NJSLEDS Student Management Reporting Responsibilities

The purpose of this guidance document is to clarify school and district responsibilities in reference to student data reported to NJSLEDS. Districts should refer to this guidance for determining the State Assessment Accountable School (Accountable) in the State Assessment Registration, and determining the county, district, and school codes that should be used for Resident, Receiving, and Attending Schools in Student Management.

Refer to the associated Data Handbooks for definitions of these fields. The Submitting District is the district responsible for the State Assessment Registration and the Student Management submission for a given student.

For all scenarios, the accountable school appears in the blue shaded box.

Please note: All Municipal Codes correspond to the resident codes for all scenarios except students who reside outside of New Jersey. In these scenarios the Municipal Code will correspond to the resident codes if there is a known New Jersey address for the student. If there is no known New Jersey address, the Municipal Code will correspond to the receiving CDS codes.

For all scenarios, the accountable school appears in the blue shaded box.

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For all scenarios, the accountable school appears in the blue shaded box.

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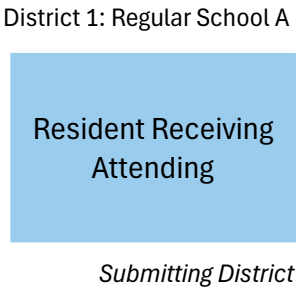
I. Resident District Submits: Student Attends School In Resident District

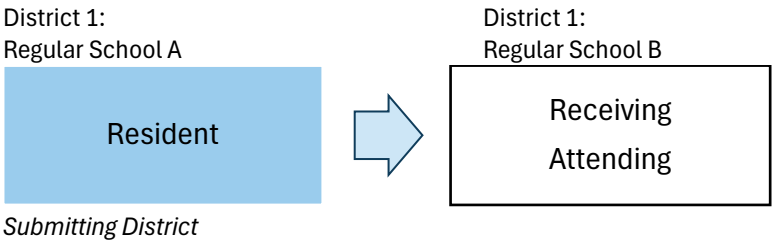
Scenario 1:

Student **attends his/her resident school** in his/her resident school district. This includes students attending a district grade 7-12 or 9-12 (regional school) based on pure regionalization (natural transition from the K-6/K-8), **the regional district becomes the student's district of residence**. If a student attends a school in his/her resident district that is **open to any student in the district to apply or attend** (e.g. magnet school, preschool program, district-wide choice), this school should be considered the resident, receiving, and attending school.



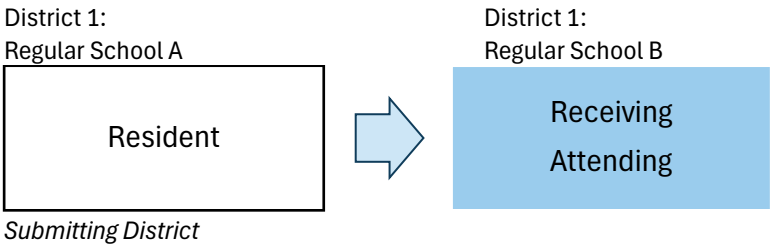
Scenario 2:

Student attends a school (School B) within his/her resident school district that is not his/her resident school because student is attending a **specialized program** (e.g. for special education, Multilingual Learners, an Alternative Education or Recovery Program, or an Adult High School) only available at School B, not School A. This is designated by reporting the "SPECED", "ML", "ALTREC", or "ADULT" values in the In District Placement field in Student Management.



Scenario 3:

Student attends a school (School B) within his/her resident school district that is not his/her resident school because of **parental or district choice.** This is designated by reporting the "Other" value in the In District Placement field in Student Management.



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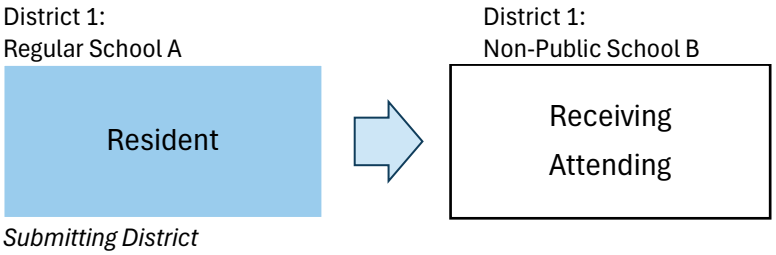
Scenario 4:

A preschool student is receiving services through a **private preschool provider** (School B) within his/her resident district.

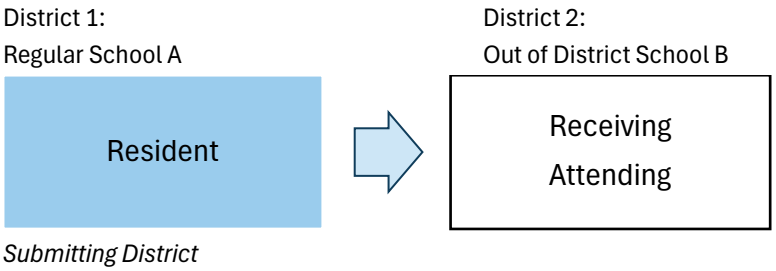


II. Resident District Submits: Student Does Not Attend School In Resident District

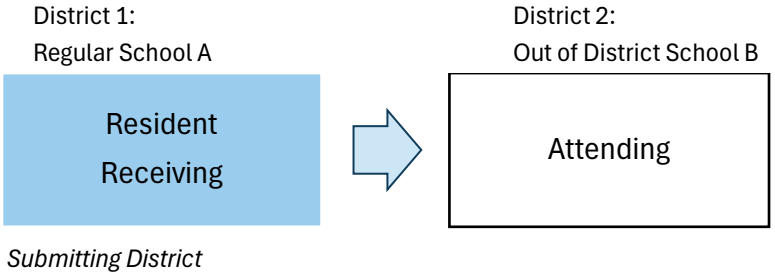
Scenario 5:

Student's resident district/school is District 1 (School A); however, student attends a school in District 2 (School B) outside of his/her resident district ***full time or shared time***. **This may include another district with an appropriate program (e.g. an alternative education or recovery program, an adult high school, a special services district, an educational services commission, regional day school, an approved private school for students with disabilities or other non-public school, a college operated program, Naples placement, or Marie Katzenbach School for the Deaf)**. This also includes approved **out-of-state schools** for students with disabilities.

For Full Time Students:



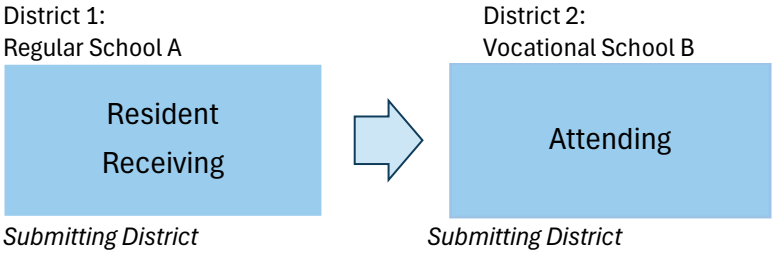
For Shared Time Students: For students that are Shared time with a public school, the attending CDS code will be the private school and the receiving CDS will correspond to the school the student is attending for the other part of the day. In this scenario enrollment, type remains "F" Full-Time.



For all scenarios, the accountable school appears in the blue shaded box.

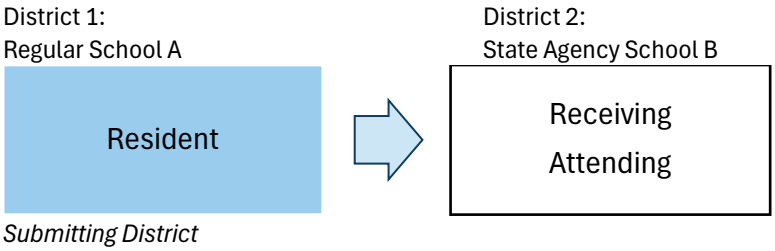
Scenario 6:

Student's resident district/school is District 1 (School A); however, student attends a school in District 2 (School B) a **vocational school district shared-time**. In this scenario, both the vocational and the non-vocational districts are responsible for reporting the student. For guidance on Tuition Codes, please refer to the Tuition Code page of the Student Management Handbook.



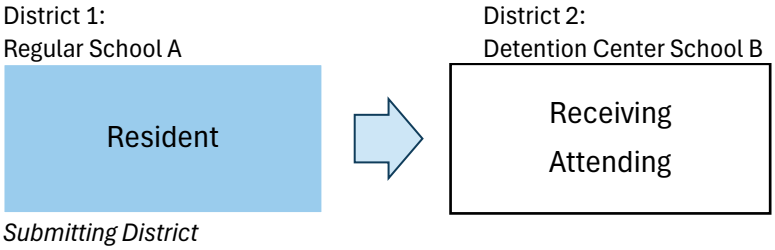
Scenario 7:

Student's resident district/school is District 1 (School A); however, student attends a school in District 2 (School B) because student is receiving **educational services from the Department of Children and Families (District 2: School B)**. The resident district has placed the student in School B and is paying tuition. For guidance on Tuition Codes, please refer to the Tuition Code page of the Student Management Handbook.



Scenario 8:

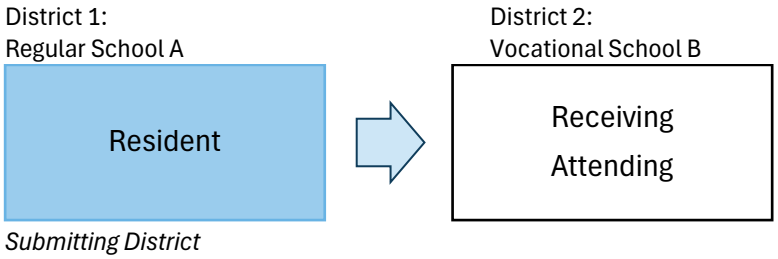
Student's resident district/school is District 1 (School A); however, student is receiving educational services in District 2 (School B) a **juvenile detention center**.



For all scenarios, the accountable school appears in the blue shaded box.

Scenario 9:

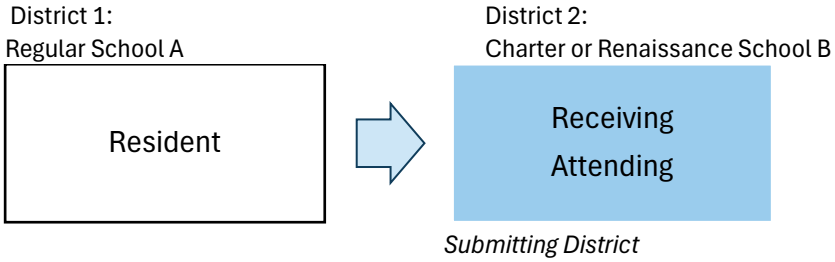
Student's resident district/school is District 1 (School A); however, student attends either (1) a **vocational school district on a full-time basis out-of-county**, or (2) student is placed into an alternative program within a vocational school (in- or out-of-county) in District 2 (School B), by their resident district, District 1.



III. Attending District Submits: Student Does Not Attend School In Resident District

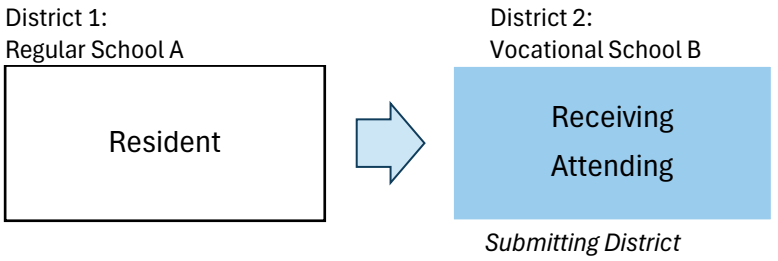
Scenario 10:

Student's resident district/school is District 1 (School A); however, student attends a school in District 2 (School B) a **Charter or Renaissance school**. For guidance on Tuition Codes, please refer to the Tuition Code page of the Student Management Handbook.



Scenario 11:

Student's resident district/school is District 1 (School A)*; however, student attends a **vocational school district on a full-time basis in-county**, District 2 (School B).



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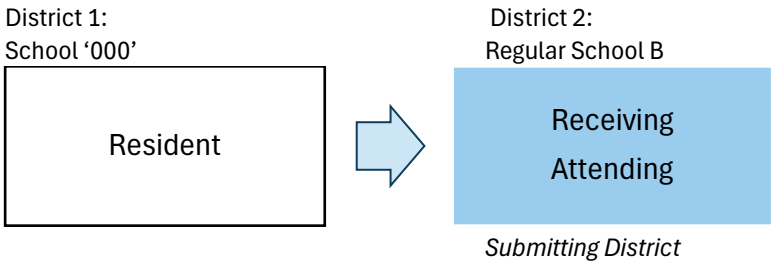
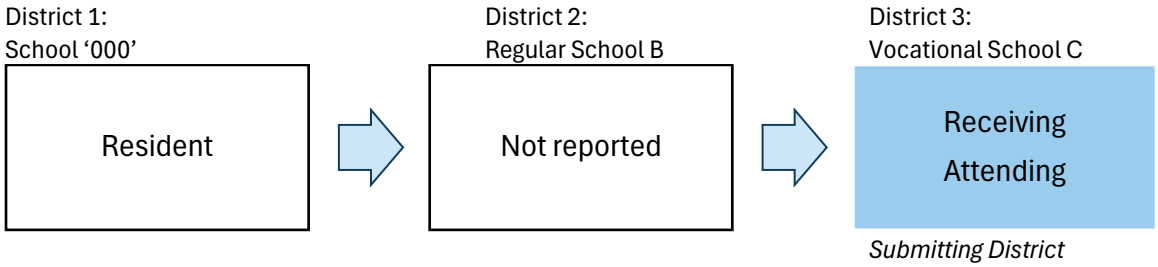
Scenario 12:

Student's resident district/school, District 1, is a non-high school or non-operating district* **with no in-district high school/school. District 1 contracts with District 2 (School B) for student to attend high school/school (School B). This refers to both entire grades and individual students as a part of a district sending/receiving agreement.** If tuition is paid by another entity other than the resident district, please refer to the Tuition Code page of the Student Management Handbook.



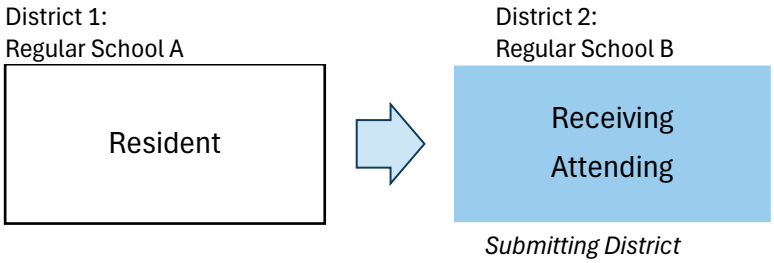
Scenario 13:

Student's resident district/school, District 1, is a non-high school or non-operating district* with no in-district high school/school. District 1 **contracts** with District 2 (School B) for student to attend high school/school (School B) as part of a **district sending/receiving agreement**. However, student attends a **vocational school district on a full-time basis,** District 3 (School C).



Scenario 14:

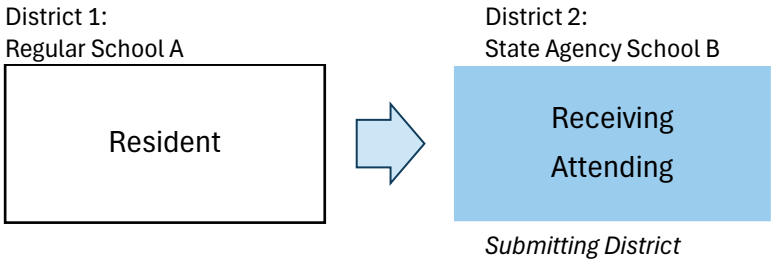
Student's resident district/school is District 1 (School A); however, student attends District 2 (School B) through the **Inter-District Public School Choice Program**. For guidance on Tuition Codes, please refer to the Tuition Code page of the Student Management Handbook.



For all scenarios, the accountable school appears in the blue shaded box.

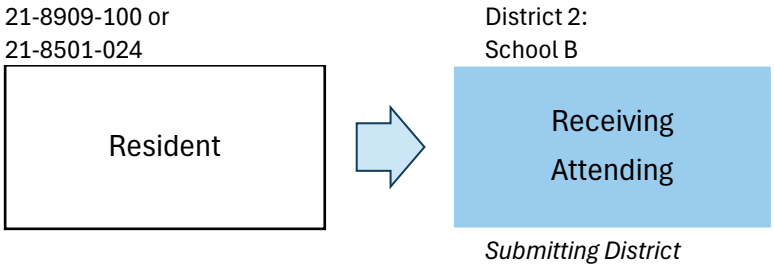
Scenario 15:

Student's resident district/school is District 1 (School A); however, student is attending District 2 (School B), a **state agency**, including the Department of Children and Families (State-placement, not district-placement), the Juvenile Justice Commission, and the Department of Corrections. For guidance on Tuition Codes, please refer to the Tuition Code page of the Student Management Handbook.



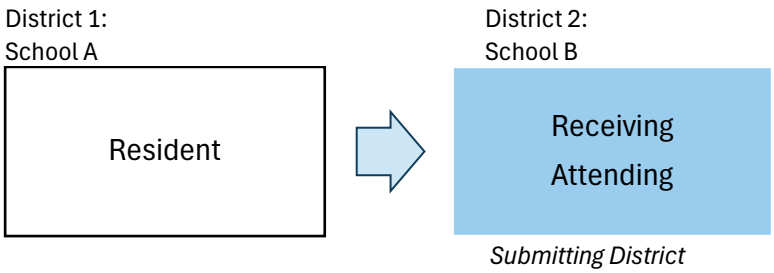
Scenario 16:

Student is under the legal guardianship of the State of New Jersey (**state-responsible students**) and is attending a public school or state agency, District 2 (School B). The Resident code would be 21-8909-100 unless DCF is paying tuition it would be 21-8501-024. For guidance on Tuition Codes, please refer to the Tuition Code page of the Student Management Handbook.



Scenario 17:

Student's resident district/school is District 1 (School A); however, student attends District 2 (School B) where **parent is paying tuition or where the parent is a teacher** and student attends tuition-free. If District 1 (School A) is out-of-state, code ZZ-0000-000 should be used. For guidance on Tuition Codes, please refer to the Tuition Code page of the Student Management Handbook.



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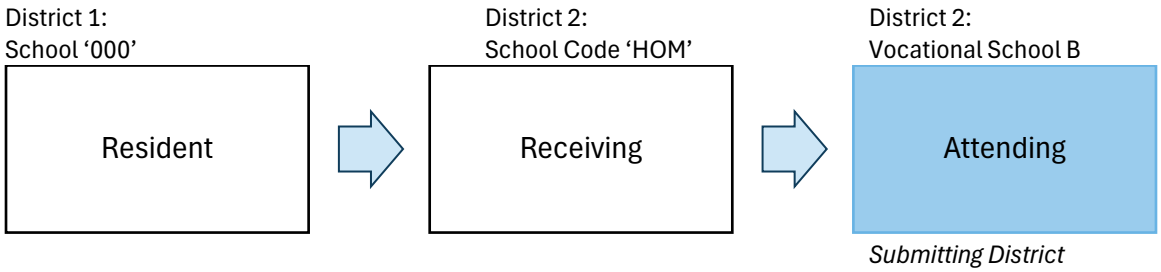
Scenario 18:

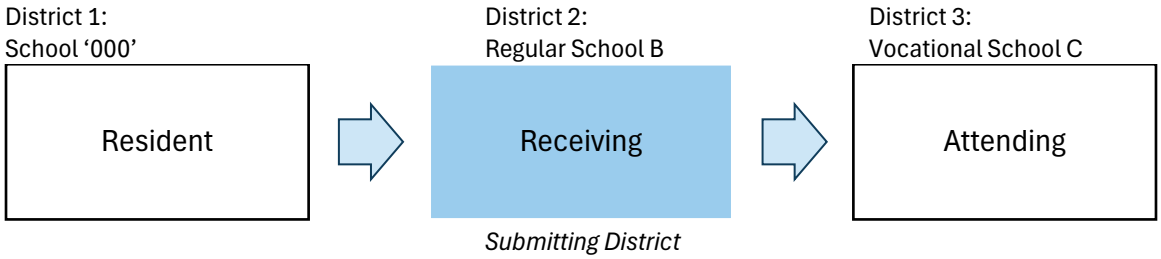
Student's resident district is District 1; however, the student is **home schooled,** or the student's parents has chosen to send them a **nonpublic school part time** and attends District 2 (School B), a **vocational school district on a shared-time basis**.



IV. Receiving District Submits: Student Does Not Attend School In Resident District

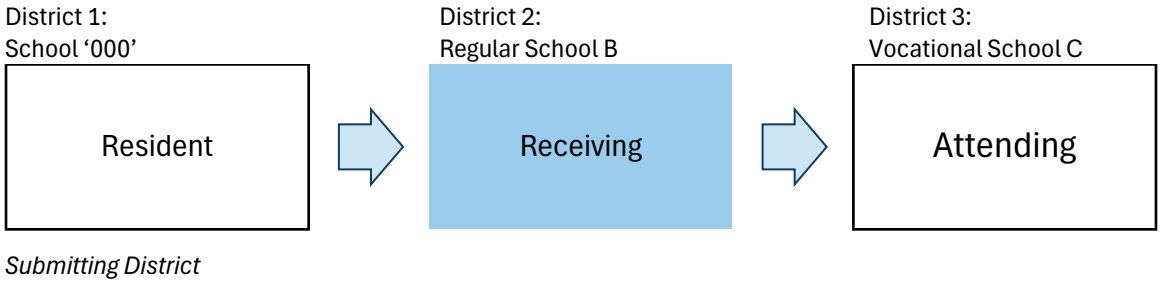
Scenario 19:

Student's resident district, District 1, is a non-high school district with no in district high school (school code ='000'). District 1 contracts with District 2 for student to attend school at School B as part of a **district sending/receiving agreement**. However, student attends a **vocational school district on a shared-time basis,** District 3 (School C).



Scenario 20:

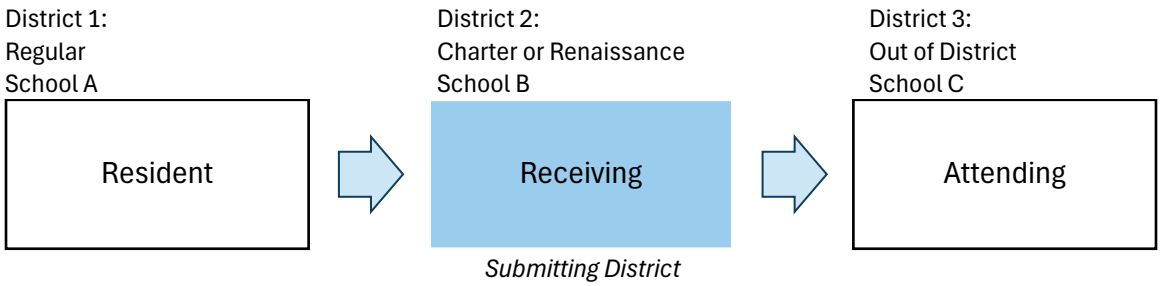
Student's resident district/school, District 1, is a non-high school or non-operating district with no in-district high school/school. District 1 **contracts** with District 2 (School B) for student to attend high school/school (School B) as part of a **district sending/receiving agreement**. However, student attends a **vocational school district on a full-time basis out-of-county,** District 3 (School C).



For all scenarios, the accountable school appears in the blue shaded box.

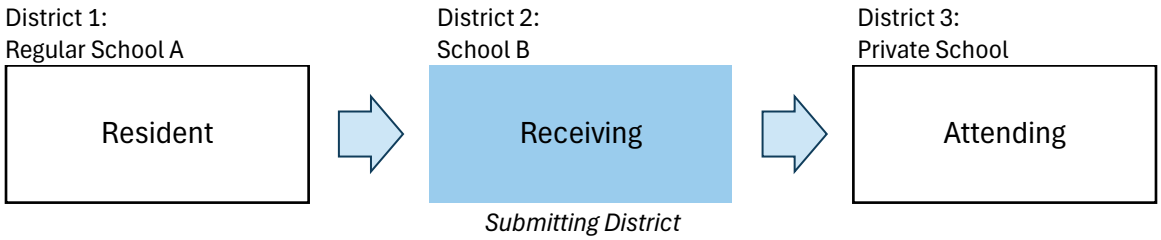
Scenario 21:

Student's resident district/school is District 1 (School A); however, student is enrolled at a **Charter or Renaissance school**, District 2 (School B) and attends **another district with an appropriate program (e.g. an alternative education or recovery program, a special services district, an educational services commission, regional day school, an approved private school for students with disabilities or other non-public school, a college operated program, Naples placement, Marie Katzenbach School for the Deaf, or a school in another state),** District 3 (School C).



Scenario 22:

Student parentally placed at a Non-public location receiving special education services. Student's resident district/school is District 1 (School A); however, student **receives special education** services from the local public school district in which the Non-public school is located, District 2 (School B) but attends a **non-public school,** District 3 (School C)**.**



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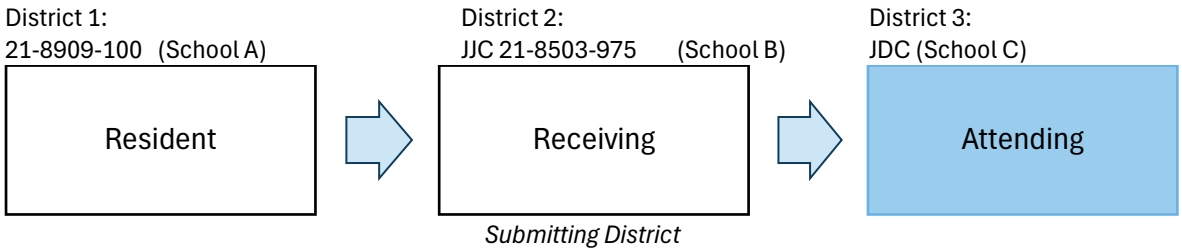
Scenario 23:

Student's resident district/school is out of state and the student is receiving education services in a **juvenile detention center** (JDC), District 3 (School C). The Resident Code is the code used for state-responsible students, 21-8909-100, District 1 (School A). The Submitting and Receiving Codes are the **Juvenile Justice Commission (JJC) (21-8503-975)**, District 2 (School B). The Attending Code is the CDS code of the JDC the student is attending, District 3 (School C).



For all scenarios, the accountable school appears in the blue shaded box.

V. Students In Unique Situations

Home Instruction:

The resident, receiving and attending CDS codes should be the CDS Codes that would be used if the student were not receiving services in their home.

Group Home:

If a student is living in a group home, the parent's home address will determine the resident CDS codes.

Homeless Students:

The resident district is determined for students that are homeless as follows*:

1. **For the first 12 months:**
    - The student's resident district is reported based on the **student's last known permanent address**.
    - If the student's last known address is outside of New Jersey, or the district of residence cannot be determined based on the criteria set forth in state law, the student is considered state responsible.

2. **After one year of homelessness**:
    - Once the student is deemed domiciled as a result of having his or her all-year-round dwelling place within the district for one year or longer, the district where the student has found temporary but not permanent residence becomes the resident district.
    - If the student resides in a domestic violence shelter, homeless shelter, or transitional living facility located in a district other than the district of residence for more than one year, the student is considered state responsible.

***In cases where there is dispute over the resident district, the resident CDS code will be determined by the County Superintendent.**

Once the resident district is identified, students are reported by the resident district, and accountability is assigned according to the above scenario guidelines.