



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 6, 2021  
To: Chief School Administrators, Charter School Lead Person, School Business Administrators  
From: Allen Dupree, Director  
Office of School Finance  
Division of Finance and Business Services

## 2021-2022 Session 1 Enrollment Count

The Charter School Enrollment System (CHE) will be available on the New Jersey Department of Education's (NJDOE) [Homeroom webpage](#) on or about October 25, 2021. The Session 1 enrollment count will consist of an initial submission, followed by a period for modification/reconciliation, and then a final period for certification of the data.

The CHE will include pre-loaded data from your charter school's October 15, 2021 NJSMART SID (Student ID) Management submission; however, this information should be edited when necessary. Charter schools should be diligent in the submission of their October NJ SMART student data.

Prior to the NJSMART snapshot date of October 15, 2021, log into NJSMART and view your charter school's or district's Enrollment Report. This report summarizes the current SID Management data that will be preloaded in the CHE. Please make corrections in NJSMART prior to the October 15, 2021 snapshot.

Free/Reduced lunch counts on the CHE can include eligible students registered in the charter school on October 15, 2021 that submitted Free/Reduced Lunch Applications or Household Information Surveys in 2019-2020 or 2020-2021 but have not submitted applications or surveys in 2021-2022. A student's 2019-2020 application or survey can only be used if they did not submit an application or survey in 2020-2021 or 2021-2022.

Schools participating in the Department of Agriculture's Community Eligibility Provision must determine a student's low-income status based on the NJDOE's Household Information Survey. Detailed information is available on the NJDOE's [Community Eligibility Provision webpage](#).

The detailed timeline and instruction manual are on the NJDOE's [CHE webpage](#).

For technical questions or other assistance, email [school-funding@doe.nj.gov](mailto:school-funding@doe.nj.gov).

c: Members, State Board of Education  
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