



State of New Jersey
DEPARTMENT OF EDUCATION
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Commissioner

January 20, 2015

TO: Directors, Private Schools for Students with Disabilities

FROM: Kevin Dehmer, Executive Director
Office of School Facilities and Finance KDD

SUBJECT: Application for a Higher Tentative Per Diem Tuition Rate for 2015-2016

In accordance with N.J.A.C. 6A:23A-18.2(j), the application to apply for a higher tentative per diem tuition rate for the 2015-2016 school year is available. This application is a request for a tentative per diem tuition rate higher than the tentative per diem tuition rate reflected on the January 20, 2015 memo in column (1) on pages 1 through 5 of Exhibit A posted on the department's website. A private school for students with disabilities may increase the number of enrolled days from 2014-2015 to 2015-2016 which will increase the total school year tuition without completing this application. As long as the private school has a school calendar with a minimum of 180 days in the ten month school year, the total number of enrolled days in the school calendar for 2015-2016 is a management decision.

The required forms, Exhibits A and B, as well as the directions for each form are available at the following link: <http://www.state.nj.us/education/finance/fp/psd/1415/annual.shtml>.

1. Exhibit A - Request for a Higher Tentative Per Diem Tuition Rate – 12 Month Budget Comparison - Current 2014-2015 Budget and Projected 2015-2016 Budget.

Please provide a detailed narrative explanation of the need for the increases in column C (B-A=C) which are the differences between the amounts contained in column B (2015-2016) and those contained in column A (2014-2015), by account name and account number. The detailed explanation must include the account name and account number (Salaries of Teachers #11-000-100-101) and the reason(s) for an increase. You must be as informative as possible in your explanations and provide documentation for all increases by account name and account number. For example, if the Rental of Land and Buildings account #11-000-262-441 is increasing by \$20,000 from 2014-2015 to 2015-2016 you must provide a copy of the lease agreement to substantiate the increase.

Line 207, columns A and B are your school's estimated ADEs for the 2014-2015 and 2015-2016 school years. The estimated ADEs are based on the July through June school year. This calculation is the total number of enrolled days for all pupils (ten month and extended) divided by the number of enrolled days for one pupil in the July through June school year. If you anticipate a decrease in the ADE from 2014-2015 to 2015-2016, please provide a detailed explanation for the anticipated decrease and how the change will impact on all major categories within your budget. An explanation is not needed if you anticipate an increase in the ADE.

2. Exhibit B - Request for a Higher Tentative Per Diem Tuition Rate – December 31, 2014 Financial Report Current School Year – This form is the department's prescribed financial report for the 2014-2015 school year. The directions to complete Exhibit B are contained on pages one through five of the form. This form must be prepared for the quarter ending December 31, 2014.

The applications, Exhibits A and B, along with documentation explaining the need for increases shall be completed and emailed to doepssd@doe.state.nj.us no later than February 6, 2015. Please retain a copy for your files of all the information filed with the department.

If you have any questions concerning the application process, please contact Elise Sadler Williams at (609) 777-4483.

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