

State of New Jersey
Department of Education
Office of School Finance

User Manual

**Charter School Enrollment System
For Charter School Users**

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Purpose

This web-based system collects charter school student enrollment information for the purpose of calculating the payments to be made by school districts to charter schools. The Department of Education (DOE) uses this information to calculate charter school aid payments.

Pursuant to N.J.A.C.6A:23A-15.3, in order to enroll in a charter school, a student **must** first be registered in the school district in which the student resides. In some instances, this school district is not the district where the student resides but may be a regional school district. If a student is enrolled in a regional school district, the **regional** school district is the district responsible for the payment of the charter school aid for those students. Students are required to register at the resident school district, which may be a regional school district, prior to attending the charter school.

Charter schools are required to conduct two enrollment counts which are submitted through this web-based enrollment system; October 15th and the last day of school. Funding for charter schools flows through the school district of residence. As a consequence, charter schools are required to submit a listing of all students on roll on October 15 and as of the last day of school for the calculation of average daily enrollment (ADE).

Pursuant to N.J.A.C. 6A:23A-15.3(g) initial payment schedules beginning in July of each budget year will use the February projected enrollment. Following the October 15 count, all aid paid to the charter school will be adjusted accordingly from the projected enrollment to average daily enrollment on October 15. This current year adjustment will be spread evenly over the remaining pay periods in the school year. A revised payment schedule will be provided reflecting that fact.

Following the year end enrollment count, a final adjustment will be calculated to account for changes in the average daily enrollment from October 15 to the end of the school year. After the final enrollment count on the last day of school, the Commissioner will issue a report for the end of year adjustment to both the charter school and the school districts. If there is a reduction in aid, the charter school will be required to pay the full amount of the reduction to the school district no later than September 30 of the subsequent school year. If there is an increase in aid, the school district is required to pay the charter school the full amount of the increase no later than September 30 of the subsequent school year. This prior year adjustment will not be included in the current year payment schedule.

This information is intended to provide a brief overview of charter school enrollment counts and the calculation of charter school aid. Please refer to N.J.A.C.6A:23A-15 for additional details.

Getting Started

This is a live system. All entries automatically update the enrollment system.

Begin by going to <http://homeroom.state.nj.us/> and click on the **CHE** (Charter School Enrollment System) link. This will take you to the screen shown in Figure 1.

Welcome to the

2023-2024 Charter School Enrollment System

Enter

Documentation	
Charter School User Manual	(PDF)
Sending District User Manual	(PDF)
Supplemental for Projected School Aid User Manual	(PDF)
Enrollment Count Calendar	(DOCX)
System Requirements	(HTML)

[E-Mail:school-funding@doe.nj.gov](mailto:school-funding@doe.nj.gov)

Figure 1: CHE Welcome Page

Click on **Enter** and it will take you to the screen shown in Figure 2.

Charter School Enrollment System

District/Charter School ID:

User ID:

Password:

Figure 2: User Login

Log-in

Log in using your charter school ID and your user ID and password. The charter school ID is your four-digit Charter School Code. Click the “**Login**” button. You must contact your charter school’s Homeroom Administrator to create your User ID and Password.

The Homeroom Administrator must log in and create a user account for individuals that need access to the Charter School Enrollment System (CHE). You can find detailed information regarding user accounts on the [DOE Homeroom](#).

The system automatically logs you off after a certain time if there is no activity on your account. The following message appears if the system logs you off:

We did not process your request because of one of the following reasons:

- * **Your user session may be expired because of long idle time, please login again.**
- * **You have logged out.**
- * **An invalid request.**
- * **The authorization failed.**

If you see this message you must login again.

After you have successfully logged in, you will be brought to the Contact Person screen. This screen needs to be completed before you can continue (refer to instructions on page 29 of this user manual). Once the contact person information has been updated and completed, any subsequent log-ins will take you directly to the Main Menu screen.

Main Menu

The following main menu for the Charter School Enrollment has the following 9 subsystems:

- **Charter School Profile**
- **Session I: Student Information Menu**
- **Session I: Look-Up Student Information**
- **Projected Charter School Profile**
- **Projected Grade Level Information**
- **Session II: Student Information Menu**
- **Session II: Look-Up Student Information**
- **Contact Person Information**
- **Certification**

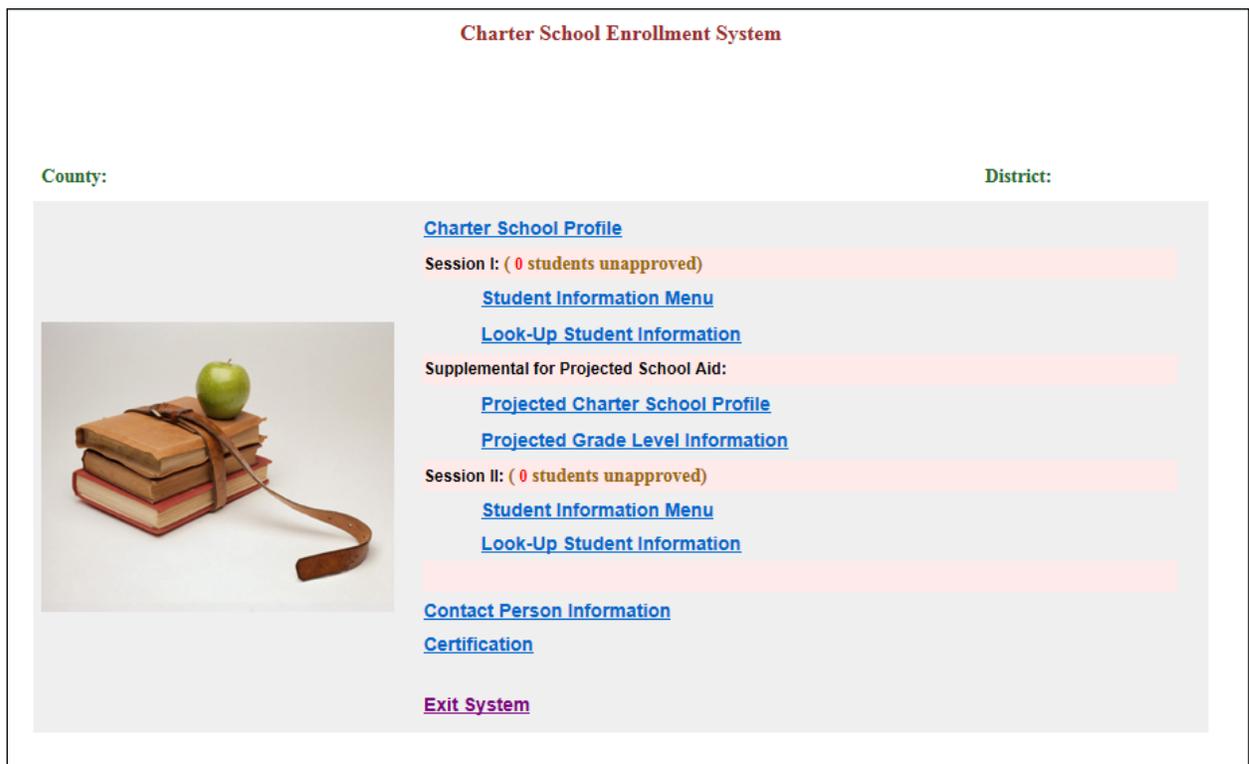


Figure 3: CHE Main Menu

Charter School Profile

Each school year, charter schools will need to enter their maximum school days in the Charter School Enrollment System (“CHE”). The maximum school days are the total number of instructional days your school will be in session for the school year. Do not include days that you will not be open for instruction (i.e. weekends, school holidays and in-service days).

Failure to update the system will result in a delay in opening the CHE system to enter student data. This could also cause a delay in processing payment schedules.

The DOE updates the other items of the charter school profile each school year. Authorized charter school personnel are required to review that all the information in the school profile is accurate for the current school year. Verify the following:

- Maximum enrollment by grade, as per the approved charter school application or any approved amendment
- Charter school is or is not located in an Abbott district
- Charter school is or is not serving a region of residence

Contact the Office of School Finance at school-funding@doe.nj.gov if there are discrepancies.

Charter School Enrollment System

[Print this page](#)

County:
District: .

School Profile

Maximum Grade Enrollment

Pre-K	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
<input type="text"/>	55	55	55	55	220									

Abbott Location:

Regional Charter:

Maximum School Days:

Figure 4: Charter School Profile

Student Information Menu

The Student Information Menu can only be accessed by charter school users. Each year, for Session I only, students are preloaded by the Department of Education into the Student Information Entry subsystem. The preload is derived from the October NJ Smart data submission. At the beginning of each enrollment count, a charter school user must go through the entire preloaded list of student records to add or drop students.

The Student Information Subsystem allows the charter school to add new records, delete records, or make changes to existing records.

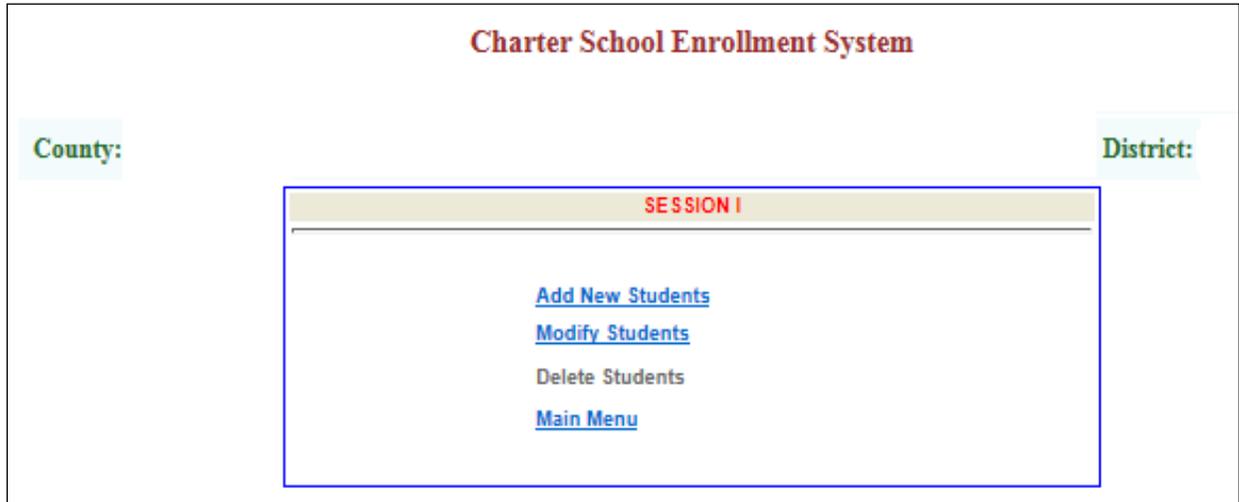


Figure 5: Student Information Menu

Add a New Student Record

To add a new student, click “Add New Students” and the following screen will be displayed:

Charter School Enrollment System

[Print this page](#)

County:
District:

Student Enrollment Information

Student ID	Last Name	First Name	M.I.	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--- Select Grade ---
Date of Birth (mm/dd/yyyy)	Gender	Race	First Year Nonpublic (DOE Only)	
<input type="text"/>	Select Gender	----- Select Race -----	--- Select Yes/No ---	
			District Verification	
			-- Select Yes/No --	
Resident County	Resident District	Municipality District		
-- Select County --	--Select District--	--- Select Municipality---		
Enrolled Date	Enrolled Days	Average Daily Enrollment		
<input type="text"/>	<input type="text"/>	0.0		
Vocational School Attending County	Private School Disabled	Transferred Out Date	Free/Reduced Lunch/Milk	
--- Select County ---	-- Select Yes/No ---	<input type="text"/>	--Select Meal Plan--	
LEP	Speech Only	Special Education Only		
-- Select Yes/No ---	-- Select Yes/No ---	-- Select Yes/No ---		

Figure 6: Add New Record Screen

The charter school will be responsible for completing all the fields except for the First-Year Nonpublic field (**DOE only**) and District Verification (**Resident District Only**). The system will automatically calculate and enter the Average Daily Enrollment (ADE) on the screen. No entries will be accepted in ADE fields.

Important Reminders

All students enrolled during a session must be identified as registered students in the school district. The district certifies that a student is registered in the district by entering “Yes” in the District Verification field.

Student Information

The charter school will be responsible for completing all the following student information:

Student ID

Enter the ten-digit NJ Smart Unique Student Identification Number (SID), which has been assigned for the student. Ensure that the number is entered accurately and that only one SID is assigned and used for each student, as this number allows students and their performance to be tracked effectively over time, even as the students transfer in and out of districts and/or charter schools.

Last Name

Enter student's legal last name. Ensure that the spelling is accurate; as this cannot be modified after the student record is verified by the district.

First Name

Enter student's legal first name. Do not enter nicknames.

M.I.

Enter the student's middle initial. This is an optional field.

Grade

Enter the student's current grade. All Special Education students must be included in appropriate grade including those who are sent to a private placement.

Date of Birth

Enter the student's birth date. All entries are entered as two-digit month, two-digit day and 4-digit year, as follows: mm/dd/yyyy.

Gender

Use the pull-down menu and select "Male", "Female" or "Non-Binary/Undesignated". This field must be completed for each student. The system will not process the record if the gender field is left blank. This information will be included in the annual Fall Survey Report.

Race

Use the pull-down menu and select race. The system will not process the student record if this field is left blank. The Fall Survey application requires student counts by racial/ethnic origin. Mandated by the federal government, these standard classifications were developed to collect compatible, non-duplicated and exchangeable racial and ethnic data for use by the federal agencies. For the purpose of the fall survey reports, a student is to be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging to. However, no individual can be counted in more than one racial ethnic category. The definitions of these categories are as follows:

Definitions

- **White, Not of Hispanic Origin:** An individual having origins in any of the original peoples of Europe, North Africa, and the Middle East.
- **Black, Not of Hispanic Origin:** A person having origins in any of the black groups of Africa.
- **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture origin, regardless of race.
- **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America.
- **Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, South-East Asia, the Pacific Islands or the Indian subcontinent. This includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, and India.

First Year Non-Public (DOE only)

This field is completed by DOE. Charter school must provide a list of all students who attended a non-public school in the prior year to the DOE. The list should include the SID, student name, date of birth, district of residence and name and address of non-public school previously attended. **Do not include kindergarteners, students who transferred from another charter school or students who transferred from out of state.**

Resident County

From the pull-down menu, select and enter the resident county where the student resides and is registered.

Resident District

From the pull-down menu, select and enter the resident school district where the student is enrolled and is registered. **If the student is enrolled in a regional school district, the student record must be entered under the regional school district where the student is enrolled and not the district where the student physically resides.** For example, Student A resides in Cape May City (district 09-0710) and would attend Lower Cape May Regional High School (district 09-2820), if not attending the charter school. The student must be added under Lower Cape May Regional (district 09-2820), as this is the district of residence for the determination of school-based aid. *The student would not be added under Cape May City as all school funding for the student would flow to Lower Cape May Regional.*

Municipality District

From the pull-down menu, select and enter the school district where the student resides. In most cases, the **Resident District** and the **Municipality District** will be the same except in the case of merged districts as noted below.

On July 1, 2009, 13 non-operating school districts were merged with the school districts to which it sends their students. Teterboro was added as a non-operating district in 2012 and Elmer Borough was added in 2017. In this case, even though a student resides in a former non-operating district, the operating district that the non-operating district merged with is listed as the Resident District. The student record must be entered under the operating district the non-operating district is being merged with.

For example, the former non-operating district, Hardwick, was merged with Blairstown Township. Blairstown becomes the merged district. All students living in Hardwick are being sent to and attend school in Blairstown. For enrollment count purposes, Blairstown will be the Hardwick students’ **“Resident District”**. However, Hardwick will still be considered the **“Municipality District”**. The following table identifies the 15 merged non-operating districts:

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)

Enrolled Date

Enter the date that the student enrolled in your charter school. This date must be before the last day of school in the current school year. All entries are entered as two-digit month, two-digit day and 4-digit year, as follows: mm/dd/yyyy.

Enrolled Days

Enter the number of instructional days that the student is enrolled in your charter school for the current school year. For new students, it is assumed that they will remain in the school through the last day of school in the current school year. Note that for most students, the number of enrolled days will equal the maximum school days under the school profile menu unless the student dropped or enrolled late.

Vocational School Attending County

Select the attending County from the pull-down menu only for a high school student who is also enrolled in and attending a county vocational program. If the student is not attending a vocational county school, select "Not Applicable."

Private School Disabled

If a special education student is enrolled in and attending a private school for the disabled, select "Yes" from the pull-down menu. If the student is not in a private school for the disabled, select "No".

Free/Reduced Lunch/Milk

This field is only available in the October 15 enrollment count. From the pull-down menu, select "Free" to indicate a student's eligibility for Free Lunch or Milk as of October 15. Select "Reduced" if the student is eligible for Reduced Lunch or Milk. Select "Not applicable" if a student is not eligible for this program or does not have a completed eligibility form on file as of October 15.

On the CHE, free lunch students are federally determined free with household income below 130% of the federal poverty level. Reduced lunch students are federally determined reduced with household income between 130% of federal poverty level and at or below 185%. Students who qualify for free lunch under the New Jersey Expanded Income Eligibility Guidelines pursuant to the Working Class Families' Anti-Hunger Act (families with an annual household income between 186 and 224 percent of the federal poverty level) are not low income on the CHE.

Schools participating in the Department of Agriculture's Community Eligibility Provision (CEP) must determine a student's low income status based on the School Meals and Summer EBT Application (For Both Standard & CEP Schools/Sites) or Direct Certification

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

LIEP (Language Instruction Educational Program): This field is only available in the October 15 enrollment count. If a student is eligible for and receiving Language Instruction Educational (LIEP) services; from the pull-down menu, select "Yes". If the student is not receiving LIEP services, select "No". Eligible students are to be identified and receiving LIEP services as of October 15.

Speech Only

This field is only available in the October 15 enrollment count. Eligible students are to be identified and receiving speech services as of October 15 to qualify for speech funding in the current school year. The charter school must select "Yes" from the pull-down menu only for a student who is eligible for speech and receiving only speech services, as of October 15. If the student is not receiving speech services, select "No".

Report a student as speech only 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.

Special Education Only

This field is only available in the October 15 enrollment count. Eligible students are to be identified, through an IEP, and receiving special education services as of October 15 to qualify for special education funding in the current school year. The charter school must select “Yes” from the pull-down menu only for a student who is eligible and receiving special education services as of October 15. If a student is not receiving special education services, select “No”.

Transferred out Date

Leave blank while adding a student record. A charter school can only enter information in this field under the ‘Modify Student’ subsystem after a record has been added and saved. If a new student has dropped out prior to the end of the enrollment count, you must complete the addition of the record, then exit the “Add Student Record” subsystem and make the appropriate change in the “Modify Student” subsystem.

Note: If a student moves during the school year to another district but remains at the charter school, you need to enter a transfer out date under the previous district and adjust the enrolled days to reflect the days the student resided in the previous district. Next, add a new student record under the new district and enter the enrolled days for the days the student resided in the new district. The ADE should not exceed 1.0 for the two records.

Student Enrollment Information				
Student ID	Last Name	First Name	M.I.	Grade
0000000000	A	A		Grade 09 Open Group 9-12 Enroll Seats: 211
Date of Birth (mm/dd/yyyy)	Gender	Race	First Year Nonpublic (DOE Only)	
09/01/2017	Male	Hispanic	--- Select Yes/No ---	
District Verification				
No				
Resident County	Resident District		select Municipality District	
ATLANTIC	ATLANTIC CITY		ATLANTIC CITY	
Enrolled Date	Enrolled Days	Average Daily Enrollment		
09/01/2023	20	0.1		
Vocational School Attending County	Private School Disabled	Transferred Out Date	Free/Reduced Lunch/Milk	
Not Applicable	No	10/13/2023	Not Applicable	
LEP	Speech Only	Special Education Only		
Yes	No	Yes		
<input type="button" value="Delete"/> <input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Student Menu"/>				

Figure 7: Transfer out a student

Student Enrollment Information				
Student ID	Last Name	First Name	M.I.	Grade
0000000000	A	A		Grade 09 Open Group 9-12 Enroll Seats: 210
Date of Birth (mm/dd/yyyy)	Gender	Race	First Year Nonpublic (DOE Only)	
09/01/2017	Male	Hispanic	--- Select Yes/No ---	
District Verification				
No				
Resident County	Resident District		select Municipality District	
ATLANTIC	BRIGANTINE CITY		BRIGANTINE CITY	
Enrolled Date	Enrolled Days	Average Daily Enrollment		
09/01/2023	160	0.9		
Vocational School Attending County	Private School Disabled	Transferred Out Date	Free/Reduced Lunch/Milk	
Not Applicable	No		Not Applicable	
LEP	Speech Only	Special Education Only		
Yes	No	Yes		
<input type="button" value="Delete"/> <input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Student Menu"/>				

Figure 8: Enter student in new resident district

After all student data has been entered, review the data for accuracy and save the record, as follows:

Click “**Save and Add New Student**” if you have additional student records to add;

Click “**Save and Return to Student Menu**” if this is the last record you are adding; or

Click “**Cancel**” to discard the record.

You also can print this page by clicking on the “**Print this Page**” button which is located on the screen’s upper right corner.

Modify a Student Record

This subsystem is used to make changes to existing student records. **Charter schools cannot change certain information that was preloaded from NJ Smart (i.e. NJ Smart ID, Last Name, First Name, Middle Initial and date of birth). In addition, charter schools may not change the Last Name field once a record is approved by the resident district.**

Modifications Permitted during Session I and II Enrollment Count

- Student ID – cannot change if preloaded from NJ Smart
- Student’s first name - cannot change if preloaded from NJ Smart
- Middle Initial - cannot change if preloaded from NJ Smart
- Grade
- Date of Birth – cannot change if preloaded from NJ Smart
- Gender
- Race
- Prior Year Enrollment
- Enrolled Date
- Enrolled Days for students who drop out prior to last day of school
- Vocational School Attending County
- Private School Disabled
- Transferred Out Date

Modifications Permitted only during Session I only

- Free and Reduced Lunch Status
- LEP
- Speech Only
- Special Education Only

To modify a student’s record, click on “**Modify Students**” and the following screen will be displayed:

Charter School Enrollment System

County: [] District: []

Student Enrollment Information: Modification Page

Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.

Unapp Stds: Apprv Stds: Select Approved Students Speech: Special Ed: Voc: PSD: Grade: Last Name:

Free Lunch: Reduced Lunch: LEP Students: Nonpub: County: District:

List all students in Alpha Order (approved and unapproved): Search Message: [] Today's updates:

[Student Menu](#)

NJ Smart ID	Student	Enrolled District	Muni	Grade	DOB	ADE	EnrDays	F/R	SpEd	Spch	NonP	LEP	VOC	PSD
-------------	---------	-------------------	------	-------	-----	-----	---------	-----	------	------	------	-----	-----	-----

Figure 9: Modify Student Main Page

Use one of the search features described below under the “**Modify Students**” section (under the Student Information Menu) to show a list of students currently in the system. The results of the search will appear at the bottom of the page. You would then click on the name of the record you want to modify, which will take you to the data entry page, as shown in the example below:

Take the cursor to the field which is to be modified and make the necessary revision(s). After all changes to the student record are completed and confirmed, click “Update” to save your modifications. If you want to abandon an action during the updating process, you can click the “Cancel” button at any time.

Note: Once you click the “Update” button, the student record will automatically be unapproved. The record will then need to be reapproved by the resident district. If you did not make any changes to the record, then click “Cancel” the record remains approved by the resident district.

Figure 10: Modify Student Record Screen

View Daily Enrollment Updates

This feature will allow you to view all records which were added or modified for the current day. In the Modify Student Record subsystem, click the “Today” button.

Figure 11: View Daily Enrollment Updates

Delete a Student Record

A charter school may only delete a student record which has not been verified by the resident school district. Once a district approves a student record, that record cannot be deleted. It can only be modified.

Note: If there is a duplicate record which has been verified by the resident school district, go to the “Modify Students” subsystem, enter 0 in the enrolled days field and enter the appropriate transfer out date in the “**Transfer Out Date**” field. Once this is done, contact the Office of School Funding at school-funding@doe.state.nj.us to request the deletion of the duplicate record.

To delete an unverified student record, click “**Delete Students**”, the following screen will be displayed:

The screenshot shows the 'Charter School Enrollment System' interface. At the top, there are fields for 'County:' and 'District:'. Below these is a table with the following columns: NJ Smart ID, Student, Enrolled District, Muni, Grade, DOB, ADE, EnrDays, F/R, SpEd, Spch, NonP, PSD, VOC, LEP, and Delete ?. The table contains two rows of student data. Below the table are two buttons: 'Student Menu' and 'Delete Confirm'.

NJ Smart ID	Student	Enrolled District	Muni	Grade	DOB	ADE	EnrDays	F/R	SpEd	Spch	NonP	PSD	VOC	LEP	Delete ?
111111	K, D	ATLANTIC - ABSECON CITY	0010	09	10/04/1994	1.0	180	N	N	N		N	00	N	<input type="checkbox"/>
222222	K, N	ATLANTIC - ABSECON CITY	0010	09	10/04/2010	1.0	185	N	N	Y	Y	N	00	Y	<input type="checkbox"/>

Figure 12: Delete a Student Record

Identify the student record (s) to be deleted. Click “Delete” box, which is located on the right side of the screen. A check mark will appear in the Delete box. Click “**Delete Confirm**” button at the bottom of the screen to confirm the deletion of the student record. You can delete one or more student records at one time by clicking a check mark in all records to be deleted, as follows:

This screenshot is identical to Figure 12, but the checkbox in the 'Delete ?' column for the first student record (NJ Smart ID 1111111111) is now checked, and the 'Delete Confirm' button is highlighted with a black border.

NJ Smart ID	Student	Enrolled District	Muni	Grade	DOB	ADE	EnrDays	F/R	SpEd	Spch	NonP	PSD	VOC	LEP	Delete ?
1111111111	K, D	ATLANTIC - ABSECON CITY	0010	09	10/04/1994	1.0	180	N	N	N		N	00	N	<input checked="" type="checkbox"/>
2222222222	K, N	ATLANTIC - ABSECON CITY	0010	09	10/04/2010	1.0	185	N	N	Y	Y	N	00	Y	<input type="checkbox"/>

Figure 13: Select Records to be Deleted

When you click the “Delete Confirm”, the system will provide you with another opportunity to confirm or cancel the delete action. The following screen will be displayed:

Charter School Enrollment System

County: _____ District: _____

Confirm the following checked students, then click 'Confirm Delete'

NJ Smart ID	Student	Enrolled District	Muni	Grade	DOB	ADE	EnrDays	F/R	SpEd	Spch	NonP	LEP	VOC	PSD	Delete ?
111111	K, D	ATLANTIC - ABSECON CITY	0010	09	10/04/1994	1.0	180	N	N	N		N	00	N	<input checked="" type="checkbox"/>

Figure 14: Confirm Deletion

Click the “Confirm Delete” button and all student records with a check mark will be deleted. Once a record is deleted, it cannot be recovered.

If the deletion was successful, the following screen will be displayed:

Charter School Enrollment System

County: 80-CHARTERS District: _____

The student deletion has been successfully completed.

The total deleted student(s): 1

Figure 15: Successful Deletion

Look-Up Student Information System

The Look-Up Student Information subsystem provides a search function and allows users to search for a student or summary of students by name, by county, by district, by grade or by verification status. You can combine some of them or all of them in your search.

This screen is only for looking up student's information. **You cannot add, delete, or modify student information here.** The add, delete, and modify functions are only done through the "Student Information Menu".

The information that appears on this screen, such as county, district and last names of the students reflect the data entered on the Student Enrollment Data Entry screen.

Note: A background color has been added to help distinguish the student records.

White: student records preloaded from NJ Smart

Light blue: student records added during Session 1

Light Yellow: student records added during Session 2

Pink: student records that were transferred out

From the Main Menu, Click "Look-Up Student Information", the following screen will appear:

Charter School Enrollment System

County: District:

Student Enrollment Information: Search Page

Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.

Unapp Stds: Apprv Stds: **Select Approved Students** Speech: Special Ed: Voc: PSD: Grade: **Select Grade** Last Name: **Select Last Name**

Free Lunch: Redu. Lunch: LEP Students: Nonpub: County: **Select County** District: **--- Select District ---** **Search**

List all students in Alpha Order (approved and unapproved): **Student List** **List Over Enrolled Students** Search Result Message: **Print/Export**

Total Students: 0 Total ADE: 0.0 Free ADE: 0.0 Reduced ADE: 0.0 SpEd ADE: 0.0 Speech ADE: 0.0 Nonpublic ADE: 0.0 LEP ADE: 0.0 VOC #: 0 PSD#: 0

NJ Smart ID	Student	Enrolled District	Muni	Grade	DOB	ADE	EnrDays	F/R	SpEd	Spch	NonP	LEP	VOC	PSD
-------------	---------	-------------------	------	-------	-----	-----	---------	-----	------	------	------	-----	-----	-----

Figure 16: Look-Up Student Information Main Menu

Search by Unapproved Students

To search for all students which are unapproved by the school district, click the box marked “Unapproved Students” and click the “Search” button. These students do not have an entry in the “District Verification” field. All students that are not approved by the district will be displayed on the lower part of the screen. Note: The ADE for unapproved students is zero and you will not receive funding for any student who is unapproved.

The screenshot shows the 'Charter School Enrollment System' search page. At the top, there are fields for 'County' and 'District'. Below this is the 'Student Enrollment Information: Search Page' section. A search engine instruction reads: 'Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.' The search criteria include: 'Unapp Stds:' with a checked checkbox, 'Apprv Stds:' with a dropdown menu set to 'Select Approved Students', 'Speech:' with an unchecked checkbox, 'Special Ed:' with an unchecked checkbox, 'Voc:' with an unchecked checkbox, 'PSD:' with an unchecked checkbox, 'Grade:' with a dropdown menu set to 'Select Grade', and 'Last Name:' with a dropdown menu set to 'Select Last Name'. There are also checkboxes for 'Free Lunch:', 'Redu. Lunch:', 'LEP Students:', and 'Nonpub:', along with a 'County:' dropdown menu set to 'Select County' and a 'District:' dropdown menu set to '--- Select District ---'. A 'Search' button is highlighted with a red box. Below the search criteria, there are buttons for 'Student List' and 'List Over Enrolled Students', and a 'Print/Export' link. A summary row shows: 'Total Students: 0', 'Total ADE: 0.0', 'Free ADE: 0.0', 'Reduced ADE: 0.0', 'SpEd ADE: 0.0', 'Speech ADE: 0.0', 'Nonpublic ADE: 0.0', 'LEP ADE: 0.0', 'VOC #: 0', and 'PSD #: 0'. At the bottom, a table header is visible with columns: 'NJ Smart ID', 'Student', 'Enrolled District', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 17: Search By Unapproved Students

Search by Approved Students

In the “Approved Students” pull down menu there are several options to assist in narrowing your search. Choose an option to narrow your search and click the “Search” button. Select All Approved Students to search for all students which are approved by the school district. Select Session I-Changes to search for all students that were added during session I. Select Session II-Changes to search for all students that were added during session II. All students that are approved by the district of residents will be displayed on the lower part of the screen.

The screenshot shows the 'Charter School Enrollment System' search page. At the top, there are fields for 'County' and 'District'. Below this is the 'Student Enrollment Information: Search Page' section. A search engine instruction reads: 'Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.' The search criteria include: 'Unapp Stds:' with an unchecked checkbox, 'Apprv Stds:' with a dropdown menu open showing options: 'Select Approved Students', 'All Approved Students', 'Session I - Changes', and 'Session II - Changes'. The 'All Approved Students' option is highlighted with a red box. 'Speech:' has an unchecked checkbox, 'Special Ed:' has an unchecked checkbox, 'Voc:' has an unchecked checkbox, 'PSD:' has an unchecked checkbox, 'Grade:' has a dropdown menu set to 'Select Grade', and 'Last Name:' has a dropdown menu set to 'Select Last Name'. There are also checkboxes for 'Free Lunch:' and 'Redu. Lunch:', along with a 'County:' dropdown menu set to 'Select County' and a 'District:' dropdown menu set to '--- Select District ---'. A 'Search' button is highlighted with a red box. Below the search criteria, there are buttons for 'Student List' and 'List Over Enrolled Students', and a 'Print/Export' link. A summary row shows: 'Total Students: 7', 'Total ADE: 5.5', 'Free ADE: 3.0', 'Reduced ADE: 1.0', 'SpEd ADE: 1.0', 'Speech ADE: 0.0', 'Nonpublic ADE: 0.0', 'LEP ADE: 0.0', 'VOC #: 1', and 'PSD #: 0'. At the bottom, a table header is visible with columns: 'NJ Smart ID', 'Student', 'Enrolled District', 'Muni', 'Attending Co/Dist', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 18: Search by Approved Students

Search by Speech

To search for all students who are identified as receiving speech services. Click on the box marked “Speech” and click the “Search” button.

The screenshot shows the 'Charter School Enrollment System' search page. At the top, there are fields for 'County' and 'District'. Below this is the 'Student Enrollment Information: Search Page' section. A search engine instruction reads: 'Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.' The search criteria section includes several checkboxes: 'Unapp Stds:', 'Apprv Stds:', 'Speech:' (checked), 'Special Ed:', 'Voc:', 'PSD:', 'Grade:' (with a dropdown menu), and 'Last Name:' (with a dropdown menu). Below these are checkboxes for 'Free Lunch:', 'Redu. Lunch:', 'LEP Students:', and 'Nonpub:'. There are also dropdown menus for 'County:' and 'District:'. A 'Search' button is highlighted with a red box. Below the search criteria, there are buttons for 'Student List' and 'List Over Enrolled Students', and a 'Print/Export' link. At the bottom, there is a summary row with statistics: 'Total Students: 0', 'Total ADE: 0.0', 'Free ADE: 0.0', 'Reduced ADE: 0.0', 'SpEd ADE: 0.0', 'Speech ADE: 0.0', 'Nonpublic ADE: 0.0', 'LEP ADE: 0.0', 'VOC #: 0', and 'PSD#: 0'. Below the statistics is a table header with columns: 'NJ Smart ID', 'Student', 'Enrolled District', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 19: Search by Speech Only Students

Special Education

To search for all students identified as receiving special education services. Click on the box marked “Special Ed” and the “Search” button.

The screenshot shows the 'Charter School Enrollment System' search page. At the top, there are fields for 'County' and 'District'. Below this is the 'Student Enrollment Information: Search Page' section. A search engine instruction reads: 'Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.' The search criteria section includes several checkboxes: 'Unapp Stds:', 'Apprv Stds:', 'Speech:', 'Special Ed:' (checked), 'Voc:', 'PSD:', 'Grade:' (with a dropdown menu), and 'Last Name:' (with a dropdown menu). Below these are checkboxes for 'Free Lunch:', 'Redu. Lunch:', 'LEP Students:', and 'Nonpub:'. There are also dropdown menus for 'County:' and 'District:'. A 'Search' button is highlighted with a red box. Below the search criteria, there are buttons for 'Student List' and 'List Over Enrolled Students', and a 'Print/Export' link. At the bottom, there is a summary row with statistics: 'Total Students: 0', 'Total ADE: 0.0', 'Free ADE: 0.0', 'Reduced ADE: 0.0', 'SpEd ADE: 0.0', 'Speech ADE: 0.0', 'Nonpublic ADE: 0.0', 'LEP ADE: 0.0', 'VOC #: 0', and 'PSD#: 0'. Below the statistics is a table header with columns: 'NJ Smart ID', 'Student', 'Enrolled District', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 20: Search by Special Education Students

Search by Vocational

To search for all students identified as attending a county vocational program, Click on the box marked “Voc” and the “Search” button.

The screenshot shows the 'Charter School Enrollment System' search interface. At the top, there are fields for 'County' and 'District'. Below this is the 'Student Enrollment Information: Search Page' header. A green banner contains the search engine instructions: 'Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.' The search criteria section includes several filters: 'Unapp Stds' (checkbox), 'Apprv Stds' (checkbox), 'Select Approved Students' (dropdown), 'Speech' (checkbox), 'Special Ed' (checkbox), 'Voc' (checkbox, highlighted with a red box), 'PSD' (checkbox), 'Grade' (dropdown), 'Last Name' (dropdown), 'Free Lunch' (checkbox), 'Redu. Lunch' (checkbox), 'LEP Students' (checkbox), 'Nonpub' (checkbox), 'County' (dropdown), 'District' (dropdown), and a 'Search' button (highlighted with a red box). Below the search criteria are buttons for 'Student List' and 'List Over Enrolled Students', and a 'Print/Export' link. A summary row shows statistics for Total Students, Total ADE, Free ADE, Reduced ADE, SpEd ADE, Speech ADE, Nonpublic ADE, LEP ADE, VOC #, and PSD#. At the bottom, a table header lists columns: NJ Smart ID, Student, Enrolled District, Muni, Grade, DOB, ADE, EnrDays, F/R, SpEd, Spch, NonP, LEP, VOC, and PSD.

Figure 21: Search by Vocational Students

Search by Private School for the Disabled

This function will allow you to view all students who are attending a private school for the disabled. Click on the box marked “PSD” and the “Search” button.

The screenshot shows the 'Charter School Enrollment System' search interface. At the top, there are fields for 'County' and 'District'. Below this is the 'Student Enrollment Information: Search Page' header. A green banner contains the search engine instructions: 'Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.' The search criteria section includes several filters: 'Unapp Stds' (checkbox), 'Apprv Stds' (checkbox), 'Select Approved Students' (dropdown), 'Speech' (checkbox), 'Special Ed' (checkbox), 'Voc' (checkbox), 'PSD' (checkbox, highlighted with a red box), 'Grade' (dropdown), 'Last Name' (dropdown), 'Free Lunch' (checkbox), 'Redu. Lunch' (checkbox), 'LEP Students' (checkbox), 'Nonpub' (checkbox), 'County' (dropdown), 'District' (dropdown), and a 'Search' button (highlighted with a red box). Below the search criteria are buttons for 'Student List' and 'List Over Enrolled Students', and a 'Print/Export' link. A summary row shows statistics for Total Students, Total ADE, Free ADE, Reduced ADE, SpEd ADE, Speech ADE, Nonpublic ADE, LEP ADE, VOC #, and PSD#. At the bottom, a table header lists columns: NJ Smart ID, Student, Enrolled District, Muni, Grade, DOB, ADE, EnrDays, F/R, SpEd, Spch, NonP, LEP, VOC, and PSD.

Figure 22: Search By Private School for the Disabled

Search by Grade

In the Grade pull-down menu, select the appropriate Grade and click the “Search” button. All students in a given grade level will be displayed on the lower part of the screen.

The screenshot shows the 'Charter School Enrollment System' interface. At the top, there are fields for 'County:' and 'District:'. Below this is the 'Student Enrollment Information: Search Page' section. A search engine instruction reads: 'Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.' The search filters include: 'Unapp Stds:' (checkbox), 'Apprv Stds:' (checkbox), 'Select Approved Students' (dropdown), 'Speech:' (checkbox), 'Special Ed:' (checkbox), 'Voc:' (checkbox), 'PSD:' (checkbox), 'Grade:' (dropdown menu showing 'GRADE 09'), 'Last Name:' (dropdown menu showing 'Select Last Name'), 'Free Lunch:' (checkbox), 'Redu. Lunch:' (checkbox), 'LEP Students:' (checkbox), 'Nonpub:' (checkbox), 'County:' (dropdown menu showing 'Select County'), 'District:' (dropdown menu showing '--- Select District ---'), and a 'Search' button. Below the filters are buttons for 'Student List' and 'List Over Enrolled Students', a 'Search Result Message:' field, and a 'Print/Export' link. A summary row shows: 'Total Students: 0', 'Total ADE: 0.0', 'Free ADE: 0.0', 'Reduced ADE: 0.0', 'SpEd ADE: 0.0', 'Speech ADE: 0.0', 'Nonpublic ADE: 0.0', 'LEP ADE: 0.0', 'VOC #: 0', and 'PSD#: 0'. At the bottom is a table header with columns: 'NJ Smart ID', 'Student', 'Enrolled District', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 23: Search By Grade

Search by Last Names

To search for a specific student record by last name, in the Last Name pull-down menu, select the appropriate last name and click “Search”. The selected student record will be displayed on the lower part of the screen.

The screenshot shows the 'Charter School Enrollment System' interface. At the top, there are fields for 'County:' and 'District:'. Below this is the 'Student Enrollment Information: Search Page' section. A search engine instruction reads: 'Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.' The search filters include: 'Unapp Stds:' (checkbox), 'Apprv Stds:' (checkbox), 'Select Approved Students' (dropdown), 'Speech:' (checkbox), 'Special Ed:' (checkbox), 'Voc:' (checkbox), 'PSD:' (checkbox), 'Grade:' (dropdown menu showing 'Select Grade'), 'Last Name:' (dropdown menu showing 'DOE'), 'Free Lunch:' (checkbox), 'Redu. Lunch:' (checkbox), 'LEP Students:' (checkbox), 'Nonpub:' (checkbox), 'County:' (dropdown menu showing 'Select County'), 'District:' (dropdown menu showing '--- Select District ---'), and a 'Search' button. Below the filters are buttons for 'Student List' and 'List Over Enrolled Students', a 'Search Result Message:' field, and a 'Print/Export' link. A summary row shows: 'Total Students: 0', 'Total ADE: 0.0', 'Free ADE: 0.0', 'Reduced ADE: 0.0', 'SpEd ADE: 0.0', 'Speech ADE: 0.0', 'Nonpublic ADE: 0.0', 'LEP ADE: 0.0', 'VOC #: 0', and 'PSD#: 0'. At the bottom is a table header with columns: 'NJ Smart ID', 'Student', 'Enrolled District', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 24: Search By Lat Name

Search by Free Lunch

This function will allow you to view all students who are receiving free lunch/milk. Click on the box marked “Free” and click the “Search” button.

The screenshot shows the 'Charter School Enrollment System' search page. At the top, there are fields for 'County' and 'District'. Below that is the title 'Student Enrollment Information: Search Page' and a search engine instruction: 'Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.' The search criteria section includes several checkboxes: 'Unapp Stds:', 'Apprv Stds:', 'Free Lunch: ', 'Redu. Lunch: ', 'LEP Students: ', and 'Nonpub: '. There are also dropdown menus for 'Select Approved Students', 'Select Grade', 'Select Last Name', 'Select County', and '--- Select District ---'. A 'Search' button is highlighted with a red box. Below the search criteria are buttons for 'Student List' and 'List Over Enrolled Students', and a 'Print/Export' link. At the bottom, there is a summary row with statistics: 'Total Students: 0', 'Total ADE: 0.0', 'Free ADE: 0.0', 'Reduced ADE: 0.0', 'SpEd ADE: 0.0', 'Speech ADE: 0.0', 'Nonpublic ADE: 0.0', 'LEP ADE: 0.0', 'VOC #: 0', and 'PSD#: 0'. Below the statistics is a table header with columns: 'NJ Smart ID', 'Student', 'Enrolled District', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 25: Search by Free Lunch

Search by Reduced Lunch- This function will allow you to view all students who are receiving reduced lunch/milk. Click on the box marked “Reduced” and click the “Search” button.

The screenshot shows the 'Charter School Enrollment System' search page. At the top, there are fields for 'County' and 'District'. Below that is the title 'Student Enrollment Information: Search Page' and a search engine instruction: 'Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.' The search criteria section includes several checkboxes: 'Unapp Stds:', 'Apprv Stds:', 'Free Lunch: ', 'Redu. Lunch: ', 'LEP Students: ', and 'Nonpub: '. There are also dropdown menus for 'Select Approved Students', 'Select Grade', 'Select Last Name', 'Select County', and '--- Select District ---'. A 'Search' button is highlighted with a red box. Below the search criteria are buttons for 'Student List' and 'List Over Enrolled Students', and a 'Print/Export' link. At the bottom, there is a summary row with statistics: 'Total Students: 0', 'Total ADE: 0.0', 'Free ADE: 0.0', 'Reduced ADE: 0.0', 'SpEd ADE: 0.0', 'Speech ADE: 0.0', 'Nonpublic ADE: 0.0', 'LEP ADE: 0.0', 'VOC #: 0', and 'PSD#: 0'. Below the statistics is a table header with columns: 'NJ Smart ID', 'Student', 'Enrolled District', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 26: Search by Reduced Lunch

Search by LEP

This function will allow you to view all students who are receiving bilingual/ Limited English Proficiency services- English Language Learners (ELL). Click on the box marked “LEP” and click the “Search” button.

The screenshot shows the 'Charter School Enrollment System' search interface. At the top, there are fields for 'County:' and 'District:'. Below this is the 'Student Enrollment Information: Search Page' header. A green banner contains the search engine instructions: 'Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.' The search criteria section includes several checkboxes: 'Unapp Stds:', 'Apprv Stds:', 'Free Lunch:', 'Redu. Lunch:', 'LEP Students:' (checked), and 'Nonpub:'. There are also dropdown menus for 'Select Approved Students', 'Select Grade', 'Select Last Name', 'Select County', and '--- Select District ---'. A 'Search' button is highlighted with a red box. Below the search criteria, there are buttons for 'Student List', 'List Over Enrolled Students', and 'Print/Export'. A summary row shows statistics: 'Total Students: 12', 'Total ADE: 12.0', 'Free ADE: 0.0', 'Reduced ADE: 12.0', 'SpEd ADE: 0.0', 'Speech ADE: 0.0', 'Nonpublic ADE: 0.0', 'LEP ADE: 0.0', 'VOC #: 0', and 'PSD#: 0'. At the bottom, a table header lists columns: 'NJ Smart ID', 'Student', 'Enrolled District', 'Muni', 'Attending Co/Dist', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 27: Search LEP (ELL) Students

Search by Non-Public

This function will allow you to view all students who are first year non-public students. These are the students whose previous school attended was a nonpublic school. Click on the box marked “Nonpub” and click the “Search” button.

The screenshot shows the 'Charter School Enrollment System' search interface. At the top, there are fields for 'County:' and 'District:'. Below this is the 'Student Enrollment Information: Search Page' header. A green banner contains the search engine instructions: 'Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.' The search criteria section includes several checkboxes: 'Unapp Stds:', 'Apprv Stds:', 'Free Lunch:', 'Redu. Lunch:', 'LEP Students:', and 'Nonpub:' (checked). There are also dropdown menus for 'Select Approved Students', 'Select Grade', 'Select Last Name', 'Select County', and '--- Select District ---'. A 'Search' button is highlighted with a red box. Below the search criteria, there are buttons for 'Student List', 'List Over Enrolled Students', and 'Print/Export'. A summary row shows statistics: 'Total Students: 0', 'Total ADE: 0.0', 'Free ADE: 0.0', 'Reduced ADE: 0.0', 'SpEd ADE: 0.0', 'Speech ADE: 0.0', 'Nonpublic ADE: 0.0', 'LEP ADE: 0.0', 'VOC #: 0', and 'PSD#: 0'. At the bottom, a table header lists columns: 'NJ Smart ID', 'Student', 'Enrolled District', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 28: Search Non-Public Students

Search by County

In the County pull-down menu, select the appropriate County. Click the “Search” button. All students from the selected county will be displayed on the lower part of the screen.

The screenshot shows the 'Charter School Enrollment System' interface. At the top, there are fields for 'County:' and 'District:'. Below this is the 'Student Enrollment Information: Search Page' section. A search engine instruction reads: 'Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.' The search criteria include checkboxes for 'Unapp Stds:', 'Apprv Stds:', 'Speech:', 'Special Ed:', 'Voc:', 'PSD:', 'Free Lunch:', 'Redu. Lunch:', 'LEP Students:', and 'Nonpub:'. There are dropdown menus for 'Select Approved Students', 'Select Grade', and 'Select Last Name'. The 'County:' dropdown is set to 'ATLANTIC' and the 'District:' dropdown is set to '--- Select District ---'. A 'Search' button is highlighted with a red box. Below the search criteria are buttons for 'Student List' and 'List Over Enrolled Students', and a 'Print/Export' link. A summary row shows: 'Total Students: 0', 'Total ADE: 0.0', 'Free ADE: 0.0', 'Reduced ADE: 0.0', 'SpEd ADE: 0.0', 'Speech ADE: 0.0', 'Nonpublic ADE: 0.0', 'LEP ADE: 0.0', 'VOC #: 0', and 'PSD#: 0'. At the bottom is a table header with columns: 'NJ Smart ID', 'Student', 'Enrolled District', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 29: Search by County

Search by District

In the County pull-down menu, select the County in which the district is located. Then go to the District pull-down menu and select the appropriate district. Click the “Search” button. All students from the selected district will be displayed on the lower part of the screen.

The screenshot shows the 'Charter School Enrollment System' interface. At the top, there are fields for 'County:' and 'District:'. Below this is the 'Student Enrollment Information: Search Page' section. A search engine instruction reads: 'Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.' The search criteria include checkboxes for 'Unapp Stds:', 'Apprv Stds:', 'Speech:', 'Special Ed:', 'Voc:', 'PSD:', 'Free Lunch:', 'Redu. Lunch:', 'LEP Students:', and 'Nonpub:'. There are dropdown menus for 'Select Approved Students', 'Select Grade', and 'Select Last Name'. The 'County:' dropdown is set to 'ATLANTIC' and the 'District:' dropdown is set to 'ABSECON CITY'. A 'Search' button is highlighted with a red box. Below the search criteria are buttons for 'Student List' and 'List Over Enrolled Students', and a 'Print/Export' link. A summary row shows: 'Total Students: 0', 'Total ADE: 0.0', 'Free ADE: 0.0', 'Reduced ADE: 0.0', 'SpEd ADE: 0.0', 'Speech ADE: 0.0', 'Nonpublic ADE: 0.0', 'LEP ADE: 0.0', 'VOC #: 0', and 'PSD#: 0'. At the bottom is a table header with columns: 'NJ Smart ID', 'Student', 'Enrolled District', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 30: Search by District

List All Students in Alphabetical Order

Click the “**Student List**” button. All the students in your charter school, approved and unapproved will be displayed on the lower part of the screen.

 Apprv Stds: Select Approved Students', 'Speech: Special Ed: Voc: PSD: Grade: Select Grade', 'Last Name: Select Last Name', 'Free Lunch: Redu. Lunch: LEP Students: Nonpub: County: Select County', and 'District: --- Select District ---'. A 'Search' button is highlighted with a red box. Below the search criteria, there are two buttons: 'Student List' (highlighted with a red box) and 'List Over Enrolled Students'. A 'Search Result Message:' field and a 'Print/Export' button are also present. At the bottom, a summary row shows: 'Total Students: 0 Total ADE: 0.0 Free ADE: 0.0 Reduced ADE: 0.0 SpEd ADE: 0.0 Speech ADE: 0.0 Nonpublic ADE: 0.0 LEP ADE: 0.0 VOC #: 0 PSD#: 0'. Below this is a table header with columns: 'NJ Smart ID', 'Student', 'Enrolled District', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', 'PSD'."/>

Figure 31: List All Students in Alphabetical Order

List Over Enrolled Students

Charter Schools will only receive funding for the number of students per the approved charter school application or any approved amendment. At the beginning of each enrollment count, a charter school user must go through the entire preloaded list of student records to ensure that it reflects the actual students who are currently enrolled in the charter school. You may need to add or drop students (refer to instructions in starting on page 8 of this user manual). Charter schools must review the list of overenrolled students. Click the “**List of Overenrolled Students**” button. The list of overenrolled students will not appear in look-up student information searches. These students are randomly chosen by the system since your NJ smart enrollment submission exceeded your maximum enrollment allowance. The system automatically entered a transfer out date of 01/01/2000 for any overenrolled student records. These records could be a result of an erroneous NJ Smart data submission. If students appear on this list and are no longer in your charter school, then you must modify the record. You will need to adjust the enrolled days and enter a transfer out date. If a student leaves a charter school, the charter school may fill the vacant spot with one of the students from the overenrolled student list. Click the “**List Overenrolled Students**” button, and then click on the student name you want to add. You need to remove the transfer out date of 01/01/2000 and click the “**Update**” button. This record will then be added to the charter school enrollment and will appear in look-up student information searches.

Figure 32: List of over enrolled students

Print/Export

The CHE system allows you to either print or export reports into an excel file. After you have completed a search, you may click the “**Print/Export**”.

Figure 33: Print/Export Reports

The list of students will appear and on the right of the screen you will see the export to excel and send to print buttons. Click the “**Export to Excel**” button to export a file to excel. Click the “**Send to Print**” button to print the student list.

NJ Smart ID	Student	Enrolled District	Muni	Attending Co/Dist	Grade	DOB	ADE	EnrDays	F/R	SpEd	Spch	NonP	LEP	VOC	PSD
Car		MONMOUTH - ASBURY PARK CITY	0100	25-0100	12	01/01/1998	1.0	185	R	N	N	N	N	00	N
Coo		MONMOUTH - ASBURY PARK CITY	0100	25-0100	09	06/06/2001	1.0	185	R	N	N	N	N	00	N

Figure 34: List of Students

Contact Person Information

The Contact Person Information subsystem serves an administrative function by providing a point of contact for questions. Complete all required fields and review this data at each enrollment count to ensure that this information is current and accurately reflects all applicable contact data. Click the “**Save/Update**” button after adding or revising data. Click “**Main Menu**” to return to the Student Information System.

Charter School Enrollment System

[Print this page](#)

County: _____ District: _____

Chief School Administrator/Lead Person Information

Title: <input type="text"/>	Last Name: <input type="text"/>	First Name: <input type="text"/>
-----------------------------	---------------------------------	----------------------------------

Preparer Person Information

Title: <input type="text"/>	Last Name: <input type="text"/>	First Name: <input type="text"/>
-----------------------------	---------------------------------	----------------------------------

Email Address:

Contact Telephone Number (000-000-0000): <input type="text"/>	Ext: <input type="text"/>
---	---------------------------

Figure 35: Contact Information Page

Certification

The charter school lead person must complete this section. This section must be completed after each enrollment count (Session 1 and Session 2) is finalized. Once the enrollment count is certified, any changes (modifications or deletions) require recertification. Changes will void a previous certification.

To certify the charter school enrollment report, click on the “**Certification**” button.

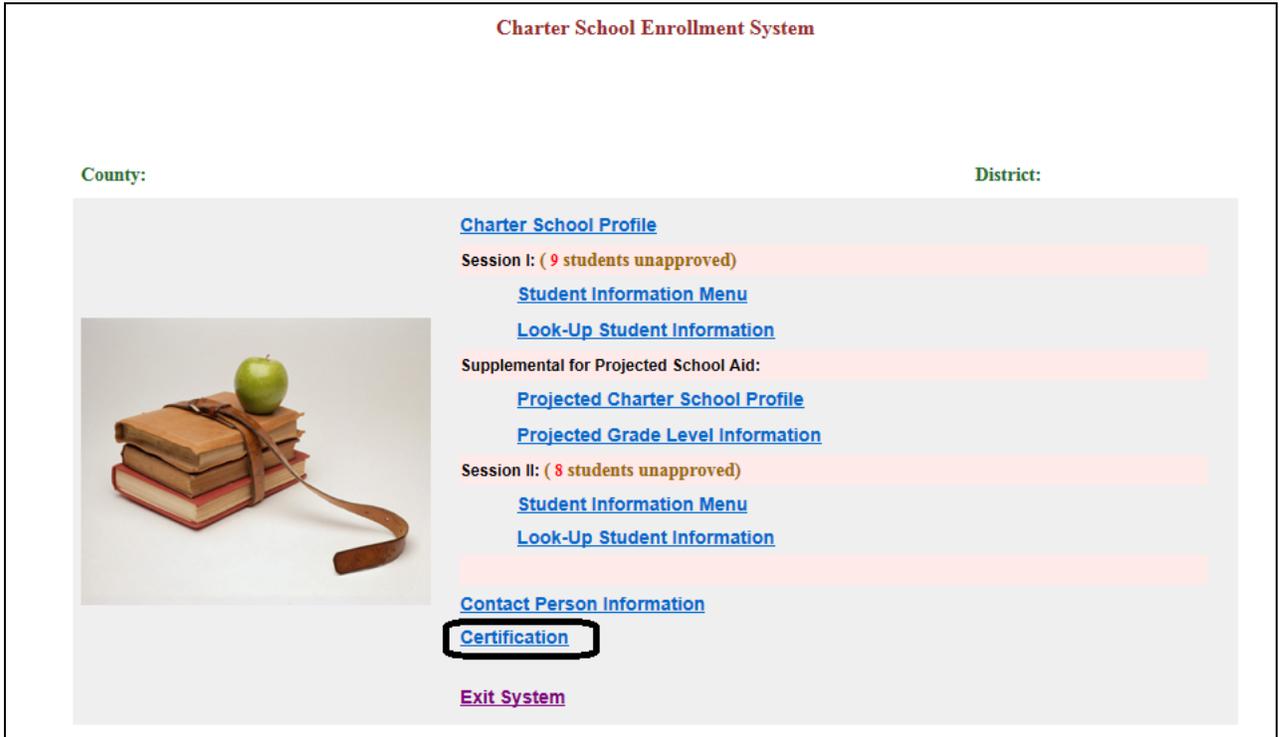


Figure 36: Certification Screen Main Page

Initial Submission

For Session 1 only, charter schools need to certify that the enrollment report is complete and ready for resident district review and approval. During the initial submission, charter schools need to review the preloaded information generated from NJ Smart and modifications can be made at this time. Districts will not be able to approve records until charter schools complete the initial submission certification.

To certify the Initial Submission, click the certification box. You will be asked if you want to certify your Session 1 Initial Submission. Press OK. Then you **must** click the “**Certify**” button. You will be asked if you are sure you want to save data. Press OK. After you hit certify, a button will appear that will allow you to print your certification.

The screenshot shows a web-based certification form. At the top right, there is a link for "Print this page". Below this, there are input fields for "County:" and "District:". The main content is divided into several sections:

- Certification** (Section Header)
- Initial Submission Section**: Contains a checkbox with a checkmark and the text: "I certify that the Session I enrollment report is complete and ready for resident district review and approval."
- Session Certification Section**:
 - Session I:** "1 students have not been approved by the resident district." Below this is a checkbox and a paragraph: "The data submitted for the Session I enrollment count, compiled as of October 15, has been edited for completeness and accuracy. We are aware that we will not receive funding for student records not approved by the resident district. We acknowledge the enrollment data we submitted will be used in the calculation of our charter school's October 15th Charter Payment Schedules for the current fiscal year."
 - Session II:** "0 students have not been approved by the resident district." Below this is a checkbox and a paragraph: "The data submitted for the Session II enrollment count compiled as of the last day of school, has been edited for completeness and accuracy as of the last day of school. We are aware that we will not receive funding for student records not approved by the resident district. We acknowledge the enrollment data we submitted will be used in the calculation of our charter school's Final Charter Payment Schedules for the current fiscal year."
- Projection Submission Section**: Contains a checkbox and a paragraph: "The data submitted for the Projected Enrollment Report has been edited for completeness and accuracy. We acknowledge the projected enrollment data we submitted will be used in the calculation of our charter school's Projected Charter Payment Schedules for the next fiscal year."

At the bottom, there is a section titled "Certified By the Charter School Lead Person:" with input fields for "Title:", "Last Name:", and "First Name:". Below these fields are two buttons: "Certify" (highlighted with a red box) and "Main Menu".

Figure 37: Certification Screen

Charter School Enrollment System

[Print this page](#)

County: **MONMOUTH** District: **ASBURY PARK CITY**

Certification Confirmation

*I have submitted **Session I** enrollment count and completed the certification on **08/16/2016**.
I understand that **9** students have not been approved by the resident district.*

*The data submitted for the **Session I** enrollment count, compiled as of **October 15th** of reporting year, has been edited for completeness and accuracy. We are aware that we will not receive funding for student records not approved by the resident district. We acknowledge the enrollment data we submitted will be used in the calculation of our charter school's **October 15th** Charter Payment Schedules for current fiscal year.*

Certified By the Charter School Lead Person:

Title: Last Name: First Name:

Figure 39: Print Certification Screen

An error message will appear on the main menu screen if the charter school enrollment report has not been certified. If you receive the error message, you need to certify the report.

Charter School Enrollment System

Session I required to be certified

County: **MONMOUTH** District: **ASBURY PARK CITY**



[Charter School Profile](#)

Session I: (9 students unapproved)

[Student Information Menu](#)

[Look-Up Student Information](#)

Supplemental for Projected School Aid:

[Projected Charter School Profile](#)

[Projected Grade Level Information](#)

Session II: (8 students unapproved)

[Student Information Menu](#)

[Look-Up Student Information](#)

[Contact Person Information](#)

[Certification](#)

[Exit System](#)

Figure 40: Enrollment report not certified error message

Exit System

At the Main Menu, click on “Exit System” to log out. You will see this message:

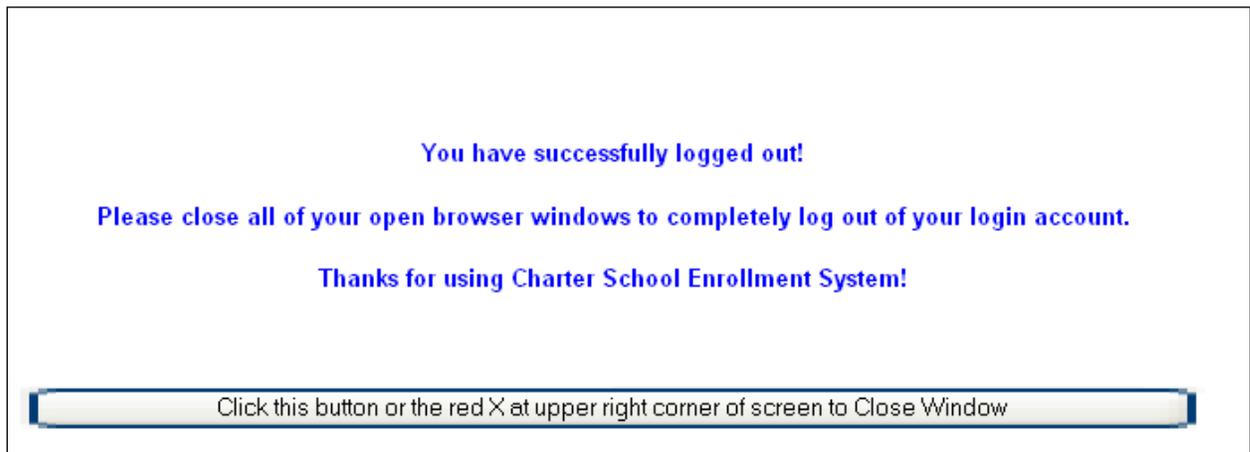


Figure 41: Exit System Screen

Questions

Submit any questions about the system to the following e-mail address: school-funding@doe.nj.gov