



Homeroom Administrator Update Form

Please choose one of the following options:

- Change Existing Homeroom Administrator
- Create New Homeroom Administrator *(for new districts/LEAs only)*

DATE:	/ /	ENTITY TYPE: <i>(check one)</i>	<input type="checkbox"/> Public District
COUNTY NAME:			<input type="checkbox"/> Charter
COUNTY CODE:			<input type="checkbox"/> College
ENTITY CODE:			<input type="checkbox"/> Nonpublic School
ENTITY NAME:			
HOMEROOM ADMINISTRATOR INFORMATION – please print			
NAME:			
USER NAME: <i>(must be 6 – 8 characters)</i>		PHONE: ()	
		EMAIL:	

I CERTIFY THAT I WILL BE THE HOMEROOM ADMINISTRATOR FOR MY DISTRICT AND WILL BE REPLACING THE CURRENT HOMEROOM ADMINISTRATOR AND WILL BE RESPONSIBLE FOR UPDATING ALL USER ACCOUNTS IN THE DISTRICT.

SIGNATURE: _____

AUTHORIZATION

CHIEF SCHOOL ADMINISTRATOR INFORMATION – please print			
N.J.A.C. 6A:32-2.1 → Chief School Administrator means the superintendent of schools or the administrative principal if there is no superintendent.			
NAME:		PHONE:	()
EMAIL:			

AS THE CHIEF SCHOOL ADMINISTRATOR (CSA), I HEREBY AUTHORIZE THE INDIVIDUAL WHOSE SIGNATURE APPEARS ABOVE TO ADMINISTER ALL HOMEROOM ACCOUNTS FOR USE WITHIN MY INSTITUTION.

SIGNATURE: _____

Next Steps:

1. Please email the completed form to NJDOE’s Office of Information Technology: doeit@doe.state.nj.us and copy (Cc) your CSA.*
2. *You must Cc your CSA. Forms without the CSA Cc’ed will not be accepted.*
3. NJDOE’s Office of Information Technology will call you upon receipt of the form to finalize your account.