STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

DIVISION OF ADMINISTRATION & FINANCE

OFFICE OF SCHOOL FINANCE

2014-2015 ASSA ONLINE TECHNICAL MANUAL

TABLE OF CONTENTS

PURPOSE

The ASSA is the data collection used to gather the resident and nonresident pupil counts required to calculate a school district's state aid entitlement.

In order for a pupil to generate state aid, the pupil must be enrolled on October 15, 2013 in a program that will meet for at least 180 days during the school year.

A district is required to report the number of pupils enrolled full-time or shared-time in each school by grade or special education category. In addition, a district must also report the number of pupils that are sent and received and the number of pupils enrolled as follows on October 15:

- LEP pupils
- Low income pupils (pupils eligible for free meals/free milk or reduced meals)
- Shared-time county vocational school district pupils
- County special services school district pupils
- Regional day school pupils
- Pupils in certain State-operated programs
- Accredited adult high school pupils
- Pupils in approved private schools for the disabled

Under the "School Funding Reform Act of 2008", resident enrollment is defined as,

"the number of pupils other than preschool pupils, post-graduate pupils, and post-secondary vocational pupils who, on the last school day prior to October 16 of the current school year, are residents of the district and are enrolled in: (1) the public schools of the district, excluding evening schools, (2) another school district, other than a county vocational school district in the same county on a full-time basis, or a State college demonstration school or private school to which the district of residence pays tuition, or (3) a State facility in which they are placed by the district; or are residents of the district and are: (1) receiving home instruction, or (2) in a shared-time vocational program and are regularly attending a school in the district and a county vocational school district. In addition, resident enrollment shall include the number of pupils who, on the last school day prior to October 16 of the pre-budget year, are residents of the district and in a State facility in which they were placed by the State. Pupils in a shared-time vocational program shall be counted on an equated full-time basis in accordance with procedures to be established by the commissioner. Resident enrollment shall include regardless of non-residence, the enrolled children of teaching staff members of the school district or county vocational school district who are permitted, by contract or local district policy, to enroll their children in the educational program of the school district or county vocational school district without payment of tuition. Disabled children between three and five years of age and receiving programs and services pursuant to N.J.S.18A:46-6 shall be included in the resident enrollment of the district.

Authorized school district personnel can access ASSA through the NJDOE Homeroom at: http://homeroom.state.nj.us/ and selecting "ASSA" then selecting "Click to Enter System." This will take you to the screen shown in Figure 1.

GETTING STARTED

Begin by reviewing this manual and gathering enrollment data.

(Figure 1) User Login:

DISTRICTS

Log in using your four digit district ID and your user ID and password. The district ID is your District Code. You must contact your district's Homeroom Administrator to create your User ID and Password. http://www.state.nj.us/education/data/collections/user_account_admin.htm

The Homeroom Administrator must log in and create user accounts for individuals that need access to the ASSA. You can find detailed information regarding user accounts by clicking on the hyperlink called "**About User Account Administration**" at **http://www.state.nj.us/njded/data/collections/**.

The system automatically logs you off if there is no activity for more than one hour. You may wish to create a desktop shortcut or web link for easy access to the login page. The following error messages could appear if the system logs you off or if there is a problem with your login:

- ✓ **Your user session may be expired because of long idle time, please login again.**
- ✓ **You have logged out.**
- ✓ **There is a problem with your log-in. Please type the preceding zeros in the district ID field (4 digits.)**
- ✓ **An invalid request. Please enter correct log-in data**
- ✓ **The authorization failed:** Invalid UserID or Password

ENROLLMENT CATEGORY DESCRIPTIONS

Regular Education Half Day Preschool

These are half-day preschool programs which meet for at least two and one-half hours but less than six hours per day of comprehensive education. (Comprehensive education includes non-instructional time.)

In order to be counted preschool students must meet the following criteria:

1. Be enrolled in a school register on October 15, 2013.
2. The educational program must meet in accordance with the school district's grades 1-12 daily school calendar.
3. The student must be at least three (3) years of age.

Regular Education Full Day Preschool

These are full day preschool programs which have a minimum of six hours per day of comprehensive education.

In order to be counted preschool students must meet the following criteria:

1. Be enrolled in a school register as of October 15, 2013.
2. The educational program must meet in accordance with the school district's grades 1-12 daily school calendar.
3. The student must be at least three (3) years of age.

Regular Education Half Day Kindergarten

These are half-day kindergarten programs which meet for at least two and one-half hours per day in continuous session.

In order to be counted the student must meet the following criteria:

1. Be enrolled in a school register on October 15, 2013.
2. Be enrolled in an educational program that meets at least 180 days a year.

Regular Education Full Day Kindergarten

These are full day kindergarten programs which meet a minimum of four hours a day actual class time.

In order to be counted the student must meet the following criteria:

1. Be enrolled in a school register as of October 15, 2013.
2. Be enrolled in an educational program that meets at least 180 days a year.

Post Graduate

This applies to students who, after graduating from high school (grade 12), re-enroll in the same school or another secondary school for additional high school level courses.

*** SPECIAL EDUCATION STUDENTS ARE NO LONGER REPORTED BY TIER. ***

These students are reported as follows:
- Special Education – Elementary
- Special Education – Middle School
- Special Education – High School

Educationally disabled students who are **graded (Resource Center)** are reported based on the following grade level table:

Grade Level	School
PreK - 5	Elementary School
6 - 8	Middle School
9 - 12	High School

Educationally disabled students who are **un-graded (Self Contained)** are reported based on the following grade level table:

Age (on or before 6-30-14)	School
11 and under	Elementary School
12 - 14	Middle School
15 - 21	High School

ADULT HIGH SCHOOL STUDENTS

Report these students only if your school district has been **approved** to operate an adult high school program. Adults who qualify for state aid must be reported on the basis of the number of course credits projected in the educational plan for the current school year.

Adult H.S. (15+ credits)

This applies to students projected to have 15 or more credits for the current school year. Report these students as 1.0.

Adult H.S. (1-14 credits)

This applies to students projected to have one to 14 credits for the current school year. Also report these students as 1.0.

County vocational-technical schools that operate approved adult high school programs should also report adult high school students.

An adult high school student must:

- Attend school in July, August, September, or during the first 10 possible days of October, be on roll on October 15, 2013 and
- Attend school at least once during the last 12 days of October to be counted for state aid unless excused by the adult high school principal for reasonable cause.

Students that do not meet these criteria must <u>not</u> be included in the on roll count.

County Vocational-Regular

This applies to students who attend regular secondary programs in county vocational-technical schools.

County Vocational-F.T.-Post Secondary

This applies to students in full-time post-secondary programs having 12 or more credits.

Shared-Time Programs

This applies to students who attend two different schools in one day. Shared-time arrangements are not limited to those involving a program provided by a county vocational school.

Preschool Disabled

Preschool disabled students are special education students with a measurable developmental impairment which occurs in children between the ages of 3 and 5. These students who must receive instruction for a minimum of 10.0 hours per week are considered full-time students for state aid purposes.

<u>Districts that provide two daily back-to-back half day sessions of services cannot count a child full time twice on the ASSA.</u>

MAIN MENU

The following main menu for the Application for State School Aid consists of four tabs:

     1. DATA ENTRY
     2. REPORTS
     3. CONTACT
     4. CERTIFICATION

For assistance at any time, you should <u>first</u> contact your County Office of Education.

All ASSA program questions AND technical questions should be E-mailed to: **assa@doe.state.nj.us**.

DATA ENTRY SECTION

IMPORTANT - PLEASE READ THE PARAGRAPH BELOW BEFORE PROCEEDING!!!!

Select the "On Roll" option and check the list of schools shown. If you need to change, add, or delete a school, e-mail the Department of Education at <u>assa@doe.state.nj.us</u>.

1. The Data Entry section consists of six screens:
    - Students Onroll (excluding choice and charter)
    - Students Sent
    - Students Received
    - Students Onroll Choice (only applicable to existing choice districts)
    - Regional Enrollment Breakdown (only applicable to regional school districts)

    <u>Not all screens will be used or be accessible to every school district.</u> (e.g., a vocational school district cannot access the "Students Sent" screen).

2. Data can be entered on the screens in any order.

3. For the Students On Roll – Select School screen **ONLY,** a listing of schools for <u>your school district</u> will appear. You must choose a particular school **before** entering data. A data entry screen then appears based upon your **district operating type.**

4. For the following three screens **ONLY,** separate screens will appear on which you must choose the county and school district **before** entering data:
   - Student Onroll Choice
   - Students Sent
   - Students Received

PRELOADED DATA IN THE ASSA

Students On Roll, Sent and Received have been preloaded into the ASSA software. The enrollments in these sections are based on the school district's October NJSMART data submission. Charter School enrollments are preloaded based on the Charter School Enrollment system. State facilities enrollments are preloaded based on the data submitted by state agencies and as determined by the County Office of Education.

SPECIAL CIRCUMSTANCE LETTERS

The data screens will accept entries for all of the most common sending and receiving arrangements and educational programs which are in operation. However, there may be a few reporting situations for which a data entry cannot be made.

If you determine that the ASSA screen does not permit you to enter enrollment for an educational program in operation in your district or accurately enter enrollment for pupils which your district sends or receives, **DO NOT** enter the enrollment in question.

Procedure for Filing Special Circumstance Letters

- Immediately contact your executive county business administrator who will check with the Office of School Finance to determine if there is a way for the district to report the special situation.
- If the executive county business administrator confirms that a special circumstance letter is necessary, the district must fill out the special circumstance form in this manual and attach a letter to it explaining the reporting situation in detail.
- Special circumstance letters from regional/consolidated districts must specify the constituent district/municipality of each student if the requested change will impact the district's resident enrollment.
- Fax this letter directly to the Office of School Finance at (609) 292-6794 <u>and</u> also forward a copy to your county office.
- The special circumstance letter should be filed immediately after the initial transmission but no later than the closeout of the final transmission.

Reasons for Filing a Special Circumstance Letter

- The Office of School Finance through the County Business Administrator confirms that there is no way to report a particular student in the software.
- We instruct a district to add one student to a particular screen column to make a fatal edit disappear.

It is not necessary for a district to send a special circumstance letter for students it sends to enrichment (academy) programs at the county vocational school.

ASSA Special Circumstance Form

Fax this form with the attached letter directly to the Office of School Finance at **(609) 292-6794** and also forward a copy to your county office.

Your letter and form must be received by **December 16, 2013.**

County Name _____County Code_____
District Name _____District Code_____

Please answer the following questions:

1. **Did you include the student in question in your ASSA count?**
   - ❑ **Yes**
   - ❑ **No**

2. **Describe which category the student belongs to. Check all that apply.**

   - ❑ **Special Education Program**
   - ❑ **Regular Program**
   - ❑ **Choice Program**
   - ❑ **Preschool Program**

3. **Is there a sending/receiving relationship involved?**
   - ❑ **Yes**
   - ❑ **No**
4. **Attach your letter with the specific details.**

STUDENTS ON ROLL MENU

This excludes Choice program students and students attending Charter Schools.

Selecting "On Roll (excluding Charter & Choice)", displays a menu allowing a district to choose a particular school:

Once a particular school is selected, a screen appears enabling you to begin entering the on-roll data.

Districts **able** to enter students **on roll** and **low income students on roll** data on this screen are:

- K-6
- K-8
- K-12
- 7-12
- 9-12
- County vocational districts
- County special services districts
- Educational Services Commissions/Jointure Commissions

The following districts <u>cannot</u> enter data on this screen:

- Non-operating districts
- Regional day schools/Katzenbach/A. Harry Moore

Onroll(excluding Charter & Choice)   **Sent**   **Received**   **Onroll Choice**   **Regional Enrollment Breakdown**

SOMERSET(35)   School: HILLSBOROUGH HIGH(030)   Fiscal Year: 2014-2015
HILLSBOROUGH TWP(2170)   Certification Status: UNCERTIFIED
                                                                                                                 Application Data: UNLOCKED

ONROLL: SCHOOL DATA ENTRY

A field with "-" does not allow data entry in that field.

A field with "+" and green text is an automatically calculated field.

Please enter whole numbers (no decimals), then you must leave the cell and click on the "Save" button to submit the data.

Line	Enrollment Categories	In-District Total Onroll Full Time	Total Onroll Shared Time	Low Income Onroll Free Lunch Full Time	Free Lunch Shared Time	Reduced Lunch Full Time	Reduced Lunch Shared Time	LEP Onroll LEP Not Low Income Full Time	LEP Not Low Income Shared Time	LEP & Low Income Full Time	LEP & Low Income Shared Time	Speech Only Onroll Full Time	Onroll Shared Time
C1	HALF DAY PREK-3YR	0	-	-	-	-	-	-	-	-	-	-	-
C2	HALF DAY PREK-4YR	0	-	-	-	-	-	-	-	-	-	-	-
D1	FULL DAY PREK-3YR	0	0	-	-	-	-	-	-	-	-	-	-
D2	FULL DAY PREK-4YR	0	0	-	-	-	-	-	-	-	-	-	-
01	HALF DAY K	0	-	0	-	0	-	0	-	0	-	0	-
02	FULL DAY K	0	0	0	0	0	0	0	0	0	0	0	0
03	ONE	0	0	0	0	0	0	0	0	0	0	0	0
04	TWO	0	0	0	0	0	0	0	0	0	0	0	0
05	THREE	0	0	0	0	0	0	0	0	0	0	0	0
06	FOUR	0	0	0	0	0	0	0	0	0	0	0	0
07	FIVE	0	0	0	0	0	0	0	0	0	0	0	0
08	SIX	0	0	0	0	0	0	0	0	0	0	0	0
09	SEVEN	0	0	0	0	0	0	0	0	0	0	0	0
10	EIGHT	0	0	0	0	0	0	0	0	0	0	0	0
11	NINE	491	9	17	1	18	2	3	0	2	0	3	0
12	TEN	499	9	17	0	3	1	4	0	4	0	2	0
13	ELEVEN	488	9	16	0	12	0	1	0	2	0	1	0
14	TWELVE	512	9	16	0	6	0	0	0	0	0	0	0
15	POST-GRADUATE	0	-	-	-	-	-	-	-	-	-	-	-
16	ADULT HS(15+CR.)	0	-	-	-	-	-	-	-	-	-	-	-
17	ADULT HS(1-14 CR.)	-	0	-	-	-	-	-	-	-	-	-	-
18	Regular Ed Total	+1990	+36	+66	+1	+39	+3	+8	-	+8	-	+6	-
19	SP ED ELEMENTARY	0	0	0	0	0	0	0	0	0	0	-	-
20	SP ED MIDDLE	0	0	0	0	0	0	0	0	0	0	-	-
21	SP ED HIGH	326	8	27	1	14	1	0	0	0	0	-	-
28	Sp Ed Total	+326	+8	+27	+1	+14	+1	-	-	-	-	-	-
37	Co. Voc. Regular	-	-	-	-	-	-	-	-	-	-	-	-
38	Co Voc. FT Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-
39	School Total	+2316	+44	+93	+2	+53	+4	+8	-	+8	-	+6	-

Export Excel   Export pdf   Save

From the New Jersey School Registers:

All Students On Roll - Full Time (Columns 1) & Shared Time (Column 2):

Report the total number of full-time and shared-time students by grade or special education category in the selected school, enrolled on October 15, 2013.

Home Instruction students must be included on the regular program on roll screen. **There is no separate screen for home instruction students.**

Do not include students receiving home instruction in juvenile detention centers on the ASSA. These students are counted as state facility students as part of the state facility student data collection.

Only regular education students are reported by grade.

Special education students are no longer reported by tier. These students are reported as elementary, middle school, or high school according to their grade level or age. (See page 6) Do <u>not</u> also report them on the grade lines. You will count the students twice.

Include both resident and nonresident students for whom tuition is received who are enrolled in the selected school on the district's New Jersey School Register.

Include non-resident students whose parents or guardians are teaching staff members in your district who are attending the selected school tuition free.

EXCLUDE ALL OTHER NON-RESIDENT STUDENTS ATTENDING DISTRICT SCHOOLS TUITION FREE.

Free Lunch On Roll – Full Time (Column 3) & Shared Time (Column 4):

These are low-income resident and non-resident students eligible for free meals or free milk that are part of the district's enrollment in the selected school (students on roll full-time or shared-time). Students eligible for free meals or free milk are those children who have been deemed eligible to receive free meals or free milk under the National School Lunch Act and the Child Nutrition Act as of the last school day prior to October 16.

Report the total number of on roll full-time and shared-time free lunch students for each grade and special education level in the selected school, enrolled on October 15, 2013. **The free lunch on roll count is a subset of the total on roll count.**

County vocational districts should also report enrolled free lunch students who are registered in their districts.

Using the Application for Free and Reduced Price Meals or Free Milk for the current federal fiscal year, districts must list all enrolled students in the selected school who are eligible to receive **free** meals or **free** milk benefits under the National School Lunch Act Income Eligibility Guidelines, effective July 1, 2013.

Districts must have a copy of the student's application for free/reduced meals or free/reduced lunch in order to count the student as low income.

Do not double count special education students by including them on the grade level lines <u>and</u> the special education lines.

Reduced Lunch On Roll – Full Time (Column 5) & Shared Time (Column 6):

Districts must also report on the ASSA the number of students eligible for <u>reduced</u> meals.

These are low-income resident and non-resident students eligible for <u>reduced</u> meals that are part of the district's enrollment in the selected school (students on roll full-time or shared-time). Students eligible for reduced meals are those children who have been deemed eligible to receive reduced meals under the National School Lunch Act and the Child Nutrition Act as of the last school day prior to October 16.

Report the total number of on roll full-time and shared-time <u>reduced</u> lunch students for each grade and special education level in the selected school, enrolled on October 15, 2013. **<u>The reduced lunch on roll count is a subset of the total on roll count.</u>**

County vocational districts should also report reduced lunch students who are registered in their districts.

Using the Application for Free and Reduced Price Meals or Free Milk for the current federal fiscal year, districts must list all enrolled students in the selected school who are eligible to receive **<u>reduced</u>** meals benefits under the National School Lunch Act Income Eligibility Guidelines, effective July 1, 2013.

Districts must have appropriate documentation such as a student's application for free/reduced meals or free/reduced lunch in order to count the student as low income.

Do not double count special education students by including them on the grade level lines <u>and</u> the special education lines.

LEP Not Low Income – Full Time (Column 7) & Shared Time (Column 8) and
LEP & Low Income – Full Time (Column 9) & Shared Time (Column 10):

<u>The LEP counts are subsets of the total on roll count.</u>

Report the following students who are enrolled in your district as of October 15, 2013:

1. Resident and non-resident students identified as Limited English Proficient (LEP), in accordance with N.J.A.C. 6A:15.1.3(c), who are participating in a bilingual, ESL, or ELS program; and

2. Students who continue to need and participate in bilingual, ESL or ELS program services on the basis of multiple indicators as per N.J.A.C. 6A:15-1.10(b).

A listing of LEP students by school must support the number of eligible students.

Speech Only – Full Time (column 11) & shared Time (Column 12):

<u>The Speech Only count is a subset of the total on roll count.</u>

Report a student on this line if the <u>only</u> special education service that the student receives is speech language services as defined in N.J.A.C. 6A:14-3.6 Determination of Eligibility for Speech-Language Services. **<u>Only regular education students can be reported here.</u>**

CHOICE PROGRAM

For state aid purposes, a district participating in the Inter-District Public School Choice Program that enrolls choice students must report these students on the ASSA. The choice district must enter enrollment data for these students on the on roll choice screen instead of the on roll screen. <u>Only current choice districts can access this screen.</u>

Selecting "Onroll Choice" from the "Data Entry" menu, produces the following screen:

Data Entry	Reports	Contact	Certification	
Onroll(excluding Charter & Choice)	**Sent**	**Received**	**Onroll Choice**	**Regional Enrollment Breakdown**

HUNTERDON(19)   Fiscal Year: 2014-2015
BLOOMSBURY BORO(0430)   Certification Status: UNCERTIFIED
BLOOMSBURY BOROUGH(020)   Application Data: UNLOCKED

CHOICE - SENT FROM: COUNTY LIST

Please select a county for Choice data entry:

DISTRICT ID	DISTRICT NAME	DATA ENTRY?	REMARK
01	ATLANTIC	N	
03	BERGEN	N	
05	BURLINGTON	N	
07	CAMDEN	N	
09	CAPE MAY	N	
11	CUMBERLAND	N	
13	ESSEX	N	
15	GLOUCESTER	N	
17	HUDSON	N	
19	HUNTERDON	N	
21	MERCER	N	
23	MIDDLESEX	N	
25	MONMOUTH	N	
27	MORRIS	N	
29	OCEAN	N	
31	PASSAIC	N	
33	SALEM	N	
35	SOMERSET	N	
37	SUSSEX	N	
39	UNION	N	
41	WARREN	Y	
98	UNKNOWN	Y	

Select the county and district from which the choice district receives the student:

Data Entry	Reports	Contact	Certification	

Onroll(excluding Charter & Choice) | **Sent** | **Received** | **Onroll Choice** | **Regional Enrollment Breakdown**

HUNTERDON(19) County: WARREN(41) Fiscal Year: 2014-2015
BLOOMSBURY BORO(0430) Certification Status: UNCERTIFIED
BLOOMSBURY BOROUGH(020) Application Data: UNLOCKED

CHOICE - SENT FROM: DISTRICT LIST

Please select a district for Choice data entry:

DISTRICT ID	DISTRICT NAME	DATA ENTRY?	REMARK
0030	ALLAMUCHY TWP	0	
0070	ALPHA BORO	Y	
0280	BELVIDERE TOWN	0	
0400	BLAIRSTOWN TWP	0	
1620	FRANKLIN TWP	Y	
1670	FRELINGHUYSEN TWP	0	
1785	GREAT MEADOWS REGIONAL	0	
1840	GREENWICH TWP	Y	
1870	HACKETTSTOWN	0	
2040	HARMONY TWP	0	
2250	HOPE TWP	0	
2470	KNOWLTON TWP	0	
2790	LOPATCONG TWP	Y	
2970	MANSFIELD TWP	0	
3675	NORTH WARREN REGIONAL	0	
3890	OXFORD TWP	0	
4100	PHILLIPSBURG TOWN	Y	
4200	POHATCONG TWP	Y	
5465	WARREN HILLS REGIONAL	0	
5480	WASHINGTON BORO	0	
5530	WASHINGTON TWP	Y	
5780	WHITE TWP	0	

The data entry screen for On Roll Choice is the same as the Onroll screen.

CHOICE - SENT FROM: DISTRICT DATA ENTRY

A field with "-" does not allow data entry in that field.
A field with "+" and green text is an automatically calculated field.
Please enter whole numbers (no decimals), then you must leave the cell and click on the "Save" button to submit the data.

Line	Enrollment Categories	In-District Total Choice Full Time	Shared Time	Low Income Choice Free Lunch Full Time	Shared Time	Reduced Lunch Full Time	Shared Time	LEP Choice LEP Not Low Income Full Time	Shared Time	LEP & Low Income Full Time	Shared Time	Speech Only Choice Full Time	Shared Time
C1	HALF DAY PREK-3YR	-	-	-	-	-	-	-	-	-	-	-	-
C2	HALF DAY PREK-4YR	-	-	-	-	-	-	-	-	-	-	-	-
D1	FULL DAY PREK-3YR	-	-	-	-	-	-	-	-	-	-	-	-
D2	FULL DAY PREK-4YR	-	-	-	-	-	-	-	-	-	-	-	-
01	HALF DAY K	0	-	0	-	0	-	0	-	0	-	0	-
02	FULL DAY K	2	0	1	0	0	0	0	0	0	0	0	0
03	ONE	4	0	0	0	0	0	0	0	0	0	0	0
04	TWO	3	0	1	0	0	0	0	0	0	0	0	0
05	THREE	3	0	2	0	0	0	0	0	0	0	0	0
06	FOUR	2	0	0	0	0	0	0	0	0	0	0	0
07	FIVE	5	0	1	0	0	0	0	0	0	0	0	0
08	SIX	2	0	0	0	0	0	0	0	0	0	0	0
09	SEVEN	1	0	1	0	0	0	0	0	0	0	0	0
10	EIGHT	1	0	1	0	0	0	0	0	0	0	0	0
11	NINE	-	-	-	-	-	-	-	-	-	-	-	-
12	TEN	-	-	-	-	-	-	-	-	-	-	-	-
13	ELEVEN	-	-	-	-	-	-	-	-	-	-	-	-
14	TWELVE	-	-	-	-	-	-	-	-	-	-	-	-
15	POST-GRADUATE	-	-	-	-	-	-	-	-	-	-	-	-
16	ADULT HS(15+CR.)	-	-	-	-	-	-	-	-	-	-	-	-
17	ADULT HS(1-14 CR.)	-	-	-	-	-	-	-	-	-	-	-	-
18	Regular Ed Total	+23	-	+7	-	-	-	-	-	-	-	-	-
19	SP ED ELEMENTARY	0	0	0	0	0	0	0	0	0	0	0	0
20	SP ED MIDDLE	0	0	0	0	0	0	0	0	0	0	0	0
21	SP ED HIGH	-	-	-	-	-	-	-	-	-	-	-	-
28	Sp Ed Total	-	-	-	-	-	-	-	-	-	-	-	-
37	Co. Voc. Regular	-	-	-	-	-	-	-	-	-	-	-	-
38	Co Voc. FT Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-
39	School Total	+23	-	+7	-	-	-	-	-	-	-	-	-

From the New Jersey School Registers:

The choice district will list a choice school student with the code **"SC"** to track these students in the Charter School/School Choice column of the school register.

Report the total number of full-time and shared-time choice students by grade or special education level in the selected choice school, enrolled on October 15, 2013.

Because a choice district will likely receive students from more than one district, you must back out of the current choice on roll screen and select the county and district corresponding to the district from which each choice student is received. When finished entering this data, you will have a separate choice on-roll screen corresponding to each district from which choice students are received.

Note: The particular district from which a choice student is received (the sending district) does not report the student on the ASSA.

DO NOT ENTER CHOICE STUDENTS ON THE REGULAR PROGRAM ON ROLL SCREEN OR THE STUDENTS RECEIVED SCREEN.

STUDENTS SENT

The "Sent" menu allows for separate entry of full time and shared time students.

Data Entry	Reports	Contact	Certification		
Onroll(excluding Charter & Choice)		**Sent**	**Received**	**Onroll Choice**	**Regional Enrollment Breakdown**

MIDDLESEX(23)
PISCATAWAY TWP(4130)

Fiscal Year: 2014-2015
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

SENT: COUNTY LIST

Please select a county for Sent data entry:

COUNTY ID	COUNTY NAME	DATA ENTRY?	REMARK
01	ATLANTIC	N	
03	BERGEN	N	
05	BURLINGTON	N	
07	CAMDEN	N	
09	CAPE MAY	N	
11	CUMBERLAND	N	
13	ESSEX	N	
15	GLOUCESTER	N	
17	HUDSON	N	
19	HUNTERDON	N	
21	MERCER	N	
23	MIDDLESEX	Y	
25	MONMOUTH	N	
27	MORRIS	N	
29	OCEAN	N	
31	PASSAIC	N	
33	SALEM	N	
35	SOMERSET	Y	
37	SUSSEX	N	
39	UNION	N	
41	WARREN	N	
90	MISC	Y	

Districts **able** to enter data on this screen are:

- K-6
- K-8
- K-12
- 7-12
- 9-12
- Non-operating districts

The following districts **cannot** enter data on this screen:

- County vocational districts
- County special services districts
- Educational Services Commissions/Jointure Commissions
- Regional day schools/Katzenbach/A. Harry Moore

Include students sent on a <u>full-time basis</u> to:

1.   <u>New Jersey Public School Districts</u>

   Report students sent to K-6, K-8, K-12, 7-12 and 9-12 districts on a tuition basis. Students sent by grade must **not** include classified special education students but should include home instruction students.

2.   <u>County Vocational Schools</u>

   Districts **cannot** report sending students **full-time** to an **in-county** vocational school.

   Students that attend an **out-of-county** vocational school **full-time** are reported by the sending district.

   Districts are not required to report sending full time post secondary vocational students to a county vocational school.

   Districts that send shared-time students to a county vocational school via another district should include the shared-time students in the enrollment entered on this screen.

   If a student is sent to another district for the academic portion of the day **and** also attends a county vocational school on a shared-time basis for the remainder of the school day, the student must be reported as sent by the **resident** district, <u>not</u> the district providing the academic portion of the day.

3.   <u>Educational Services Commissions</u>

Camden County	Essex County
Hunterdon County	Middlesex County*
Monmouth County	Morris County
Passaic County	Somerset County
Sussex County	Union County

   * Do **not** include students sent to the New Jersey Regional Day School at Piscataway Township. Enter these students on the Students Sent to RDS screen. Include adult high school students enrolled in the Monmouth County ESC Adult High School who are district residents.

   DO NOT INCLUDE ADULT HIGH SCHOOL STUDENTS SENT TO ANY OTHER SCHOOL DISTRICT.

4.   <u>Jointure Commissions</u>

   Morris-Union
   South Bergen

5.   County Special Services School Districts

Do **not** include students sent to the following regional day schools that are operated by a county special services district:

- Bleshman Regional Day School @ Paramus
  (operated by Bergen County Special Services School District)
- New Jersey Regional Day School @ Millburn
  (operated by Bergen County Special Services School District)
- New Jersey Regional Day School @ Hamilton Township
  (operated by Mercer County Special Services School District)

These students are reported on the "Sent - Misc." screen.

To include enrollment for students attending the following institutions, scroll down the list of counties on the "Students Sent" screen to the end where you will find the miscellaneous (MISC) designation.

Selecting "MISC" displays the following screen:

Data Entry	Reports	Contact	Certification		
Onroll(excluding Charter & Choice)	**Sent**	**Received**	**Onroll Choice**	**Regional Enrollment Breakdown**	

MIDDLESEX(23)   County: MISC(90)   Fiscal Year: 2014-2015
PISCATAWAY TWP(4130)   Certification Status: UNCERTIFIED
                                                                  Application Data: UNLOCKED

SENT: DISTRICT LIST

Please select a district for Sent data entry:

DISTRICT NAME	DATA ENTRY?	REMARK
Nonpublic	N	
Port Jervis	N	
Katzenbach	N	
State Colleges	N	
A.H. Moore	N	
DCF Day Training	N	
Private School for Students with Disabilities	N	
Contracted Kindergarten Program	N	
Other Placement	N	
Enhanced Head Start	N	
Provider Preschool	N	
BLESHMAN/PARAMUS REGIONAL DAY SCHOOL	N	
MILLBURN REGIONAL DAY SCHOOL	N	
NEWARK REGIONAL DAY SCHOOL	N	
JERSEY CITY REGIONAL DAY SCHOOL	N	
HAMILTON TOWNSHIP REGIONAL DAY SCHOOL	N	
PISCATAWAY TOWNSHIP REGIONAL DAY SCHOOL	N	
MORRIS ESC REGIONAL DAY SCHOOL	N	
JACKSON TOWNSHIP REGIONAL DAY SCHOOL	N	
MANNINGTON TOWNSHIP REGIONAL DAY SCHOOL	N	

<u>Nonpublic</u>

<u>Port Jervis</u>

<u>Marie H. Katzenbach School for the Deaf</u>

<u>State College Demonstration Schools</u>
- Douglas Developmental Center
- New Jersey College of Medicine and Dentistry
- Kean College
- Montclair College
- Rutgers Community Mental Health Center

<u>A. Harry Moore Laboratory School</u> (Jersey City State College)

<u>DCF Day Training</u>

The Department of Children and Families operates 18 regional day school programs.

Do <u>not</u> include students meeting the eligibility criteria for day training attending programs operated by county special services school districts, private schools for the disabled or other public school programs. Report those students on the appropriate screens.

<u>Private School for Students with Disabilities</u>

This screen allows a district to report special education students attending approved private schools for the disabled:

Districts **able** to enter data on this screen are:

- K-6
- K-8
- K-12
- 7-12
- 9-12
- Non-operating districts

The following districts **<u>cannot</u>** enter data on this screen:

- County vocational districts
- County special services districts
- Educational services commissions/Jointure commissions
- Regional day schools/Katzenbach/A. Harry Moore

Report the total number of full-time and shared-time special education students sent to private schools for the disabled. Count each shared-time student as 0.5. Report students who are sent to:

1. Approved private schools for the disabled.

2. Approved vocational rehabilitation facilities for the disabled that are operated by the New Jersey department of Labor.

3. Out-of-state public/private schools.

4. Unapproved nonpublic schools pursuant to Chapter 152, Laws of 1989 (NAPLES).

PLEASE NOTE THAT EACH STUDENT SENT TO AN APPROVED VOCATIONAL REHABILITATION FACILITIES FOR THE DISABLED MUST BE REPORTED AS 0.5.

Do **not** report students placed by the Bureau of Special Residential Services, Department of Human Services. **These students are not reported on the ASSA but will be reported in the separate state facilities count.**

Contracted Kindergarten Program

If a school district sends a student full time to a contracted kindergarten program, then the number of enrolled students is entered on the "Contracted Kindergarten Program" screen. The screen allows for reporting regular and special education students.

Other Placement

Report on this line any miscellaneous placements that do not fit any of the other listed categories. For example, a district sends a student to a private drug rehabilitation program. Both regular and special education students can be reported here.

Enhanced Head Start

Preschool students sent to an enhanced Head Start program are reported separately on the ASSA. Enhanced Head Start classes are Head Start Centers that collaborate with Abbott districts to serve Abbott and Head Start eligible children. Abbott funding is provided to supplement Federal resources, enabling Federal Head Start programs to meet Abbott standards.

If a district sends a student full time to an enhanced Head Start program, then the number of enrolled students must be entered on the "Enhanced Head Start" screen.

Provider Preschool

> If a district sends a student full time to a provider pre-school program that is not an Enhanced Head Start program, then the number of enrolled students must be entered on the "Provider Preschool" screen. **Do <u>not</u>** include federally funded Head Start program students.

Regional Day Schools

> A separate screen for each regional day school allows for reporting students who are sent to a district operated regional day school or one of the regional day schools operated by a CSSD.

DO **<u>NOT</u>** INCLUDE ON THE "SENT FULL-TIME" SCREEN STUDENTS SENT TO THE FOLLOWING:

- State Facility Students – i.e., Department of Children and Families, Juvenile Justice Commission, Department of Corrections. <u>These state facility students are counted as a part of the state facility student data collection.</u>
- Preschool program students unless they are sent on a tuition basis.
- Classified preschool program students unless they are sent on a tuition basis. If a sending district turns over state or federal funds to a district operating a preschool program for the disabled, such funds may be considered as tuition for ASSA reporting purposes.
- Post-graduate students sent to another district unless they are sent on a tuition basis.

STUDENTS RECEIVED

The "Received" menu allows for the entry of students received full or shared time:

Data Entry	Reports	Contact	Certification	

Onroll(excluding Charter & Choice)   **Sent**   **Received**   **Onroll Choice**   **Regional Enrollment Breakdown**

MERCER(21)   Fiscal Year: 2014-2015
LAWRENCE TWP(2580)   Certification Status: UNCERTIFIED
                                                                                                Application Data: UNLOCKED

<div align="center">RECEIVED: COUNTY LIST</div>

Please select a county for Received data entry:

COUNTY ID	COUNTY NAME	DATA ENTRY?	REMARK
01	ATLANTIC	N	
03	BERGEN	N	
05	BURLINGTON	N	
07	CAMDEN	N	
09	CAPE MAY	N	
11	CUMBERLAND	N	
13	ESSEX	N	
15	GLOUCESTER	N	
17	HUDSON	N	
19	HUNTERDON	N	
21	MERCER	N	
23	MIDDLESEX	N	
25	MONMOUTH	N	
27	MORRIS	N	
29	OCEAN	N	
31	PASSAIC	N	
33	SALEM	N	
35	SOMERSET	N	
37	SUSSEX	N	
39	UNION	N	
41	WARREN	N	
90	MISC	N	

Districts **able** to enter data on this screen are:

- K-6
- K-8
- K-12
- 7-12
- 9-12
- County special service districts
- County vocational districts
- Educational Services Commissions/Jointure Commissions
- Regional day schools/Katzenbach/A. Harry Moore

Non-operating districts **<u>cannot</u>** enter data on this screen.

Districts operating <u>regional day schools</u> do not report students received at the regional day school programs in their districts' ASSA. <u>A separate count must be submitted by each regional day school. The menu option for submitting the regional day school count appears after logging in.</u>

In and out of county special education and regular students must be reported as received from the appropriate school district.

Include only **tuition** students received on a full-time tuition basis.

Students received by grade <u>cannot</u> include classified disabled students but should include any home instruction students received.

Report students received as "Parent Paid", "State Responsible", "Prek Non-Resident", or "Other Tuition Free" students by scrolling down to the end of the list of counties and choosing "MISC" which displays the following screen:

Parent Paid

>   Report the total number of students whose tuition is paid by their parents on the "Parent Paid" line.

Received from State

>   If a student attends school in a district and the state is responsible for the student's educational costs, then that district <u>must</u> report the student as received from "State". Examples of students who are the fiscal responsibility of the state may include children in group homes for whom the district of residence cannot be determined and homeless children for whom the district of residence cannot be determined. Also include a child if the district of residence of the child's parent or guardian is outside New Jersey.

<u>Pre-K Non-Resident</u>

Report the total number of preschool children of school staff members that attend the school where the staff member works on the "Prek Non-Resident" screen.

<u>Nonpublic/Homeschool</u>

County vocational school districts must report students received from <u>nonpublic</u> schools or any homeschooled students attending a vocational school shared time.

<u>Other Tuition Free</u>

Report other tuition non-resident tuition free students (i.e., Board approved tuition free students) on the "Other Tuition Free" screen.

ALTERNATIVE PROGRAMS

Alternative High School and other alternative programs are operated at designated LEAS for students who cannot be educated in the normal classroom setting.

Students Sent to an Alternative Program at a Vocational School

If a district sends students to an alternative program run by a vocational school, then the district must count these students on the appropriate grade or special education line that states "ALT PROG ONLY." The vocational school must correspondingly count these students on the "ALT PROG ONLY" lines on its on roll and received screens.

Failure to count these alternative program students on the correct line(s) will result in the loss of state aid to the sending district for these students.

ATLANTIC(01)	County: ATLANTIC(01)								Fiscal Year: 2014-2015		
ATLANTIC CITY(0110)	DISTRICT: ATLANTIC CO VOCATIONAL(0120)								Certification Status: UNCERTIFIED		
									Application Data: UNLOCKED		

Sent: DISTRICT DATA ENTRY

A field with "-" does not allow data entry in that field.

A field with "+" and green text is an automatically calculated field.

Please enter whole numbers (no decimals), then you must leave the cell and click on the "Save" button to submit the data.

| | | Total Sent | | Low Income Sent | | | | LEP Sent | | | | Speech Only | |
| | | | | Free Lunch | | Reduced Lunch | | LEP Not Low Income | | LEP & Low Income | | Sent | |
Line	Enrollment Categories	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time
C1	HALF DAY PREK-3YR	-	-	-	-	-	-	-	-	-	-	-	-
C2	HALF DAY PREK-4YR	-	-	-	-	-	-	-	-	-	-	-	-
D1	FULL DAY PREK-3YR	-	-	-	-	-	-	-	-	-	-	-	-
D2	FULL DAY PREK-4YR	-	-	-	-	-	-	-	-	-	-	-	-
01	HALF DAY K	-	-	-	-	-	-	-	-	-	-	-	-
02	FULL DAY K	-	-	-	-	-	-	-	-	-	-	-	-
03	ONE	-	-	-	-	-	-	-	-	-	-	-	-
04	TWO	-	-	-	-	-	-	-	-	-	-	-	-
05	THREE	-	-	-	-	-	-	-	-	-	-	-	-
06	FOUR	-	-	-	-	-	-	-	-	-	-	-	-
07	FIVE	-	-	-	-	-	-	-	-	-	-	-	-
08	SIX (ALT PROG ONLY)	0	0	0	0	0	0	0	0	0	0	0	0
09	SEVEN (ALT PROG ONLY)	0	0	0	0	0	0	0	0	0	0	0	0
10	EIGHT (ALT PROG ONLY)	0	0	0	0	0	0	0	0	0	0	0	0
11	NINE (ALT PROG ONLY)	0	0	0	0	0	0	0	0	0	0	0	0
12	TEN (ALT PROG ONLY)	0	0	0	0	0	0	0	0	0	0	0	0
13	ELEVEN (ALT PROG ONLY)	0	0	0	0	0	0	0	0	0	0	0	0
14	TWELVE (ALT PROG ONLY)	0	0	0	0	0	0	0	0	0	0	0	0
15	POST-GRADUATE	-	-	-	-	-	-	-	-	-	-	-	-
16	ADULT HS(15+CR.)	-	-	-	-	-	-	-	-	-	-	-	-
17	ADULT HS(1-14 CR.)	-	-	-	-	-	-	-	-	-	-	-	-
18	Regular Ed Total	-	-	-	-	-	-	-	-	-	-	-	-
19	SP ED ELEM (VOC PROG)	-	-	-	-	-	-	-	-	-	-	-	-
20	SP ED MIDDLE (VOC PROG)	-	0	-	0	-	0	-	0	-	0	-	0
21	SP ED HIGH (VOC PROG)	-	0	-	0	-	0	-	0	-	0	-	0
22	SP ED ELEM (ALT PROG O	0	0	0	0	0	0	0	0	0	0	-	-
23	SP ED MIDDLE (ALT PROG	0	0	0	0	0	0	0	0	0	0	-	-
24	SP ED HIGH (ALT PROG O	0	0	0	0	0	0	0	0	0	0	-	-

REGIONAL ENROLLMENT DETAILS

This screen allows a regional district to enter detailed resident enrollment data for each constituent district of the regional:

Data Entry	Reports	Contact	Certification		
Onroll(excluding Charter & Choice)		**Sent**	**Received**	**Onroll Choice**	**Regional Enrollment Breakdown**

CUMBERLAND(11)
CUMBERLAND REGIONAL(0997)

Fiscal Year: 2014-2015
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

Regional: Enrollment DATA ENTRY

Please enter amount (whole number or .5), then click on "Save" button to submit data:

Municode	Categories	District Reported Break Down	State Facility	Total Resident
1020	DEERFIELD	0	0	0
1460	FAIRFIELD TWP	0	3	3
1820	GREENWICH TWP	0	0	0
2270	HOPEWELL TWP	0	1	1
4750	SHILOH BORO	0	0	0
5070	STOW CREEK TWP	0	0	0
5300	UPPER DEERFIELD TWP	0	4	4
NON RESIDENT - TEACHING STAFF	RECEIVED FOR TEACHING STAFF	0		0
NON RESIDENT - CHOICE	RECEIVED FOR CHOICE	0		0
NON RESIDENT - RECEIVED OTHERS	RECEIVED FROM OTHER	0		0
Total Resident Enrollment		*0.0*	*8.0*	*8.0*

The only districts **able** to enter data on this screen are:

- Regional districts
- Consolidated districts

Report the resident enrollment for the particular constituent district.

The screen total **must** equal the resident enrollment report on the ASSA summary. The ASSA edit program compares this screen total to the calculated October 15, 2013 resident enrollment. **If the totals do not agree you will not be able to certify the completed ASSA report.**

Include the following on the Non-Resident line:

1. Non-resident students whose parents or guardians are teaching staff members in your district who are attending district schools tuition free. **Exclude all other non-resident students attending the district tuition free.**

2. Students attending the regional district who are excluded specifically by statute (N.J.S.A.18A: 38-7.9) from the regional enrollment for the purpose of allocating equalized valuations or district incomes (Monmouth Regional School District - Earle Naval Station Pupils).

3. Students participating in a district's choice program.

MERGED DISTRICTS

On July 1, 2009, 13 non-operating school districts were merged with the school districts to which the individual non-operating district sends its students. The former non-operating districts and the districts that they were merged with are shown in the following table:

County	Non Op District Eliminated	District Non-Op Merged With
Burlington	Pemberton Borough	Pemberton Township (K-12)
Camden	Audubon Park	Audubon Borough (K-12)
Camden	Tavistock	Haddonfield (K-12)
Cumberland	Shiloh Borough	Hopewell Township (K-8)
Hunterdon	Glen Gardner	Clinton town (K-8)
Middlesex	Helmetta	Spotswood (K-12)
Monmouth	Sea Bright Borough	Oceanport Borough (K-8)
Morris	Victory Gardens	Dover Town (K-12)
Ocean	Mantoloking	Point Pleasant Beach (K-12)
Somerset	Millstone	Hillsborough Township (K-12)
Somerset	Rocky Hill	Montgomery Township (K-12)
Sussex	Branchville Borough	Frankford Township (K-8)
Warren	Hardwick	Blairstown Township (K-6)

These 13 merged districts must report separate onroll and sent counts for the former non-operating district and district with which it merged. Charter school and state facilities enrollments are also shown separately on the Reports tab.

REPORTS

S/R EDIT

The sent/receive edit report is an online version of the pdf reports distributed in previous years. The reports show any sending and receiving discrepancies between what your school district reports and other school districts report. The discrepancies must be resolved by contacting the other district(s).

This example shows the following discrepancies:

- Atlantic City reported receiving one 6th grader full time from Brigantine City. Brigantine City reported sending zero 6th graders full time to Atlantic City.
- Atlantic City reported receiving one 4th grader full time from Corbin City. Corbin City reported sending zero 4th graders full time to Atlantic City.
- Mainland Regional reported receiving zero 9th graders full time from Atlantic City. Atlantic City reported sending two 9th graders full time to Mainland Regional.
- Greater Egg Harbor Regional reported receiving zero 11th graders from Atlantic City. Atlantic City reported sending one 11th grader full time to Greater Egg Harbor Regional.
- Atlantic City reported receiving one free lunch 6th grader full time from Brigantine City. Brigantine City reported sending zero free lunch 6th graders full time to Atlantic City.
- Atlantic City reported receiving one reduced lunch 4th grader full time from Corbin City. Corbin City reported sending zero reduced lunch 4th graders full time to Atlantic City.
- Mainland Regional reported receiving zero LEP not low income 9th graders from Atlantic City. Atlantic City reported sending two LEP not low income 9th graders to Mainland Regional.
- Greater Egg Harbor Regional reported receiving zero speech only 11th graders full time from Atlantic City. Atlantic City reported sending one speech only 11th grader full time to Greater Egg Harbor Regional.

ONROLL REPORT

The On Roll report shows a list of On Roll student counts by school and grade level. This report excludes Choice and Charter School students.

		In-District		Low Income Onroll				LEP Onroll				Speech Only	
		Total Onroll		Free Lunch		Reduced Lunch		LEP Not Low Income		LEP & Low Income		Onroll	
Line	Enrollment Categories	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time
050	FLORENCE TWP MEM HIG												
11	NINE	120	0	37	0	5	0	0	0	0	0	0	0
12	TEN	96	0	19	0	5	0	0	0	0	0	0	0
13	ELEVEN	87	0	16	0	4	0	0	0	0	0	0	0
14	TWELVE	102	0	20	0	3	0	0	0	0	0	0	0
18	Regular Ed Total	405		92		17							
21	SP ED HIGH	38	0	14	0	5	0	0	0	0	0		
28	Sp Ed Total	38	0	14	0	5							
39	School Total	443	0	106	0	22							
055	RIVERFRONT SCHOOL												
C1	HALF DAY PREK-3YR	6											
C2	HALF DAY PREK-4YR	4											
06	FOUR	131	0	30	0	6	0	0	0	0	0	0	0
07	FIVE	111	0	35	0	7	0	0	0	0	0	0	0
08	SIX	118	0	33	0	7	0	0	0	0	0	0	0
09	SEVEN	98	0	22	0	7	0	0	0	0	0	0	0

BURLINGTON(05)   Fiscal Year: 2014-2015
FLORENCE TWP(1520)   Certification Status: UNCERTIFIED
                                                        Application Data: UNLOCKED

ONROLL Report:

SENT REPORT

The Sent report shows a list of Sent students by receiving district and grade level.

BURLINGTON(05)
FLORENCE TWP(1520)

Fiscal Year: 2014-2015
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

Sent Report:

Line	Enrollment Categories	Total Sent		Low Income Sent				LEP Sent				Speech Only	
				Free Lunch		Reduced Lunch		LEP Not Low Income		LEP & Low Income		Sent	
		Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time
05	BURLINGTON												
0475	BORDENTOWN REGIONAL												
11	NINE	4	0	1	0	0	0	0	0	0	0	0	0
12	TEN	2	0	0	0	0	0	0	0	0	0	0	0
13	ELEVEN	3	0	0	0	1	0	0	0	0	0	0	0
18	Regular Ed Total	9	0	1	0	1	0						
21	SP ED HIGH	2	0	0	0	1	0	0	0	0	0		
28	Sp Ed Total	2	0	0	0	1	0						
39	School Total	11	0	1	0	2	0						
05	BURLINGTON												
0605	BURLINGTON CO SPEC SE												
19	SP ED ELEMENTARY	7	0	1	0	2	0	0	0	0	0		
20	SP ED MIDDLE	13	0	0	0	5	0	1	0	0	0		
21	SP ED HIGH	9	0	2	0	0	0	0	0	0	0		
28	Sp Ed Total	29	0	3	0	7	0	1	0				
39	School Total	29	0	3	0	7	0	1	0				

RECEIVED REPORT

The Received report shows a list of Received students by sending district and grade level.

Data Entry	Reports	Contact	Certification	

S/R Edit	Onroll Report	Sent Report	Received Report	Choice Report	Charter Schools	State Facilities	Assa Summary

BURLINGTON(05)
FLORENCE TWP(1520)

Fiscal Year: 2014-2015
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

Received Report:

| | | Total Received | | Low Income Received | | | | LEP Received | | | | Speech Only | |
| | | | | Free Lunch | | Reduced Lunch | | LEP Not Low Income | | LEP & Low Income | | Received | |
Line	Enrollment Categories	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time
05	BURLINGTON												
0380	BEVERLY CITY												
03	ONE	1	0	0	0	0	0	1	0	0	0	0	0
04	TWO	8	0	0	0	2	0	0	0	0	0	0	0
07	FIVE	4	0	0	0	0	0	0	0	0	0	1	0
18	Regular Ed Total	13	0			2	0	1				1	0
19	SP ED ELEMENTARY	3	0	1	0	0	0	0	0	0	0		
28	Sp Ed Total	3	0	1									
39	School Total	16	0	1		2	0	1				1	0
05	BURLINGTON												
0620	BURLINGTON TWP												
07	FIVE	6	0	2	0	0	0	0	0	2	0	0	0
10	EIGHT	5	0	1	0	0	0	0	0	0	0	0	0
11	NINE	2	0	0	0	1	0	0	0	0	0	0	0
18	Regular Ed Total	13	0	3	0	1				2	0		
39	School Total	13	0	3	0	1				2	0		

CHOICE REPORT

The Choice report shows a list of Choice students by sending district and grade level.

		In-District		Low Income Onroll				LEP Onroll				Speech Only	
		Total Onroll		Free Lunch		Reduced Lunch		LEP Not Low Income		LEP & Low Income		Onroll	
Line	Enrollment Categories	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time
01	ATLANTIC												
1540	FOLSOM BORO												
11	NINE	2	0	0	0	0	0	0	0	0	0	0	0
12	TEN	3	0	0	0	0	0	0	0	0	0	0	0
18	Regular Ed Total	5	0										
21	SP ED HIGH	1	0	0	0	0	0	0	0	0	0	0	0
28	Sp Ed Total	1											
39	School Total	6	0										
060	HAMMONTON MIDDLE SC												
01	ATLANTIC												
3480	MULLICA TWP												
08	SIX	4	0	0	0	0	0	0	0	0	0	0	0
09	SEVEN	6	0	2	0	0	0	0	0	0	0	0	0
10	EIGHT	1	0	0	0	0	0	0	0	0	0	0	0
18	Regular Ed Total	11	0	2									
39	School Total	11	0	2									

CHARTER SCHOOLS

The ASSA separately includes the number of students enrolled in charter schools. Charter school student enrollments are preloaded from the Charter School Enrollment system. A charter school student is considered to be enrolled in the student's resident district. A charter school student has the transfer code **"TC"** on the "Charter School" column of the school register.

DO NOT ENTER CHARTER SCHOOL ENROLLMENT ON THE ON ROLL SCREEN OR THE STUDENTS SENT SCREEN.

To view a school district's Charter enrollment count, select the Reports tab and then select Charter Schools. <u>The data on this page cannot be changed</u>.

Data Entry	Reports	Contact	Certification				
S/R Edit	**Onroll Report**	**Sent Report**	**Received Report**	**Choice Report**	**Charter Schools**	**State Facilities**	**Assa Summary**

ATLANTIC(01)
ATLANTIC CITY(0110)

Fiscal Year: 2014-2015
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

Total Charter School:

		Resident	Low Income	LEP		Speech
Line	Name	Total	Free & Reduced Lunch	LEP and NOT Low Income	LEP and Low Income	Only
C1	HALF DAY PREK-3YR					
C2	HALF DAY PREK-4YR					
D1	FULL DAY PREK-3YR					
D2	FULL DAY PREK-4YR					
00	PREK TOTAL					
01	HALF DAY K					
02	FULL DAY K	27	26	0	0	0
03	ONE	35	33	0	0	2
04	TWO	35	34	0	0	1
05	THREE	27	27	0	0	0
06	FOUR	30	30	0	0	0
07	FIVE	29	28	1	0	0
08	SIX	24	22	0	0	1
09	SEVEN	23	21	0	0	1
10	EIGHT	25	23	0	0	0
11	NINE	17	10	0	0	0
12	TEN	12	10	0	0	0
13	ELEVEN	5	4	0	0	0
14	TWELVE	6	5	0	0	0
15	POST-GRADUATE					
16	ADULT HS(15+CR.)					
17	ADULT HS(1-14 CR.)					
18	Regular Ed Total	295	273	1	0	5
19	SP ED ELEMENTARY	20	16	0	0	0
20	SP ED MIDDLE	29	27	0	0	0
21	SP ED HIGH	8	6	0	0	0
28	Sp Ed Total	57	49	0	0	0
37	Co. Voc. Regular					
38	Co Voc. FT Post Sec.					
39	District Total	352	322	1	0	5
68	1st Yr Non Public	2	0	0	0	0

STATE FACILITIES

The ASSA separately includes the number of students in state facilities. These enrollments are preloaded based on information submitted by the state facilities and the district assignments made by the County Offices of Education.

DO NOT ENTER STATE FACILITIES ENROLLMENTS ON ANY OTHER SCREENS.

To view a school district's state facilities enrollment count, select the Reports tab and then select "State Facilities." The data on this page cannot be changed. A student listing is provided with state aid notices.

		Resident	Low Income		LEP		Speech
Line	Name	Total	Free Lunch Full Time	Reduced Lunch Full Time	LEP and NOT Low Income Full Time	LEP and Low Income	Only
44	DEVELOPMENTAL CTR	0	0	0	0	0	0
45	DCF REG DAY SCH	0	0	0	0	0	0
46	DYFS RES CTRS	2	2	0	0	0	0
47	TRN SCH/SEC CARE	21	21	0	0	0	0
48	RES. MENTAL H CTR	2	2	0	0	0	0
49	JUVENILE COMM CTR	33	10	0	0	0	0
50	JUVENILE DET CTR	7	7	0	0	0	0

Data Entry | Reports | Contact | Certification

S/R Edit   Onroll Report   Sent Report   Received Report   Choice Report   Charter Schools   State Facilities   Assa Summary

ATLANTIC(01)
ATLANTIC CITY(0110)

Fiscal Year: 2014-2015
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

State Facilities:

ASSA SUMMARY

The ASSA Summary shows the Onroll, Sent, Received, Charter School, and Resident Enrollment counts. Resident enrollment is equal to Onroll + Sent – Received + Charter Schools.

The Certification link is at the bottom of the page. This link will open the page where the ASSA can be certified.

ASSA Report:

No	Line	Categories	Onroll Full	Onroll Shared	Sent Full	Sent Shared	Received Full	Received Shared	Sent RDS	Private Schools	Charter Schools	Resident Students	Resident Low INC	RES LEP LOW INC	RES LEP NOT LOW
1	C1	HALF DAY PREK-3YR													
2	C2	HALF DAY PREK-4YR			1.0										
3	D1	FULL D PREK-3YR	71.0												
4	D2	FULL D PREK-4YR	223.0												
5	01	HALF DAY K										0.0	0.0	0.0	0.0
6	02	FULL DAY K	624.0		1.0						27.0	652.0	561.0	223.0	26.0
7	03	ONE	573.0								35.0	608.0	589.0	181.0	2.0
8	04	TWO	526.0		1.0		1.0				35.0	561.0	544.0	158.0	5.0
9	05	THREE	464.0		2.0		1.0				27.0	492.0	481.0	95.0	0.0
10	06	FOUR	414.0								30.0	444.0	431.0	40.0	0.0
11	07	FIVE	404.0		2.0		1.0				29.0	434.0	415.0	26.0	2.0
12	08	SIX	409.0		1.0						24.0	434.0	419.0	38.0	0.0
13	09	SEVEN	403.0		1.0		1.0				23.0	426.0	405.0	25.0	0.0
14	10	EIGHT	340.0		1.0						25.0	366.0	349.0	25.0	2.0
15	11	NINE	574.0		2.0		157.0				17.0	436.0	396.0	15.0	0.0
16	12	TEN	427.0		1.0		156.0				12.0	284.0	265.0	15.0	0.0
17	13	ELEVEN	385.0	1.0			114.0				5.0	276.5	248.5	12.0	0.0
18	14	TWELVE	360.0	2.0			131.0	2.0			6.0	235.0	215.0	8.0	1.0
19	15	POST-GRAD.										0.0	0.0	0.0	0.0
20	16	ADULT H.S. (15+CR.)										0.0	0.0	0.0	0.0
21	17	ADULT H.S. (1-14 CR.)										0.0	0.0	0.0	0.0
22	18	**SUBTOTAL (C1&2, D1&2, 1-17)**	**6197.0**	**3.0**	**13.0**		**562.0**	**2.0**			**295.0**	**5648.5**	**5318.5**	**861.0**	**38.0**
23	19	SP ED ELEMENTARY	297.0		23.0		6.0		6.0		20.0	340.0	293.0	8.0	0.0
24	20	SP ED MIDDLE	200.0		13.0		2.0		14.0		29.0	254.0	221.0	7.0	0.0
25	21	SP ED HIGH	348.0	1.0	28.0		84.0	1.0	24.0		8.0	324.0	266.0	1.0	0.0
26	28	**SUBTOTAL (19-21)**	**845.0**	**1.0**	**64.0**		**92.0**	**1.0**	**44.0**		**57.0**	**918.0**	**780.0**	**16.0**	**0.0**
27	37	CO. VOC.-REGULAR										0.0	0.0	0.0	0.0
28	38	CO. VOC. FT POST SEC.										0.0	0.0	0.0	0.0
29	39	**SUBTOTAL (18,28,37,38)**	**7042.0**	**4.0**	**77.0**		**654.0**	**3.0**	**44.0**		**352.0**	**6566.5**	**6098.5**	**877.0**	**38.0**
30	44	DEVELOPMENTAL CENTER										0.0	0.0	0.0	0.0
31	45	DHS REGIONAL DAY SCH.										0.0	0.0	0.0	0.0
32	46	DYFS RESIDENTAL CTRS										2.0	2.0	0.0	0.0
33	47	TRAIN SCH/SECURE CARE										21.0	21.0	0.0	0.0
34	48	RES. MENTAL HEALTH CTR										2.0	2.0	0.0	0.0
35	49	JUVENILE COMMUNITY CTR										33.0	10.0	0.0	0.0
36	50	JUVENILE DETENTION CTR										7.0	7.0	0.0	0.0
37	51	**TOTAL ENROLL(39,44-50)**										**6631.5**	**6140.5**	**877.0**	**38.0**
38	52	HEADSTART PREK FTE										0.0			
39	53	PROVIDER PREK FTE										0.0			
42	57	SENT TO CSSD										59.0			
43	58	LEP ONRROLL										916.0			
44	59	SPEECH ONLY										54.0			
46	61	LOW INC ONRROLL										18.0			
47	62	LOW INC SENT										6087.0			
48	63	RES PREK FTE										295.0			
49	65	Charter Prek										0.0			
51	67	CHOICE PRG.										0.0			
52	68	NONPUB CHART										2.0			

Export Excel   Export pdf

Certify

ERRORS – EDITS CHECKS

The ASSA Summary also indicates when the data entered does not pass the ASSA edit checks.

Click on "Check Errors" at the bottom of the page for a description of the error.

To correct an error, you must go back to the appropriate data entry screen and change the data that is causing the error. In this example, the district reported receiving 574 students but only lists 573 students on roll.

Data Entry	Reports	Contact	Certification	

S/R Edit	Onroll Report	Sent Report	Received Report	Choice Report	Charter Schools	State Facilities	Assa Summary

ATLANTIC CITY(0110)   **Fiscal Year: 2014-2015**

ASSA Report Error Detail:

Please Check detail information:

Line Short	Error Description	Value
03	Onroll Fulltime + Choice Fulltime < Received Fulltime	573.0 < 574.0

NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NEW JERSEY 08625-0500
Support email: assa@doe.state.nj.us

CONTACT

Submit Contact Information using this page.

New Jersey Department of Education   **APPLICATION for STATE SCHOOL AID**

Login User: doeit   Logout

Data Entry	Reports	Contact	Certification	

2014-2015 APPLICATION for STATE SCHOOL AID

ATLANTIC(01)   **Fiscal Year: 2014-2015**
ATLANTIC CITY(0110)   **Certification Status: UNCERTIFIED**
                                                                    Application Data: UNLOCKED

Contact Information

[Save/Update]

Administrator Information
Last Name: [   ]
First Name: [   ]

Preparer Information
☐ Check this if the preparer is the same as above
Prepared by:
Last Name: [   ]
First Name: [   ]
Email: [   ]
Contact Telephone Number: (000-000-0000): [   ]
Telephone Ext: [   ]
Additional Information:
[   ]

NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NEW JERSEY 08625-0500
Support email: assa@doe.state.nj.us

CERTIFICATION

To certify the ASSA, the ASSA SUMMARY must be run. The Certification link is at the bottom of the page. This link will open the page where the ASSA can be certified. The last name and first name are not editable on this page. The information comes from the Contact page.

New Jersey
Department of Education

APPLICATION for STATE SCHOOL AID

Login User: doeit

Logout

Data Entry	Reports	Contact	Certification	

2014-2015 APPLICATION for STATE SCHOOL AID

ATLANTIC(01)
ATLANTIC CITY(0110)

Fiscal Year: 2014-2015
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

Notice:

Print

To certify your application, please go to the Reports tab and run the ASSA Summary report. If the application passes the edit checks, the words Certify will appear at the bottom of the report.

The data submitted for the Application for State School Aid 2014-2015, compiled as of October 15, 2013, has been edited for completeness and accuracy. All discrepancies with districts that we have a sending/receiving relationship with have been resolved. We are aware the DOE will utilize the receiving district's data to create the corresponding sending district?s ASSA data files for sent/received data. We also acknowledge that fact the enrollment data we submitted will be used in the calculation of our district's FY2014-15 State School Aid.

☑ Certified By Chief School Administrator:

Last Name: test
First Name: test

NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NEW JERSEY 08625-0500
Support email: assa@doe.state.nj.us