



State of New Jersey

DEPARTMENT OF EDUCATION

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October 7, 2024

To: Directors, Approved Private Schools for Students with Disabilities (APSSD)

From: Elise Sadler-Williams, Planning Associate  
Office of School Finance - Fiscal Policy & Planning

Subject: Application for a Higher Tentative Per Diem Tuition Rate for 2025-2026

In accordance with *N.J.A.C. 6A:23A-18.3(j)*, the application to apply for a higher tentative per diem tuition rate for the 2025-2026 school year is available. This application is a request for a tentative per diem tuition rate higher than the tentative per diem tuition rate reflected on the October 2024 Broadcast memo in column (1) of [Exhibit A](#) posted on the New Jersey Department of Education's (NJDOE) website. A private school for students with disabilities may increase the number of enrolled days from 2024-2025 to 2025-2026 which will increase the total school year tuition without completing this application. As long as the private school has a school calendar with a minimum of 180 days in the ten-month school year, the total number of enrolled days in the school calendar for 2025-2026 is a management decision.

The required forms, Forms A and B, as well as the directions for each form, are available on the [2025-2026 Annual Information](#) website.

**1. [Form A](#) – Request for a Higher Tentative Per Diem Tuition Rate Direction for Form A – 12 Month Budget Comparison - Current 2024-2025 Budget and Projected 2025-2026 Budget**

Please provide a detailed narrative prepared by the APSSD's administration and/or management demonstrating the need for the increases in column C ( $B-A=C$ ) which are the differences between the amounts contained in column B (2025-2026) and those contained in column A (2024-2025), by account name and account number. The detailed explanation must include the account name and account number (Salaries of Teachers #11-201-100-101) and the reason(s) for an increase. Please note that explanations must be as informative as possible, and that documentation must be provided for all increases by account name and account number. For example, if the Rental of Land and Buildings account #11-000-262-441 is increasing by \$20,000 from 2024-2025 to 2025-2026, a copy of the lease agreement must be provided to substantiate the increase.

Line 4, columns A and B are your school's estimated ADEs for the 2024-2025 and 2025-2026 school years. The estimated ADEs are based on the July through June school year. This calculation is the total number of enrolled days for all pupils (ten month and extended) divided by the number of enrolled days for one pupil in the July through June school year. *If a decrease in the ADE from 2024-2025 to 2025-2026 is anticipated, please provide a detailed explanation for the anticipated decrease and how the change will impact on all major categories within the school's budget.* An explanation is not needed if there is an anticipated increase in ADE.

**2. [Form B](#) – Request for a Higher Tentative Per Diem Tuition Rate - December 31, 2024 Financial Report Current School Year**

This form is the NJDOE's prescribed financial report for the 2024-2025 school year. The [directions to complete Form B](#) are posted online. This form must be prepared for the quarter ending December 31, 2024.

The applications, Forms A and B, along with documentation explaining the need for increases shall be completed and uploaded to the APSSD Repository no later than January 31, 2025. Please retain a copy for your files of all the information filed with the NJDOE.

If you have any questions concerning the application process, please contact Elise Sadler-Williams at [Elise.Sadler-Williams@doe.nj.gov](mailto:Elise.Sadler-Williams@doe.nj.gov).

c: David Corso  
Amanda Schultz  
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