



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: December 11, 2024  
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 17, 2025

### **Projected Charter School Enrollments for the 2025-2026 School Year**

This memo is to notify charter schools that 2025-2026 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 6, 2025, and all changes are to be completed by **January 17, 2025**, so the NJDOE can generate the 2025-2026 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. Be aware that 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 2025-2026 projected student enrollment.

For technical questions or assistance, please email the NJDOE at [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