



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 24, 2020
To: Chief School Administrators
Route To: School Business Administrators and Board Secretaries
From: Glenn Forney, Deputy Division Director
Division of Finance
Deadline: February 14, 2020

**2018-19 School District Certified Tuition Rates, Actual Cost Per Pupil Worksheets,
and Enrollment and Attendance Letters**

State law and regulation (*N.J.S.A.* 18A:38-19, 18A:46-21 and *N.J.A.C.* 6A:23A-17.1) require the New Jersey Department of Education (NJDOE) to annually prepare and distribute to each school district their certified actual per pupil tuition rate based upon year-end audited fiscal data submitted to the NJDOE through the Department's online Audit Summary application (AudSum), and enrollment data submitted to the NJDOE through the School Register Summary application. The NJDOE has compiled the 2018-19 school district certified actual tuition rate(s), the supporting actual cost per pupil worksheets, and the supporting Report of Enrollment and Attendance for each school district.

School district personnel are advised to follow the process described in this letter to access their certified tuition rates and supporting worksheets and reports. Having obtained the district's certified rates and reports, school district personnel are encouraged to immediately perform a thorough review of their certified 2018-19 fiscal year tuition rate(s), supporting 2018-19 cost-per-pupil worksheets, and supporting Report of Enrollment and Attendance for the 2018-19 school year. Districts may utilize the time between this distribution and February 14, 2020, the date upon which the certified tuition rates become final, to revise their certified tuition rates through revisions to AudSum and/or the School Register Summary.

School district personnel with access to the NJDOE's Homeroom online portal may now obtain their district's 2018-19 certified tuition rate letter, supporting cost per pupil worksheets, and supporting Report of Enrollment and Attendance at the NJDOE [Homeroom](#) webpage in the [School Aid](#) folder (State Aid Payments and Notices). Because the 2018-19 certified tuition rates have been determined utilizing fiscal and attendance data previously certified and submitted by your district through Audsum and School Register Summary, the NJDOE anticipates the rates issued pursuant to this notification are final rates. Accordingly, if your district accepts the certified tuition rates as distributed, no additional school district action is required.

However, if your district's review of the tuition rates, supporting worksheets, and enrollment reports results in your determination that tuition rates have been calculated based upon erroneous AudSum or School Register Summary submissions, the district may take corrective action including the revision of the district's AudSum and/or School Register Summary. Please be aware that revisions to AudSum must be coordinated with the school district's independent auditor and will be effective only upon re-certification by the auditor *and* by the district. The School Register Summary application is currently open and will be available to the district for corrections upon special request and explanation submitted to the tuition@doe.nj.gov email address.

If your district must revise AudSum and/or the School Register Summary, please plan to complete all revisions and re-certifications before the close of business on Friday, February 14, 2020.

On or about February 20, 2020, the NJDOE will re-process the final certified 2018-19 tuition rates. Final certified 2018-19 school district tuition rates and supporting worksheets will be placed in the district's School Aid/State Aid Notices folder on or around February 20, 2020.

Please be aware that tuition adjustments for the school year ended June 30, 2019, are reflected during the second school year following the 2018-19 fiscal year end (2020-2021) (*N.J.A.C. 6A:23A-17.1(f)*). Adjustments will ultimately be reflected in the 2020-2021 School District Budget Documents.

Please note that the certified tuition rate letters and supporting cost-per-pupil worksheets for vocational school districts and county special services districts will be provided directly to the schools for their review. The process and February 14, 2020, deadline for changes to Audsum and/or the School Register Summary for vocational and special services districts is the same as described above for all other school districts.

The final certified 2018-19 cost-per-pupil tuition letters for districts that use the A41/A42 method for cost allocation will be provided directly to those districts during February 2020.

Please email any questions or concerns to tuition@doe.nj.gov.

c: Members, State Board of Education
Lamont O. Repollet, Ed.D., Commissioner
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group