



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: December 13, 2023
To: Charter School Leads
Route To: School Business Administrators
From: Allen Dupree, Director
Office of School Finance
Division of Finance and Business Services
Deadline: January 19, 2024

Projected Charter School Enrollments for the 2024-2025 School Year

This memo is to notify charter schools that 2024-2025 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 8, 2024, and all changes are to be completed by **January 19, 2024**, for the NJDOE to generate the 2024-2025 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 15 and adjusted again to reflect actual enrollment on the last day of school by June 30. Please be advised, significant over-projection of enrollment will result in correspondingly sizeable reductions in the payments received after the October 15 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 2024-2025 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