



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 9, 2020
To: Charter School Leads, School Business Administrators
From: Cindy Lee, Director
State Aid Entitlements and Payments
Division of Finance
Deadline: September 24, 2020

Reporting of Charter School 2020-21 Maximum School Days

Charter schools must enter their 2020-2021 maximum school days into the New Jersey Department of Education's Charter School Enrollment System ([CHE](#)) webpage.

The term "maximum school days" is defined as the total number of instructional days that a school will be in session for the school year. Do not include days on which the school will not be open for instruction (i.e., weekends, school holidays and in-services days). The maximum school days field is located on the Charter School Profile screen of the CHE. The CHE system will open on or about September 17, 2020 and data must be submitted by September 24, 2020.

Users will be prompted to enter information for the charter school contact person when logging on to the CHE for the first time. Enter the information for the individual who is responsible for the maintenance of the CHE system. Once this information is saved, you will be directed to the main menu screen.

For technical questions or other assistance, please contact: school-funding@doe.nj.gov.

c: Members, State Board of Education
Kevin Dehmer, Interim Commissioner of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group