

WORKPAPERS – APPLICATION FOR STATE SCHOOL AID INSTRUCTIONS

1. Students On Roll – Full-Time and Shared-Time Including Home Instruction

Each grade level for regular or special education student category must be supported by an itemized count by school building and register number. Shared-Time students are identified on the register by the "shared-time column". Please note that registers should be numbered sequentially within each school building.

Enrollments for students enrolled in self-contained special class programs must be maintained on separate registers. All Home Instruction students must be entered by name in the school register with attendance code "7". These students are included in the on-roll count rather than as a separate category.

The On Roll counts must also include 3 year old and 4 year old preschool students who are not preschool disabled as well as preschool disabled students from district school registers in the appropriate ASSA lines. This is particularly important for SDA District Preschool programs which may be subject to enrollment audit during FY 2009-2010.

Students are reported as always in the following categories:

Half Day and Full Day Preschool-3 years old

Half Day and Full Day Preschool-4 years old

Half Day and Full Day Kindergarten

Grade 1 through 5

Grade 6 through 8

Grades 9 through 12

Special Education Elementary School

Special Education Middle School

Special Education High School

Adult HS 15+ Cr

Adult HS 1-14 Cr

IMPORTANT NOTE:

The On Roll counts must also include adult high school students attending approved adult high school programs (full-time with 15 or more credit hours and part-time if less than 15 credit hours). Students must attend school in July, August, September, or during the first 10 possible days in October 2009, be on roll on October 15, 2009, **and** attend school at least once during the last 12 days of school in October 2009. Students that do not meet these criteria must not be included in the On Roll count. Each school district must review the adult school enrollment count submitted on the initial ASSA transmission. All students not eligible for October 15, 2009 enrollment reporting must be deducted from the count on a subsequent revised ASSA transmission made by the end of November 2009 as per ASSA submission guidelines.

Districts are strongly advised to report their October 15, 2009 enrollment using only the data from the school registers. Using other means can cause duplicate counts which would adversely affect the district in future years upon an ASSA audit. This data must be kept on file for audit purposes.

Some districts are conducting preschool disabled student programs that are full-day programs (i.e. two half-day) length programs. For state aid purposes, preschool disabled students are those special education students with a measurable developmental impairment which occurs in children between the ages of 3 and 5. **These students who receive instruction for a minimum of 10.0 hours per week are considered full-time students for state aid purposes.**

Districts that provide two daily back-to-back shared-time sessions of services cannot count a child twice on the ASSA as a special education student. Each district that falls within this category must chose to do one of the following:

- Record the student as on roll shared-time in a separate school register in the AM session and on roll shared-time in a separate school register in the PM session (for reporting purposes where there are two separate sessions), or
- Record the student as on roll full-time for a combined full-day session in one school register.

In either case, no student in this category can be recorded as greater than one full-time equivalent student.

2. Students Sent Full and Shared-Time

The number of students listed under Sent Full-Time and Shared-Time must be supported by tuition contracts or other appropriate documentation verifying the enrollment of the student sent to a New Jersey Public School District or Contracted Pre-School Program Provider along with the proper purchase order documentation verifying payment of tuition/education services costs. The Students Sent counts must also include 3 year old and 4 year old preschool students sent to a Contracted Pre-School Program Provider on the appropriate ASSA lines. Special Education students in Contracted Preschool Programs must be counted on the ASSA as Special Education Elementary students. Students sent to enhanced Head Start programs as part of contracted preschools should be tracked separately. This is important for SDA District Preschool programs which may be subject to enrollment audit during FY 2009-2010.

3. Students Received Full and Shared-Time

The number of students listed under Received Full-Time and Shared-Time must agree with the number of students appearing in the district's New Jersey School Register that are received from other school districts.

4. Regional Day Schools

The number of students listed under Regional Day Schools must be supported by tuition contracts or appropriate supporting documentation verifying the enrollment in the Regional Day School along with the proper purchase order verifying payment of the tuition.

5. Private Schools for the Disabled

The number of students listed under Private Schools for the Disabled must be supported by tuition contracts verifying the enrollment in the approved private school for the disabled or other permitted educational agency (as described in the “2010-2011 ASSA Instructions” manual) along with the proper purchase order verifying payment of the tuition.

6. Low Income Students

NOTE: Information for students receiving reduced price meal is also collected on the ASSA. The Low Income student screen reports those students who are eligible for (1) **free meals** or **free milk** or (2) **reduced meals**, which are part of the district's On Roll count as of October 15, 2009. The number of low-income students must be supported by the “Application for Free and Reduced Price Meals or Free Milk.” Districts that send students to private schools for the disabled, regional day schools, county special services districts, educational services commissions, alternative school programs, Department of Children and Families day training programs, the Marie H. Katzenbach School for the Deaf, the A. Harry Moore School, state college demonstration schools, or contracted preschool programs are to report the number of low income students sent to these programs. Do not report any such student as low-income unless a copy of the student’s meal application or appropriate eligibility documentation indicating **free and reduced meal** or **free milk** status has been obtained from the receiving school for audit verification. If the application copy or appropriate documentation is not on file for audit purposes, the low-income student will be deducted from the audited count of the ASSA.

7. Bilingual/LEP Students

Eligible students are those 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 annual testing as per N.J.A.C. 6A: 15-1.10(b) or on the basis of multiple indicators, as per N.J.A.C. 6A: 15-1.10(c) listed as participating in an approved bilingual/ESL program and who are enrolled as of October 15, 2009. The number of eligible students must be supported by the approved bilingual plan and a listing by school which includes each student's name and the number of the register on which they are enrolled. Resident Low Income LEP counts are to be reported separately from the Resident LEP students who are not low income eligible.

8. Speech Only Services

This information comes from the Resident Detail screen where all Speech Only students are reported. A listing of the resident students who are classified for **only** speech correction services must support the number of students who are reported on the ASSA data screen for Speech only. **The rest of these students' programs are the same as any non-classified student.**

These students are defined in 6A:14-3.6 as:

(a) "Eligible for speech-language services" means a speech and/or language disorder as follows:

1. A speech disorder in articulation, phonology, fluency, voice, or any combination, unrelated to dialect, cultural differences or the influence of a foreign language, which adversely affects a student's educational performance; and/or

2. A language disorder which meets the criteria of N.J.A.C. 6A:14-3.5(c) 4 and the student requires speech-language services only.

9. Pre-School Disabled

This information comes from the Resident Detail screen where a subset of special education students who are Pre-School disabled are reported. A workpaper has been added to the sample set to coincide with the data entered in this specific screen.

10. Sent to County Special Services School Districts

The number of students listed under County Special Services School Districts must be supported by tuition contracts or other supporting documentation verifying the enrollment in the school along with the proper purchase order verifying payment of the tuition.

11. Alternative Programs/Charter Schools/School Choice, etc.

List the resident students as of October 15, 2009 sent to these approved Programs.

Workpaper - Application for State School Aid 10/15/2009

Students On Roll – Full-Time, Shared-Time (includes Home Instruction and Regular Preschool and Preschool Disabled 3 and 4 year old students on roll in the school district) Note: see guidance in the preceding explanation section for certain preschool disabled students. SEE WORKPAPER FOR SPEECH ONLY STUDENTS

Enrollment/Grade Level for Regular and Special Education
Category

<u>School</u>	<u>Full-Time Students</u>	<u>Full Time Special Ed Students</u>	<u>Shared-Time Students</u>	<u>Shared-Time Special Ed Students</u>
Register 1.				
Register 2.				
Register 3.				
Register 4.				
Register 5.				
Register 6.				
Register 7.				
Register 8.				
Register 9.				
Register 10.				

(Use additional Register number lines as necessary)

Totals

Prepared by: _____ Date: _____

Workpaper - Application for State School Aid 10/15/2009

Students Sent to New Jersey Public Schools (includes Regular Resident 3 and 4 year old Preschool Students sent to Contracted Pre-School Program Providers)

<u>School Placement</u>	<u>Student Name</u>	<u>Grade Level Category, E, M, H</u>	<u>Full Time (a)</u>	<u>Shared Time (b)</u>	<u>Tuition Contract Available (Y or N)</u>	<u>Free or Reduced Status (If applicable)</u>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

* Each individual line total must be supported by a detailed listing reflecting the name and address of each child. Use separate sheets if necessary. The total # of preschool students sent to community providers and enhanced head start programs must be documented here for ASSA audit purposes. (a) Total must agree with col. 4 of ASSA (b) total must agree with col. 5 of ASSA
Copies of the tuition contracts or other supporting documentation must be made available for audit.

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Workpaper - Application for State School Aid 10/15/2009

Students Received from New Jersey Public Schools

	<u>School</u>	<u>Student Name</u>	<u>Grade Level Category E,M,H</u>	<u>Full Time (a)</u>	<u>Shared Time (b)</u>	<u>School Register Number</u>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						

(a) total must agree with col. 6 of ASSA (b) total must agree with col. 7 of ASSA
Copies of the tuition contracts or other supporting documentation must be made available for audit.

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Workpaper - Application for State School Aid 10/15/2009

Students Attending Regional Day Schools

	<u>Regional Day School</u>	<u>Student Name</u>	<u>Grade Level Category E,M,H</u>	<u>Tuition Contract Available (Y or N)</u>	<u>Free or Reduced Status (If applicable)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

Copies of the tuition contracts must be made available for audit.

Prepared by: _____ Date _____

Workpaper - Application for State School Aid 10/15/2009

Students Attending Private Schools for the Disabled (or other permitted educational agency)

	<u>Private School</u>	<u>Student Name</u>	<u>Grade Level Category E.M.H</u>	<u>Tuition Contract Available (Y or N)</u>	<u>Free or Reduced Status (If applicable)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Copies of the tuition contracts must be made available for audit.

Prepared by: _____ Date _____

Workpaper - Application for State School Aid 10/15/2009

LEP Students - Approved Bilingual, ESL, or ELS Programs-Low Income

This workpaper is used to support the number of regular education and special education LEP students that qualify for free lunch or free milk, reduced lunch.

School

<u>Student Name</u>	<u>Register Number as of 10/15/09</u>	<u>Date of LEP Test Eligibility</u>	<u>Multiple Measure Program Eligibility</u>	Free "F", Reduced "R",
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Total

Prepared by: _____ Date _____

Workpaper - Application for State School Aid 10/15/2009

LEP Students - Approved Bilingual, ESL, or ELS Programs-Not Low Income

This workpaper is used to support the number of regular education and special education LEP students that do not qualify for free lunch or free milk, reduced lunch.

School

<u>Student Name</u>	<u>Register Number as of 10/15/09</u>	<u>Date of LEP Test Eligibility</u>	<u>Multiple Measure, Program Eligibility</u>
---------------------	---	---	--

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Total

Prepared by: _____ Date _____

Workpaper - Application for State School Aid 10/15/2009

Resident Low Income-All Other Students NOTE: The Applications for Free and Reduced Price Meals or Free Milk or other appropriate eligibility documentation for Fiscal Year 2009-2010' for those students who are part of the district's resident enrollment as of October 15, 2009 must be made available for audit. The information below will be accumulated from National School Lunch Act Master Eligibility Lists.

<u>School</u>	Register Number as of <u>10/15/09</u>	Number of <u>Students</u>	Application Approved as Eligible-Free or Reduced <u>(Y or N)</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
Total			

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Workpaper - Application for State School Aid 10/15/2009

Speech Only Students - Full or Shared Time

NOTE: This workpaper is to record resident students receiving only speech services. The rest of the student's program is the same as any non-classified student. Note: Report Shared Time as .5

<u>Student Name</u>	<u>Grade</u>	Register Number as of <u>10/15/09</u>	Speech Required Per <u>N.J.A.C. 6A:14-3.6 (Y or N)</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Prepared by: _____ Date _____

Workpaper - Application for State School Aid 10/15/2009

Pre-School Disabled

NOTE: This workpaper is to record the subset of special education resident students that are Pre-School Disabled students ONLY.

<u>Student Name</u>	Register Number as of <u>10/15/09</u>	<u>Classification</u>	IEP Available (Y or N)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Prepared by: _____ Date _____

Workpaper - Application for State School Aid 10/15/2009

Students Attending County Special Services Schools Districts

<u>CSSD</u> <u>School</u>	<u>Student</u> <u>Name</u>	<u>E,M,H</u> <u>Level</u>	<u>Tuition</u> <u>Contract</u> <u>Available</u>	<u>Free or Reduced</u> <u>Status (If applicable)</u> <u>(Y or N)</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Copies of the tuition contracts must be made available for audit.

Prepared by: _____ Date _____

Workpaper - Application for State School Aid 10/15/2009

Alternative Program/Charter School/School Choice, etc.

<u>Student Name</u>	<u>Grade Level</u>	<u>School Attended on 10/15/09</u>	<u>Tuition Contract Available (if applicable) (Y or N)</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

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