



State of New Jersey

DEPARTMENT OF EDUCATION

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April 22, 2012

TO: Directors, Private Schools for Students with Disabilities

FROM: Elise Sadler-Williams, Planning Associate
Division of Administration and Finance
Office of School Finance – Fiscal Policy & Planning

SUBJECT: 2012-2013 School Summary Register Form

In accordance with N.J.A.C. 6A:23A-18.8(b), each approved private school for students with disabilities shall submit the *school summary register information* annually to the Commissioner by September 1st, to verify the average daily enrollment *for the previous school year*. For the 2012-2013 school year, the form must reflect enrollment for both the extended school year and ten month school year.

Please complete and submit the attached school summary register form, for the July 1, 2012 through June 30, 2013 school year, by September 1, 2013 to the address below, via email to doepssd@doe.nj.state.us or fax it to Elise Sadler-Williams at (609) 292-6794. Please contact Elise Sadler-Williams at (609) 777-4483 with any questions.

Elise Sadler-Williams
New Jersey State Department of Education
Division of Finance and Regulatory Compliance
Office of School Finance
Fiscal Policy & Planning
P.O. Box 500
Trenton, NJ 08625-0500

Please forward this information to the appropriate personnel in the school's administrative offices including the school business manager.

ESW\bc\G:\Annual Information\2013-2014\2012-2013 Summary Register Memo.docx
Attachments

DIRECTIONS TO COMPLETE
SCHOOL SUMMARY REGISTER FORM
FOR THE 2012-2013 SCHOOL YEAR
JULY 1, 2012 THROUGH JUNE 30, 2013

School: Insert the name of the school (one form must be completed for each school location).

County: Insert the name of the county.

Code Number: Insert the private school code number provided by the Office of Information Research Management.

Date of School Opening - Extended School Year: If applicable, insert the date the extended school year program opened for the 2012-2013 school year. For example, July 1, 2012.

Date of School Closing - Extended School Year: If applicable, insert the date the extended school year program closed for the 2012-2013 school year. For example, August 15, 2012.

Date of School Opening - Ten Month School Year: Insert the date the ten month school year program opened for the 2012-2013 school year. For example, September 1, 2012.

Date of School Closing - Ten Month School Year: Insert the date the ten month school year program closed for the 2012-2013 school year. For example, June 12, 2013.

Actual Number of Days School Was Kept Open: Insert the total number of enrolled days for one pupil for the July through June school year which includes both the extended school year, if applicable and the ten month school year. For example, if the school's calendar provided for 210 school days, you would insert 210 days.

Possible Number of Days of Enrollment (All Pupils): For all pupils, total the number of days each pupil was enrolled (total number of days present and absent for all pupils). For example, if there were 10 pupils and 9 were enrolled for the entire year (210 days) and one was enrolled for only the ten month school year 180 days, you would insert 2,070 ($9 \times 210 = 1,890 + 180 = 2,070$). Please note, the Total Number of Days Present (All Pupils) plus the Total Number of Days Absent (All Pupils) must equal the Possible Number of Days of Enrollment (All Pupils).

Total Number of Days Present (All Pupils): For all pupils, total the number of days each pupil was present based on the number of days they were enrolled. For example, if there were 10 pupils and 9 were present all 210 days and one was present 160 days, you would insert 2,050 ($9 \times 210 = 1,890 + 160 = 2,050$).

Total Number of Days Absent (All Pupils): For all pupils, total the number of days each pupil was absent based on the number of days they were enrolled. For example, if there were 10 pupils and 9 were present all 210 days and one was absent 20 of the possible 180 days, you would insert 20.

Average Daily Attendance (All Pupils): Divide the number inserted in Total Number of Days Present (All Pupils) by the Actual Number of Days School Was Kept Open. For example, if the Total Number of Days Present (All Pupils) was 2,050 and the Actual Number of Days School Was Kept Open was 210 the Average Daily Attendance would be 9.7619 (2,050 divided by 210).

Average Daily Enrollment (All Pupils): Divide the number inserted in Possible Number of Days of Enrollment (All Pupils) by the Actual Number of Days School Was Kept Open. For example, if the Possible Number of Days of Enrollment was 2,070 and the Actual Number of Days School Was Kept Open was 210, the Average Daily Enrollment would be 9.8571 (2,070 divided by 210).

Hours of Opening of School Extended School Year: If applicable, insert the time of day the extended school year opened. If the same as ten month school year insert "SAME".

Hours of Closing of School Extended School Year: If applicable, insert the time of day the extended school year closed. If the same as ten month school year insert "SAME".

Hours of Opening of School Ten Month School Year: Insert the time of day the ten month school year opened.

Hours of Closing of School Ten Month School Year: Insert the time of day the ten-month school year closed.

Number of Hours School In Session Extended School Year (Exclusive of Lunch Period): If applicable, based on the Hour of School Opening and the Hour of School Closing, determine the total number of hours the school was opened (ESY) and subtract the time allocated for lunch. For example, if the school opened at 8:30 a.m. and closed at 3:30 p.m., and allowed 30 minutes for lunch you would insert 6.50 hours. If the same as ten month school year insert "SAME".

Number of Hours School In Session Ten Month School Year (Exclusive of Lunch Period): Based on the Hour of School Opening and the Hour of School Closing, determine the total number of hours the school was opened (10 month) and subtract the time allocated for lunch. For example, if the school opened at 8:30 a.m. and closed at 3:30 p.m., and allowed 30 minutes for lunch you would insert 6.50 hours.

Signature of Authorized Person: The director or principal of the private school must sign this form.

Title: Insert the title of the authorized person who signed the form.

Half-Day Programs: For schools which operate a half-day program, the average daily enrollment (ADE) for a pupil cannot be greater than 0.50. Therefore, a pupil's ADE who is enrolled for the entire school year (July through June) in a half-day program that has a possible number of enrolled days of 210 would be 0.50. In a half-day program, one enrolled day, one day present and one day absent would count as a 0.50 day. In a full-day program, one enrolled day, one day present and one day absent would count as a 1.0 day.

Combined Programs - Half-Day and Full-Day: A school that operates both a half-day and a full day program (July through June) must total the enrolled days, days present and days absent for all pupils to complete this form. For example, a school operates both a half-day and a full-day program for 210 days. One pupil is enrolled for the full-day program for the entire year, is present 205 days, and is absent 5 days. One pupil is enrolled for the half-day program for the entire year and is present 210 (105.0 days) and is not absent. The totals would be as follows:

Possible Number of Days of Enrollment (All Pupils) - 315 (210 + 105)
Total Number of Days Present (All Pupils) - 310 (205 + 105)
Total Number of Days Absent (All Pupils) - 5 (5 + 0)
Average Daily Attendance (All Pupils) - 1.4762 (205 + 105 = 310 divided by 210)
Average Daily Enrollment (All Pupils) - 1.5000 (210 + 105 = 315 divided by 210)