



State of New Jersey  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

CHRISTOPHER D. CERF  
Acting Commissioner

October 13, 2011

TO: Chief School Administrators (Operating and Non-Operating School Districts)  
Special Education Directors  
Charter School Lead Person

FROM: Peggy McDonald, Interim Director *Peggy McDonald*  
Office of Special Education

SUBJECT: Annual Data Report (ADR) - October 15, 2011

The purpose of this memo is to inform districts and charter schools that they must complete only Table 12 (Special Education Personnel) on the Annual Data Report (ADR). The ADR can be accessed via the department's web-based data collection system at the following web address: <http://homeroom.state.nj.us>. In addition, since October 15, 2011 falls on a Saturday, the **online web-based collection system will open on Monday, October 17, 2011**. The **deadline** for completing Table 12 will be **November 11, 2011**.

All other data on students with disabilities including nonpublic student counts will now be collected through NJSMART. Information and assistance on NJSMART is available through the NJSMART Help Desk by calling 1-800-254-0295 or emailing [njsmart@pcgus.com](mailto:njsmart@pcgus.com).

In keeping with the federal requirements for timely and accurate data submissions, districts failing to report their data on time will receive written notice that the district/charter school has not complied with the ADR or NJSMART reporting requirements. **Failure to report data in a timely manner will be considered as part of the state's determination of an LEA's compliance with the requirements of Individuals with Disabilities Education Act.**

Your ongoing cooperation and efforts in making this data collection system successful are appreciated. If you have any questions regarding the ADR web-based data collection, please call Andrew Samson at 609-633-6972.

PM/AS

Attachments

c: Members, State Board of Education  
Acting Commissioner Christopher Cerf  
Senior Staff  
Barbara Gantwerk  
Beth Auerswald  
Jack Moticha  
Andrew Samson  
Executive County Superintendent  
County Supervisor of Child Study  
NJ LEE Group  
Garden State Coalition of Schools  
Andrea Chiarello