



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

CHRISTOPHER D. CERF  
Acting Commissioner

December 15, 2011

TO: Directors, Private Schools for Students with Disabilities

FROM: Patricia C. Scott, Acting Director  
Office of Fiscal Policy & Planning

SUBJECT: Application for a Higher Tentative Per Diem Tuition Rate for 2012-2013

I have attached a copy of the application to apply for a higher tentative per diem tuition rate for the 2012-2013 school year in accordance with N.J.A.C. 6A:23A-18.2(j). This application is a request for a tentative per diem tuition rate higher than the tentative per diem tuition rate reflected on the December 14, 2011 memo in column (1) on pages 1 through 5 of Exhibit A posted on the department's website. A private school for students with disabilities may increase the number of enrolled days from 2011-2012 to 2012-2013 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 2012-2013 is a management decision.

Attached you will find copies of the required forms to be completed and the directions for each form:

1. Exhibit A - Request for a Higher Tentative Per Diem Tuition Rate – 12 Month Budget Comparison - Current 2011-2012 Budget and Projected 2012-2013 Budget.

Please provide a detailed narrative explanation of the need for the increases in column C (B-A=C) which are the differences between the amounts contained in column B (2012-2013) and those contained in column A (2011-2012), by account name and account number. The detailed explanation must include the account name and account number (Salaries of Teachers #11-000-100-101) and the reason(s) for an increase. You must be as informative as possible in your explanations and provide documentation 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 2011-2012 to 2012-2013 you must provide a copy of the lease agreement to substantiate the increase.

Line 207, columns A and B are your school's estimated ADEs for the 2011-2012 and 2012-2013 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 you anticipate a decrease in the ADE from 2011-2012 to 2012-2013, please provide a detailed explanation for the anticipated decrease and how the change will impact on all major categories within your budget. An explanation is not needed if you anticipate an increase in the ADE.

2. Exhibit B - Request for a Higher Tentative Per Diem Tuition Rate – December 31, 2011 Financial Report Current School Year – This form is the department's prescribed financial report for the 2011-2012 school year. The directions to complete Exhibit B are contained on pages one through five of the form. This form must be prepared for the quarter ending December 31, 2011.

The attached applications (Exhibits A and B) along with documentation explaining the need for increases shall be completed and forwarded to the address below to be received by the department no later than January 31, 2012. Please retain a copy for your files of all the information filed with the department.

Elise Sadler-Williams, Planning Associate  
New Jersey State Department of Education  
Division of Finance and Regulatory Compliance  
***100 Riverview Plaza (use for deliveries only)***  
P.O. Box 500  
Trenton, New Jersey 08625-0500

If you have any questions concerning the application process, please contact me at (609) 777-4483.

PCS/ESW\G:\Tuition Waivers\Tuition Waivers 2011-2013\2012-2013 Director Appeal Memo.doc

Attachments

c: Gregg Edwards  
Barbara Gantwerk  
Yut'se O. Thomas  
Robert J. Cicchino  
John Worthington  
Lisa McCormick  
Elaine Lerner  
Elise Sadler-Williams