



State of New Jersey
DEPARTMENT OF EDUCATION
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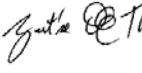
CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

May 19, 2011

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

FROM: Yut'se Thomas,
Director, Office of School Funding
Division of Finance 

SUBJECT: Final 2010-2011 Charter School Enrollment Count

Web User Administrators were notified via e-mail, through the Office of Technology, that the Charter School Enrollment System was open for modifications to student enrollment records for the final 2010-2011 enrollment count.

This notice serves as a reminder that this system is currently open and will remain open until the end of this school year for modifications to student records. This is a live system and can be accessed at the following link: <https://homerom2.state.nj.us/che.htm>.

Timely distribution of the revised payment schedules depends on strict adherence to the deadlines outlined below. For this reason it is recommended that you immediately contact us at charterfinance@doe.state.nj.us, if you are having any problems. You may also contact your county office to make arrangements to complete the file update from that site should you encounter any problems accessing the Charter School Enrollment System. Failure to update the system will result in payment schedules that reflect the student data as of the October 15, 2010 enrollment count.

Charter schools are reminded that, revisions to applicable low income (free/reduced lunch), special education, speech and bilingual education data into the Charter School Enrollment System, are not permitted for new student records as well as existing student records during this enrollment count, as related funding for all categorical aid is based on student profiles as of October 15, 2010. Students are to be identified and be receiving related services as of 10/15/10 to qualify for funding.

The following are implementation dates of Charter School enrollment submissions via the web-based enrollment system for the 2010-2011 Final Enrollment Count:

Date	Responsibility	Action Item
<p>5/19 – 6/10</p> <p><i>Enrollment system open for changes needed for each student record and to enter new students not in the system</i></p>	All Charter Schools	<p>Access the Student Information subsystem of the charter school enrollment system. Follow the steps described in the Charter School User Manual at https://homerom2.state.nj.us/che.htm. Modify student enrollment data as needed. Because the Department automatically populated the ENROLLED DAYS, the charter school needs to only change the records of those students who were not enrolled for the full session. (i.e. students who transferred out of or into the school after the 10/15/10 enrollment count).</p> <p>Reminder: Enter a transferred out date in the TRANSFER OUT DATE field and modify the ENROLLED DAYS field for students who transferred out prior to the last day of school.</p> <p>Upon completing the file update charter schools must notify districts to verify new and uncertified student records.</p>
<p>6//11-6/17</p> <p><i>Enrollment system open for school district input</i></p>	<p>Resident/ Nonresident School Districts</p> <p>All Charter Schools</p>	<p>Access the ‘District Approve’ subsystem of the charter school enrollment system. Follow steps described in the Sending District User Manual at https://homerom2.state.nj.us/che.htm to verify student records until the records of all students properly registered in the district are reviewed and approved.</p> <p>Review all the data on the student record to ensure that the charter school has accurately reported all funding-related information for the student, such as grade, enrolled days, LEP, special education, speech, free or reduced lunch status, student attended a nonpublic school in the immediate prior year, student attends private school for the disabled or a county vocational school.</p> <p>If a student is not registered in the school district, the district should ‘Disapprove’ the student record and notify the charter school.</p> <p>Enrollment system <u>closed</u> to charter school users for input of new student records. Charter school users may only view and modify existing records.</p>
6/18 - 6/25	Resident/ Nonresident School Districts	Charter School and district personnel work together to resolve any discrepancies.
6/26		Enrollment system closed to charter schools and resident/ nonresident school districts.
6/27– 7/8	Department of Education	Office of School funding will calculate revised payment schedules based on final 2010-2011 average daily enrollment (ADE).

If you have questions, please contact Kathy Ambrosio at (609)341-5298, Charles Kahil at (609)292-5168, Karina Bielaus at (609) 341-5299, Nicole Kane at (609) 984-5929 or Jackie Grama at (609) 341-2099.

c. Executive County Superintendent