

State of New Jersey
Department of Education
Office of School Finance

User Manual

**Charter School Enrollment System
For School District 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 15 and the last day of school. The 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.

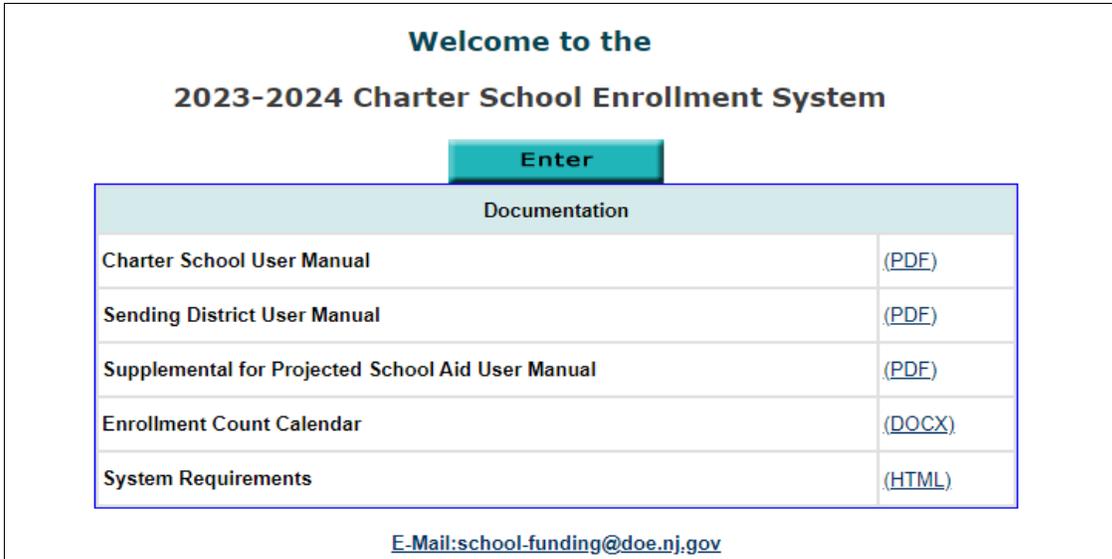
Following the year end enrollment count, a final adjustment will be calculated to account for changes in the average daily enrollment from October 15 to the end of the school year. After the final enrollment count on the last day of school, the Commissioner will issue a report for the end of year adjustment 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 will 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. The following screen will be displayed:



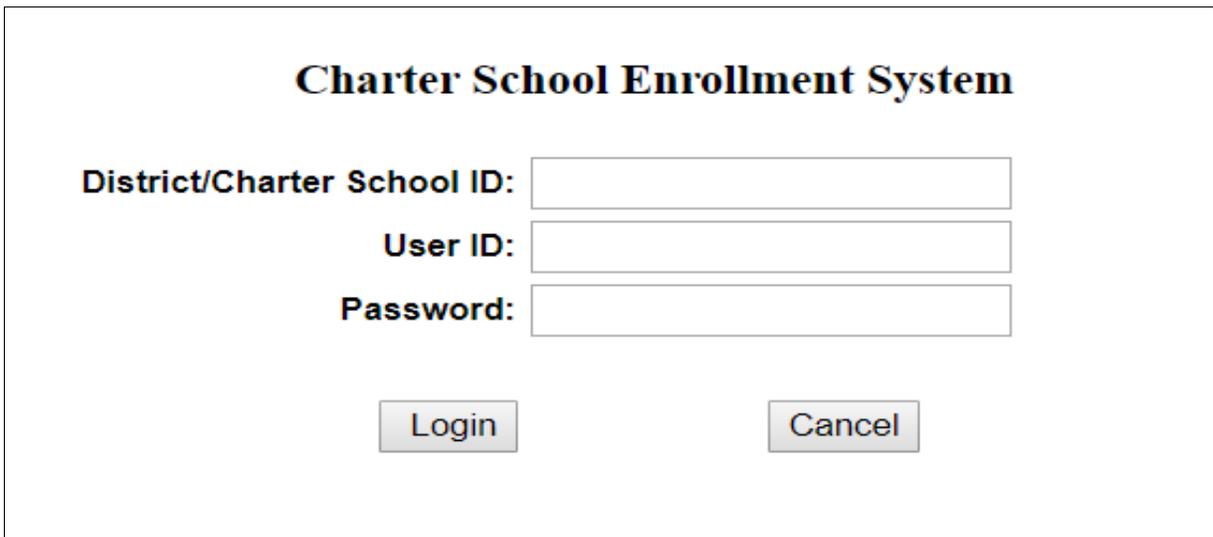
The screenshot shows a welcome page for the 2023-2024 Charter School Enrollment System. At the top, it says "Welcome to the 2023-2024 Charter School Enrollment System". Below this is a teal "Enter" button. Underneath the button is a table titled "Documentation" with five rows of links to user manuals and requirements. At the bottom of the page is an email address: "E-Mail:school-funding@doe.nj.gov".

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

Figure 1: CHE Welcome Page

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



The screenshot shows the user login screen for the Charter School Enrollment System. It features the title "Charter School Enrollment System" at the top. Below the title are three input fields: "District/Charter School ID:", "User ID:", and "Password:". At the bottom of the screen are two buttons: "Login" and "Cancel".

Charter School Enrollment System

District/Charter School ID:

User ID:

Password:

Login Cancel

Figure 2: User Login

Log-in

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

The Homeroom Administrator must log in and create a user account for the individual 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 24 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 sending school district has access to the following subsystems:

- **Session 1: District Approve**
- **Session 1: Look-Up Student Information**
- **Session II: District Approve**
- **Session II: Look-Up Student Information**
- **Contact Person Information**
- **Certification**

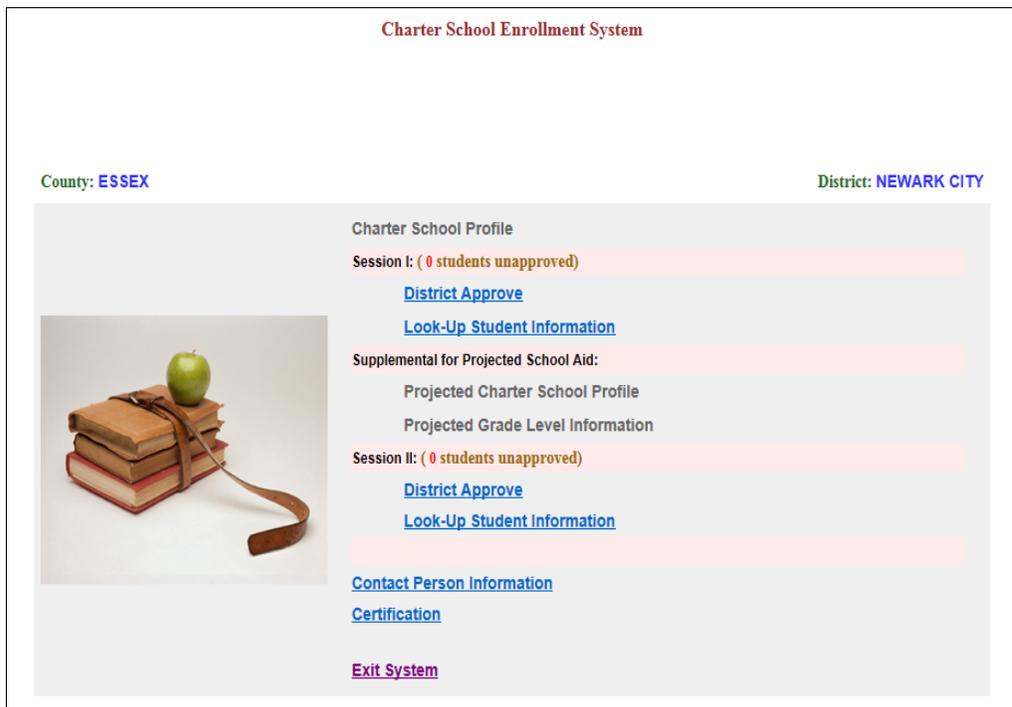


Figure 3: CHE Main Menu

District Approve Subsystem

District users will only have access to the charter school records for those students who reside in their district. All students enrolled in the charter school must be properly enrolled in the school district of residence and be identified as registered students in the school district. If a student is not identified as a registered student by the district, the district must immediately notify the charter school of this condition.

The district will be responsible for completing the following fields:

District Verification

All students must be verified by the resident district. This information is used in determining school-based aid. A district verifies that a student is registered in their district by selecting “Yes” from the district verification pull-down menu. If the student is not registered in the district, then the district will select “No” from the district verification pull-down menu.

Note: “Yes” must also be selected for students who had attended a non-public school prior to enrolling at the charter school, after it is determined that the student is currently registered in the district. In the first year of attendance in a charter school, the state will be responsible for funding of the non-public students directly to the charter school. If the student is not registered in the district, then the district will select “N” from the district verification pull-down menu.

Important Reminders

Charter student records are preloaded from NJ Smart. The preloaded students will have the district verification field defaulted to “Yes” and must be manually changed to “No” if the student is not registered in the district. If a charter school adds a student or modifies a student record, then the district verification field will default to “No” and must be manually changed to “Yes” if the student is registered in the district.

If a student leaves the charter school and returns to the district, the district verification code remains on the Charter School Enrollment System record. For students who have transferred out of the charter school prior to completion of the enrollment count, districts should verify that a date has been entered in the “Transferred Out Date” field and that the enrolled days in the “Enrolled Days” field have been revised to reflect the lower days. This will trigger a reduction in Average Daily Enrollment (ADE). Any discrepancies should be resolved with the charter school or through the Office of School Finance at school-funding@doe.nj.gov.

Approval of a Student Record

To verify and confirm that the district approves a charter school student for payment, the district will follow these steps:

From the Main Menu Screen, the district user will click on the “**District Approve**” button. A message on the main menu screen indicates how many students are unapproved.

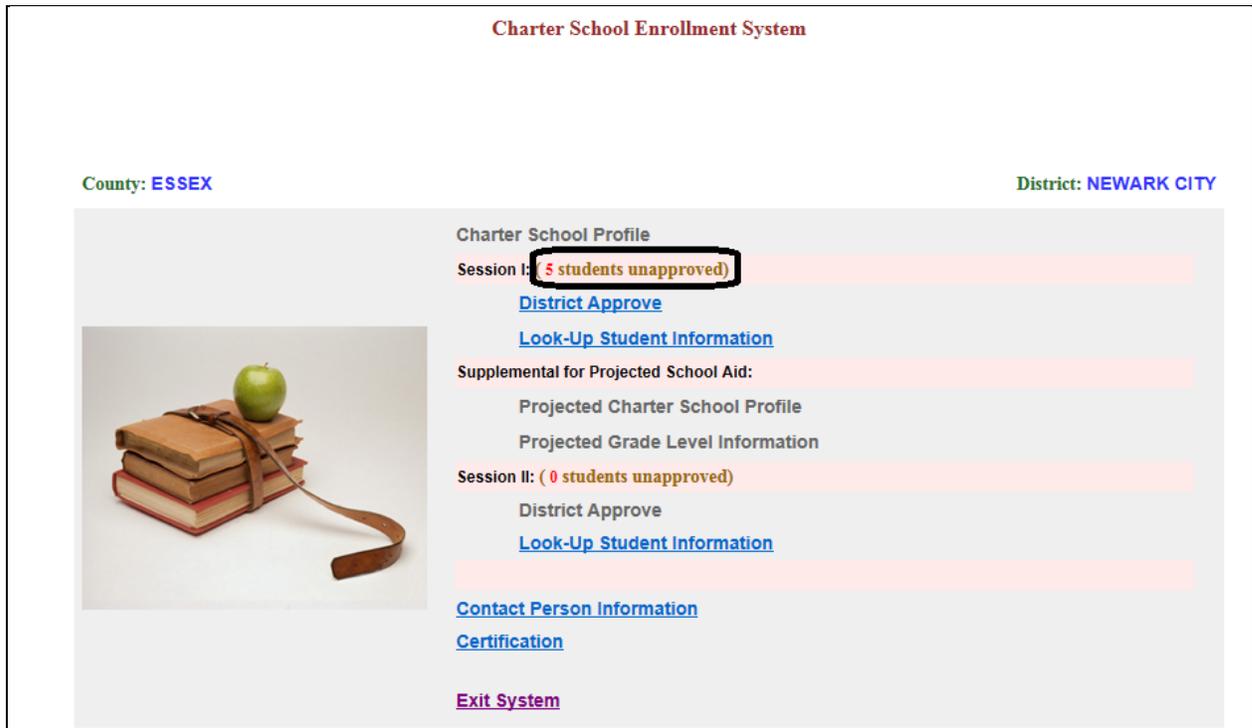


Figure 4: Example of Unapproved Student Message

The following screen will be displayed:

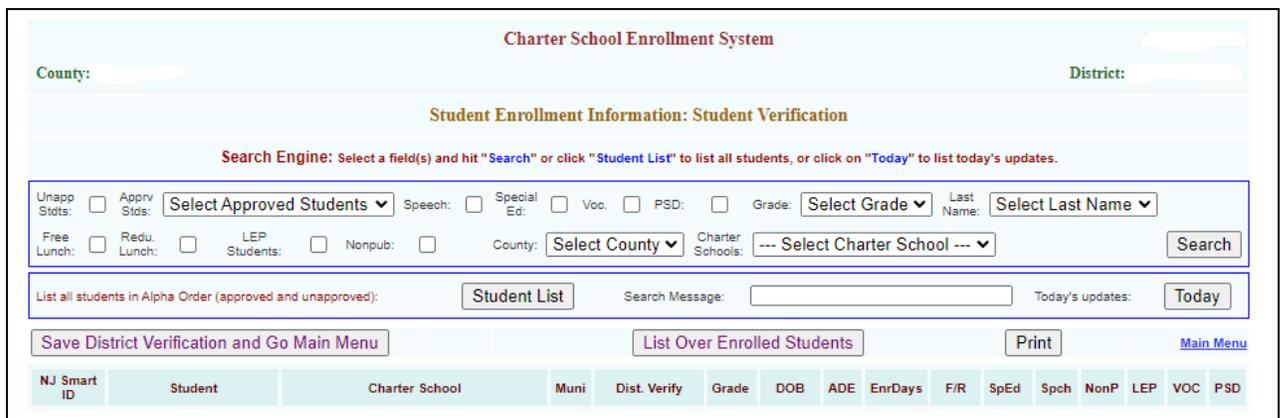


Figure 5: District Approve Main Menu

The district user will then need to use one of the search criteria provided to view student records. To expedite the verification process, districts may search by **Unapproved Students** to view only the student records which require district verification. Follow the instructions below:

Search by Unapproved Students

To search for all students which are unapproved by the school district, click the box marked “**Unapp Stdts**” and click the “**Search**” button. All students that are not verified by the school district of residence will be displayed on the lower part of the screen. These students have a “**No**” in the “District Verification” field and require the selection of “**Yes**” to ensure that the student is properly included in the calculation of charter school aid.

The screenshot shows the 'Charter School Enrollment System' interface. At the top, there are fields for 'County:' and 'District:'. Below this is the section 'Student Enrollment Information: Student Verification'. 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 a radio button for 'Unapp Stdts' which is checked, and a dropdown menu for 'Apprv Stdts' set to 'Select Approved Students'. Other criteria include checkboxes for 'Speech', 'Special Ed', 'Voc', and 'PSD', a 'Grade' dropdown, and a 'Last Name' dropdown. There are also checkboxes for 'Free Lunch', 'Redu. Lunch', 'LEP Students', and 'Nonpub', along with a 'County' dropdown and a 'Charter Schools' dropdown. A 'Search' button is highlighted with a red box. Below the search criteria are buttons for 'Student List', 'Search Message:', and 'Today's updates: Today'. At the bottom, there are buttons for 'Save District Verification and Go Main Menu', 'List Over Enrolled Students', and 'Print', along with a 'Main Menu' link. A table header is visible at the very bottom with columns: NJ Smart ID, Student, Charter School, Muni, Dist. Verify, Grade, DOB, ADE, EnrDays, F/R, SpEd, Spch, NonP, LEP, VOC, PSD.

Figure 6: District Approve Search By Unapproved Students

If there are no unapproved/unverified student records which need to be verified by the district, the search message field will give the message; “**No Students Found!**” You may return to the main menu by clicking “**Main Menu**” at the top left right side of the screen.

If there are student records requiring verification, a list of students will be displayed at the bottom of the screen. The charter school will receive no funding for students without a “Yes” in the district verification field.

Review all the data in the student record to ensure that the charter school has accurately reported all funding-related information for the student, such as grade, Average Daily Enrollment (**ADE**), enrolled days (**EnrDays**), free or reduced lunch status (**F/R**), special education status (**SpEd**), speech only status (**Spch**), student attended a nonpublic school in the prior to enrollment at the charter school (**NonP**); Language Instruction Educational (**LIEP**), student attends a county vocational school (**VOC**) or a private school for the disabled (**PSD**). If a funding category is associated with a student, a “Y” will be displayed under the appropriate field. An “N” under the appropriate field indicates that the funding category does not apply for this student as follows:

Charter School Enrollment System

County: **ESSEX** District: **NEWARK CITY**

Student Enrollment Information: Student Verification

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 Stats: 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** Charter Schools: **--- Select Charter School ---** **Search**

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

Save District Verification and Go Main Menu **List Over Enrolled Students** **Print** [Main Menu](#)

NJ Smart ID	Student	Charter School	Muni	Dist. Verify	Attending Co/Dist	Grade	DOB	ADE	EnrDays	F/R	SpEd	Spch	NonP	LEP	VOC	PSD
A		ESSEX - MARION P. THOMAS CS	3570	No	13-3570	08	12/18/2001	1.0	190	F	N	N	N	N	00	N
A		ESSEX - UNIVERSITY HEIGHTS CS	3570	No	13-3570	04	08/09/2006	1.0	186	F	N	N	N	N	00	N
A		ESSEX - North Star Academy Charter School	3570	No	13-3570	03	09/13/2007	1.0	192	F	N	N	N	N	00	N
A		ESSEX - TEAM Academy Charter School	3570	No	13-3570	12	08/12/1997	1.0	185	F	Y	N	N	N	00	N
B		ESSEX - MARIA L. VARISCO-ROGERS	3570	No	13-3570	02	05/29/2008	1.0	190	F	N	Y	N	Y	00	N

Figure 7: Example of Student List

In the example above, the student is 12th grader at TEAM Academy Charter School; the ADE is 1.0; Enrolled Days equal 185 days; and the student is identified as receiving Special Ed services. If the student record is accurate, go to the **Dist Verify** field. From the pull-down menu, Click **“Yes”**. Follow this process, until all student records displayed on the screen are verified. Click **“No”** if the district cannot verify the student record and contact the charter school or the Office of School Finance at school-funding@doe.nj.gov to resolve the issue. An entry must be made in the Dist Verify field. Leaving “Yes/No” in the Dist Verify field will indicate that the district has taken no action on the record. When all student records are verified, Click **“Save District Verification and Go Main Menu”** field, as follows:

Charter School Enrollment System

County: District:

Student Enrollment Information: Student Verification

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 Charter Schools: --- Select Charter School ---

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

[Main Menu](#)

NJ Smart ID	Student	Charter School	Muni	Dist. Verify	Grade	DOB	ADE	EnrDays	F/R	SpEd	Spch	NonP	LEP	VOC	PSD
1111111111	a_a	null - People's Achieve Community Charter School	0010	Yes	01	09/01/2017	1.0	180	N	N	N		Y	00	N
1111111111	b_b	CUMBERLAND - Vineland Public Charter	0010	Yes	K	10/01/2017	1.0	190	F	Y	N		N	00	N
0000000000	D	MONMOUTH - Academy Charter High Sch	0010	Yes	09	09/01/2017	1.0	180	N	N	N		N	00	N
0000000000	K	MERCER - Achievers Early College Prep Charter School	0010	Yes	06	12/01/2010	0.0	180	N	N	N		N	00	Y
9999999999	Ka	MONMOUTH - Academy Charter High Sch	0010	Yes	12	09/01/2017	1.0	180	N	N	N		N	00	N

Figure 8: Save District Verification Screen

If the district user wants to view a complete single student record prior to verification, the following steps should be followed. From the District Approve Subsystem, search by Unapproved Students as described above. All unverified students are displayed, as follows:

Charter School Enrollment System

County: District:

Student Enrollment Information: Student Verification

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 Charter Schools: --- Select Charter School ---

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

[Main Menu](#)

NJ Smart ID	Student	Charter School	Muni	Dist. Verify	Grade	DOB	ADE	EnrDays	F/R	SpEd	Spch	NonP	LEP	VOC	PSD
1111111111	a_a	null - People's Achieve Community Charter School	0010	No	01	09/01/2017	1.0	180	N	N	N		Y	00	N
1111111111	b_b	CUMBERLAND - Vineland Public Charter	0010	No	K	10/01/2017	1.0	190	F	Y	N		N	00	N
0000000000	D	MONMOUTH - Academy Charter High Sch	0010	No	09	09/01/2017	1.0	180	N	N	N		N	00	N
0000000000	K	MERCER - Achievers Early College Prep Charter School	0010	No	06	12/01/2010	0.0	180	N	N	N		N	00	Y
9999999999	K_N	MONMOUTH - Academy Charter High Sch	0010	No	12	09/01/2017	1.0	180	N	N	N		N	00	N

Figure 9: Example of Student List

The district user would then click on the specific **student name** of the student record to be approved. Once you click on the appropriate name you will be taken to the student data entry screen, as follows:

Charter School Enrollment System				
District Approve Print this page				
County:		District:		
People's Achieve Community Charter School				
Student ID	Last Name	First Name	M.I.	Grade
1111111111	a	a		Grade 01
Date of Birth (mm/dd/yyyy)	Gender	Race	First Year Nonpublic (DOE Only)	
09/01/2017	Male	White, not of Hispanic Origin	--- Select Yes/No ---	
		District Verification		
		No		
Resident County	Resident District		Municipality District	
ATLANTIC	ABSECON CITY		ABSECON CITY	
Enrolled Date	Enrolled Days		Average Daily Enrollment	
09/10/2022	180		1.0	
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		No	
<input type="button" value="Save and Go Next Student"/> <input type="button" value="Save and Go Main Menu"/> <input type="button" value="Main Menu"/>				

Figure 10: Example of Student Record

The cursor will automatically take you to the “District Verification” field. From the pull down menu, click and select “**Yes**” to verify that the student is enrolled in your school district. Click and select “**No**” if you cannot verify the student record.

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, LEIP status, speech only status, special education, status, free or reduced lunch status, student attendance at a nonpublic school in the immediate year, student attends private school for the disabled or a county vocational school.

Click the “**Save and Go Next Student**” button on the bottom left of the screen, if you have more student records to verify. When all unapproved student records have been verified, click the “**Save and Go Main Menu**” button in the bottom center of the screen or “**Main Menu**” button located on the bottom right side of the screen to return to the main menu.

Denial of a Student Record

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. If it is determined that a charter school student is not registered in the school district, the district will not verify the student record. The district user will select “No” from the district verification pull-down menu. In so doing, the student will not be included in the calculation of charter school aid, as follows:

Charter School Enrollment System				
District Approve Print this page				
County:			District: ?	
People's Achieve Community Charter School				
Student ID	Last Name	First Name	M.I.	Grade
1111111111	a	a		Grade 01
Date of Birth (mm/dd/yyyy)	Gender	Race	First Year Nonpublic (DOE Only)	
09/01/2017	Male	White, not of Hispanic Origin	--- Select Yes/No ---	
			District Verification	
			No	
Resident County	Resident District		Municipality District	
ATLANTIC	ABSECON CITY		ABSECON CITY	
Enrolled Date	Enrolled Days		Average Daily Enrollment	
09/10/2022	180		1.0	
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		No	
<input type="button" value="Save and Go Next Student"/> <input type="button" value="Save and Go Main Menu"/> <input type="button" value="Main Menu"/>				

Figure 11: Denial of Student Record

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 various search options, including name, county, district, and grade or verification status. You can combine some of them or all of them in your search.

This screen is only for looking up student information. *You cannot verify student records here.* The verify function can only be done through the “District Approve Menu”.

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** Charter School: **--- Select Charter School ---** **Search**

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

Total Students: 5 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	Charter School	Muni	Grade	DOB	ADE	EnrDays	F/R	SpEd	Spch	NonP	LEP	VOC	PSD
-------------	---------	----------------	------	-------	-----	-----	---------	-----	------	------	------	-----	-----	-----

Figure 12: Look-Up Student Information Main Menu

The student enrollment information for the whole school district can be searched for by clicking “**Student List**”. A district can also search for a student by county, charter school, grade, verification status, special education or speech only status, last name, free/reduced lunch status, students who enrolled in the charter school directly from a nonpublic school, students attending private schools for the disabled or students enrolled in a part-time vocational program. You can combine some or all of them in your search.

Search by Unapproved Students

To search for all students which are unapproved by the school district, click the box marked “Unapp Stds” and click the “Search” button. All students that are not approved by the district of residence will be displayed on the lower part of the screen.

The screenshot shows the 'Charter School Enrollment System' search page. At the top, it displays '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: ', 'Apprv Stds: ', 'Select Approved Students' (dropdown), 'Speech: ', 'Special Ed: ', 'Voc: ', 'PSD: ', 'Grade: Select Grade (dropdown)', 'Last Name: Select Last Name (dropdown)', 'Free Lunch: ', 'Redu. Lunch: ', 'LEP Students: ', 'Nonpub: ', 'County: Select County (dropdown)', and 'Charter School: --- Select Charter School --- (dropdown)'. 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: 5', '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', 'Charter School', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 13: 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, it displays 'County: ESSEX' and 'District: NEWARK CITY'. 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: ', 'Apprv Stds: ', 'Select Approved Students' (dropdown menu), 'Speech: ', 'Special Ed: ', 'Voc: ', 'PSD: ', 'Grade: Select Grade (dropdown)', 'Last Name: Select Last Name (dropdown)', 'Free Lunch: ', 'Redu. Lunch: ', 'County: Select County (dropdown)', and 'Charter School: --- Select Charter School --- (dropdown)'. 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 lists columns: 'NJ Smart ID', 'Student', 'Charter School', 'Muni', 'Attending Co/Dist', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 14: 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 interface. At the top, there are fields for 'County' and 'District'. Below this is the 'Student Enrollment Information: Search Page' header. 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 filters: 'Unapp Stds:' (checkbox), 'Apprv Stds:' (dropdown menu set to 'Select Approved Students'), 'Speech:' (checkbox checked), 'Special Ed:' (checkbox), 'Voc:' (checkbox), 'PSD:' (checkbox), 'Grade:' (dropdown menu set to 'Select Grade'), and 'Last Name:' (dropdown menu set to 'Select Last Name'). Below these are 'Free Lunch:' (checkbox), 'Redu. Lunch:' (checkbox), 'LEP Students:' (checkbox), 'Nonpub:' (checkbox), 'County:' (dropdown menu set to 'Select County'), and 'Charter School:' (dropdown menu set to '--- Select Charter School ---'). 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: 5', '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', 'Charter School', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 15: Search by Speech Only Students

Search by 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 interface. At the top, there are fields for 'County' and 'District'. Below this is the 'Student Enrollment Information: Search Page' header. 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 filters: 'Unapp Stds:' (checkbox), 'Apprv Stds:' (dropdown menu set to 'Select Approved Students'), 'Speech:' (checkbox), 'Special Ed:' (checkbox checked), 'Voc:' (checkbox), 'PSD:' (checkbox), 'Grade:' (dropdown menu set to 'Select Grade'), and 'Last Name:' (dropdown menu set to 'Select Last Name'). Below these are 'Free Lunch:' (checkbox), 'Redu. Lunch:' (checkbox), 'LEP Students:' (checkbox), 'Nonpub:' (checkbox), 'County:' (dropdown menu set to 'Select County'), and 'Charter School:' (dropdown menu set to '--- Select Charter School ---'). 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: 5', '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', 'Charter School', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 16: 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 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:', 'Voc:' (checked), 'PSD:', 'Grade:', and 'Last Name:'. Below these are more checkboxes for 'Free Lunch:', 'Redu. Lunch:', 'LEP Students:', 'Nonpub:', and 'County:'. A 'Charter School:' dropdown menu is also present. A 'Search' button is highlighted with a red box. Below the search criteria, there are buttons for 'Student List' and 'List Over Enrolled Students', along with a 'Search Result Message:' field and a 'Print/Export' link. A summary row shows statistics: 'Total Students: 5', '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', 'Charter School', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 17: Search by Vocational Students

Search by Private School for the Disabled

To search for all students 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 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:', 'Voc:', 'PSD:' (checked), 'Grade:', and 'Last Name:'. Below these are more checkboxes for 'Free Lunch:', 'Redu. Lunch:', 'LEP Students:', 'Nonpub:', and 'County:'. A 'Charter School:' dropdown menu is also present. A 'Search' button is highlighted with a red box. Below the search criteria, there are buttons for 'Student List' and 'List Over Enrolled Students', along with a 'Search Result Message:' field and a 'Print/Export' link. A summary row shows statistics: 'Total Students: 5', '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', 'Charter School', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 18: Search by Private School for the Disabled

Search by Grade

This function will allow you to view all students in a given grade level. 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' search page. The title is 'Student Enrollment Information: Search Page'. Below the title, there is 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 filters include: Unapp Stots (checkbox), Apprv Stots (checkbox), Select Approved Students (dropdown), Speech (checkbox), Special Ed (checkbox), Voc (checkbox), PSD (checkbox), Grade (dropdown menu with 'GRADE 01' selected), Last Name (dropdown menu with 'Select Last Name' selected), Free Lunch (checkbox), Redu Lunch (checkbox), LEP Students (checkbox), Nonpub (checkbox), County (dropdown menu with 'Select County' selected), Charter School (dropdown menu with '--- Select Charter School ---' selected), and a Search button. Below the filters, there are buttons for 'Student List' and 'List Over Enrolled Students', a search result message field, and a 'Print/Export' link. At the bottom, there is a summary row: 'Total Students: 5', '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 summary is a table header with columns: NJ Smart ID, Student, Charter School, Muni, Grade, DOB, ADE, EnrDays, F/R, SpEd, Spch, NonP, LEP, VOC, and PSD.

Figure 19: 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' search page. The title is 'Student Enrollment Information: Search Page'. Below the title, there is 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 filters include: Unapp Stots (checkbox), Apprv Stots (checkbox), Select Approved Students (dropdown), Speech (checkbox), Special Ed (checkbox), Voc (checkbox), PSD (checkbox), Grade (dropdown menu with 'GRADE 01' selected), Last Name (dropdown menu with 'DOE' selected), Free Lunch (checkbox), Redu Lunch (checkbox), LEP Students (checkbox), Nonpub (checkbox), County (dropdown menu with 'Select County' selected), Charter School (dropdown menu with '--- Select Charter School ---' selected), and a Search button. Below the filters, there are buttons for 'Student List' and 'List Over Enrolled Students', a search result message field, and a 'Print/Export' link. At the bottom, there is a summary row: 'Total Students: 5', '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 summary is a table header with columns: NJ Smart ID, Student, Charter School, Muni, Grade, DOB, ADE, EnrDays, F/R, SpEd, Spch, NonP, LEP, VOC, and PSD.

Figure 20: Search by Last 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 this is the 'Student Enrollment Information: Search Page' header. 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: 'Unapp Stds: ', 'Apprv Stds: ', 'Select Approved Students' dropdown, 'Speech: ', 'Special Ed: ', 'Voc: ', 'PSD: ', 'Grade: GRADE 01', and 'Last Name: Select Last Name'. The 'Free Lunch: ' option is selected and circled. Other options include 'Redu. Lunch: ', 'LEP Students: ', and 'Nonpub: '. There are also dropdowns for 'County: Select County' and 'Charter School: --- Select Charter School ---'. A 'Search' button is circled. 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: 5', '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', 'Charter School', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 21: 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 this is the 'Student Enrollment Information: Search Page' header. 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: 'Unapp Stds: ', 'Apprv Stds: ', 'Select Approved Students' dropdown, 'Speech: ', 'Special Ed: ', 'Voc: ', 'PSD: ', 'Grade: GRADE 01', and 'Last Name: Select Last Name'. The 'Redu. Lunch: ' option is selected and circled. Other options include 'Free Lunch: ', 'LEP Students: ', and 'Nonpub: '. There are also dropdowns for 'County: Select County' and 'Charter School: --- Select Charter School ---'. A 'Search' button is circled. 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: 5', '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', 'Charter School', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 22: Search by Reduced Lunch

Search by LEIP (Language Instruction Educational Program)

This function will allow you to view all students who are receiving bilingual/ Limited English Proficiency services. Click on the box marked “LEIP” 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 include: 'Unapp Stds: ', 'Apprv Stds: ', 'Select Approved Students' (dropdown), 'Speech: ', 'Special Ed: ', 'Voc: ', 'PSD: ', 'Grade: GRADE 01' (dropdown), 'Last Name: Select Last Name' (dropdown). There are also checkboxes for 'Free Lunch: ', 'Redu. Lunch: ', 'LEP Students: ', and 'Nonpub: '. Other fields include 'County: Select County' (dropdown) and 'Charter School: --- Select Charter School ---' (dropdown). A 'Search' button is highlighted with a red box. Below the search criteria, there 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: 5', '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', 'Charter School', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 23: Search by LEIP 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 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: ', 'Apprv Stds: ', 'Select Approved Students' (dropdown), 'Speech: ', 'Special Ed: ', 'Voc: ', 'PSD: ', 'Grade: GRADE 01' (dropdown), 'Last Name: Select Last Name' (dropdown). There are also checkboxes for 'Free Lunch: ', 'Redu. Lunch: ', 'LEP Students: ', and 'Nonpub: '. Other fields include 'County: Select County' (dropdown) and 'Charter School: --- Select Charter School ---' (dropdown). A 'Search' button is highlighted with a red box. Below the search criteria, there 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: 5', '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', 'Charter School', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 24: Search by Non-Public Students

Search by Charter School

This function will allow you to view all students from a selected charter school. In the County pull-down menu, select the **County** in which the charter school is located. Then go to the Charter School pull-down menu and select the appropriate **charter school**. 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 include: 'Unapp Stds:' (checkbox), 'Apprv Stds:' (checkbox), 'Select Approved Students' (dropdown), 'Speech:' (checkbox), 'Special Ed:' (checkbox), 'Voc:' (checkbox), 'PSD:' (checkbox), 'Grade:' (dropdown set to 'GRADE 01'), and 'Last Name:' (dropdown set to 'Select Last Name'). There are also checkboxes for 'Free Lunch:', 'Redu. Lunch:', 'LEP Students:', and 'Nonpub:'. The 'County:' dropdown is set to 'ESSEX', and the 'Charter School:' dropdown is set to 'People's Achieve Community Charter School'. 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: 5', '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', 'Charter School', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 25: Search by Charter School

List All Students in Alphabetical Order

The student enrollment information for the entire school district from all relevant charter schools can be searched by clicking **Student List**. This will display all district students from all relevant charter schools, both approved and unapproved in alphabetical order.

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:' (checkbox), 'Apprv Stds:' (checkbox), 'Select Approved Students' (dropdown), 'Speech:' (checkbox), 'Special Ed:' (checkbox), 'Voc:' (checkbox), 'PSD:' (checkbox), 'Grade:' (dropdown set to 'GRADE 01'), and 'Last Name:' (dropdown set to 'Select Last Name'). There are also checkboxes for 'Free Lunch:', 'Redu. Lunch:', 'LEP Students:', and 'Nonpub:'. The 'County:' dropdown is set to 'Select County', and the 'Charter School:' dropdown is set to '--- Select Charter School ---'. A 'Search' button is present. Below the search criteria, the 'Student List' button is highlighted with a red box, along with the 'List Over Enrolled Students' button and the 'Print/Export' link. A summary row shows: 'Total Students: 5', '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', 'Charter School', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 26: 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. Districts must review the list of overenrolled students. Click the “**List of Overenrolled Students**” 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 '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', 'Apprv Stds' (set to 'Select Approved Students'), 'Speech', 'Special Ed', 'Voc', 'PSD', 'Grade' (set to 'GRADE 01'), and 'Last Name' (set to 'Select Last Name'). There are also checkboxes for 'Free Lunch', 'Redu. Lunch', 'LEP Students', and 'Nonpub'. The 'County' is set to 'Select County' and 'Charter School' is set to '--- Select Charter School ---'. A 'Search' button is present. Below the search filters, there are two buttons: 'Student List' and 'List Over Enrolled Students', with the latter circled in red. A 'Search Result Message' field and a 'Print/Export' button are also visible. At the bottom, a summary row shows: 'Total Students: 5', '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 this is a table header with columns: 'NJ Smart ID', 'Student', 'Charter School', 'Muni', 'Grade', 'DOB', 'ADE', 'EnrDays', 'F/R', 'SpEd', 'Spch', 'NonP', 'LEP', 'VOC', and 'PSD'.

Figure 27: List of Over Enrolled Students

The following screen displaying all over enrolled students will be displayed:

This screenshot shows the same search page as Figure 27, but with the 'List Over Enrolled Students' button circled in red. The summary row now shows: 'Total Students: 1', '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'. The table below has one row of data:

NJ Smart ID	Student	Charter School	Muni	Grade	DOB	ADE	EnrDays	F/R	SpEd	Spch	NonP	LEP	VOC	PSD
333333333	D, D	MERCER - Paul Robeson Humanities	0010	04	09/01/2017	0.0	180	N	N	N	N	N	00	Y

Figure 28: Example of Over Enrolled Students

If students appear on this list, then you need to verify if the student is enrolled in your school district. From the pull down menu, click and select “**Yes**” to verify that the student is enrolled in your school district. Click and select “**No**” if you cannot verify the student record.

Note: Charter schools do not receive funding for any student on the over enrolled student list. In addition, these students will not appear in the look-up student information searches. 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

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**”.

', 'Apprv Stds: ', 'Free Lunch: ', 'Redu. Lunch: ', 'LEP Students: ', 'Nonpub: ', 'Speech: ', 'Special Ed: ', 'Voc: ', 'PSD: ', 'Grade: ', 'Last Name: '. There are dropdown menus for 'Select Approved Students', 'Select Grade', 'Select Last Name', 'Select County', and '--- Select District ---'. A 'Search' button is present. Below the search filters, there are buttons for 'Student List' and 'List Over Enrolled Students'. A 'Print/Export' button is highlighted with a red box. Below the buttons, there is a summary row: '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'. At the bottom, there 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 29: 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	Grade	DOB	ADE	EnrDays	F/R	SpEd	Spch	NonP	LEP	VOC	PSD
0000000000	A, A	ATLANTIC - ATLANTIC CITY	0110	09	09/01/2017	0.1	20	N	Y	N		Y	00	N
5555555555	b, b	MIDDLESEX - SAYREVILLE BORO	4960	11	09/01/2017	0.5	180	N	N	N		N	19	N

Figure 30: 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: <input type="text"/>

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

Figure 31: Contact Information Page

Certification

The school district business administrator **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.

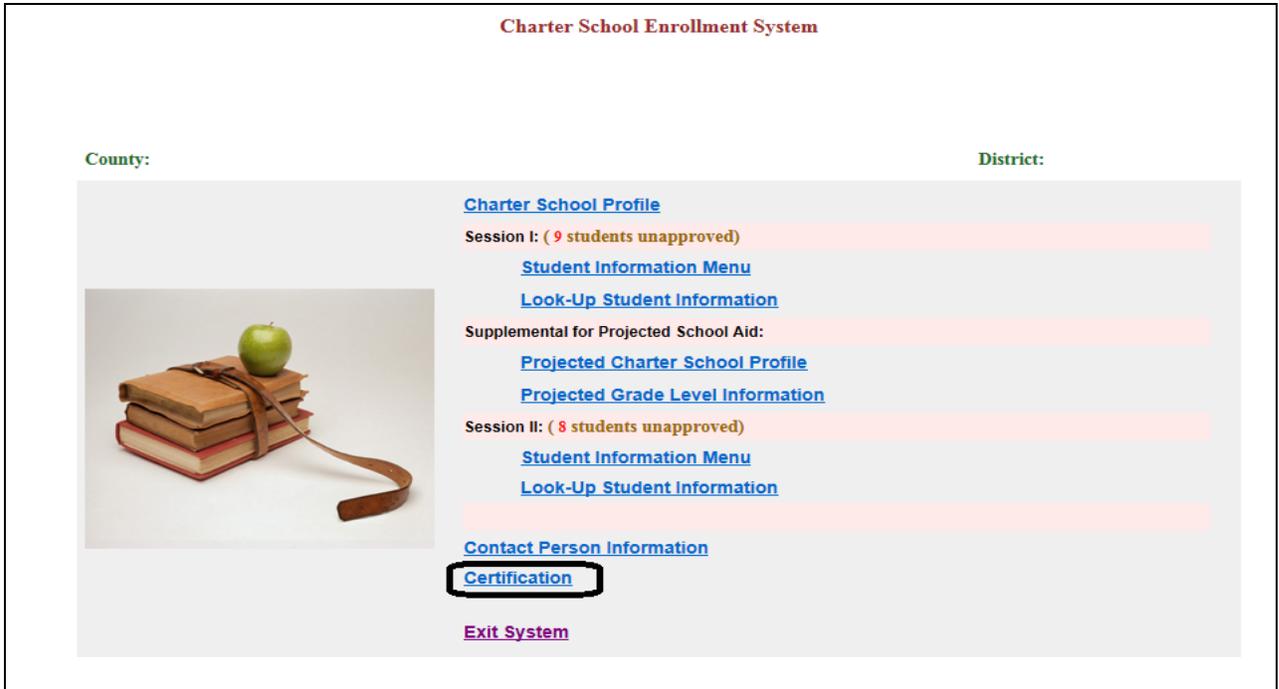


Figure 32: Certification Screen Main Page

To certify the charter school enrollment report (Session 1 or Session 2), click the certification box. You will be asked if you want to certify your enrollment count. Press OK. Then, you *must* click the “**Certify/Uncertify**” 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.

Charter School Enrollment System

[Print this page](#)

County: District:

Certification Section

Session I: 0 students have not been approved by the resident district.
The data submitted for the Session I enrollment count, compiled as of October 15, has been edited for completeness and accuracy. By checking the approval box, we agree the students are our resident students. We acknowledge the enrollment data we approved will be used in the calculation of our district's October 15th Charter Payment Schedules for the current fiscal year.

Session II: 0 students have not been approved by the resident district.
The data submitted for the Session II enrollment count, compiled as of the last day of school, has been edited for completeness and accuracy. By checking the approval box, we agree the students are our resident students. We acknowledge the enrollment data we approved will be used in the calculation of our district's Final Charter Payment Schedules for the current fiscal year.

Certified By Chief School Administrator:

Title: Last Name: First Name:

Certify Main Menu

Figure 33: Certification Screen

After you hit “Certify”, a button will appear that will allow you to print your certification.

Charter School Enrollment System

[Print this page](#)

County: District:

Certification Section

Session I: 0 students have not been approved by the resident district.
The data submitted for the Session I enrollment count, compiled as of October 15, has been edited for completeness and accuracy. By checking the approval box, we agree the students are our resident students. We acknowledge the enrollment data we approved will be used in the calculation of our district's October 15th Charter Payment Schedules for the current fiscal year.

Session II: 0 students have not been approved by the resident district.
The data submitted for the Session II enrollment count, compiled as of the last day of school, has been edited for completeness and accuracy. By checking the approval box, we agree the students are our resident students. We acknowledge the enrollment data we approved will be used in the calculation of our district's Final Charter Payment Schedules for the current fiscal year.

Print Session I Certification Report

Certified By Chief School Administrator:

Title: Last Name: First Name:

Certify Main Menu

Figure 34: Session 1 and 2 Certification Screen

Click on the “**Print Session Certification**” button and the following screen will appear: Please print this page for your records.

The screenshot shows the 'Charter School Enrollment System' interface. At the top right, there is a link 'Print this page'. Below the title, there are fields for 'County:' and 'District:'. The main heading is 'Certification Confirmation'. A red text message states: 'I have submitted Session I enrollment count and completed the certification on 11/04/2015.' Below this, a paragraph reads: 'The data submitted for the Session I enrollment count, compiled as of October 15th of reporting year, has been edited for completeness and accuracy. By checking the approval box, we agree the students are our resident students. We acknowledge the enrollment data we approved will be used in the calculation of our district's October 15th Charter Payment Schedules for current fiscal year.' Underneath is the section 'Certified By Chief School Administrator:' with input fields for 'Title:', 'Last Name:', and 'First Name:'. At the bottom, there are two buttons: 'Please print this page for your record' and 'Main Menu'.

Figure 35: 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.

The screenshot shows the 'Charter School Enrollment System' main menu. At the top, there is a red error message in a black-bordered box: 'Session I required to be certified.' Below this, the 'County: ESSEX' and 'District: NEWARK CITY' are displayed. The main content area is divided into two columns. On the left is an image of a stack of books with a green apple on top. On the right, there are several menu items, some highlighted in red to indicate errors: 'Charter School Profile', 'Session I: (5 students unapproved)', 'District Approve', 'Look-Up Student Information', 'Supplemental for Projected School Aid:', 'Projected Charter School Profile', 'Projected Grade Level Information', 'Session II: (0 students unapproved)', 'District Approve', 'Look-Up Student Information', 'Contact Person Information', 'Certification', and 'Exit System'.

Figure 36: Enrollment report not certified error message

Exit System

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

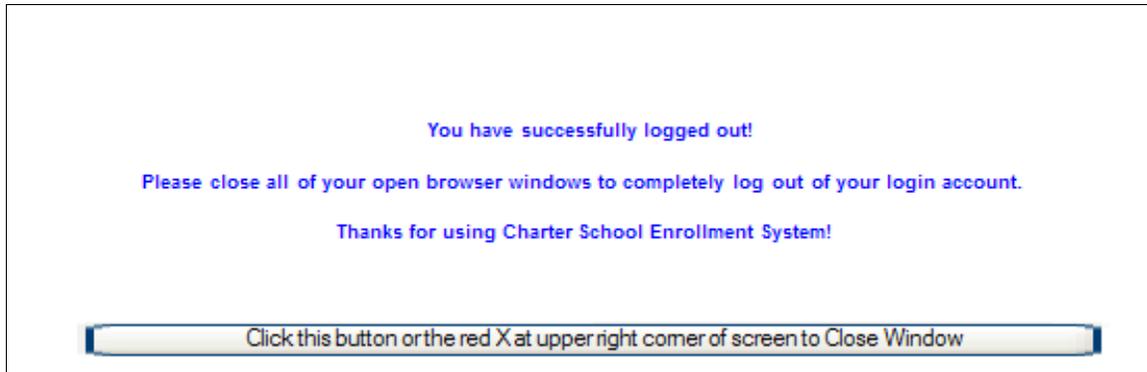


Figure 37: Exit System Screen

Questions?

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