



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: March 19, 2025
To: Chief School Administrators, Charter School Lead Person, School Business Administrators
From: Allen Dupree, Director
Office of School Finance
Division of Finance and Business Services
Deadline: June 6, 2025

**Instructions for Charter School Enrollment System Final 2024-2025
Enrollment Count**

This memo is to notify school districts and charter schools that the 2024-2025 final student enrollment data will be collected in the online Charter School Enrollment System (CHE). The final 2024-2025 enrollment count is due June 6, 2025.

Charter schools are reminded that revisions to applicable low income (students residing in a household in which household income does not exceed 185 percent of the federal poverty guidelines), 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, because related funding for all categorical aid is based on student profiles as of October 15, 2024. Students must have been identified and receiving related services as of October 15, 2024, to qualify for categorical funding.

An export function has been added to the CHE system to allow charter schools and districts to export the student register to an Excel file. Charter schools and districts need to have the student register report for their annual audit. **Please be sure to print/export the student register report after certifying the enrollment report.**

The detailed timeline and instruction manual are on the NJDOE's [CHE webpage](#).

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