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

September 26, 2011

TO: Chief School Administrator
School Business Administrator/ Board Secretary

FROM: Yut'se O. Thomas
Director, Office of School Finance

SUBJECT: 2012-2013 Debt Service Data Collection – Reporting Requirements

The Debt Service Data Collection software is available on-line on our secure site at http://homeroom.state.nj.us/. Instructions for establishing user accounts for on-line applications are available at http://www.state.nj.us/njded/data/collections/.

School district debt and project information reported in last year's data submission is already in the system. You must closely review then certify it**. Please notify us by email if you need to add new bonds or update the existing data. Upon review of the requested changes, we will unlock our web system for you to enter or modify your data.**

All school districts with debt service are required to submit their debt service information via the web application. A data submission is not considered complete until it is certified on-line. Please note the following:

1. Data must be submitted and certified via the web application by November 1, 2011.

2. Special Circumstance Letters – If a district finds that the Debt Service Data Collection program does not allow it to enter data accurately or completely, the district must submit a special circumstance letter to the Office of School Funding by November 1, 2011.

3. Districts that do not have a debt service requirement in 2012-2013 should indicate this by sending an e-mail to debtserv@doe.state.nj.us.

   If you have any question regarding the Debt Service Data Collection, please send an e-mail to debtserv@doe.state.nj.us.

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c: State Board
Senior Staff
Executive County Superintendents
Executive County School Business Administrators
Lee Group