



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: March 20, 2024  
To: Chief School Administrators, Charter School Lead Persons  
Route to: School Business Administrators  
From: Allen Dupree, Director  
Office of School Finance  
Division of Finance and Business Services  
Deadline: June 3, 2024

### **Instructions for Charter School Enrollment System Final 2023-2024 Enrollment Count**

This memo is to notify districts and charter schools that the 2023-2024 final student enrollment data will be collected in the online Charter School Enrollment System (CHE). The final 2023-2024 enrollment count is due June 7, 2024.

Charter schools are reminded that revisions to applicable low income (free/reduced lunch), special education, speech, and bilingual education data already in the CHE are not permitted for new student records or existing student records during this enrollment count. Related funding for all categorical aid is based on student profiles as of October 13, 2023. Students must have been identified and receiving related services as of October 13, 2023, to qualify for categorical funding.

An export function has been added to the CHE system to allow districts and charter schools to export the student register to an Excel file. Districts and charter schools must maintain the student register report for annual audits. **Please print/export the student register report after certifying the enrollment report.**

Detailed timelines and the instruction manual are on the NJDOE's [CHE webpage](#).

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