

**New Jersey Department of Education
2024-25 Charter School Enrollment Calendar**

The following are implementation dates of 2024-25 charter school enrollment submissions via the New Jersey Department of Education's (NJDOE) Charter School Enrollment webpage.

Session 2 Calendar Dates

| Date | Session II - Responsibility / Action Item |
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| Mar. 12 - June 2 | <p>Charter Schools:</p> <ul style="list-style-type: none"> • Modify student enrollment data as needed. Follow the steps described in the Charter School User Manual on the CHE webpage. • Charter schools only need to 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 October 15, 2024 enrollment count). • 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. • Upon completing the file update, charter schools must notify districts to verify new and uncertified student records. • Certification is allowed at this time only if all student records have been approved by the resident district. <p>Resident School Districts:</p> <ul style="list-style-type: none"> • Districts need to verify student records until the records of all students properly registered in the district have been reviewed and approved. Follow the steps described in the Charter School User Manual on the CHE webpage. • Review all the data on the student record to ensure that the charter school has accurately reported all funding-related information for the student. • If a student is not registered in the school district, then enter "No" in the "District Verification" field and notify the charter school. |
| June 3 - June 6 | <p>Charter Schools:</p> <ul style="list-style-type: none"> • Charter schools must certify the final enrollment count. • Certification only. No modifications allowed at this time. <p>Resident School Districts:</p> <ul style="list-style-type: none"> • Districts must certify the final enrollment count. • Certification only. No modifications allowed at this time. |
| June 6 | Enrollment system closed to all users. |
| June 7 - June 20 | Office of School Finance will calculate revised payment schedules based on final 2024-25 average daily enrollment (ADE). |