



ASSA
October 2016



Web ASSA and NJ Smart

- District submits NJ Smart data as usual.
- DOE will **preload** aggregated NJ Smart SID Management data to Web ASSA and Charter Enrollment system (CHE).
- Web ASSA will give district a chance to review and correct NJ Smart aggregate counts by enrollment categories for state aid purposes.

Web ASSA Essential

- ☑ If a district **modifies the preloaded** data, the district must make sure it has **resolved sent and received edits**.
- ☑ **Receiving district's** enrollment will be used for final ASSA if there is an unresolved sent and received edit.
- ☑ District **Chief Administrator or Business Administrator** must **certify** Web ASSA.

Web ASSA Essential

- ★ District must provide **Low Income** (Free and Reduced Milk Lunch), **LEP** (Low Income or Not Low Income) for students **sent to** or **received from** other districts.
- ★ Charter school enrollment will be preloaded from DOE Charter Enrollment system.
- ★ Enrollment snap-shot date is Oct.14 or last school day before Oct.16.



The First Thing to do:

Check school listing or choice status

- ✓ School Listing: Select **On Roll** tab to review schools listed.
- ✓ Choice District: Click **Choice** tab to see whether the software allows you to make entry.

Before any data change:

Check preload accuracy

- ✓ NJ Smart preload: Compare DOE preload with district's NJ Smart reports.
- ✓ Districts with Charter School students: Verify data with Charter School Enrollment (CHE) system Oct.14 Report. Please refer to the CHE schedule and instructions for information about certifying charter school enrollments.

Problems/Discrepancies?

- ✓ Make changes in Web ASSA to reflect the most accurate Oct.14 count.
- ✓ Report data correctly in next year's NJ Smart.
- ✓ Report to DOE any other software problems.

Certification



District must review **preliminary ASSA** summary before proceeding to certify ASSA submission.



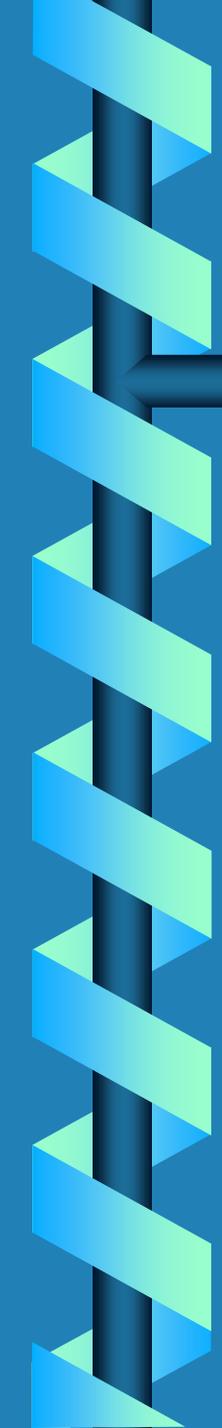
Districts with charter students must also certify CHE by November 30 or the ASSA must be recertified.



District must **recertify** if there is a later revision, including changes in CHE.



Final ASSA summary will be based on receiving **district** information after system is closed.



Review

ASSA
Basics

Resident Enrollment

$$\text{Resident Enrollment} = \text{On Roll} + \text{Sent} - \text{Received}$$

- Report the number of students in either the grade level or the Sp Ed level lines.
Not both. Only count a student once!
- All received students must be reported as both On Roll and Received.

Merged District

Resident Enrollment

- ⊗ Select **municipality** to report On Roll and Sent counts separately for each municipality.
- ⊗ Other district receiving from merged district reports received from the operating district.
- ⊗ Only **one** combined ASSA Summary will be produced.

Absent & Drop-Out

According to NJ School Register regulation, students **must not be held over** as enrolled and then **dropped after October 14** ASSA submission, unless reliable audit evidence exists to demonstrate that the student was truly continuing an educational program as an enrolled student beyond October 14th.

Half-Day vs. Shared-Time Enrollment

Shared-Time Enrollment

A student who attends two programs.

Half-Day programs for Preschool and K

Do not report in Shared-Time columns.

Report half-day Kindergarten or half-day Pre-school on the **Full-Time Half-Day** lines.

School Choice

Interdistrict Public School Choice Program Act of 2010

Choice District reports Choice students in:

1. On Roll – **Choice** Program
2. On Roll **Low Income** – Free & Reduced, LEP, Speech Only

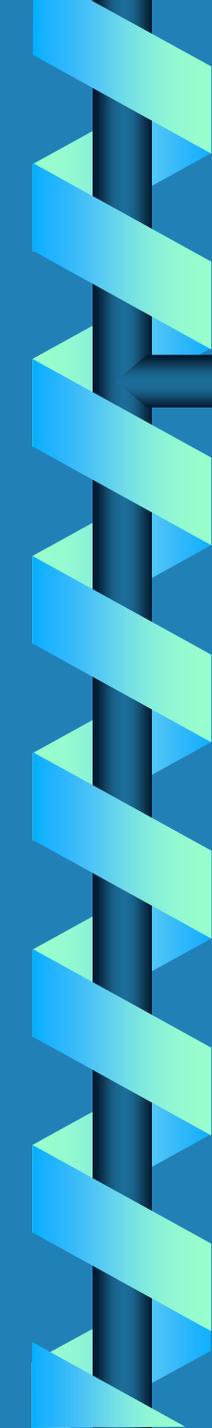
If the choice district has a send/receive relationship with a specific district for specific grades, the choice students cannot be from those districts for those grades.

Do not report choice students as **SENT** or **RECEIVED** between Choice districts and Choice Sending districts.

School Choice

Interdistrict Public School Choice Program Act of 2010

- ❑ ASSA summary reflects a choice student as **choice district's resident**.
- ❑ **Choice student** in a Choice district must have “SC” enrollment code on School Register.
- ❑ In addition to Choice Aid, a choice district receives regular education aid and categorical aids.
- ❑ **Choice Sending District** should have “TD” status on School Register for a choice student.
- ❑ Previous Nonpublic students attending choice program should also have “TD” status on sending district register.



Special Education Grade Level Designation

Graded special education students are counted as follows:

Grade Level

PreK - 5

6 - 8

9 - 12

School

Elementary School

Middle School

High School

Low Income (Free/ Reduced) Resident Enrollment

- Report Free or Reduced count separately.
- Resident Low Income = On Roll Low Income + Sent Low Income - Received Low Income
- Free/ Reduced Lunch of ALL students including LEP Low Income
- LEP Low Income must be \leq Total Free/Reduced

Note: Count on On Roll, Sent and Received tabs

Low Income (Free/ Reduced) Non – CEP Districts

Option #1:

A school district can choose to certify its ASSA Low Income count supported by carryover applications and current year applications received as of October 14, 2016.

OR

Low Income (Free/ Reduced)

Non – CEP Districts

Option#2:

A school district can update its free/reduced counts through the date of the final ASSA certification. If the district updates its low income counts this way using the current year applications, then no carryover applications can be included.

Regardless of the option used, the final ASSA submission must only reflect students who were on roll on October 14, 2016.

Low Income (Free/ Reduced) CEP Districts

Schools participating in the Department of Agriculture's Community Eligibility Provision (CEP) must use the Department of Education's Household Information Survey or direct certification to determine the low income status of students. Students are not automatically reported as free lunch.

Detailed information is available at:

<http://www.state.nj.us/education/finance/cep/>

Limited English Proficient Definition

- 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
- 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).

LEP (Limited English Proficiency) Resident Enrollment

- LEP Full Time or Shared Time
- LEP student low Income status: Low Income (Free / Reduced)
- $\text{LEP Low Income Resident} = \text{LEP Low Income On Roll} + \text{LEP Low Income Sent} - \text{LEP Low income Received}$
- $\text{LEP Not Low Income Resident} = \text{LEP Not Low Income On Roll} + \text{LEP Not Low Income Sent} - \text{LEP Not Low income Received}$

Note: Count on On Roll, Sent and Received tabs

Speech Only Resident Enrollment

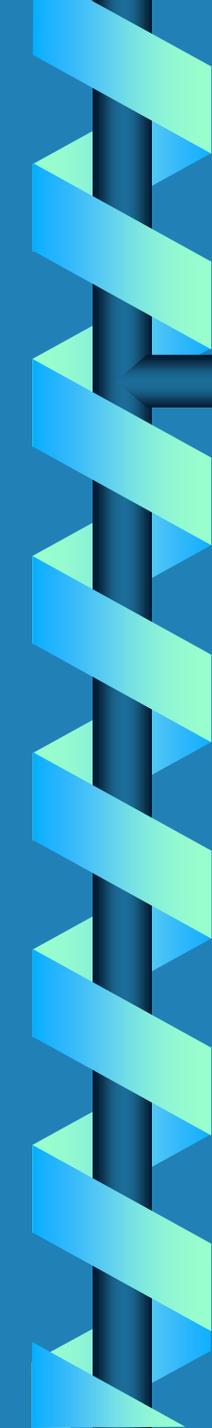
- Students **not** counted in **Special Education program**
- Meet the definition of 6A:14-3.6
Determination of **eligibility** for speech-language services
- Speech Resident = On Roll Speech Only + Sent Speech Only – Received Speech Only

Home Instruction

- Not home schooled
- Include home instruction students in the count of Students **On Roll** .
- Include home instruction students in students **sent to** or **received** from other districts.

Sent Full-Time to Contracted Preschool Program

- Enhanced Head Start**
- Provider Preschool**
- Do not report Federal fully funded
Head Start**



Preschool

- Report regular preschool students on either the **Preschool – 3 YR** or the **Preschool – 4 YR** lines.
- Report Preschool Disabled as **Sp Ed - Elementary**.

Vocational Enrichment Programs

If a district sends a student to a **full-time enrichment** program at a County Vocational district in the same county:

- County Vocational district must report as **Regular Vocational**.
- State Aid will follow the student to County Vocational district rather than the sending district.

Sent to County Voc Shared-Time

- ▶▶ Sent Shared-Time to Voc data reported by districts will only be used for send/receive edit purposes.
- ▶▶ District (sender) does not receive state aid for Shared-Time vocational placement.
- ▶▶ County vocational district (receiver) will receive state aid for Shared-Time enrollment.

Regional District & Constituents



- **NO** sent/received relationship
- Report total resident enrollment breakdown from constituents on Regional Enrollment Breakdown screen.
- Sum of the breakdown must equal total resident count.
- Information is used to decide the apportionment of tax from each municipality.

Sent / Received

K-8 sent to 9-12



District is **NOT** a part of a regional district :

K-8 district reports:

Sent full-time to 9-12 district

9-12 district reports:

Received FT & On-Roll FT

or

K-8 district reports:

Sent share-time to 9-12 district &

Sent ST to other placement

9-12 district reports:

Received ST & On-Roll ST

Special Circumstance Letters

Reasons for filing

ONLY due to ASSA software limitation:

- When you have **no way** to report a student.
- When you must **bypass edit** to transmit the data.

All districts must follow the filing procedure.

Procedure for Filing Special Circumstance Letters



- County Business Official** should first contact DOE through e-mail on behalf of the district to see if there is a way to report a special situation.
- After **confirmed by County Business Official** that a Special Circumstance letter is necessary, district must fill out **the special form in the ASSA Manual** and attach it to the special circumstance letter, & **fax to OSF directly** and **copy County BA**.
- The Special circumstance letter should be **filed immediately before submission deadline**.

Sent / Received Edit Process



- Send/Receive edits are on line.
- Districts must resolve discrepancies between themselves.
- Senders should check the S/R edit online after closing date to make sure both sides agree.
- Seek County office help in case of dispute.
- ASSA uses receiving district information as final send/receive relationship.**

DOE Central Office Contacts

Office of School Finance



All ASSA program questions AND
technical questions should be
E-mailed to:

ASSA@doe.state.nj.us

Conclusion



- ✓ **FY 2017-2018 Projected State Aid** calculation will be based on October 14, 2016 ASSA Collection.