



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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SUBJECT: Student Counts

EFFECTIVE DATE: April 10, 1981

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A. OBJECTIVE

To accurately count and report all eligible State Facility Education Act (SFEA) students within the Department of Children and Families (DCF) and the Department of Human Services (DHS) on the SFEA Student Count.

To accurately complete and report all eligible students on the Title I Neglected or Delinquent Student Count.

To accurately complete the December 1 Special Education Annual Data Report (ADR) and count all eligible special education SFEA students and State Responsible students within the DCF and DHS.

B. STANDARDS

1. In accordance with the reporting requirements of N.J.S.A. 18A:7B-1 et seq. and N.J.S.A. 18A: 7F-24, the SFEA student count shall be completed for all eligible enrolled students on the last school day prior to October 16th.
2. In adherence with the SFEA Student Count and the December 1 Special Education ADR directions provided annually by the Office of Education (OOE), the Education Supervisor (ES) or designee shall be responsible for the accurate input of the data in the electronic database system for all students in their respective programs.

3. In adherence with the SFEA Student Count and the December 1 Special Education ADR directions provided annually by the OOE, the Child Study Team (CST) case managers shall be responsible for the accurate input of data in the electronic database system for eligible SFEA students in treatment homes and for State Responsible students, as well as any other students as assigned.
4. In adherence with the SFEA Student Count and the December 1 Special Education ADR directions provided annually by the OOE, the designated OOE Administrator shall be responsible for the accurate input of the data in the electronic database system for all eligible students in emergency treatment homes.
5. The information technology unit and the fiscal unit at the Office of Education (OOE) shall be responsible for organizing and compiling all required elements of the SFEA Student Count and the December 1 Special Education ADR and for the subsequent transmission of the data to the Department of Education (DOE).

C. PROCEDURES FOR THE SFEA STUDENT COUNT

1. The Director, OOE, shall annually provide written directions to Education Supervisors and CST case managers for conducting the SFEA Student Count. The directions shall specify:
 - a. Age and other eligibility criteria for students;
 - b. The effective date for the student count; and
 - c. Instructions for completing the required data fields in the electronic database system.
2. The ES at each DCF and DHS SFEA program and the CST case managers shall utilize the ad hoc report system prior to the student count, as directed by the OOE.
3. The ES at each DCF and DHS SFEA program and the CST case managers shall assure that the pertinent student count information is complete, accurately entered into the electronic database system and available on the identified student count day.
4. Eligible students are those who meet the criteria defined below:
 - a. Designated as “SFEA” in the Determination Category in the electronic database system;

- b. General education students ages five through 20 years; and
- c. Students with disabilities ages three through 21 years.
 - 1) “Age three” means the attainment of the third birthday by the date of the student count.
 - 2) “Age 21” means the attainment of the 21st birthday by June 30th of the school year in which the student count is conducted.
- 5. Students are not SFEA eligible if they possess a high school diploma or a General Educational Development (GED) diploma.
- 6. The identified fiscal and information technology staff at the OOE shall compile, verify and finalize the student data.
 - a. ES and CST case managers shall provide additional data when requested.
 - b. The OOE shall, within specified time frames, electronically transfer the student count to the DOE unless directed to use an alternate method.
 - c. Contestments identified by the DOE shall be addressed by the OOE Technology and Program Support Administrator in consultation with fiscal, school and other OOE staff.
- 7. Printed reports of each annual student count received from the DOE shall be maintained by the fiscal unit at the OOE.

D. PROCEDURES FOR THE ANNUAL REPORT FOR THE TITLE I NEGLECTED OR DELINQUENT STUDENT COUNT

- 1. The request for the annual survey of children in State operated or supported institutions for neglected and delinquent children shall be received and completed by the OOE Manager of Program Support according to the directions provided by the New Jersey Department of Education.
- 2. The Manager of Program Support shall confer with the OOE Technology and Program Support Administrator for the following:
 - a. Review and verification of all State facility programs that are eligible to report students;
 - b. Calculation of the actual and adjusted enrollments of eligible students attending State facility programs on the last day of school prior to October 16th of each year; and

- c. Completion of all required report forms and back-up data.
3. The finalized Adjusted Enrollment Count shall be provided to the OOE Director or his/her designee for review and approval within the identified timeframes.
4. The Adjusted Enrollment Count shall be forwarded to the DOE within the identified timeframes.

E. PROCEDURES FOR THE “DECEMBER 1” SPECIAL EDUCATION ANNUAL DATA REPORT (ADR)

1. The OOE Coordinator of the electronic database system shall annually provide written directions to the Education Supervisors and CST case managers for conducting the December 1 Special Education ADR.
2. The ES at all DCF and DHS SFEA programs and the CST case managers shall ensure that the student data is complete and accurately entered into the electronic database system and available on the identified student count day, typically December 1st of each year.
3. Students eligible for the December 1 Special Education ADR shall meet the following criteria:
 - a. Eligible for Special Education under any New Jersey disability category with the exception of “Social Maladjustment;” and
 - b. Designated as “SFEA” in the Determination Category in the electronic database system; or
 - c. Designated as “DOE,” “DOE semi-active,” or “DOE pending” (State Responsible) in the Determination Category in the electronic database system.
4. The ES at each DCF and DHS SFEA program shall additionally complete the Tables identified in the written directions. These Tables may include “Number of Students Enrolled,” “Number of Personnel in Special Education and Related Services in Full-Time Equivalents (serving tuition students),” “Number of Personnel in Special Education and Related Services in Full-Time Equivalents (serving non-tuition students).
5. The information technology staff at the OOE shall compile the required student data from the electronic database system and transmit it electronically to the DOE within the specified time frames, typically December 15th of every year.

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