



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: June 12, 2024
To: Local Educational Agency Leads
From: Secil Onat, Assistant Commissioner
Division of Finance and Business Services
Deadline: July 31, 2024

2023-2024 School Register Summary Data Collection

The 2023-2024 School Register Summary (SRS) web application is now accessible to authorized local educational agency (LEA) staff through the New Jersey Department of Education's (NJDOE) [Homeroom webpage](#). Submission of the SRS is a required annual data collection that must be completed by each LEA to satisfy the school enrollment and attendance reporting requirements at N.J.A.C. 6A:32-8.1 *et seq.* The certified 2023-2024 SRS data is due to the NJDOE by 5 p.m. **Wednesday, July 31, 2024.**

Users are encouraged to read the accompanying User Technical Manual prior to completing the application. Please be aware that authorization to access the SRS requires a user ID and password that must be obtained through your school's Homeroom Administrator.

Certification by the LEA lead person may occur only after all discrepancies ("fatal edits") in the SRS system have been addressed and cleared. Applicable to school districts only is a fatal-edit check designed to ensure that the 2023-24 student enrollment/attendance data entered by the district into the SRS software is consistent with the grade and program cost categories submitted with the district's original 2023-2024 budget certified for taxes. Please note that if your district submitted a February 1 revision to the original 2023-2024 budget as part of the 2023-24 budget process, the comparison will be made against the February 1, 2023, revised 2023-2024 budget.

Subsequent to the July 31, 2024, deadline for data entry and certification, access to the data entry screens will be restricted. To ensure data consistency, the SRS system will be locked on August 1st, and LEA access will be provided only at the discretion of the NJDOE. If your LEA becomes aware of the need to revise certified SRS data after the July 31, 2024 submission deadline, the certifying officer must submit a request to the email address below. Please include a detailed description of, and justification for, the proposed change(s) in the submitted data. Changes to the certified SRS data will only be permitted in extremely limited instances.

Please email questions regarding the SRS system and any requests for changes to data subsequent to July 31, 2024, to srshelp@doe.nj.gov.

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
NJ LEE Group
Garden State Coalition of Schools