



State of New Jersey

DEPARTMENT OF EDUCATION

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August 26, 2011

TO: Charter School Lead Person
Resident and Non Resident School Districts

FROM: Yut'se Thomas 
Office of School Finance

SUBJECT: October 15, 2011 Enrollment Count

This memo provides a timeline for submission of the October 15, 2011 student enrollment data through the department's web-based enrollment system. Included is the schedule for entering this data into the web-based system. Please note that the file will be locked on November 7, 2011 so that DOE can begin to generate the October 15, 2011 payment schedules for the 2011-12 school year.

Since the next revision for the purposes of determining average daily enrollment will not occur until the last day of the school year, it is imperative that charter schools and school districts work together to ensure the completeness and accuracy of enrollment data submitted at October 15.

Please be aware that the October 15 enrollment count will continue to be utilized for the determination of federal funding. Charter schools are reminded that entries for applicable low income, limited English proficiency, speech and special education data into the enrollment system are only permitted during this enrollment count, and related funding is based on student profiles as of October 15, 2011. No revisions to applicable low income, limited English proficiency, speech and special education data will be permitted during the final 2011-12 enrollment count. Students are to be identified and must be receiving related services as of 10/15/11 to qualify for funding in the 2011-12 school year.

Charter schools and districts must be diligent in ensuring that all students and applicable low income, limited English proficiency, speech and special education information is entered into the web-based enrollment system during this time. In addition to entering the required student information into the enrollment system, the information must be submitted separately to the resident and non-resident districts for ASSA reporting purposes. Charter schools are also required to maintain enrollment information in their school register in addition to any other recording system utilized. These records are subject to a school register audit at any time.

To reduce the amount of data entry time required by charter schools and districts, the Department of Education has created an October 15, 2011 student enrollment start-up file for the 2011-12 school year. This start-up file was created by copying student records that existed in our file as of the final 2010-11 enrollment count and making the following changes: a) All students are assigned to a grade level that is one higher than in 2010-11; and b) Students who were dropped in the prior year, who have reached the maximum grade level provided by the charter school, who were unverified by the school district or who do not have a valid NJ Smart SID number are not carried forward. The charter school must review the entire preloaded list of student records to add or drop students. In addition to ensuring the accuracy of the pre-populated student information, you will need to enter data for any new students enrolled for school year 2011-12.

Please review the instruction manual which can be accessed at <https://homerom2.state.nj.us/che.htm>. The manual provides information you will need in order to complete the October 15, 2011 update. All changes to the enrollment system are to be completed by November 6, 2011. On November 7, 2011 the system will be closed to charter school and district users. Timely distribution of the revised payment schedules depends on strict adherence to the deadlines outlined in the attached schedule. Failure to update the system by November 6th will result in payment schedules that reflect the FY 2011-12 projected enrollment.

If you have any technical questions or require assistance you may call Jacqueline Grama at (609) 341-2099 or Nicole Kane at (609) 984-5929.

CS:/Finance/2011-12/enrollment counts/October 15/Memos/10-15-11 Enrollment ct Instr.doc
Attachments

c: Carly Bolger
Jacqueline Grama
Executive County Superintendents