State of New Jersey

Department of Education

Division of Administration & Finance

Office of School Finance

School Register Summary Online Technical Manual

2017-2018

New Jersey
Department
of
Education

June 2018

General requirements for Submission of School Register Summary for 2017-2018

Certification and submission of the electronic School Register Summary (SRS) for 2017-2018 is mandatory for all New Jersey school districts, charter schools, and renaissance school projects. Submission of the electronic 2017-2018 School Register Summary will be performed exclusively through the Department of Education's (NJDOE) web-based data collection application. Authorized users can access the system through the NJDOE Homeroom webpage.

The NJDOE encourages careful review of your entries into the SRS system to verify that all students educated at your schools are accurately reported. Among other potential uses, your school's SRS data will be used to calculate per-pupil cost in the budget system. Once satisfied that your SRS contains accurate data, electronic certification by the chief school administrator, charter school lead person, or renaissance school project lead person, as explained on page 8 of this manual.

Note that all grades and special education programs will appear on your computer screen, regardless of the presence of a specific grade or program at your school(s). The grades and programs that do not exist at your school(s) will simply reflect 0's under all columns. Beginning with the 2016-2017 SRS, the enrollment and attendance data screens for IEP, LEP, Low Income and Race screens were removed from the application, and continue to be collected through NJSMART.

The specific instructions contained in this technical manual relate to the mechanics of reporting the School Register Summary information in the web-based application. Directions on how to maintain the school registers during the year are contained in the publication, New Jersey School Register (A1).

Rounding
The computer program will only accept whole numbers for input. Round numbers to the nearest whole day. Any value of .5 and above should be rounded up, any value below, rounded down. For example, 1000.5 days would be entered as 1001.

Completion of data entry and certification via the web is due **by August 3, 2018, or five days after the close of school, whichever is later.** Please be aware that after the August 3, 2018 last due date, access to the system will be restricted to specific requests to revise data entries.

Section I – Computer Requirements and Conventions

User Login:
Authorized school district personnel may access the School Register Summary (SRS) through the NJDOE Homeroom webpage and selecting "School Register Summary." This will take you to the screen shown in Figure 1 below:
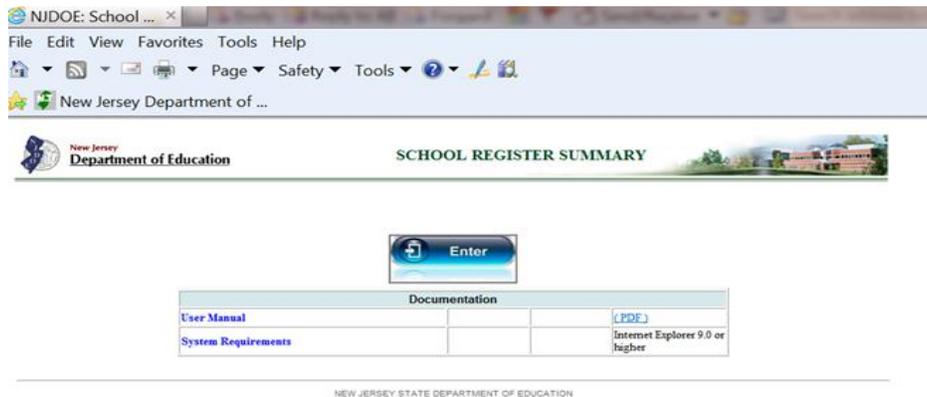
Figure 1 School Register Summary

The technical manual can be opened with the link on this page. Click on the enter key to enter the SRS system. The following screen will appear (Figure 2):
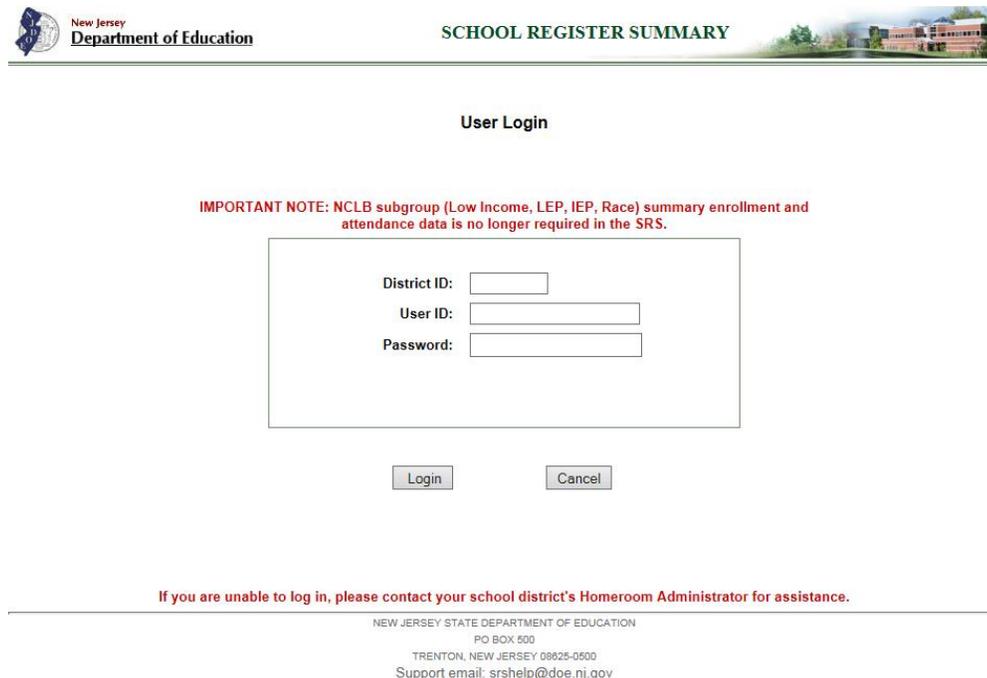
Figure 2: Login Screen

Log in using your **four digit** district ID and your user ID and password. The district ID is your District Code and any preceding 0's must be included. If necessary, you may need to contact your district's Homeroom Administrator to create your User ID and Password. Upon logging into the SRS system, you will be brought to the Contact Information Screen:

Please enter contact information first.

| Save and Go to the School Register Summary |

Administrator Information
Last Name:
First Name:

Preparer Information
☐ Check this if the preparer is the same as above
Prepared by:
Last Name:
First Name:
Email:
Contact Telephone Number: (000-000-0000):
Telephone Ext:
Additional Information:

Figure 3: Contact Information Screen

Once this contact information data is entered and saved, you will be able to complete enrollment and attendance data. Entry is completed by selecting the entry screens from the links displayed on the main menu seen below in Figure 4.

Login User: s   Logout

| Data Entry | Reports | Contact | Certification | |

Initial Entry

2017-2018 School Register Summary

Fiscal Year: 2017-2018
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

Welcome to the web-based School Register Summary (SRS). Please use this software to report your school enrollments and attendance for 2017-18. **SRS data must be certified by August 3, 2018.**

There are four tabs on the main menu of the SRS. Under the Data Entry tab, you will enter each school's Days Open, Number of Possible Days, and Number of Days Present. This information must be entered by grade or self contained special ed programs. There is a Reports tab for viewing reports. The School Register Summary report is under this tab and is used to certify your data. The third tab will contain your contact information that was entered upon opening the application, and the fourth tab shows the school district's SRS certification status. The certification process must begin by clicking on the School Register Summary report on the Reports tab. If the report clears the edit check process, the Certify link will appear at the bottom of the report.

Edits exist in the School Register Summary application to ensure the accuracy of financial indicators developed using the data entered within. The direct costs entered to your revised budget column for the 2017-18 school year will be compared to the grades and special education categories used for entry to your School Register Summary. Any discrepancies will be highlighted as fatal edits and resolution will be required before the School Register Summary may be certified.

Please email all questions to srshelp@doe.nj.gov.

Figure 4: Data Entry

Verify that the name of your school district appears at the top of the screen and that the school listing on the Data Entry section is accurate and complete. For assistance, call the NJDOE weekdays between 8:00 a.m. and 4:00 p.m. Email questions to SRSHELP@doe.nj.gov.

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Section II – School Data Collection Instrument

In order to have the information to enter, the district may first collect the summary enrollment and attendance data from each school. If needed, a School Register Summary print form can be printed for each school. Each blank form will list **all** grade categories and special education categories. Days open, days possible and days present should be completed for all grades and programs that are run at the individual school. The form can be found on the state website at: School Register webpage on the State of New Jersey Website. Staff at each individual school may either complete the information on the form and return it to the district central office for data entry, or, if authorized by the Web User Administrator, may enter the data directly to the School Register Summary application themselves.

The vocational school district must list its students by the four 'regular vocational' grades and **one** 'vocational special' program category indicated. Post-secondary data will roll up to district/school totals. Part-time post-secondary students should be reported separately using full-term equivalents (FTE). For this purpose an FTE is 12 credit hours. Therefore, a student enrolled in a 3-credit program has an FTE of .25; 6 credits an FTE of .5; and 9 credit an FTE of .75. Students with 12 or more credits during the school year should be reported as Full-Time Post-Secondary.

Section III – Data Entry

Data Entry

The Data Entry section consists of the following options:

- **Initial Entry** – To be used to enter information for each grade within each school.

- **Additional Grade Information** – To be used when a grade or special education category has a 'days open' value that differs from the 'days open' value on the initial entry. The initial entry screen has a link at the bottom of the page for additional grade information entry. The Initial Entry **must** be completed first. Each of the NCLB screens has two 'additional' lines available for entry per category to allow for a maximum of three different days open values.

Initial Entry

This option must be used *first* for data entry by school and grade category. Only **one** input for each grade category is possible using this option.

Note: If an individual school has the *same* grade category but with **two or more different** number of days open (e.g., School #1 has one Grade 1 with days open of 180, and another Grade 1 with days open of 181), the second Grade 1 will be input using the "Additional Grade Information" option **after** the Initial Entry is completed.

Figure 5: Initial Entry Screen

The Initial Entry screen (Figure 5) contains seven (7) columns, which are explained below. A reminder regarding **Rounding**: The program will only accept whole numbers for input. Round numbers to the nearest whole day.

- **Column 1 – "Grade"**
Grade Categories – s Grade and self-contained special education classrooms.

- **Column 2 – "Days Open"**
Number of days school was in session, not to be less than 180 days unless preschool.

- **Column 3 – "# of Possible Days"**
Sum of all enrolled days. For example, if 10 students were enrolled in first grade for the entire 180 day school year, you would have 1,800 days possible for first grade. Any state-approved excused absences do not count toward a possible day or a day present.

- **Column 4 – # of Days Present"**
Sum of all days present. Using the above example for the 10 first graders, if those students missed a combined total of 90 days, you would have 1,710 days present for first grade.

- **Average Daily Enrollment**
This is a calculated field. No entry is permitted. This field will divide the Days Possible by the Days Open to reflect the Average Dailey Enrollment (ADE) for that grade or special education program.

- **Average Daily Attendance**
This is a calculated field. No entry is permitted. This field will divide the Days Present by the Days Open to reflect the Average Dailey Attendance (ADA) for that grade or special education program.

- **Average Daily Attendance Percentage**
This is a calculation of the attendance rate for the grade or special education program. The percentage is calculated by dividing the ADA by the ADE.

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If you use the numeric keys on the alphanumeric keyboard, make certain you use the zero key (not the letter O key) and the number 1 key (not the letter l key) when entering numeric data.

If an obvious error is made during input, a message will appear at the bottom of the screen indicating the problem (see "Error and Warning Messages During Data Entry" section on the next page).

When finished the data entry session for one school, **you must click on the save button to avoid losing the data entered.** The school for which data was entered will be labeled accordingly.

Error and Warning Messages During Data Entry

There are two types of edits performed by the program. The first is performed during data entry. The other edit is performed when you select "School Register Summary Certify Here" from R tab. This section will explain the error messages or warnings that may appear during data entry.

An error message may appear as a pop up on the data entry screen indicating a possible problem. Depending upon the error, you will either not be able to continue data entry until the error is corrected or you will be issued a warning.

The error messages that will not allow you to continue data entry until an error is corrected are as follows:

1. The number of days present (# of Days Present) cannot be greater than the number of possible days (# of Possible Days).

2. If any of the three input fields has input greater than zero, all three fields must contain data greater than zero.

3. Clicking on another menu section without saving your work.

The warning messages that will allow you to continue at the time of input are as follows:

1. If the number of days open are greater than 210.

2. If the number of days open are less than 180.

3. Program has enrollment < 3.

4. If the number of days present equal the number of days possible.

A message at the bottom of the pop up will require you to enter "**Y**" (for Yes) or "**N**" (for No) to confirm the entry.

Additional Grade Information

This option is used only if a school has more than one of the same grade categories with a different number of days open.

Figure 6: Additional Data Entry

Enter the Additional Grade Information as follows:

- Days Open
- Number of Possible Days
- Number of Days Present

(**Note:** This information must not duplicate any possible or present days reported in the initial entry.)

When finished entering data, **click the Save button.** You may return to the initial entry screen if you wish to select the same school for additional data entry or a different school for entry.

Section IV – Perform Edit

Perform Edit

The edit process performs a variety of checks to determine the relationship between various categories. The edit can be performed at any time, but **must** be made just prior to certifying the data.

To perform an edit, click on the "School Register Summary (certify here)" link under the REPORTS tab.

If fatal errors are found, you will see a pop up screen that indicates you will not be allowed to certify the data. You will be directed to click on the errors report link to get a detailed list of fatal errors. Fatal errors would include missing data or data that is inconsistent for the same school.

Edits to ensure the accuracy of financial indicators developed using the data entered to the SRS are included. The direct costs entered to your revised budget column for the 2017-2018 school year will be compared to the grades and special education categories used for entry to your School Register Summary. Any discrepancies will be highlighted as fatal edits and resolution will be required before the School Register Summary may be certified.

If only warning edits exist, you will still have the ability to certify your data. You can obtain the listing of warning errors by clicking on the link at the bottom of the screen. A warning edit can include an average daily

attendance of less than 90% attendance or an average daily enrollment of less than three pupils in a class. New warning edits that were added to the SRS this year compare the direct appropriations for each grade range and special education programs to the enrollments

If all fatal edits pass, you will have a 'certify' button available at the bottom of the School Register Summary report screen.

The Chief School Administrator must certify the SRS data indicating approval. There are fatal edits that will require correction prior to the certification of the SRS data to the NJDOE.

Section V - Reports

The following reports can be generated at any time and printed or saved electronically by exporting the reports as a PDF or Excel file using the link at the bottom of each report:

- Initial Entry Report – A summary by grade, by school, the calculated ADE/ADA and ADA rate for 2017-2018.

- School Register Summary Report – A summary by grade, by school, the calculated ADE/ADA and ADA rate for 2017-2018. This screen is also used to initiate the certification process by reviewing both edit reports (warning and fatal) and using the reports to troubleshoot and pass all fatal edits prior to certification.

- To generate a report, click on the appropriate link under the reports tab. The reports can be saved electronically in PDF format or as a modifiable Excel spreadsheet by clicking the export button at the bottom of each report. The district should retain the annual SRS reports generated through the application in electronic or paper form. The system will no longer be available on the Homeroom webpage once the following year's SRS is released.

Section VI – Certification

After all data entry has been completed, the data must be certified. Make sure that the information on the Contact screen is correct. The district official information will carry through to the certification screen. One entry person must be saved as a contact and the individual that will certify the data must be saved under the administrator information section.

The District official that certifies the data is responsible for running the edits on the School Register Summary/Certify Here link which can be accessed on the Reports tab.

Figure 8: Data Certification

You may review the data at any time by signing onto the school register summary application. If the data is certified, further entry will be blocked. The data must be uncertified in order to make corrections to the data. The data must then be re-certified by a district official. If your school district, renaissance school project, or charter school becomes aware of the need to revise certified SRS data after August 3, the certifying officer must submit a written request to the email address below. Please include a thorough description of the proposed change(s). The NJDOE anticipates that changes to the certified SRS data will only be permitted in extremely limited instances. On March 31, 2019, the state will lock all SRS data and allow no further changes to the 2017-2018 school year enrollment and attendance data.