



**State of New Jersey**  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

JON S. CORZINE  
*Governor*

LUCILLE E. DAVY  
*Commissioner*

September 28, 2007

TO: Charter School Lead Person  
Resident and Non Resident School Districts

FROM: Yut'se Thomas *YOT*  
Office of School Funding

SUBJECT: October 15, 2007 Enrollment Counts

This memo provides a timeline for submission of the October 15, 2007 student enrollment data through the department's new web-based enrollment system. The prior dial-up DOEnet system is no longer operable. Included is the schedule for entering this data into the web-based system. Please note that the file will be locked on November 7, 2007 so that DOE can begin to generate the October 15, 2007 payment schedules for the 2007-08 school year.

**Since the next revision for the purposes of determining average daily enrollment will not occur until the last day of the school year, it is imperative that charter schools and school districts work together to ensure the completeness and accuracy of the enrollment data submitted at October 15.**

Please be aware that the October 15 enrollment count will continue to be utilized for the determination of federal funding. Charter schools are reminded that entries for applicable low income, special education and bilingual education data into the enrollment system are only permitted during this enrollment count, and that related funding for all categorical aid is based on student profiles as of October 15, 2007. No revisions to applicable low income, special education and bilingual education data will be permitted during the final 2007-08 enrollment count. Students are to be identified and must be receiving related services as of 10/15/07 to qualify for funding in the 2007-08 school year.

Charter schools and districts must be diligent in ensuring that all students and applicable low income, special education and bilingual education information is entered into the web-based enrollment system during this time. In addition to entering the required student information and applicable low income, special education and bilingual education data into the enrollment system, the information must be submitted separately to the resident and non-resident districts for ASSA reporting purposes. Charter schools are also required to maintain enrollment information in their school register in addition to any other recording system utilized. These records are subject to a school register audit at any time.

[www.nj.gov/education](http://www.nj.gov/education)

To reduce the amount of data entry time required by charter schools and districts, the Department of Education has created an October 15, 2007 student enrollment start-up file for the 2007-08 school year. This start-up file was created by copying student records that existed in our file as of the final 2006-07 enrollment count and making the following changes: a) All students are assigned to a grade level that is one higher than in 06-07; and b) Students who were dropped in the prior year, or who have reached the maximum grade level provided by the charter school are not carried forward. The charter school must review the entire preloaded list of student records to add or drop students. In addition to ensuring the accuracy of the pre-populated student information, you will need to enter data for any new students enrolled for school year 2007-08.

Please review the instruction manual which can be accessed at <https://homeroom2.state.nj.us/che.htm>. The manual provides information you will need in order to complete the October 15, 2007 update. All changes to the enrollment system are to be completed by November 7, 2007. At that time, the system will be closed to charter school and district users. Timely distribution of the revised payment schedules depends on strict adherence to the deadlines outlined in the attached schedule. Failure to update the system prior to November 7<sup>th</sup> will result in payment schedules that reflect the FY 2007-08 projected enrollment.

If you have any technical questions or require assistance you may call Kathy Ambrosio at (609) 341-5298, Karina Bielaus at (609) 341- 5299, Charles Kahil at (609) 292-5168, or Nicole Kane at (609) 984-5929.

Z:/Finance/2007-08/enrollment counts/October 15/October 15, 2007 inst.doc  
Attachments

c: Katherine P. Attwood  
Jay Doolan  
William King  
Jackie Grama  
Donna Best  
County Superintendents

New Jersey Department of Education  
 Division of Finance, Office of School Funding  
 October 15, 2007 Charter School Enrollment Count  
 School Year 2007-2008

The following are implementation dates of Charter School enrollment submissions via the web-based enrollment system for the 2007-2008 School Year:

Date	Responsibility	Action Item
Oct. 1	All Charter Schools	Via fax (609-292-6794), provide to the Department of Education the list of first year non-public school students, including names, date of birth, district of residence and name and address of non-public school previously attended.
Oct. 1– Oct. 19 <i>Enrollment system open for changes needed for each student record and to enter new students not in the system</i>	All Charter Schools	<p>Access the Student Information subsystem of the enrollment system. Follow the steps described in the Charter School User Manual at <a href="https://homeroom2.state.nj.us/che.htm">https://homeroom2.state.nj.us/che.htm</a>. Modify student enrollment data as needed. Update the file to reflect new students enrolled for the 2007-08 school year; students who have dropped since the final 2006-07 enrollment count and other student information which needs revision.</p> <p>Upon completing the file update, the charter schools must notify districts to enter the on-roll school codes for new and uncertified students.</p>
Oct. 20		Enrollment system closed to charter school users for input of new student records. Charter school users may only view and modify existing records.
Oct. 1 – Oct. 26 <i>Enrollment system open for school district input</i>	Resident/ Nonresident School Districts	<p>Access the Assign School Code subsystem of the charter school enrollment system. Follow the steps described in the Sending District User Manual at <a href="https://homeroom2.state.nj.us/che.htm">https://homeroom2.state.nj.us/che.htm</a> to enter an “on-roll school “ for student records until the records of all students properly registered in the district have been reviewed and approved.</p> <p>Review all the data on the student record to ensure that the charter school has accurately reported all funding-related information for the student, such as grade, enrolled days, bilingual aid, special education classifications, free or reduced lunch status, student attended a nonpublic school in the immediate prior year, student attends private school for the disabled or a county vocational school.</p> <p>If a student is not registered in the school district, leave the “on-roll school” field blank and notify the charter school.</p>
Oct. 29 – Nov. 6	Resident/ Nonresident School Districts	Charter School and district personnel work together to resolve any discrepancies.
Nov. 7		Enrollment system closed to charter schools and resident/nonresident school districts.
Nov. 7 – Nov. 21	Department of Education	Office of School funding will calculate revised payment schedules based on average daily enrollment (ADE) as of October 15, 2007.

Attachment

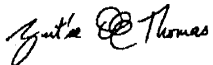


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TO: Charter School Lead Person  
Resident and Non-Resident School Districts

FROM: Yut'se Thomas, Director   
Office of School Funding

SUBJECT: Final 2007-2008 Charter School Enrollment Count

On March 3, 2008, all Web User Administrators were notified via e-mail, through the Office of Technology, that the Charter School Enrollment System was open for modifications to student enrollment records for the final 2007-2008 enrollment count.

This notice serves as a reminder that this system is currently open and will remain open until the end of this school year for modifications to student records. This is a live system and can be accessed at the following link: Shortcut to: <https://homeroom2.state.nj.us/che.htm>

Timely distribution of the revised payment schedules depends on strict adherence to the deadlines outlined above. For this reason it is recommended that you immediately contact us at [charterfinance@doe.state.nj.us](mailto:charterfinance@doe.state.nj.us) if you are having any problems. You may also contact your county office to make arrangements to complete the file update from that site should you encounter any problems accessing the Charter School Enrollment System. Failure to update the system will result in payment schedules that reflect the student data as of the October 15, 2007 enrollment count.

Charter schools are reminded that, revisions to applicable low income (free/reduced lunch), special education and bilingual education data into the Charter School Enrollment System, are not permitted for existing student records during this enrollment count, as related funding for all categorical aid is based on student profiles as of October 15, 2007. Students are to be identified and be receiving related services as of 10/15/07 to qualify for funding.

The following are implementation dates of Charter School enrollment submissions via the web-based enrollment system for the 2007-2008 Final Enrollment Count:

Date	Responsibility	Action Item
<p>March 4– June 13</p> <p><i>Enrollment system open for changes needed for each student record and to enter new students not in the system</i></p>	<p>All Charter Schools</p>	<p>Access the Student Information subsystem of the enrollment system. Follow the steps described in the Charter School User Manual at <a href="https://homeroom2.state.nj.us/che.htm">https://homeroom2.state.nj.us/che.htm</a>. Modify student enrollment data as needed. Because the Department automatically populated the ENROLLED DAYS, the charter school needs to only change the records of those students who were not enrolled for the full session. (i.e. students who transferred out of or into the school after the 10/15/07 enrollment count).</p> <p>Reminder: Enter a transferred out date in the TRANSFER OUT DATE field and modify the ENROLLED DAYS field for students who transferred out prior to the last day of school.</p> <p>Upon completing the file update charter schools must notify districts to enter the on-roll school codes for new and uncertified students.</p>
<p>June 14</p>		<p>Enrollment system <u>closed</u> to charter school users for input of new student records. Charter school users may only view and modify existing records.</p>
<p>June 14–June 22</p> <p><i>Enrollment system open for school district input</i></p>	<p>Resident/ Nonresident School Districts</p>	<p>Access the Assign School Code subsystem of the charter school enrollment system. Follow steps described in the Sending District User Manual at <a href="https://homeroom2.state.nj.us/che.htm">https://homeroom2.state.nj.us/che.htm</a> to enter an “on-roll school “ for student records until the records of all students properly registered in the district are reviewed and approved.</p> <p>Review all the data on the student record to ensure that the charter school has accurately reported all funding-related information for the student, such as grade, enrolled days, bilingual aid, special education classifications, free or reduced lunch status, student attended a nonpublic school in the immediate prior year, student attends private school for the disabled or a county vocational school.</p> <p>If a student is not registered in the school district, leave the “on-roll school” field blank and notify the charter school.</p>
<p>June 23– June 29</p>	<p>Resident/ Nonresident School Districts</p>	<p>Charter School and district personnel work together to resolve any discrepancies.</p>
<p>June 30</p>		<p>Enrollment system <u>closed</u> to charter schools and resident/ nonresident school districts.</p>
<p>June 30 – July 11</p>	<p>Department of Education</p>	<p>Office of School funding will calculate revised payment schedules based on final 2007-2008 average daily enrollment (ADE).</p>

If you have questions, please contact Kathy Ambrosio at (609)341-5298, Charles Kahil at (609)292-5168 or Karina Bielaus at (609) 341-5299, Nicole Kane at (609) 984-5929.

c. County Superintendent