



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 1, 2025

To: Chief School Administrators, Charter School Lead Persons, School Business Administrators

From: Allen Dupree, Director
Office of School Finance
Division of Finance and Business Services

2025-2026 Charter School Enrollment System Session 1 Enrollment Count

The Charter School Enrollment system (CHE) will be available in the New Jersey Department of Education's (NJDOE) [Homeroom webpage](#) by early November 2025. The Session 1 enrollment count will consist of an initial submission, followed by a period for modification/reconciliation, and then a final period for certification of the data.

The CHE includes pre-loaded data from your charter school's October 15, 2025, New Jersey Statewide Longitudinal Education Data System (NJSLEDS) submission; however, this information should be edited when necessary. Charter schools should be diligent in the submission of their October NJSLEDS student data.

Prior to the NJSLEDS snapshot, log into NJSLEDS and carefully review your charter school's Student Management submission. Review the free-reduced lunch status, LIEP status, grade level, special education classifications, attending and resident district codes, and ensure that all the records are error-free and ready to be preloaded in the CHE. Please make corrections in NJSLEDS prior to the snapshot.

For reporting low-income status for students, please refer to the July 30, 2025 Broadcast [Guidelines for Reporting Enrollment, Income Status](#). On the CHE, free lunch students are federally determined free lunch qualified if their household income is below 130% of the federal poverty level. Students are federally determined reduced lunch qualified if their household income is between 130% and at or below 185% of the federal poverty level. Students who qualify for free lunch under the New Jersey Expanded Income Eligibility Guidelines pursuant to the Working Class Families' Anti-Hunger Act (families with an annual household income between 186 and 224 percent of the federal poverty level) are not to be reported as low income on the CHE.

Schools participating in the Department of Agriculture's Community Eligibility Provision (CEP) must determine a student's low-income status based on the 2025-2026 School Meals and Summer EBT Application (for both standard & CEP schools/sites) or Direct Certification.

The detailed timeline and instruction manual are on the NJDOE's [CHE webpage](#).

For technical questions or other assistance, email school-funding@doe.nj.gov.

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group