



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 8, 2021
To: Charter School Leads, School Business Administrators
From: Allen Dupree
Office of School Finance
Deadlines: September 24, 2021

Reporting of Charter School 2021-2022 Maximum School Days

Charter schools must enter their 2021-2022 maximum school days in the New Jersey Department of Education's Charter School Enrollment System ([CHE](#)) webpage by September 24, 2021.

The term "maximum school days" is defined as the total number of instructional days the school will be in session for the school year. Do not include days that 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 16, 2021 and *data must be submitted by September 24, 2021*.

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, email school-funding@doe.nj.gov.

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