superintendent as your primary contact, please update your information accordingly. Also, each school entered a primary contact, which should have been the principal. Again, if you did not list the school principal as the primary contact, please do so.

**Now that this information is going to be posted on the NJDOE website in the NJ School Directory, it is imperative that each district review the CDS System contact information for their district and for each school in their district to make sure the contact information is correct and complete.** To ensure that the NJDOE School Directory is accurate, please verify that all of the contacts listed are correct. To access your district's CDS information, go to <https://homeroom3.state.nj.us/cds>. In addition, you will need to enter the following other district positions: Business Administrator and/or Board Secretary and Special Education Coordinator. If you do not enter, at a minimum, the Superintendent, Business Administrator/Board Secretary and Special Education positions, those fields will be left blank in the NJDOE School Directory.

Please note that the School Directory will also use information such as district name, school name, address and telephone number; that information will also be taken from the CDS system. However, you will not be able to update that information at this time because the screens are

locked for the remainder of the school year; no changes can be made to the locked fields. If the information on these screens is not correct, please email Lorraine Clapper, Acting Manager of Application Development at NJDOE at [lorraine.clapper@doe.state.nj.us](mailto:lorraine.clapper@doe.state.nj.us). Please **do not** contact her via telephone as she needs written documentation of the changes to these screens.

The contact sections of the CDS system will be the only sections of the CDS system that can be updated. **The first update from the CDS System will be Monday, November 14, 2011.** After this date, any changes made to the contacts in the CDS System will be reflected on the NJ School Directory the next business day following the change.

c: Executive County Superintendents  
Lorraine Clapper  
NJLEE/Garden State Schools Coalition