



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: January 20, 2021  
To: Chief School Administrators  
Route To: School Business Administrators and Board Secretaries  
From: Scott Henry, Director  
Division of Finance  
Deadline: February 12, 2021

**2019-2020 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*, *N.J.S.A. 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 NJDOE's online Audit Summary application (AudSum), and enrollment data submitted to the NJDOE through the School Register Summary application. The NJDOE has compiled the 2019-2020 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 should follow the process described below to access their certified tuition rates and supporting worksheets and reports. After obtaining the district's certified rates and reports, school district personnel should immediately perform a thorough review of their certified 2019-2020 fiscal year tuition rate(s), supporting 2019-2020 cost-per-pupil worksheets, and supporting Report of Enrollment and Attendance for the 2019-2020 school year. Districts may use the time between January 20, 2021 and February 12, 2021, the date upon which the certified tuition rates become final, to revise their certified tuition rates as necessary 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 2019-2020 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 2019-2020 certified tuition rates have been determined utilizing fiscal and attendance data previously certified and submitted by districts through Audsum and School Register Summary, the NJDOE anticipates that 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 a district's review of the tuition rates, supporting worksheets, and enrollment reports concludes that tuition rates have been erroneously calculated, the district may take corrective action through the revision of its 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](mailto:tuition@doe.nj.gov) email address.

Revisions and re-certifications to AudSum and/or the School Register Summary, must be completed before the close of business on Friday, February 12, 2021. On or about February 19, 2021, the NJDOE will re-process the final certified 2019-2020 tuition rates.

Final certified 2019-2020 school district tuition rates and supporting worksheets will be placed in the district's School Aid/State Aid Notices folder on the NJDOE's [Homeroom](#) webpage on or around February 19, 2021.

Please be aware that tuition adjustments for the school year ending on June 30, 2020 will be reflected during the second school year following the 2019-2020 fiscal year end (2021-2022) (*N.J.A.C. 6A:23A-17.1(f)*). Adjustments will ultimately be reflected in the 2021-2022 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 12, 2021 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 2019-2020 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 2021.

Please email questions or concerns to [tuition@doe.nj.gov](mailto:tuition@doe.nj.gov).

c: Members, State Board of Education  
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group