



State of New Jersey

DEPARTMENT OF EDUCATION

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CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

CHRISTOPHER D. CERF  
Acting Commissioner

May 16, 2011

TO: Chief School Administrators  
Charter School Lead Persons  
Directors of Special Education

FROM: Barbara Gantwerk, Assistant Commissioner  
Division of Student Services

SUBJECT: End of the Year Report

The purpose of this memo is to provide local school districts and charter schools with the directions and tables necessary for preparing the End of the Year (EOY) special education online data submissions. The EOY Report for 2010-2011 must be submitted by **June 30, 2011** through the Department's website at <http://homeroom.state.nj.us>. **The directions and tables are the same as those used for last year's EOY submission.**

Attached you will find the following guidance regarding the EOY submission:

- GENERAL END OF THE YEAR REPORT INSTRUCTIONS (**ATTACHMENT A**)
- END OF THE YEAR REPORT TABLE INSTRUCTIONS (**ATTACHMENT B**)
- FEDERAL REQUIREMENTS FOR DETERMINING RACIAL CLASSIFICATIONS (**ATTACHMENT C**)
- FEDERAL ELIGIBILITY CATEGORIES WITH STATE DEFINITIONS (**ATTACHMENT D**)
- TECHNICAL MANUAL FOR ACCESSING WEB-BASED APPLICATIONS (**ATTACHMENT E**)

Additionally, attached in MS EXCEL format, please find EOY sample tables that illustrate the on-line data submission.

Thank you for your anticipated cooperation in preparing the data report. Please call Andrew Samson at 609-984-6021, if you have any questions regarding the reporting process.

BG/PM/AS

Attachments

c: Members, State Board of Education  
Acting Commissioner Christopher Cerf  
Senior Staff  
Diane Shoener  
Peggy McDonald  
Andrew Samson  
Executive County Superintendent  
County Supervisor of Child Study  
Members, NJ LEE Group  
Garden State Coalition of Schools