

The following are implementation dates of Charter School enrollment submissions via the web-based enrollment system for the 2016-2017 Final Enrollment Count:

Date	Responsibility	Action Item
Now – Jun.2	<p>Charter Schools</p> <p>=====</p> <p>Resident School Districts</p>	<p>Modify student enrollment data as needed. Follow the steps described in the Charter School User Manual at <a href="http://homerom.state.nj.us/">http://homerom.state.nj.us/</a>.</p> <p>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 10/15/16 enrollment count).</p> <p><b>Reminder:</b> Enter a transferred-out date in the TRANSFER OUT DATE field and modify the ENROLLED DAYS field for students who transferred out prior to the last day of school.</p> <p>Upon completing the file update, charter schools must notify districts to verify new and uncertified student records.</p> <p>Certification is allowed at this time only if all student records have been approved by the resident district.</p> <p>=====</p> <p>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 District User Manual at <a href="http://homerom.state.nj.us/">http://homerom.state.nj.us/</a>.</p> <p>Review all the data on the student record to ensure that the charter school has accurately reported all funding-related information for the student, such as grade, enrolled days, LEP, special education, speech, free or reduced lunch status, student attended a nonpublic school in the immediate prior year, and/or student attends private school for the disabled or a county vocational school.</p> <p>If a student is <b>not</b> registered in the school district, then enter “<b>NO</b>” in the “District Verification” field and notify the charter school.</p>
Jun. 5-Jun. 9	<p>Charter Schools</p> <p>=====</p> <p>Resident School Districts</p>	<p>Charter schools <b>must</b> certify the final enrollment count.</p> <p><b>Certification only.</b> No modifications allowed at this time.</p> <p>=====</p> <p>Districts <b>must</b> certify the October 15<sup>th</sup> enrollment count.</p> <p><b>Certification only.</b> No modifications allowed at this time.</p>

6/9		Enrollment system <b>closed</b> to all users.
6/9– 6/23	Department of Education	Office of School Finance will calculate revised payment schedules based on final 2016-2017 average daily enrollment (ADE).