State of New Jersey
Department of Education
Office of School Finance

Application for State School Aid (ASSA) for October 2020

User Manual

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Purpose

The ASSA is the data collection used to gather the resident and nonresident pupil counts required to calculate a school district's state aid entitlement.

For a school district to receive state aid for a pupil, the student must be enrolled on October 15 in a program that will meet for at least 180 days during the school year.

A district is required to report the number of pupils enrolled full-time or shared-time in each school by grade or special education category. In addition, a district must also report the number of pupils that are sent and received and the number of pupils enrolled as follows on October 15:

- LEP pupils (ELL)
- Low income pupils (pupils eligible for free meals/free milk or reduced meals)
- Shared-time county vocational school district pupils
- County special services school district pupils
- Regional day school pupils
- Pupils in certain State-operated programs
- Accredited adult high school pupils
- Pupils in approved private schools for the disabled

Under the "School Funding Reform Act of 2008", resident enrollment is defined as, "the number of pupils other than preschool pupils, post-graduate pupils, and post-secondary vocational pupils who, on the last school day prior to October 16 of the current school year, are residents of the district and are enrolled in: (1) the public schools of the district, excluding evening schools, (2) another school district, other than a county vocational school district in the same county on a full-time basis, or a State college demonstration school or private school to which the district of residence pays tuition, or (3) a State facility in which they are placed by the district; or are residents of the district and are: (1) receiving home instruction, or (2) in a shared-time vocational program and are regularly attending a school in the district and a county vocational school district. In addition, resident enrollment shall include the number of pupils who, on the last school day prior to October 16 of the pre-budget year, are residents of the district and in a State facility in which they were placed by the State. Pupils in a shared-time vocational program shall be counted on an equated full-time basis in accordance with procedures to be established by the commissioner. Resident enrollment shall include regardless of non-residence, the enrolled children of teaching staff members of the school district or county vocational school district who are permitted, by contract or local district policy, to enroll their children in the educational program of the school district or county

vocational school district without payment of tuition. Disabled children between three and five years of age and receiving programs and services pursuant to N.J.S.18A:46-6 shall be included in the resident enrollment of the district.

Authorized school district personnel can access ASSA through the NJDOE Homeroom and selecting "ASSA" then selecting "Click to Enter System." This will take you to the screen shown in Figure 1.

Getting Started

Begin by reviewing this manual and gathering enrollment data.

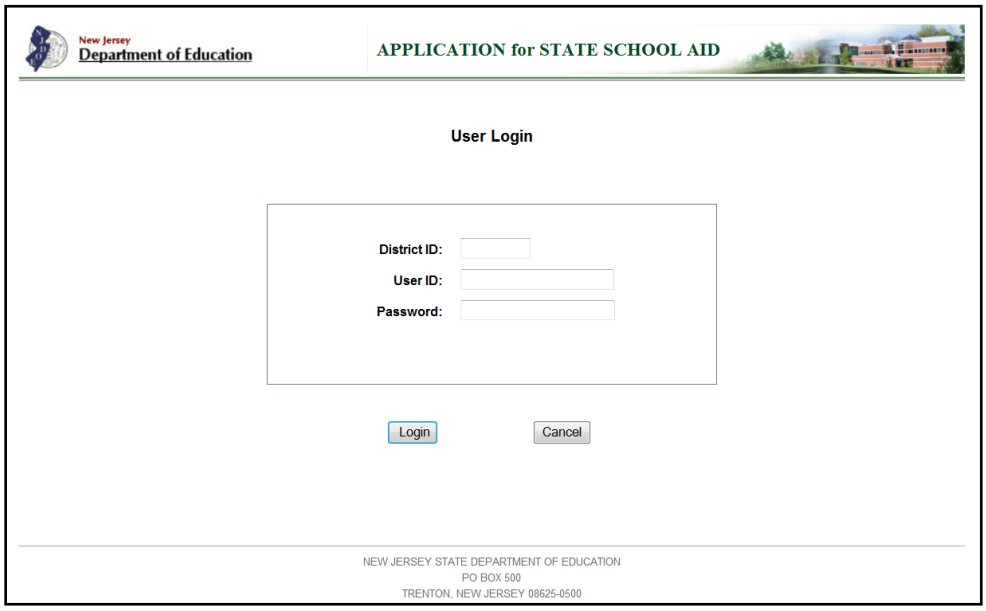


Figure 1: User Login

Districts

Log in using your four digit district ID and your user ID and password. The district ID is your District Code. You must contact your district's Homeroom Administrator to create your User ID and Password.

The Homeroom Administrator must log in and create user accounts for individuals that need access to the ASSA. You can find detailed information regarding user accounts on the DOE Homeroom.

The system automatically logs you off if there is no activity for more than one hour. The following error messages could appear if the system logs you off or if there is a problem with your login:

- Your user session may be expired because of long idle time, please login again.
- You have logged out.
- There is a problem with your log-in. Please type the preceding zeros in the district ID field (4 digits.)
- An invalid request. Please enter correct log-in data
- The authorization failed: Invalid UserID or Password

Enrollment Category Descriptions

Regular Education Half Day Preschool

These are half-day preschool programs which meet for at least two and one-half hours but less than six hours per day of comprehensive education. (Comprehensive education includes non-instructional time.)

Half day preschool students must meet the following criteria:

1. Be enrolled in a school register on October 15.
2. The educational program must meet in accordance with the school district's grades 1-12 daily school calendar.
3. The student must be at least three (3) years of age.

Regular Education Full Day Preschool

These are full day preschool programs which have a minimum of six hours per day of comprehensive education.

Full day preschool students must meet the following criteria:

1. Be enrolled in a school register on October 15.
2. The educational program must meet in accordance with the school district's grades 1-12 daily school calendar.
3. The student must be at least three (3) years of age.

Regular Education Half Day Kindergarten

These are half-day kindergarten programs which meet for at least two and one-half hours per day in continuous session.

Half day kindergarten students must meet the following criteria:

1. Be enrolled in a school register on October 15.
2. Be enrolled in an educational program that meets at least 180 days a year.

Regular Education Full Day Kindergarten

These are full day kindergarten programs which meet a minimum of four hours a day actual class time.

Full day kindergarten students must meet the following criteria:

1. Be enrolled in a school register on October 15.
2. Be enrolled in an educational program that meets at least 180 days a year.

Post Graduate

These are students who, after graduating from high school (grade 12), re-enroll in the same school or another secondary school for additional high school level courses.

Special Education

All special education students must be graded and are reported based on the following grade level table:

Grade Level	School
Pre-K – 5	Elementary School
6 - 8	Middle School
9 – 12	High School

Adult High School Students

Report these students only if your school district has been approved to operate an adult high school program. Adults who qualify for state aid must be reported based on the number of course credits projected in the educational plan for the current school year.

Adult H.S. (15+ credits)

These students are projected to have 15 or more credits for the current school year.

Adult H.S. (1-14 credits)

These students are projected to have one to 14 credits for the current school year. County vocational-technical schools that operate approved adult high school programs should also report adult high school students.

An adult high school student must:

- Attend school in July, August, September, or during the first 10 possible days of October, be on roll on October 15 and
- Attend school at least once during the last 12 days of October to be counted for state aid unless excused by the adult high school principal for reasonable cause.

Students that do not meet these criteria must not be included in the on-roll count.

County Vocational-Regular

These are students who attend regular secondary programs in county vocational-technical schools.

County Vocational-Post Secondary

These are students in full-time post-secondary programs having 12 or more credits.

Shared-Time Programs

These students attend two different schools in one day. Shared-time arrangements are not limited to those involving a program provided by a county vocational school.

Preschool Disabled

Preschool disabled students are special education students with a measurable developmental impairment which occurs in children between the ages of 3 and 5. These students who must receive instruction for a minimum of 10.0 hours per week are considered full-time students for state aid purposes.

Districts that provide two daily back-to-back half day sessions of services cannot count a child full time twice on the ASSA.

Low Income

The Low Income columns on the On Roll, Sent, Received screens report those students who are eligible for (1) free meals or free milk or (2) reduced meals, which are part of the district's count as of October 15. Please refer to the Work Papers for additional information about Low Income students and the required documentation.

School districts can choose to certify their ASSA Low Income count supported by carryover applications and current year applications received as of October 15. Alternatively, school districts can choose to update their free/reduced counts through the date of final certification of their ASSA (no later than the ASSA due date). If they choose to update their low income free/reduced counts through the date of final submission using the current year applications for those students, then no carryover applications should be included. Regardless of which option is selected, the final ASSA submission must reflect only students that were counted as "on roll" at October 15. Where a district opts to update their classifications through the date of final submission of their ASSA, the updated low income free/reduced lunch counts must be supported by ASSA workpapers and a supporting audit trail maintained for audit.

Prior year eligibility information (carryover) used to identify low-income students cannot include direct certification since school districts are required to update their direct certification lists prior to the enrollment count. If a student does not appear on the most recent direct certification list, and an approved application (lunch or household) is not completed, the student is no longer low income for state aid reporting purposes.

Schools participating in the Department of Agriculture's Community Eligibility Provision (CEP) must use the Department of Education's Household Information Survey or direct certification to determine the low income status of students. Students are not automatically reported as free lunch. Detailed information is available at: CEP Information

Main Menu

The following main menu for the Application for State School Aid consists of four tabs:

- **Data Entry**
- **Reports**
- **Contact**
- **Certification**

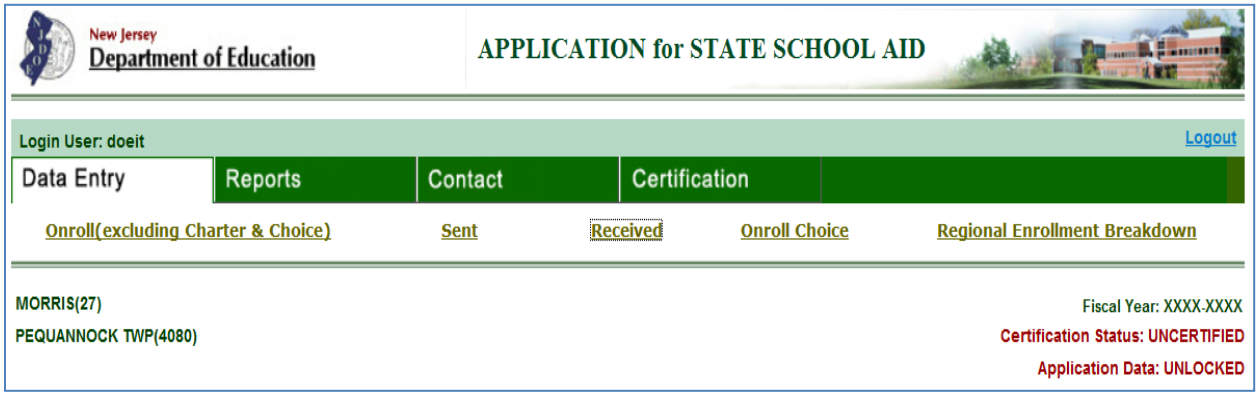


Figure 2: ASSA Main Menu

For assistance at any time, you should first contact your County Office of Education.

All ASSA program questions AND technical questions should be E-mailed to: assa@doe.nj.gov.

Data Entry Section

Important - Please Read The Paragraph Below Before Proceeding!!!!

Select the "On Roll" option and check the list of schools shown. If you need to change, add, or delete a school, e-mail the Department of Education at assa@doe.nj.gov**.**

The Data Entry section consists of five screens:

- Students Onroll (excluding choice and charter)
- Students Sent
- Students Received
- Students Onroll Choice (only applicable to existing choice districts)

- Regional Enrollment Breakdown (only applicable to regional school districts)

Not all screens will be used or be accessible to every school district. (e.g., a vocational school district cannot access the "Students Sent" screen).

Data can be entered on the screens in any order.

For the Students Onroll – Select School screen, a listing of schools for your school district will appear. You must choose a specific school before entering data. A data entry screen then appears based upon your district operating type.

For the following three screens, separate screens will appear on which you must choose the county and school district before entering data:

- Student Onroll Choice
- Students Sent
- Students Received

Preloaded Data In The ASSA

Students Onroll, Sent and Received have been preloaded into the ASSA software. The enrollments in these sections are based on the school district's October NJ SMART data submission. Charter School enrollments are preloaded based on the Charter School Enrollment system. State facilities enrollments are preloaded based on the data submitted by state agencies and as determined by the County Office of Education.

Special Circumstance

The data screens will accept entries for all the most common sending and receiving arrangements and educational programs which are in operation. However, there may be a few reporting situations for which a data entry cannot be made.

If you determine that the ASSA screen does not permit you to enter enrollment for an educational program in operation in your district or accurately enter enrollment for pupils which your district sends or receives, do not enter the enrollment in question. Please email the ASSA before the submission deadline for instructions.

Reasons for Special Circumstance

- The Office of School Finance confirms that there is no way to report a specific student in the software.

- We instruct a district to add one student to a specific screen column to make a fatal edit disappear.

It is not necessary for a district to send a special circumstance letter for students it sends to enrichment (academy) programs at the county vocational school.

Students On Roll Menu

This excludes Choice program students and students attending Charter Schools.

Selecting "On Roll (excluding Charter & Choice)", displays a menu allowing a district to choose a specific school:

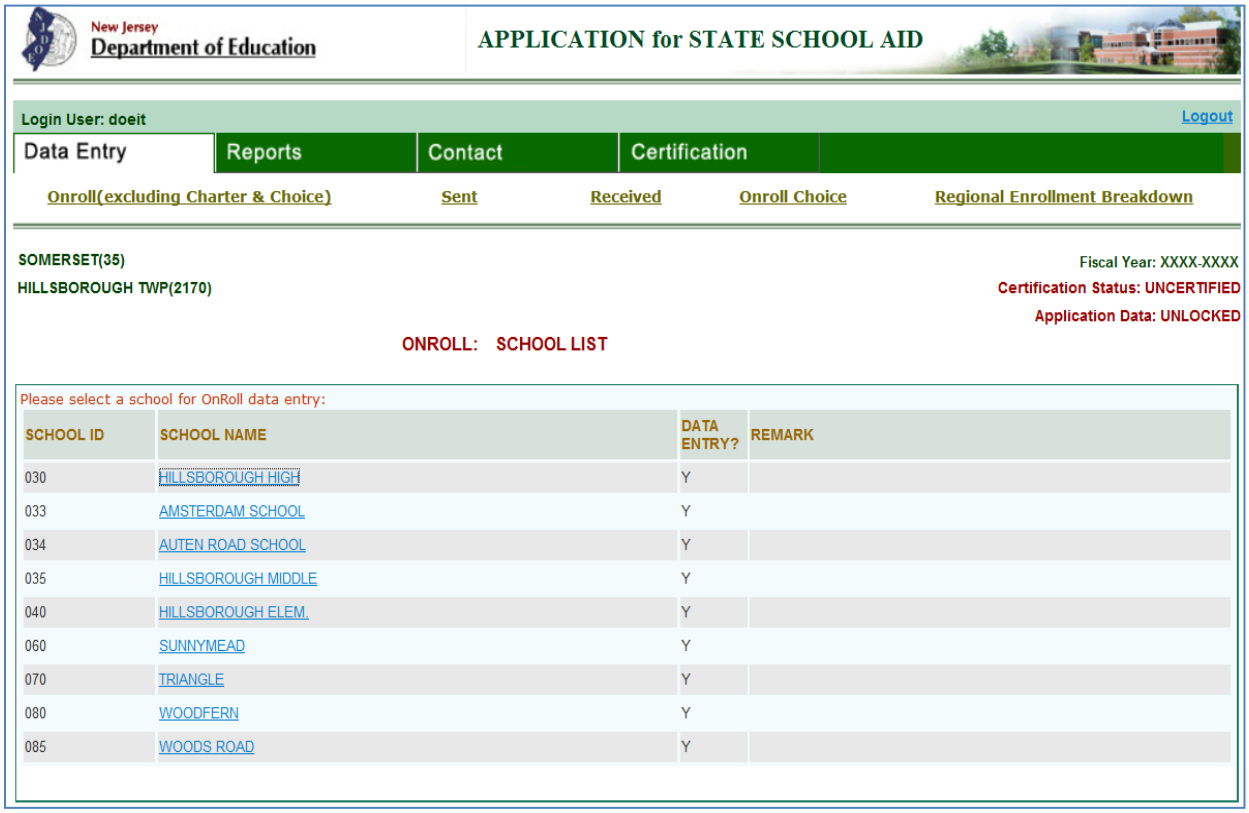


Figure 3: On roll Menu

Once a specific school is selected, a screen appears enabling you to begin entering the on-roll data.

Districts able to enter students on roll and low income students on roll data on this screen are:

- K-6
- K-8

- K-12
- 7-12
- 9-12
- County vocational districts
- County special services districts
- Educational Services Commissions/Jointure Commissions

The following districts cannot enter data on this screen:

- Non-operating districts
- Regional day schools/Katzenbach/A. Harry Moore

Data Entry | Reports | Contact | Certification

Onroll(excluding Charter & Choice) | Sent | Received | Onroll Choice | Regional Enrollment Breakdown

SOMERSET(35)
HILLSBOROUGH TWP(2170)

School: HILLSBOROUGH HIGH(030)

Fiscal Year: XXXX-XXXX
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

ONROLL: SCHOOL DATA ENTRY

A field with "-" does not allow data entry in that field.

A field with "+" and green text is an automatically calculated field.

Please enter whole numbers (no decimals), then you must leave the cell and click on the "Save" button to submit the data.

		In-District		Low Income Onroll				LEP Onroll				Speech Only	
		Total Onroll		Free Lunch		Reduced Lunch		LEP Not Low Income		LEP & Low Income		Onroll	
Line	Enrollment Categories	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time
C1	HALF DAY PREK-3YR	0	-	-	-	-	-	-	-	-	-	-	-
C2	HALF DAY PREK-4YR	0	-	-	-	-	-	-	-	-	-	-	-
D1	FULL DAY PREK-3YR	0	0	-	-	-	-	-	-	-	-	-	-
D2	FULL DAY PREK-4YR	0	0	-	-	-	-	-	-	-	-	-	-
01	HALF DAY K	0	-	0	-	0	-	0	-	0	-	0	-
02	FULL DAY K	0	0	0	0	0	0	0	0	0	0	0	0
03	ONE	0	0	0	0	0	0	0	0	0	0	0	0
04	TWO	0	0	0	0	0	0	0	0	0	0	0	0
05	THREE	0	0	0	0	0	0	0	0	0	0	0	0
06	FOUR	0	0	0	0	0	0	0	0	0	0	0	0
07	FIVE	0	0	0	0	0	0	0	0	0	0	0	0
08	SIX	0	0	0	0	0	0	0	0	0	0	0	0
09	SEVEN	0	0	0	0	0	0	0	0	0	0	0	0
10	EIGHT	0	0	0	0	0	0	0	0	0	0	0	0
11	NINE	491	9	17	1	18	2	3	0	2	0	3	0
12	TEN	499	9	17	0	3	1	4	0	4	0	2	0
13	ELEVEN	488	9	16	0	12	0	1	0	2	0	1	0
14	TWELVE	512	9	16	0	6	0	0	0	0	0	0	0
15	POST-GRADUATE	0	-	-	-	-	-	-	-	-	-	-	-
16	ADULT HS(15+CR.)	0	-	-	-	-	-	-	-	-	-	-	-
17	ADULT HS(1-14 CR.)	-	0	-	-	-	-	-	-	-	-	-	-
18	Regular Ed Total	+1990	+36	+66	+1	+39	+3	+8	-	+8	-	+6	-
19	SP ED ELEMENTARY	0	0	0	0	0	0	0	0	0	0	-	-
20	SP ED MIDDLE	0	0	0	0	0	0	0	0	0	0	-	-
21	SP ED HIGH	326	8	27	1	14	1	0	0	0	0	-	-
28	Sp Ed Total	+326	+8	+27	+1	+14	+1	-	-	-	-	-	-
37	Co. Voc. Regular	-	-	-	-	-	-	-	-	-	-	-	-
38	Co Voc. FT Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-
39	School Total	+2316	+44	+93	+2	+53	+4	+8	-	+8	-	+6	-

Export Excel | Export pdf | Save

Figure 4: Onroll enrollment counts Report Menu

From the New Jersey School Registers

All Students Onroll - Full Time & Shared Time:

Report the total number of full-time and shared-time students by grade or special education category in the selected school, enrolled on October 15.

Home Instruction students must be included on the regular program on roll screen. There is no separate screen for home instruction students.

Do not include students receiving home instruction in juvenile detention centers on the ASSA. These students are counted as state facility students as part of the state facility student data collection.

Special education students must be reported as elementary, middle school, or high school per their grade level. (See page 6) Do not also report them on the grade lines. You will count the students twice. Only regular education students are reported by grade.

Include both resident and nonresident students for whom tuition is received who are enrolled in the selected school on the district's New Jersey School Register.

If a resident parent pays tuition to send a resident student full time to the parent's resident district which only has a half day kindergarten program, then that student is reported as on roll half day kindergarten, on roll shared time full day kindergarten and received share time parent paid on the full day kindergarten line.

Include non-resident students whose parents or guardians are teaching staff members in your district who attend the selected school tuition free.

Free Lunch Onroll – Full Time & Shared Time:

These are low-income resident and non-resident students eligible for free meals or free milk that are part of the district's enrollment in the selected school (students on roll full-time or shared-time). Students eligible for free meals or free milk are those children who have been deemed eligible to receive free meals or free milk under the National

School Lunch Act and the Child Nutrition Act as of the last school day prior to October 16.
Report the total number of on roll full-time and shared-time free lunch students for each grade and special education level in the selected school, enrolled on October 15. The free lunch on roll count is a subset of the total on roll count.

County vocational districts should also report enrolled free lunch students who are registered in their districts.

Using the Application for Free and Reduced Price Meals or Free Milk for the current federal fiscal year, districts must list all enrolled students in the selected school who are eligible to receive free meals or free milk benefits under the National School Lunch Act Income Eligibility Guidelines, effective July 1, 2020.

Districts must have a copy of the student's application for free/reduced meals or free/reduced lunch to count the student as low income.

Schools participating in the Department of Agriculture's Community Eligibility Provision must determine the student's low income status based on the New Jersey Department of Education's Household Information Survey. Detailed information is available at: CEP Information.

Reduced Lunch Onroll - Full Time & Shared Time:

Districts must also report on the ASSA the number of students eligible for *reduced* meals.

These are low-income resident and non-resident students eligible for *reduced* meals that are part of the district's enrollment in the selected school (students on roll full-time or shared-time). Students eligible for reduced meals are those children who have been deemed eligible to receive reduced meals under the National School Lunch Act and the Child Nutrition Act as of the last school day prior to October 16.

Report the total number of on roll full-time and shared-time *reduced* lunch students for each grade and special education level in the selected school, enrolled on October 15. The reduced lunch on roll count is a subset of the total on roll count.

County vocational districts should also report reduced lunch students who are registered in their districts.

Using the Application for Free and Reduced Price Meals or Free Milk for the current federal fiscal year, districts must list all enrolled students in the selected school who are eligible to receive reduced meals benefits under the National School Lunch Act Income Eligibility Guidelines, effective July 1, 2020.

Districts must have appropriate documentation such as a student's application for free/reduced meals or free/reduced lunch to count the student as low income.

Do not double count special education students by including them on the grade level lines *and* the special education lines.

LEP Not Low Income - Full Time & Shared Time and LEP & Low Income - Full Time & Shared Time:

The LEP counts are subsets of the total on roll count.

Report the following students who are enrolled in your district as of October 15:

1. Resident and non-resident students identified as English Language Learners (ELL), in accordance with N.J.A.C. 6A:15.1.3(b), who are participating in a bilingual, ESL, or ELS program; *and*

2. Students who continue to need and participate in bilingual, ESL or ELS program services on the basis of multiple indicators as per N.J.A.C. 6A:15-1.10(c).

A listing of LEP students by school must support the number of eligible students.

Speech Only – Full Time & Shared Time:

The Speech Only count is a subset of the total on roll count.

Report a student on this line if the only special education service that the student receives is speech language services as defined in N.J.A.C. 6A:14-3.6 Determination of Eligibility for Speech-Language Services. Only regular education students can be reported here.

Choice Program

For state aid purposes, a district participating in the Inter-District Public School Choice Program that enrolls choice students must report these students on the ASSA. The choice district must enter enrollment data for these students on the on-roll choice screen instead of the on roll screen. Only current choice districts can access this screen.

Selecting "Onroll Choice" from the "Data Entry" menu, produces the following screen:

Data Entry | Reports | Contact | Certification

Onroll(excluding Charter & Choice) | Sent | Received | Onroll Choice | Regional Enrollment Breakdown

HUNTERDON(19)
BLOOMSBURY BORO(0430)
BLOOMSBURY BOROUGH(020)

Fiscal Year: XXXX-XXXX
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

CHOICE - SENT FROM: COUNTY LIST

Please select a county for Choice data entry:

DISTRICT ID	DISTRICT NAME	DATA ENTRY?	REMARK
01	ATLANTIC	N	
03	BERGEN	N	
05	BURLINGTON	N	
07	CAMDEN	N	
09	CAPE MAY	N	
11	CUMBERLAND	N	
13	ESSEX	N	
15	GLOUCESTER	N	
17	HUDSON	N	
19	HUNTERDON	N	
21	MERCER	N	
23	MIDDLESEX	N	
25	MONMOUTH	N	
27	MORRIS	N	
29	OCEAN	N	
31	PASSAIC	N	
33	SALEM	N	
35	SOMERSET	N	
37	SUSSEX	N	
39	UNION	N	
41	WARREN	Y	
98	UNKNOWN	Y	

Figure 5: Choice enrollment counts Report Menu

Select the county and district from which the choice district receives the student:

Data Entry | Reports | Contact | Certification

Onroll(excluding Charter & Choice) | Sent | Received | Onroll Choice | Regional Enrollment Breakdown

HUNTERDON(19)
BLOOMSBURY BORO(0430)
BLOOMSBURY BOROUGH(020)

County: WARREN(41)

Fiscal Year: XXXX-XXXX
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

CHOICE - SENT FROM: DISTRICT LIST

Please select a district for Choice data entry:

DISTRICT ID	DISTRICT NAME	DATA ENTRY?	REMARK
0030	ALLAMUCHY TWP	0	
0070	ALPHA BORO	Y	
0280	BELVIDERE TOWN	0	
0400	BLAIRSTOWN TWP	0	
1620	FRANKLIN TWP	Y	
1670	FRELINGHUYSEN TWP	0	
1785	GREAT MEADOWS REGIONAL	0	
1840	GREENWICH TWP	Y	
1870	HACKETTSTOWN	0	
2040	HARMONY TWP	0	
2250	HOPE TWP	0	
2470	KNOWLTON TWP	0	
2790	LOPATCONG TWP	Y	
2970	MANSFIELD TWP	0	
3675	NORTH WARREN REGIONAL	0	
3890	OXFORD TWP	0	
4100	PHILLIPSBURG TOWN	Y	
4200	POHATCONG TWP	Y	
5465	WARREN HILLS REGIONAL	0	
5480	WASHINGTON BORO	0	
5530	WASHINGTON TWP	Y	
5780	WHITE TWP	0	

Figure 6: Choice enrollment counts Report

The data entry screen for Onroll Choice is the same as the Onroll screen.

HUNTERDON(19) **County: WARREN(41)** **Fiscal Year: XXXX-XXXX**

BLOOMSBURY BORO(0430) **DISTRICT: PHILLIPSBURG TOWN(4100)** **Certification Status: UNCERTIFIED**

BLOOMSBURY BOROUGH(020) **Application Data: UNLOCKED**

CHOICE - SENT FROM: DISTRICT DATA ENTRY

A field with "-" does not allow data entry in that field.

A field with "+" and green text is an automatically calculated field.

Please enter whole numbers (no decimals), then you must leave the cell and click on the "Save" button to submit the data.

		In-District		Low Income Choice				LEP Choice				Speech Only	
		Total Choice		Free Lunch		Reduced Lunch		LEP Not Low Income		LEP & Low Income		Choice	
Line	Enrollment Categories	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time
C1	HALF DAY PREK-3YR	-	-	-	-	-	-	-	-	-	-	-	-
C2	HALF DAY PREK-4YR	-	-	-	-	-	-	-	-	-	-	-	-
D1	FULL DAY PREK-3YR	-	-	-	-	-	-	-	-	-	-	-	-
D2	FULL DAY PREK-4YR	-	-	-	-	-	-	-	-	-	-	-	-
01	HALF DAY K	0	-	0	-	0	-	0	-	0	-	0	-
02	FULL DAY K	2	0	1	0	0	0	0	0	0	0	0	0
03	ONE	4	0	0	0	0	0	0	0	0	0	0	0
04	TWO	3	0	1	0	0	0	0	0	0	0	0	0
05	THREE	3	0	2	0	0	0	0	0	0	0	0	0
06	FOUR	2	0	0	0	0	0	0	0	0	0	0	0
07	FIVE	5	0	1	0	0	0	0	0	0	0	0	0
08	SIX	2	0	0	0	0	0	0	0	0	0	0	0
09	SEVEN	1	0	1	0	0	0	0	0	0	0	0	0
10	EIGHT	1	0	1	0	0	0	0	0	0	0	0	0
11	NINE	-	-	-	-	-	-	-	-	-	-	-	-
12	TEN	-	-	-	-	-	-	-	-	-	-	-	-
13	ELEVEN	-	-	-	-	-	-	-	-	-	-	-	-
14	TWELVE	-	-	-	-	-	-	-	-	-	-	-	-
15	POST-GRADUATE	-	-	-	-	-	-	-	-	-	-	-	-
16	ADULT HS(15+CR.)	-	-	-	-	-	-	-	-	-	-	-	-
17	ADULT HS(1-14 CR.)	-	-	-	-	-	-	-	-	-	-	-	-
18	Regular Ed Total	+23	-	+7	-	-	-	-	-	-	-	-	-
19	SP ED ELEMENTARY	0	0	0	0	0	0	0	0	0	0	0	0
20	SP ED MIDDLE	0	0	0	0	0	0	0	0	0	0	0	0
21	SP ED HIGH	-	-	-	-	-	-	-	-	-	-	-	-
28	Sp Ed Total	-	-	-	-	-	-	-	-	-	-	-	-
37	Co. Voc. Regular	-	-	-	-	-	-	-	-	-	-	-	-
38	Co Voc. FT Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-
39	School Total	+23	-	+7	-	-	-	-	-	-	-	-	-

Figure 7: Choice enrollment counts, by Grade

From the New Jersey School Registers:

The choice district lists a choice school student with the code **"SC"** to track these students in the Charter School/School Choice column of the school register.

Report the total number of full-time and shared-time choice students by grade or special education level in the selected choice school, enrolled on October 15.

Because a choice district will likely receive students from more than one district, you must back out of the current choice on roll screen and select the county and district corresponding to the district from which each choice student is received. When finished entering this data, you will have a separate choice on-roll screen corresponding to each district from which choice students are received.

Note: The specific district from which a choice student is received (the sending district) does not report the student on the ASSA.

Do not enter choice students on the regular program on roll screen or the students received screen.

Choice Students Sent

- Sent to a Private School for the Disabled
    - A choice student who is sent to a private school for the disabled is counted by the choice district as sent on the "Choice Students Sent Out of District" screen (Sent > Misc). The district where the child resides does not count this student.
- Sent Shared-Time County Special Services District
    - The student is recorded in the ASSA as on-roll shared time (.5 in the ASSA) by both the choice district and the county special services school district. The student will be recorded in ASSA as sent shared-time to the county special services school district by the resident district. The county special services school district will report the student as received from the resident district.
- Sent Shared-Time to a Vocational School
    - A choice student who attends a choice district for high school may attend a vocational school shared time.
    - The choice district and the vocational school count this student as on roll shared time.
    - The district where the child resides counts the student as sent shared time to the vocational district.
- Sent Full-Time to a Vocational School
    - If a choice student who attends a choice district for high school decides to attend a vocational school full time:
    - The choice district does not count this student.
    - For a student sent full time to an in-county vocational school, the district where the child resides does not count the student. Only the vocational school counts the student as on roll.
    - For a student sent full time to an out-of-county vocational school, the district where the child resides counts the student as sent full time to the vocational school while the vocational school counts the student as on roll full time and received full time from the district where the child resides.

Students Sent

The "Sent" menu allows for separate entry of full time and shared time students.

Data Entry | Reports | Contact | Certification

Onroll(excluding Charter & Choice) | Sent | Received | Onroll Choice | Regional Enrollment Breakdown

MIDDLESEX(23)
PISCATAWAY TWP(4130)

Fiscal Year: XXXX-XXXX
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

SENT: COUNTY LIST

Please select a county for Sent data entry:

COUNTY ID	COUNTY NAME	DATA ENTRY?	REMARK
01	ATLANTIC	N	
03	BERGEN	N	
05	BURLINGTON	N	
07	CAMDEN	N	
09	CAPE MAY	N	
11	CUMBERLAND	N	
13	ESSEX	N	
15	GLOUCESTER	N	
17	HUDSON	N	
19	HUNTERDON	N	
21	MERCER	N	
23	MIDDLESEX	Y	
25	MONMOUTH	N	
27	MORRIS	N	
29	OCEAN	N	
31	PASSAIC	N	
33	SALEM	N	
35	SOMERSET	Y	
37	SUSSEX	N	
39	UNION	N	
41	WARREN	N	
90	MISC	Y	

Figure 8: Sent enrollment counts Report

Districts able to enter data on this screen are:

- K-6
- K-8
- K-12
- 7-12
- 9-12
- Non-operating districts

The following districts cannot enter data on this screen:

- County vocational districts
- County special services districts
- Educational Services Commissions/Jointure Commissions
- Regional day schools/Katzenbach/A. Harry Moore

Include students sent on a full-time basis to:

New Jersey Public School Districts

Report students sent to K-6, K-8, K-12, 7-12 and 9-12 districts on a tuition basis. Students sent by grade must not include classified special education students but does include home instruction students.

County Vocational Schools

Districts cannot report sending students full-time to an in-county vocational school.

Students that attend an out-of-county vocational school full-time are reported by the sending district.

Districts are not required to report sending full time post secondary vocational students to a county vocational school.

If a student is sent to another district for the academic portion of the day and attends a county vocational school on a shared-time basis for the remainder of the school day, the student must be reported as sent by the resident district, *not* the district providing the academic portion of the day.

Educational Services Commissions

- Camden County
- Essex County
- Hunterdon County
- Middlesex County*
- Monmouth County
- Morris County
- Passaic County
- Somerset County
- Sussex County
- Union County

* Do not include students sent to the New Jersey Regional Day School at Piscataway Township. Enter these students on the Students Sent to RDS screen.
Include adult high school students who are enrolled in the Monmouth County ESC Adult High School who are district residents.
Do Not Include Adult High School Students Sent To Any Other School District.

Jointure Commissions

- Morris-Union
- South Bergen

County Special Services School Districts

Do not include students sent to the following regional day schools that are operated by a county special services district:

- Bleshman Regional Day School @ Paramus (operated by Bergen County Special Services School District)
- New Jersey Regional Day School @ Millburn (operated by Bergen County Special Services School District)
- New Jersey Regional Day School @ Hamilton Township (operated by Mercer County Special Services School District)

These students are reported on the "Sent - Misc." screen.

To include enrollment for students attending the following institutions, scroll down the list of counties on the "Students Sent" screen to the end where you will find the miscellaneous (MISC) designation.

Selecting "MISC" displays the following screen:

Data Entry | Reports | Contact | Certification

Onroll(excluding Charter & Choice) | Sent | Received | Onroll Choice | Regional Enrollment Breakdown

MIDDLESEX(23) County: MISC(90) Fiscal Year: XXXX-XXXX
PISCATAWAY TWP(4130) Certification Status: UNCERTIFIED
Application Data: UNLOCKED

SENT: DISTRICT LIST

Please select a district for Sent data entry:

DISTRICT NAME	DATA ENTRY?	REMARK
Nonpublic	N	
Port Jervis	N	
Katzenbach	N	
State Colleges	N	
A.H. Moore	N	
DCF Day Training	N	
Private School for Students with Disabilities	N	
Contracted Kindergarten Program	N	
Other Placement	N	
Enhanced Head Start	N	
Provider Preschool	N	
BLESHMAN/PARAMUS REGIONAL DAY SCHOOL	N	
MILLBURN REGIONAL DAY SCHOOL	N	
NEWARK REGIONAL DAY SCHOOL	N	
JERSEY CITY REGIONAL DAY SCHOOL	N	
HAMILTON TOWNSHIP REGIONAL DAY SCHOOL	N	
PISCATAWAY TOWNSHIP REGIONAL DAY SCHOOL	N	
MORRIS ESC REGIONAL DAY SCHOOL	N	
JACKSON TOWNSHIP REGIONAL DAY SCHOOL	N	
MANNINGTON TOWNSHIP REGIONAL DAY SCHOOL	N	

Figure 9: Sent-Misc enrollment counts Report

Port Jervis

Marie H. Katzenbach School for the Deaf

State College Demonstration Schools

- Douglas Developmental Center
- New Jersey College of Medicine and Dentistry
- Kean College
- Montclair College
- Rutgers Community Mental Health Center

A. Harry Moore Laboratory School (Jersey City State College)

DCF Day Training

The Department of Children and Families operates 18 regional day school programs.

Do not include students meeting the eligibility criteria for day training attending programs operated by county special services school districts, private schools for the disabled or other public school programs. Report those students on the appropriate screens.

Private School for Students with Disabilities

This screen allows a district to report special education students attending approved private schools for the disabled:

Districts able to enter data on this screen are:

- K-6
- K-8
- K-12
- 7-12
- 9-12
- Non-operating districts

The following districts cannot enter data on this screen:

- County vocational districts
- County special services districts
- Educational services commissions/Jointure commissions
- Regional day schools/Katzenbach/A. Harry Moore

Report the total number of full-time and shared-time special education students sent to private schools for the disabled. These are students who are sent to:

1. Approved private schools for the disabled.
2. Approved vocational rehabilitation facilities for the disabled that are operated by the New Jersey Department of Labor.
3. Out-of-state public/private schools.
4. Unapproved nonpublic schools pursuant to Chapter 152, Laws of 1989 (NAPLES).

Do not report students placed by the Bureau of Special Residential Services, Department of Human Services. These students are not counted on the ASSA but will be counted in the separate state facilities count.

Contracted Kindergarten Program

If a school district sends students full time to a contracted kindergarten program, then enter the number of enrolled students on the "Contracted Kindergarten Program" screen. The screen allows for reporting regular and special education students.

Other Placement

Report on this screen any miscellaneous placements that do not fit any of the other listed categories. For example, a district sends a student to a private drug rehabilitation program. Both regular and special education students can be reported here.

Enhanced Head Start

Preschool students sent to an enhanced Head Start program are reported separately on the ASSA. Enhanced Head Start classes are Head Start Centers that collaborate with universal preschool districts to serve those districts and Head Start eligible children. Universal preschool district funding is provided to supplement Federal resources, enabling Federal Head Start programs to meet universal preschool district standards.

If a district sends students full time to an enhanced Head Start program, then the number of enrolled students must be entered on the "Enhanced Head Start" screen.

Provider Preschool

If a district sends students full time to a provider pre-school program that is not an Enhanced Head Start program, then the number of enrolled students must be entered on the "Provider Preschool" screen. Do not include federally funded Head Start program students.

Regional Day Schools

A separate screen for each regional day school allows for reporting students who are sent to a district operated regional day school or one of the regional day schools operated by a CSSD.

Do not include on the "sent full-time" screen students sent to the following:

- State Facility Students – i.e., Department of Children and Families, Juvenile Justice Commission, Department of Corrections. These state facility students are counted as a part of the state facility student data collection.
- Preschool program students unless they are sent on a tuition basis.
- Classified preschool program students unless they are sent on a tuition basis. If a sending district turns over state or federal funds to a district operating a preschool program for the disabled, such funds may be considered as tuition for ASSA reporting purposes.
- Post-graduate students sent to another district unless they are sent on a tuition basis.

Students Received

The "Received" menu allows for the entry of students received full or shared time:

Data Entry | Reports | Contact | Certification

Onroll(excluding Charter & Choice) | Sent | Received | Onroll Choice | Regional Enrollment Breakdown

MERCER(21)
LAWRENCE TWP(2580)

Fiscal Year: XXXX-XXXX
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

RECEIVED: COUNTY LIST

Please select a county for Received data entry:

COUNTY ID	COUNTY NAME	DATA ENTRY?	REMARK
01	ATLANTIC	N	
03	BERGEN	N	
05	BURLINGTON	N	
07	CAMDEN	N	
09	CAPE MAY	N	
11	CUMBERLAND	N	
13	ESSEX	N	
15	GLOUCESTER	N	
17	HUDSON	N	
19	HUNTERDON	N	
21	MERCER	N	
23	MIDDLESEX	N	
25	MONMOUTH	N	
27	MORRIS	N	
29	OCEAN	N	
31	PASSAIC	N	
33	SALEM	N	
35	SOMERSET	N	
37	SUSSEX	N	
39	UNION	N	
41	WARREN	N	
90	MISC	N	

Figure 10: Received enrollment counts Report

Districts able to enter data on this screen are:

- K-6
- K-8
- K-12
- 7-12
- 9-12
- County special service districts
- County vocational districts
- Educational Services Commissions/Jointure Commissions
- Regional day schools/Katzenbach/A. Harry Moore

Non-operating districts cannot enter data on this screen.

Districts operating regional day schools do not report students received at the regional day school programs in their districts' ASSA. A separate count must be submitted by each regional day school. The menu option for submitting the regional day school count appears after logging in.

In and out of county special education and regular students must be reported as received from the appropriate school district.

Include only tuition students received on a full-time tuition basis.

Students received by grade cannot include classified disabled students but does include any home instruction students received.

Report students received as "Parent Paid", "State Responsible", "Prek Non-Resident", or "Other Tuition Free" students by scrolling down to the end of the list of counties and choosing "MISC" which displays the following screen:

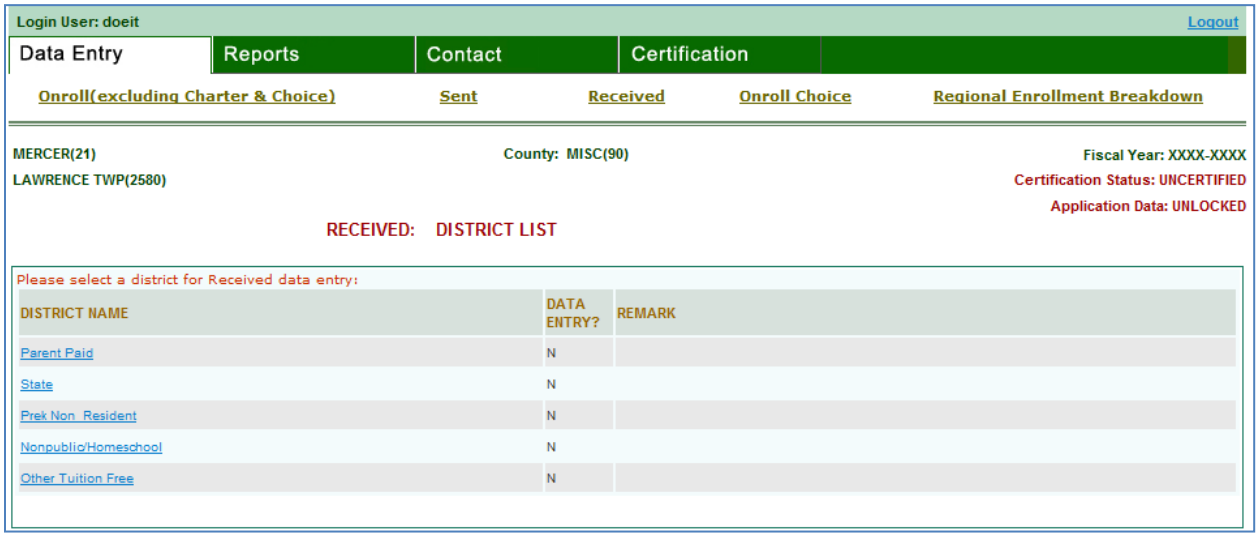


Figure 11: Received Misc enrollment counts Report

Parent Paid

Report the total number of students whose tuition is paid by their parents on the "Parent Paid" line.

Parent Paid Full-Time Kindergarten Program (In District)

If a parent pays tuition to send a student full time to a district which only has a half day kindergarten program, then that student is reported as on roll half day kindergarten, on roll shared time full day kindergarten and received share time parent paid on the full day kindergarten line.

Received from State

If a student attends school in a district and the state is responsible for the student's educational costs, then that district *must* report the student as received from "State". Examples of students who are the fiscal responsibility of the state may include children in group homes for whom the district of residence cannot be determined and homeless children for whom the district of residence cannot be determined. Also include a child if the district of residence of the child's parent or guardian is outside New Jersey.

Pre-K Non-Resident

Report the total number of preschool children of school staff members that attend the school where the staff member works on the "Prek Non-Resident" screen.

Nonpublic/Homeschool

County vocational school districts must report students received from *nonpublic* schools or any homeschooled students attending a vocational school shared time.

Other Tuition Free

Report other non-resident tuition free students (i.e., Board approved tuition free students) on the "Other Tuition Free" screen.

In this section, do not report enrolled children of teaching staff members of the school district or county vocational school district who are permitted, by contract or local district policy, to enroll their children in the educational program of the school district or county vocational school district without payment of tuition. These students are only reported as on roll.

Alternative Programs

Alternative High School and other alternative programs are operated at designated LEAS for students who cannot be educated in the normal classroom setting.

Students Sent to an Alternative Program at a Vocational School:

If a district sends students to an alternative program run by a vocational school, then the district must count these students on the appropriate grade or special education line that states "ALT PROG ONLY." The vocational school must correspondingly count these students on the "ALT PROG ONLY" lines on its on roll and received screens.

Failure to count these alternative program students on the correct line(s) will result in the loss of state aid to the sending district for these students.

ATLANTIC(01) **County: ATLANTIC(01)** **Fiscal Year: XXXX-XXXX**

ATLANTIC CITY(0110) **DISTRICT: ATLANTIC CO VOCATIONAL(0120)** **Certification Status: UNCERTIFIED**

Application Data: UNLOCKED

Sent: DISTRICT DATA ENTRY

A field with "-" does not allow data entry in that field.

A field with "+" and green text is an automatically calculated field.

Please enter whole numbers (no decimals), then you must leave the cell and click on the "Save" button to submit the data.

				Low Income Sent				LEP Sent				Speech Only	
		Total Sent		Free Lunch		Reduced Lunch		LEP Not Low Income		LEP & Low Income		Sent	
Line	Enrollment Categories	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time
C1	HALF DAY PREK-3YR	-	-	-	-	-	-	-	-	-	-	-	-
C2	HALF DAY PREK-4YR	-	-	-	-	-	-	-	-	-	-	-	-
D1	FULL DAY PREK-3YR	-	-	-	-	-	-	-	-	-	-	-	-
D2	FULL DAY PREK-4YR	-	-	-	-	-	-	-	-	-	-	-	-
01	HALF DAY K	-	-	-	-	-	-	-	-	-	-	-	-
02	FULL DAY K	-	-	-	-	-	-	-	-	-	-	-	-
03	ONE	-	-	-	-	-	-	-	-	-	-	-	-
04	TWO	-	-	-	-	-	-	-	-	-	-	-	-
05	THREE	-	-	-	-	-	-	-	-	-	-	-	-
06	FOUR	-	-	-	-	-	-	-	-	-	-	-	-
07	FIVE	-	-	-	-	-	-	-	-	-	-	-	-
08	SIX (ALT PROG ONLY)	0	0	0	0	0	0	0	0	0	0	0	0
09	SEVEN (ALT PROG ONLY)	0	0	0	0	0	0	0	0	0	0	0	0
10	EIGHT (ALT PROG ONLY)	0	0	0	0	0	0	0	0	0	0	0	0
11	NINE (ALT PROG ONLY)	0	0	0	0	0	0	0	0	0	0	0	0
12	TEN (ALT PROG ONLY)	0	0	0	0	0	0	0	0	0	0	0	0
13	ELEVEN (ALT PROG ONLY	0	0	0	0	0	0	0	0	0	0	0	0
14	TWELVE (ALT PROG ONLY	0	0	0	0	0	0	0	0	0	0	0	0
15	POST-GRADUATE	-	-	-	-	-	-	-	-	-	-	-	-
16	ADULT HS(15+CR.)	-	-	-	-	-	-	-	-	-	-	-	-
17	ADULT HS(1-14 CR.)	-	-	-	-	-	-	-	-	-	-	-	-
18	Regular Ed Total	-	-	-	-	-	-	-	-	-	-	-	-
19	SP ED ELEM (VOC PROG)	-	-	-	-	-	-	-	-	-	-	-	-
20	SP ED MIDDLE (VOC PRO	-	0	-	0	-	0	-	0	-	0	-	0
21	SP ED HIGH (VOC PROG)	-	0	-	0	-	0	-	0	-	0	-	0
22	SP ED ELEM (ALT PROG C	0	0	0	0	0	0	0	0	0	0	-	-
23	SP ED MIDDLE (ALT PRO(	0	0	0	0	0	0	0	0	0	0	-	-
24	SP ED HIGH (ALT PROG C	0	0	0	0	0	0	0	0	0	0	-	-

Figure 12: Sent to Alternative Programs Report Menu

Regional Enrollment Details

This screen allows a regional district to enter detailed resident enrollment data for each constituent district of the regional:

Data Entry | Reports | Contact | Certification

Onroll(excluding Charter & Choice) | Sent | Received | Onroll Choice | Regional Enrollment Breakdown

CUMBERLAND(11)
CUMBERLAND REGIONAL(0997)

Fiscal Year: XXXX-XXXX
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

Regional: Enrollment DATA ENTRY

Please enter amount (whole number or .5), then click on "Save" button to submit data:

Municode	Categories	District Reported Break Down	State Facility	Total Resident
1020	DEERFIELD	0	0	0
1460	FAIRFIELD TWP	0	3	3
1820	GREENWICH TWP	0	0	0
2270	HOPEWELL TWP	0	1	1
4750	SHILOH BORO	0	0	0
5070	STOW CREEK TWP	0	0	0
5300	UPPER DEERFIELD TWP	0	4	4
NON RESIDENT - TEACHING STAFF	RECEIVED FOR TEACHING STAFF	0		0
NON RESIDENT - CHOICE	RECEIVED FOR CHOICE	0		0
NON RESIDENT - RECEIVED OTHERS	RECEIVED FROM OTHER	0		0
Total Resident Enrollment		*0.0*	*8.0*	*8.0*

Figure 13: Regional Enrollment Breakdown Report

Only regional and consolidated school districts can access this screen.

Report the resident enrollment for the constituent districts.

The screen total must equal the resident enrollment report on the ASSA summary. The ASSA edit program compares this screen total to the calculated October 15 resident enrollment. If the totals do not agree you will not be able to certify the completed ASSA report.

Include the following on the Non-Resident line:

1. Non-resident students whose parents or guardians are teaching staff members in your district who attend a district school tuition free. Exclude all other non-resident students attending the district tuition free.

2. Students attending the regional district who are excluded specifically by statute (N.J.S.A.18A: 38-7.9) from the regional enrollment for allocating equalized valuations or district incomes (Monmouth Regional School District - Earle Naval Station Pupils).

3. Students participating in a district's choice program.

Merged Districts

15 non-operating school districts merged with the school districts to which the individual non-operating district sends its students. The former non-operating districts and the districts that they were merged with are shown in the following table:

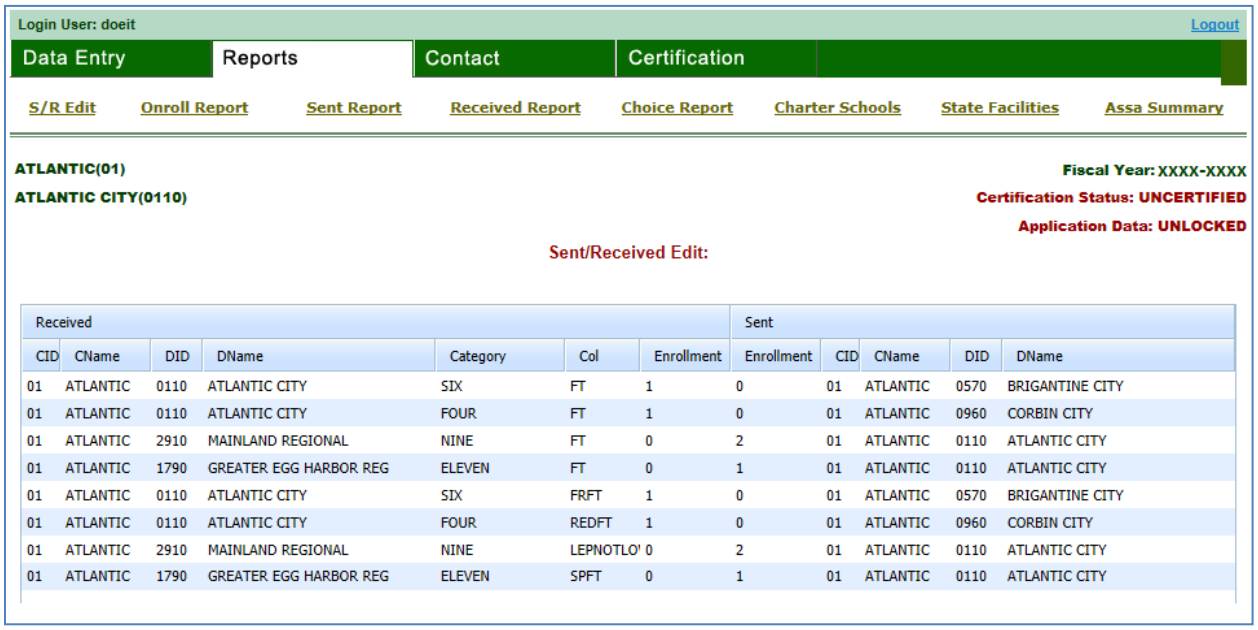
County	Non Op District Eliminated	District Non-Op Merged With
Bergen	Teterboro	Hasbrouck Heights (K-12)
Burlington	Pemberton Borough	Pemberton Township (K-12)
Camden	Audubon Park	Audubon Borough (K-12)
Camden	Tavistock	Haddonfield (K-12)
Cumberland	Shiloh Borough	Hopewell Township (K-8)
Hunterdon	Glen Gardner	Clinton town (K-8)
Middlesex	Helmetta	Spotswood (K-12)
Monmouth	Sea Bright Borough	Oceanport Borough (K-8)
Morris	Victory Gardens	Dover Town (K-12)
Ocean	Mantoloking	Point Pleasant Beach (K-12)
Salem	Elmer	Pittsgrove (K-12)
Somerset	Millstone	Hillsborough Township (K-12)
Somerset	Rocky Hill	Montgomery Township (K-12)
Sussex	Branchville Borough	Frankford Township (K-8)
Warren	Hardwick	Blairstown Township (K-6)

These 15 merged districts must report separate onroll and sent counts for the former non-operating district and district with which it merged. Charter school and state facilities enrollments are also shown separately on the Reports tab.

Reports

S/R Edits

The sent/receive edit report is an online version of the pdf reports distributed in previous years. The reports show any sending and receiving discrepancies between what your school district reports and other school districts report. The discrepancies must be resolved by contacting the other district(s).



Received							Sent				
CID	CName	DID	DName	Category	Col	Enrollment	Enrollment	CID	CName	DID	DName
01	ATLANTIC	0110	ATLANTIC CITY	SIX	FT	1	0	01	ATLANTIC	0570	BRIGANTINE CITY
01	ATLANTIC	0110	ATLANTIC CITY	FOUR	FT	1	0	01	ATLANTIC	0960	CORBIN CITY
01	ATLANTIC	2910	MAINLAND REGIONAL	NINE	FT	0	2	01	ATLANTIC	0110	ATLANTIC CITY
01	ATLANTIC	1790	GREATER EGG HARBOR REG	ELEVEN	FT	0	1	01	ATLANTIC	0110	ATLANTIC CITY
01	ATLANTIC	0110	ATLANTIC CITY	SIX	FRFT	1	0	01	ATLANTIC	0570	BRIGANTINE CITY
01	ATLANTIC	0110	ATLANTIC CITY	FOUR	REDFT	1	0	01	ATLANTIC	0960	CORBIN CITY
01	ATLANTIC	2910	MAINLAND REGIONAL	NINE	LEPNOTLO'	0	2	01	ATLANTIC	0110	ATLANTIC CITY
01	ATLANTIC	1790	GREATER EGG HARBOR REG	ELEVEN	SPFT	0	1	01	ATLANTIC	0110	ATLANTIC CITY

Figure 14: Sent/Received edits

This example shows the following discrepancies:

- Atlantic City reported receiving one 6th grader full time from Brigantine City. Brigantine City reported sending zero 6th graders full time to Atlantic City.
- Atlantic City reported receiving one 4th grader full time from Corbin City. Corbin City reported sending zero 4th graders full time to Atlantic City.
- Mainland Regional reported receiving zero 9th graders full time from Atlantic City. Atlantic City reported sending two 9th graders full time to Mainland Regional.
- Greater Egg Harbor Regional reported receiving zero 11th graders from Atlantic City. Atlantic City reported sending one 11th grader full time to Greater Egg Harbor Regional.
- Atlantic City reported receiving one free lunch 6th grader full time from Brigantine City. Brigantine City reported sending zero free lunch 6th graders full time to Atlantic City.

- Atlantic City reported receiving one reduced lunch 4th grader full time from Corbin City. Corbin City reported sending zero reduced lunch 4th graders full time to Atlantic City.
- Mainland Regional reported receiving zero LEP not low income 9th graders from Atlantic City. Atlantic City reported sending two LEP not low income 9th graders to Mainland Regional.
- Greater Egg Harbor Regional reported receiving zero speech only 11th graders full time from Atlantic City. Atlantic City reported sending one speech only 11th grader full time to Greater Egg Harbor Regional.

Onroll Report

The Onroll report shows a list of on roll student counts by school and grade level. This report excludes Choice and Charter School students.

Login User: doeit Logout

Data Entry | Reports | Contact | Certification

S/R Edit | Onroll Report | Sent Report | Received Report | Choice Report | Charter Schools | State Facilities | Assa Summary

BURLINGTON(05)
FLORENCE TWP(1520)

Fiscal Year: XXXX-XXXX
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

ONROLL Report:

		In-District		Low Income Onroll				LEP Onroll				Speech Only	
		Total Onroll		Free Lunch		Reduced Lunch		LEP Not Low Income		LEP & Low Income		Onroll	
Line	Enrollment Categories	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time
050	FLORENCE TWP MEM HIG												
11	NINE	120	0	37	0	5	0	0	0	0	0	0	0
12	TEN	96	0	19	0	5	0	0	0	0	0	0	0
13	ELEVEN	87	0	16	0	4	0	0	0	0	0	0	0
14	TWELVE	102	0	20	0	3	0	0	0	0	0	0	0
18	Regular Ed Total	405		92		17							
21	SP ED HIGH	38	0	14	0	5	0	0	0	0	0		
28	Sp Ed Total	38	0	14	0	5							
39	School Total	443	0	106	0	22							
055	RIVERFRONT SCHOOL												
C1	HALF DAY PREK-3YR	6											
C2	HALF DAY PREK-4YR	4											
06	FOUR	131	0	30	0	6	0	0	0	0	0	0	0
07	FIVE	111	0	35	0	7	0	0	0	0	0	0	0
08	SIX	118	0	33	0	7	0	0	0	0	0	0	0
09	SEVEN	98	0	22	0	7	0	0	0	0	0	0	0

Figure 15: Onroll report

Sent Report

The Sent report shows a list of sent students by receiving district and grade level.

Data Entry | Reports | Contact | Certification

S/R Edit | Onroll Report | Sent Report | Received Report | Choice Report | Charter Schools | State Facilities | Assa Summary

BURLINGTON(05)
FLORENCE TWP(1520)

Fiscal Year: XXXX-XXXX
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

Sent Report:

				Low Income Sent				LEP Sent				Speech Only	
		Total Sent		Free Lunch		Reduced Lunch		LEP Not Low Income		LEP & Low Income		Sent	
Line	Enrollment Categories	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time
05	BURLINGTON												
0475	BORDENTOWN REGIONAI												
11	NINE	4	0	1	0	0	0	0	0	0	0	0	0
12	TEN	2	0	0	0	0	0	0	0	0	0	0	0
13	ELEVEN	3	0	0	0	1	0	0	0	0	0	0	0
18	Regular Ed Total	9	0	1	0	1	0						
21	SP ED HIGH	2	0	0	0	1	0	0	0	0	0		
28	Sp Ed Total	2	0	0	0	1	0						
39	School Total	11	0	1	0	2	0						
05	BURLINGTON												
0605	BURLINGTON CO SPEC SE												
19	SP ED ELEMENTARY	7	0	1	0	2	0	0	0	0	0		
20	SP ED MIDDLE	13	0	0	0	5	0	1	0	0	0		
21	SP ED HIGH	9	0	2	0	0	0	0	0	0	0		
28	Sp Ed Total	29	0	3	0	7	0	1	0				
39	School Total	29	0	3	0	7	0	1	0				

Figure 16: Sent Report

Received Report

The Received report shows a list of received students by sending district and grade level.

Data Entry | Reports | Contact | Certification

S/R Edit | Onroll Report | Sent Report | Received Report | Choice Report | Charter Schools | State Facilities | Assa Summary

BURLINGTON(05)
FLORENCE TWP(1520)

Fiscal Year: XXXX-XXXX
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

Received Report:

				Low Income Received				LEP Received				Speech Only	
		Total Received		Free Lunch		Reduced Lunch		LEP Not Low Income		LEP & Low Income		Received	
Line	Enrollment Categories	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time
05	BURLINGTON												
0380	BEVERLY CITY												
03	ONE	1	0	0	0	0	0	1	0	0	0	0	0
04	TWO	8	0	0	0	2	0	0	0	0	0	0	0
07	FIVE	4	0	0	0	0	0	0	0	0	0	1	0
18	Regular Ed Total	13	0			2	0	1				1	0
19	SP ED ELEMENTARY	3	0	1	0	0	0	0	0	0	0		
28	Sp Ed Total	3	0	1									
39	School Total	16	0	1		2	0	1				1	0
05	BURLINGTON												
0620	BURLINGTON TWP												
07	FIVE	6	0	2	0	0	0	0	0	2	0	0	0
10	EIGHT	5	0	1	0	0	0	0	0	0	0	0	0
11	NINE	2	0	0	0	1	0	0	0	0	0	0	0
18	Regular Ed Total	13	0	3	0	1				2	0		
39	School Total	13	0	3	0	1				2	0		

Figure 17: Received Report

Choice Report

The Choice report shows a list of choice students by sending district and grade level.

Data Entry | Reports | Contact | Certification

S/R Edit | Onroll Report | Sent Report | Received Report | Choice Report | Charter Schools | State Facilities | Assa Summary

ATLANTIC(01)
HAMMONTON TOWN(1960)

Fiscal Year: XXXX-XXXX
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

Choice Report:

		In-District		Low Income Onroll				LEP Onroll				Speech Only	
		Total Onroll		Free Lunch		Reduced Lunch		LEP Not Low Income		LEP & Low Income		Onroll	
Line	Enrollment Categories	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time
01	ATLANTIC												
1540	FOLSOM BORO												
11	NINE	2	0	0	0	0	0	0	0	0	0	0	0
12	TEN	3	0	0	0	0	0	0	0	0	0	0	0
18	Regular Ed Total	5	0										
21	SP ED HIGH	1	0	0	0	0	0	0	0	0	0	0	0
28	Sp Ed Total	1											
39	School Total	6	0										
060	HAMMONTON MIDDLE SC												
01	ATLANTIC												
3480	MULLICA TWP												
08	SIX	4	0	0	0	0	0	0	0	0	0	0	0
09	SEVEN	6	0	2	0	0	0	0	0	0	0	0	0
10	EIGHT	1	0	0	0	0	0	0	0	0	0	0	0
18	Regular Ed Total	11	0	2									
39	School Total	11	0	2									

Figure 18: Choice Report

Charter Schools

The ASSA separately includes the number of students enrolled in charter schools. Charter school student enrollments are preloaded from the Charter School Enrollment system. Charter school enrollments in CHE must be certified by the CHE due date or the ASSA must be recertified. Please refer to the CHE schedule and instructions for information about certifying charter school enrollments. A charter school student is considered to be enrolled in the student's resident district. A charter school student has the transfer code "TC" on the "Charter School" column of the school register.

Do not enter charter school enrollment on the on roll screen or the students sent screen.

To view a school district's Charter enrollment count, select the Reports tab and then select Charter Schools. The data on this page cannot be changed.

Data Entry | Reports | Contact | Certification

S/R Edit | Onroll Report | Sent Report | Received Report | Choice Report | Charter Schools | State Facilities | Assa Summary

ATLANTIC(01)
ATLANTIC CITY(0110)

Fiscal Year: XXXX-XXXX
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

Total Charter School:

		Resident	Low Income	LEP		Speech
Line	Name	Total	Free & Reduced Lunch	LEP and NOT Low Income	LEP and Low Income	Only
C1	HALF DAY PREK-3YR					
C2	HALF DAY PREK-4YR					
D1	FULL DAY PREK-3YR					
D2	FULL DAY PREK-4YR					
00	PREK TOTAL					
01	HALF DAY K					
02	FULL DAY K	27	26	0	0	0
03	ONE	35	33	0	0	2
04	TWO	35	34	0	0	1
05	THREE	27	27	0	0	0
06	FOUR	30	30	0	0	0
07	FIVE	29	28	1	0	0
08	SIX	24	22	0	0	1
09	SEVEN	23	21	0	0	1
10	EIGHT	25	23	0	0	0
11	NINE	17	10	0	0	0
12	TEN	12	10	0	0	0
13	ELEVEN	5	4	0	0	0
14	TWELVE	6	5	0	0	0
15	POST-GRADUATE					
16	ADULT HS(15+CR.)					
17	ADULT HS(1-14 CR.)					
18	Regular Ed Total	295	273	1	0	5
19	SP ED ELEMENTARY	20	16	0	0	0
20	SP ED MIDDLE	29	27	0	0	0
21	SP ED HIGH	8	6	0	0	0
28	Sp Ed Total	57	49	0	0	0
37	Co. Voc. Regular					
38	Co Voc. FT Post Sec.					
39	District Total	352	322	1	0	5
68	1st Yr Non Public	2	0	0	0	0

Figure 19: Charter Schools report

State Facilities

The ASSA separately includes the number of students in state facilities. These enrollments are preloaded based on information submitted by the state facilities and the district assignments made by the County Offices of Education.

Do not enter state facilities enrollments on any other screens.

To view a school district's state facilities enrollment count, select the Reports tab and then select "State Facilities." The data on this page cannot be changed. A student listing is provided with state aid notices.

Data Entry | Reports | Contact | Certification

S/R Edit | Onroll Report | Sent Report | Received Report | Choice Report | Charter Schools | State Facilities | Assa Summary

ATLANTIC(01)
ATLANTIC CITY(0110)

Fiscal Year: XXXX-XXXX
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

State Facilities:

		Resident	Low Income		LEP		Speech
Line	Name	Total	Free Lunch Full Time	Reduced Lunch Full Time	LEP and NOT Low Income Full Time	LEP and Low Income	Only
44	DEVELOPMENTAL CTR	0	0	0	0	0	0
45	DCF REG DAY SCH	0	0	0	0	0	0
46	DYFS RES CTRS	2	2	0	0	0	0
47	TRN SCH/SEC CARE	21	21	0	0	0	0
48	RES. MENTAL H CTR	2	2	0	0	0	0
49	JUVENILE COMM CTR	33	10	0	0	0	0
50	JUVENILE DET CTR	7	7	0	0	0	0

Figure 20: State Facilities report

ASSA Summary

The ASSA Summary shows the Onroll, Sent, Received, Charter School, and Resident Enrollment counts. Resident enrollment is equal to Onroll + Sent – Received + Charter Schools.

The Certification link is at the bottom of the page. This link will open the page where the ASSA can be certified.

ASSA Report:

	Enrollment		Onroll		Sent		Received		Sent	Private	Charter	Resident	Resident	RES LEP	RES LEP
No	Line	Categories	Full	Shared	Full	Shared	Full	Shared	RDS	Schools	Schools	Students	Low INC	LOW INC	NOT LOW
1	C1	HALF DAY PREK-3YR													
2	C2	HALF DAY PREK-4YR			1.0										
3	D1	FULL D PREK-3YR	71.0												
4	D2	FULL D PREK-4YR	223.0												
5	01	HALF DAY K										0.0	0.0	0.0	0.0
6	02	FULL DAY K	624.0		1.0						27.0	652.0	561.0	223.0	26.0
7	03	ONE	573.0								35.0	608.0	589.0	181.0	2.0
8	04	TWO	526.0		1.0		1.0				35.0	561.0	544.0	158.0	5.0
9	05	THREE	464.0		2.0		1.0				27.0	492.0	481.0	95.0	0.0
10	06	FOUR	414.0								30.0	444.0	431.0	40.0	0.0
11	07	FIVE	404.0		2.0		1.0				29.0	434.0	415.0	26.0	2.0
12	08	SIX	409.0		1.0						24.0	434.0	419.0	38.0	0.0
13	09	SEVEN	403.0		1.0		1.0				23.0	426.0	405.0	25.0	0.0
14	10	EIGHT	340.0		1.0						25.0	366.0	349.0	25.0	2.0
15	11	NINE	574.0		2.0		157.0				17.0	436.0	396.0	15.0	0.0
16	12	TEN	427.0		1.0		156.0				12.0	284.0	265.0	15.0	0.0
17	13	ELEVEN	385.0	1.0			114.0				5.0	276.5	248.5	12.0	0.0
18	14	TWELVE	360.0	2.0			131.0	2.0			6.0	235.0	215.0	8.0	1.0
19	15	POST-GRAD.										0.0	0.0	0.0	0.0
20	16	ADULT H.S. (15+CR.)										0.0	0.0	0.0	0.0
21	17	ADULT H.S. (1-14 CR.)										0.0	0.0	0.0	0.0
22	18	**SUBTOTAL (C1&2, D1&2, 1-17)**	**6197.0**	**3.0**	**13.0**		**562.0**	**2.0**			**295.0**	**5648.5**	**5318.5**	**861.0**	**38.0**
23	19	SP ED ELEMENTARY	297.0		23.0		6.0			6.0	20.0	340.0	293.0	8.0	0.0
24	20	SP ED MIDDLE	200.0		13.0		2.0			14.0	29.0	254.0	221.0	7.0	0.0
25	21	SP ED HIGH	348.0	1.0	28.0		84.0	1.0		24.0	8.0	324.0	266.0	1.0	0.0
26	28	**SUBTOTAL (19-21)**	**845.0**	**1.0**	**64.0**		**92.0**	**1.0**		**44.0**	**57.0**	**918.0**	**780.0**	**16.0**	**0.0**
27	37	CO. VOC.-REGULAR										0.0	0.0	0.0	0.0
28	38	CO. VOC. FT POST SEC.										0.0	0.0	0.0	0.0
29	39	**SUBTOTAL (18,28,37,38)**	**7042.0**	**4.0**	**77.0**		**654.0**	**3.0**		**44.0**	**352.0**	**6566.5**	**6098.5**	**877.0**	**38.0**
30	44	DEVELOPMENTAL CENTER										0.0	0.0	0.0	0.0
31	45	DHS REGIONAL DAY SCH.										0.0	0.0	0.0	0.0
32	46	DYFS RESIDENTAL CTRS										2.0	2.0	0.0	0.0
33	47	TRAIN SCH/SECURE CARE										21.0	21.0	0.0	0.0
34	48	RES. MENTAL HEALTH CTR										2.0	2.0	0.0	0.0
35	49	JUVENILE COMMUNITY CTR										33.0	10.0	0.0	0.0
36	50	JUVENILE DETENTION CTR										7.0	7.0	0.0	0.0
37	51	**TOTAL ENROLL(39,44-50)**										**6631.5**	**6140.5**	**877.0**	**38.0**
38	52	HEADSTART PREK FTE										0.0			
39	53	PROVIDER PREK FTE										0.0			
42	57	SENT TO CSSD										59.0			
43	58	LEP ONRROLL										916.0			
44	59	SPEECH ONLY										54.0			
46	61	LOW INC ONROLL										18.0			
47	62	LOW INC SENT										6087.0			
48	63	RES PREK FTE										295.0			
49	65	Charter Prek										0.0			
51	67	CHOICE PRG.										0.0			
52	68	NONPUB CHART										2.0			

Export Excel Export pdf

Certify

Figure 21: ASSA Summary report

Errors – Edits Checks

The ASSA Summary also indicates when the data entered does not pass the ASSA edit checks.

Data Entry | Reports | Contact | Certification

S/R Edit | Onroll Report | Sent Report | Received Report | Choice Report | Charter Schools | State Facilities | Assa Summary

ATLANTIC(01)
ATLANTIC CITY(0110)

Fiscal Year: XXXX-XXXX
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

ASSA Report:

	Enrollment		Onroll		Sent		Received		Sent	Private	Charter	Resident	Resident	RES LEP	RES LEP
No	Line	Categories	Full	Shared	Full	Shared	Full	Shared	RDS	Schools	Schools	Students	Low INC	LOW INC	NOT LOW
1	C1	HALF DAY PREK-3YR													
2	C2	HALF DAY PREK-4YR			1.0										
3	D1	FULL D PREK-3YR	71.0												
4	D2	FULL D PREK-4YR	223.0												
5	01	HALF DAY K										0.0	0.0	0.0	0.0
6	02	FULL DAY K	624.0		1.0						27.0	652.0	587.0	223.0	26.0
7	03	ONE	573.0				574.0				35.0	34.0	593.0	181.0	2.0
8	04	TWO	526.0		1.0		1.0				35.0	561.0	536.0	158.0	5.0
9	05	THREE	464.0		2.0		1.0				27.0	492.0	477.0	95.0	0.0
10	06	FOUR	414.0				1.0				30.0	443.0	419.0	40.0	0.0
11	07	FIVE	404.0		2.0		1.0				29.0	434.0	423.0	27.0	2.0
12	08	SIX	409.0		1.0		1.0				24.0	433.0	425.0	38.0	0.0
13	09	SEVEN	403.0		1.0		1.0				23.0	426.0	418.0	25.0	0.0
14	10	EIGHT	340.0		1.0						25.0	366.0	341.0	25.0	2.0
15	11	NINE	574.0		4.0		157.0				17.0	438.0	406.0	15.0	2.0
16	12	TEN	427.0		1.0		156.0				12.0	284.0	275.0	15.0	0.0
17	13	ELEVEN	385.0	1.0	1.0		114.0				5.0	277.5	252.0	12.0	0.0
18	14	TWELVE	360.0	2.0			131.0	2.0			6.0	235.0	220.0	8.0	1.0
19	15	POST-GRAD.										0.0	0.0	0.0	0.0
20	16	ADULT H.S. (15+CR.)										0.0	0.0	0.0	0.0
21	17	ADULT H.S. (1-14 CR.)										0.0	0.0	0.0	0.0
22	18	SUBTOTAL (C1&2, D1&2, 1-17)	6197.0	3.0	16.0		1138.0	2.0			295.0	5075.5	5372.0	862.0	40.0
23	19	SP ED ELEMENTARY	297.0		23.0		6.0			6.0	20.0	340.0	309.0	8.0	0.0

Figure 22: ASSA Summary report showing errors

Click on the "Check Errors" link at the bottom of the page for a description of the error.

49	65	Charter Prek	0.0
51	67	CHOICE PRG.	0.0
52	68	NONPUB CHART	2.0

Export Excel | Export pdf

Check Errors

Figure 23: Check Errors link

To correct an error, you must go back to the appropriate data entry screen and change the data that is causing the error. In this example, the district reported receiving 574 students but only lists 573 students on roll.

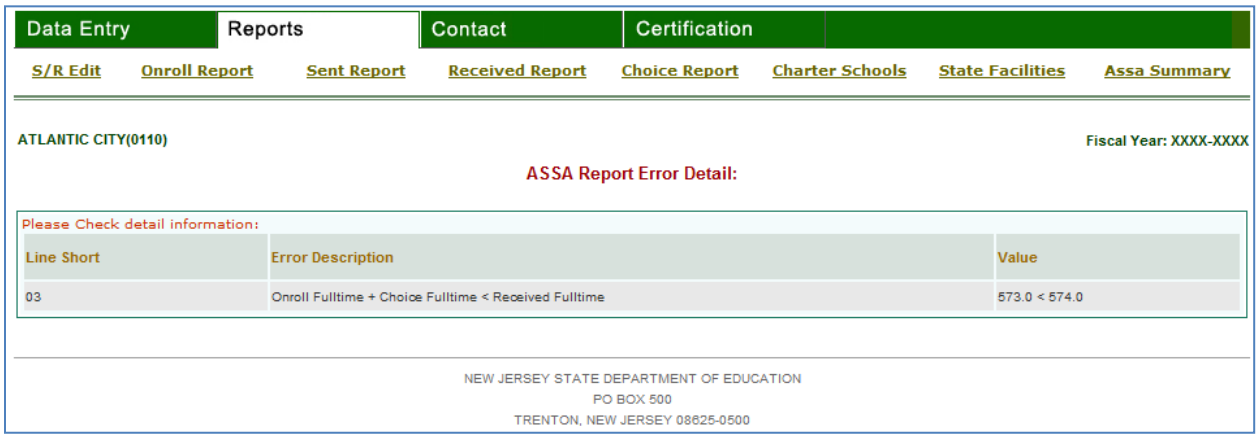


Figure 24: Error details screen

Contact

Submit Contact Information using this page.

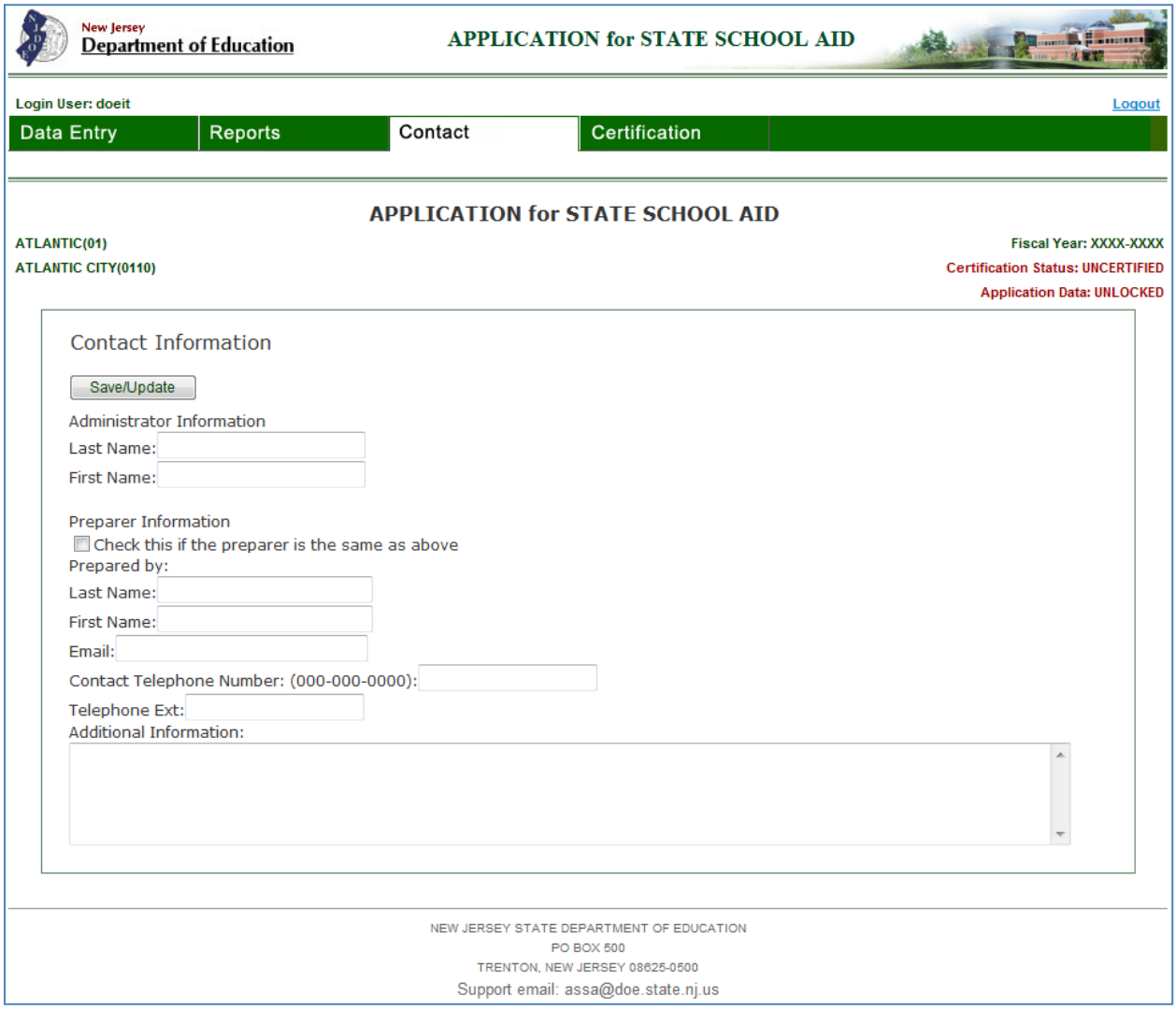


Figure 25: Contact information page

Certification

To certify the ASSA, the ASSA SUMMARY must be run. The Certification link is at the bottom of the page. This link will open the page where the ASSA can be certified. The last name and first name are not editable on this page. The information comes from the Contact page.

Any charter school enrollments in the Charter School Enrollment (CHE) system must be certified by the district before the ASSA can be certified. Please refer to the CHE schedule and instructions for information about certifying charter school enrollments.

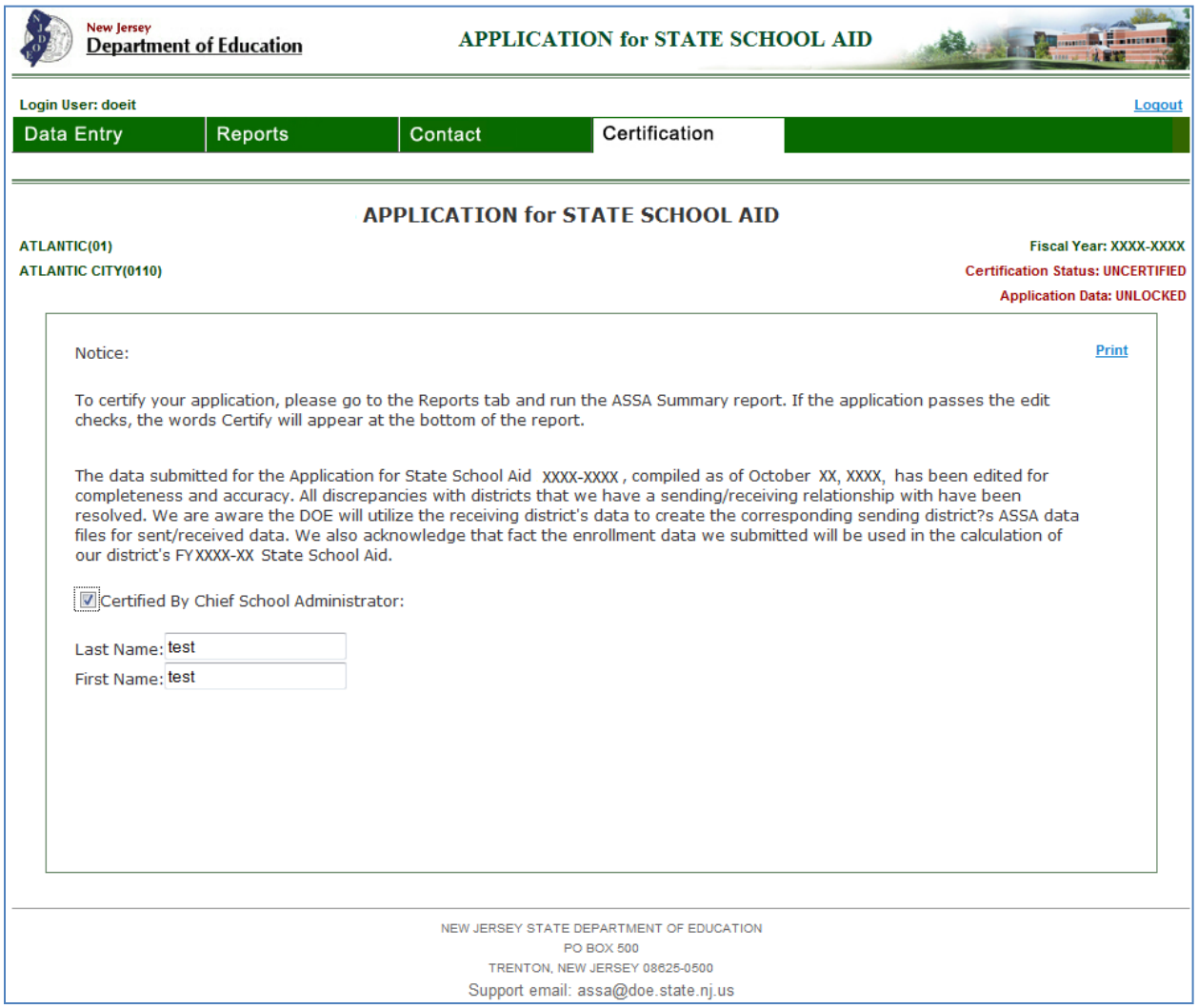


Figure 26: Certification Screen