



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: March 6, 2018
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: Homeroom Administrator
From: Evan Linhardt, Chief Information and Technology Officer
Division of Talent and Performance
Deadline: April 19, 2018

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

All Local Educational Agencies (LEAs), including charter and renaissance school projects, are required to review and update the County District School (CDS) System for the 2018-19 school year. The CDS System will be open from March 13, 2018 through April 19, 2018, 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.

The CDS information system, located on the New Jersey Department of Education's (NJDOE) [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. Because the data will be supplied to various divisions within the NJDOE after the system is closed on April 19, 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.

New information collected in the CDS System this year that must be added by all LEAs includes:

- **School Safety Specialist** – As required in recent legislation ([N.J.S.A. 18A:17-43.2 to 43.3](#)), LEAs must designate an administrator as the district School Safety Specialist, along with the previously required District Contacts.
- **Data Coordinator** – Pursuant to [N.J.A.C. 6A:30](#), the Quality Single Accountability Continuum (QSAC) will now require a Data Coordinator for each district.
- **Instructional Time** – Pursuant to state statute ([N.J.S.A. 18A:7E-2](#)), instructional time is required to be reported in school report cards. This is currently collected through the Report Card Data Collection, but will now be collected in the CDS System to ease the reporting burden of LEAs. The total hours and minutes of instructional time for each school will be required for both full-time students and share-time students.
- **Attending Institution (AI) Codes** – Pursuant to [N.J.S.A. 18A: 7E-3](#), AI codes are required to report student SAT scores. Schools that have AI codes will have the ability to view existing AI codes and enter new ones if applicable. The CDS system will be prepopulated with a list of up to eight AI codes for each school, based on data provided by Educational Testing Service (ETS).
- **School Website** – If available, a school website address must be entered in the school information section. This was previously collected in the Report Card Narrative collection.

- **DUNS Number Expiration Date** - A date field will be provided for adding the expiration date of the Data Universal Numbering System (DUNS) number if known.
- **Charter School County of Residence** – Charter schools will be provided a drop-down menu to select the county in which they reside.

Complete directions to the CDS System will be available on the [Welcome Page](#) of the CDS System beginning **March 13, 2018**.

Other CDS System updates include:

- **New Policy** – The purpose of the Policy Document is to provide guidance to determine what educational entities will receive CDS codes, when CDS codes are assigned and retired. This document can be accessed on the [Welcome Page](#) of the CDS System.
- **New Change Forms** – In the past, one change form was used to communicate all changes required in the CDS System outside the open period. Beginning March 13, 2018, four new forms will be available: open a new school; close an existing school; reconfigure an existing school; or change other information in the CDS System. A directions page for these new forms will be found on the [Welcome Page](#) of the CDS System. The direction page will have links to the form needed. Please note: These forms are for the closed period, after April 19, 2018.
- **School Directory revised for accessibility** – The NJDOE [School Directory](#) is populated from CDS. To make the NJDOE directory accessible, title case will now be the standard in the CDS System. All upper or all lowercase entries will no longer be allowed.
- **DUNS Number** – The DUNS is now an editable field.

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

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