



State of New Jersey  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

DAVID C. HESPE  
Acting Commissioner

August 19, 2014

TO: Charter School Lead Person

FROM: Yut'se Thomas, Director  
Office of School Finance

SUBJECT: 2014-2015 Maximum School Days

Charter schools will need to enter their 2014-2015 maximum school days in the Charter School Enrollment System (CHE). The maximum school days are the total number of instructional days your school will be in session for the school year. Do not include days that you will not be open for instruction (i.e., weekends, school holidays and in-services days). **The data must be submitted by September 2, 2014.**

Charter schools will need to log on to the CHE system, which can be accessed at <http://homeroom3.state.nj.us/che/>. The maximum school days field is located under Charter School Profile screen. This information must be entered by September 2<sup>nd</sup> so that the department can preload your student information for the October 15<sup>th</sup> count. To expedite the process for charter schools and districts, the Department of Education will create an October 15, 2014 student enrollment start-up file for the 2014-2015 school year. This start-up file will be created by copying student records that existed in our file as of the final 2013-2014 enrollment count and making the following changes: a) All students are assigned to a grade level that is one higher than in 2013-2014; and b) Students who were dropped in the prior year, who have reached the maximum grade level provided by the charter school, who were unverified by the school district or who do not have a valid NJ Smart SID number are not carried forward.

Please note that the first time you log in to CHE you will be prompted to enter the charter school contact person information. Please enter the information for the individual who is responsible for the maintenance of the CHE system. Once you save this information, you will be directed to the main menu screen.

Failure to update the system by September 2<sup>nd</sup> will result in a delay in opening the CHE system to enter student data. This could also cause a delay in processing payment schedules for FY 2014-2015.

If you have any technical questions or require assistance you may send an email to [school-funding@doe.state.nj.us](mailto:school-funding@doe.state.nj.us).

YT/NK/tch CS:/Finance/2014-15/enrollment counts/October 15/Memos/2014-15 maximum school days.doc

c: Members, State Board of Education

David Hespe

Senior Staff

Executive County Superintendents

Executive County Business Administrators

Executive Directors for Regional Achievement Centers

Lee Group

Garden State Coalition

Pam Castellanos