



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 14, 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: September 25, 2023

Reporting of Charter School 2023-2024 Maximum School Days

Charter schools must enter their 2023-2024 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 18, 2023 and **data must be submitted by September 25, 2023.**

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
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group