



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: March 20, 2024  
To: Local Educational Agency Leads  
Route To: Homeroom Administrator  
From: Shashi Yellambhatla, Chief Information Technology Officer  
Division of Finance  
Deadline: May 8, 2024

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

The County District School (CDS) System, located on the New Jersey Department of Education's (NJDOE) [Homeroom](#) website, collects and tracks data regarding educational entities in New Jersey that receive state or federal funds. The CDS data is critical to state and federal operations.

All local educational agencies (LEAs), including charter schools and renaissance school projects, are required to review and update respective CDS System information for the 2024-2025 school year. **The CDS System will be open from March 20, 2024, through May 8, 2024** to provide LEAs the opportunity to update district and school-level data. LEAs must review and certify data annually regardless of any changes to the school codes or supporting information. Data from the CDS System is used across the NJDOE for a wide variety of purposes, including federal reporting requirements. It is imperative to ensure that the data accurately reflects updates for the upcoming school year.

The open period is the only time that LEAs can enter the system to update all district and school-level information and attributes. However, contact information can be updated at any time during the year.

During the open period and until July 1, 2024, LEAs are still required to maintain contacts for the 2023-2024 school year. Therefore, it may be necessary to update contacts for both school years by logging into the 2023-2024 school year, and logging into the 2024-2025 school year to update each year accordingly. Contacts updated in only one year during the open period, and until July 1, 2024, do not carry over to the next year.

New required CDS fields 2024-2025:

- First Day of School Session – Enter the first day of the school year for the school. This applies to the general school population, not to specialized programs, grades, or individual session in the school.
- Last Day of School Session – Enter the last day of the school year for the school. This applies to the general school population, not to specialized programs, grades, or individual session in the school.

Complete instructions on how LEAs can update the CDS System is available on the [Welcome Page](#) of the CDS System.

If there are any questions, please email [CDShelp@doe.nj.gov](mailto:CDShelp@doe.nj.gov).

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