



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: September 14, 2022  
To: Charter School Leads, School Business Administrators  
From: Allen Dupree  
Office of School Finance  
Division of Finance and Business Services  
Deadline: September 23, 2022

### **Reporting of Charter School 2022-2023 Maximum School Days**

Charter schools must enter their 2022-2023 maximum school days in 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 your school will be in session for the school year. Do not include days 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 19, 2022 and *data must be submitted by September 23, 2022*.

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](mailto: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