



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: December 21, 2022
To: Charter School Leads
Route To: School Business Administrators
From: Allen Dupree, Director
Office of School Finance
Deadline: January 18, 2023

Projected Charter School Enrollments for the 2023-2024 School Year

This memo is to notify charter schools that 2023-2024 projected student enrollment data will be collected through the New Jersey Department of Education's (NJDOE) web-based Charter School Enrollment System (CHE). The projected data is collected in the subsystem called "Supplemental Projected School Aid," and charter schools can access the projected-enrollment subsystem through the [Charter School Enrollment System](#).

The system will open on or about January 9, 2023, and all changes are to be completed by **January 18, 2023**, so the NJDOE can generate the 2023-2024 projected school aid payment schedules.

Pursuant to N.J.A.C. 6A:23A-15.3(g), initial payment schedules, beginning in July of each budget year, will use the charter school's projected enrollment. These projections will be adjusted to reflect actual enrollment on October 13 and adjusted again to reflect actual enrollment on the last day of school. Be aware that significant over-projection of enrollment will result in correspondingly sizeable reductions in the payments received after the October 13 count.

The Supplemental Projected School Aid User Manual can also be accessed in the online Charter School Enrollment System. The manual provides information needed to complete the 2023-2024 projected student enrollment.

For technical questions or assistance, please email the NJDOE at school-funding@doe.nj.gov.

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