

STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION  
OFFICE OF SCHOOL FINANCE

INSTRUCTION MANUAL

**CSSD Tuition System**  
**For County Special Service Districts**

Fiscal Year  
**2016-2017**

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## Purpose

This web system collects information regarding the tuition charged for students attending the County Special Service Districts (CSSDs). The Department of Education (DOE) uses this information to deduct the tuition from the districts' General Fund payment and credit it to the CSSDs' General Fund payment. This is a live system. The districts being charged can see which CSSD is charging the tuition and for which student the tuition is being charged. In addition, the system also collects a one time prior year tuition adjustment using the certified tuition rates issued by the DOE. This one time adjustment is included in the initial payment schedule. The bi-monthly General Fund payment reflects the most current charges on the date that the Office of School Funding runs the payment.

## Getting Started

Begin by reviewing the documents found on the introduction page shown below.

### CSSD Tuition System

District ID:	<input type="text"/>
User ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/> <input type="button" value="Cancel"/>	

Log in using your district ID and your user ID and password. The district ID is your District Code. You must contact your district's Web User Administrator (WUA) to create your User ID and Password.

The Web User Administrator must log in and create user accounts for individuals that need access to the CSSD Tuition System. You can find detailed information regarding user accounts by clicking on the hyperlink called "[About User Account Administration](http://www.state.nj.us/njded/data/collections/)" at <http://www.state.nj.us/njded/data/collections/>.

The system automatically logs you off after a certain time if there is no activity on your account. Therefore, in the beginning, you may wish to create a desktop shortcut or web link for easy access to the login page. 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.

## Main Menu

The CSSD system has the following 5 subsystems:

- Program Tuition Rate
- Prior Year Adjustments
- Student Information Menu
- Look-Up Student Information
- Contact Person Information

The Program Tuition Rate subsystem and the Prior Year Adjustments subsystems are available at the beginning of each fiscal year for preload purposes only. The Program Tuition Rate and the Student Information Menu subsystems are only available to CSSDs. The Student Information System is available later in the fiscal year after the tuition rates become available. Each year, prior year students are preloaded to the Student Information Menu subsystem along with new tuition rates. A CSSD user must go through the entire preloaded list of student records to add or delete students. The Look-Up Student Information subsystem provides a search function and allows users to search for a student or summary of students by program category, by county or by district. The Prior Year Adjustments, the Look-Up Student Information and the Contact Person Information screens can be accessed by both CSSD users and sending districts. The Contact Person Information subsystem handles an administrative function by providing a point of contact for questions.

### Time table for subsystem availability:

<b>07/01/2016 – 07/29/2016</b>	<b>Program Tuition Rate</b>
<b>07/01/2016 – 07/29/2016</b>	<b>Prior Year Tuition Adjustments</b>
<b>08/05/2016 – 05/30/2017</b>	<b>Student Information Menu</b>
<b>08/12/2016 – 06/06/2017</b>	<b>Look-Up Student Information</b>
<b>07/01/2016 – 06/06/2017</b>	<b>Contact Person Information</b>

### CSSD Tuition System

County: 21-MERCER

District: 3103-MERCER CO SPECIAL SERVICES SCHOOL DISTRICT



[Program Tuition Rate - CSSD](#)  
[Prior Year Adjustments](#)  
[Student Information Menu - CSSD](#)  
[Look-Up Student Information](#)  
[Contact Person Information](#)  
[Exit System](#)

## Program Tuition Rate Subsystem

CSSD users must input the annual tuition amount for the programs they operate for each program name at the beginning of each fiscal year. The tuition amounts are in whole number amounts (no cents and no commas). You can change the length of default operational length from 180 days if required. The default values for the Start Date and End Date have been loaded into the system. You can also change them as needed. Data entry must be completed by the end of July. The 'Per Diem Rate' is calculated automatically. You cannot change this amount which is calculated to 4 decimal places.

It is extremely important that you carefully review your data entries. A report function helps to facilitate this process. Once the subsystem is closed, any rate revision requests must be directed to the Office of School Funding in writing or through e-mail. The subsystem is available from the program tuition rate look-ups once the subsystem is closed for changes. All data elements you have entered are preloaded to the Student Information Entry subsystem. If there are errors on the Start Date and End Dates on the Program Tuition Rate subsystem, you must correct them individually in the Student Information Entry subsystem.

[Print this page](#)

### CSSD Tuition System

County: 21-MERCER

District: 3103-MERCER CO SPECIAL SERVICES  
SCHOOL DISTRICT

Program Tuition Rate		
Program Name: <input type="text" value="--- Select Program ---"/>		
Annual Tuition	Max Days	Per Diem Rate
<input type="text"/>	<input type="text" value="180"/>	<input type="text" value="0.0000"/>
Start Date	End Date	
(mm/dd/yyyy)	(mm/dd/yyyy)	
<input type="text"/>	<input type="text"/>	

\* Program starting date and ending date must be between 07/01/2015 to 06/30/2016. Contact the Office of School Funding for approval if the dates are beyond the range.

Save

Cancel

Click "Save" to save the entry, or "Cancel" to discard the entry.

Once a program is saved, the screen lists a summary of programs. Click "Add Program" to continue adding another available program for your CSSD until all programs available through your CSSD are listed.

Example:

**CSSD Tuition System**

County: 21-MERCER District: 3103-MERCER CO SPECIAL SERVICE

**List of Programs with Tuition Rates**

Program	Annual Tuition	Max Days	Per Diem Rate	Start Date	End Date
<a href="#">18 - Cognitive-Mild</a>	18,000	180	100.0000		
<a href="#">20 - Learning/Language Disabil.</a>	20,000	180	111.1111		
<a href="#">23 - Multiple Disabilities</a>	40,000	180	222.2222		
<a href="#">31 - Cognitive-Severe</a>	36,000	180	200.0000		

Click “Print Report”, to print a list of available programs to review. Click “Main Menu” to select another subsystem or exit the system.

To modify or delete an entry, select the program from the list. Click on the program name. A program tuition rate screen appears for you to make modifications. Click “Update” to save your modifications. Click “Delete” to delete the program. Click “Cancel” to discard the entry.

Example:

[Print this page](#)

**Office of School Funding**  
**CSSD Tuition System**

01/Jul/2005 01:33 PM

County: 21-MERCER District: 3103-MERCER CO SPECIAL SERVICE

**Program Tuition Rate**

Program Name:

<b>Annual Tuition</b>	<b>Max Days</b>	<b>Per Diem Rate</b>
<input type="text" value="18000"/>	<input type="text" value="180"/>	<input type="text" value="100.0000"/>

  

<b>Start Date</b> (mm/dd/yyyy)	<b>End Date</b> (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>

## Prior Year Adjustment Subsystem

This subsystem allows CSSD Users to make annual dollar adjustments to the tuition amount charged to each Resident District for FY2014-15. It is important to enter all the adjustments so they are correctly reflected in your FY2016-17 initial General Fund payment schedule. These prior year tuition adjustments are included in the FY2016-17 General Fund Payment System pre-load and are treated as deductions or as revenue. This is a one-time only adjustment. For any other adjustment that you may need later, please contact directly the district involved. Data entry for this subsystem must be completed prior to the dead line that lists on page 4. After that date, the subsystem is unavailable for data entry for the remainder of the fiscal year. However, the system will be available for look-up information by all districts.

Example:

The screenshot displays the 'CSSD Tuition System' interface. At the top, it shows 'County: 41-WARREN' and 'District: 5450-WARREN CO SPECIAL SERVICE'. Below this is a form titled 'Prior Year Tuition Adjustments'. The form includes two dropdown menus: 'Sending/Receiving County: --- Select County ---' and 'District: --- Select District ---'. Below these are two input fields: 'Due from District' and 'Due to District'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Click “Add District”, to add a new district. Before entering the data, first summarize the total amount of “Due from” or “Due to” for a district. You may enter both ‘from’ and ‘to’ amounts or a single combined balance. No duplicate district entry is allowed.

Click “Print Report”, to print a list of districts entered.

When you finish inputting data or printing, click “Main Menu”, and go back to the Main screen to choose other subsystems or to exit the system.

To modify or delete an entry, select the district entry:

[Print this page](#)

**CSSD Tuition System**

County: 21-MERCER District: 3103-MERCER CO SPECIAL SERVICE

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**Prior Year Tuition Adjustments**

Sending/Receiving County: MERCER  District: EWING TWP

Due from District	Due to District
<input type="text" value="200"/>	<input type="text" value="0"/>

Click “Delete” to delete the record.

To modify the “Due to” or “Due from” amount, go to the field and make the necessary changes, then Click “Update” to save the modifications.

Click “Cancel” to discard changes.





### CSSD Tuition System

County: 33-SALEM

District: 4635-SALEM CO SPECIAL SERVICE

Sending District Informaiton			
County:	<input type="text" value="— Select County —"/>	District:	<input type="text" value="— Select District —"/>
Student Enrollment Informaiton			
Last Name:	<input type="text"/>	First Name:	<input type="text"/>
		M.I.:	<input type="text"/>
Program:	<input type="text" value="— Select Program —"/>	Per Diem Rate:	<input type="text" value="0.0000"/>
Start Date (mm/dd/yyyy):	<input type="text"/>	End Date (mm/dd/yyyy):	<input type="text"/>
# of Days Served:	<input type="text"/>	Shared/Full Time(S/F):	<input type="text" value="— Select Full/Shared Time —"/>
		Tuition:	<input type="text"/>

First, select your county and district. Then type the student’s first name and last name. The middle initial is optional.

After you select a program in which your student participates, the “Per Diem Rate”, “Start Date” and “End Date” display automatically. The “Start Date” and “End Date” that list are the system set fiscal year dates. You may need to enter the actual “Start Date” and “End Date”. These new dates are not for tuition calculation purposes but are for informational reference for both CSSD staff and sending school districts when they review student data in the Look-Up Student Information subsystem.

In order to calculate the tuition, you must type the student’s actual days into the box of “# of days served”. You must also select either Full time or Shared time at “Shared/Full Time(S/F)”. Once this data is entered, the “tuition” for this student is automatically displayed.

Click “save” if you want keep this student’s record or click “cancel” if you don’t want it. You also can print this page by clicking on the “Print this page” on the screen’s upper right corner.

To modify a student’s information, click “Modify Student”, which displays the following screen:

## CSSD Tuition System

County: 41-WARREN

District: 5450-WARREN CO SPECIAL SERVICE

### Student Enrollment Information Modification Page

**Search Engine:** Select the combination fields then hit "Search" button, click on "View All" button to list all students, or click on "View" button to list today's updated or added students information

County: <input type="text" value="— Select County —"/>	Districts: <input type="text" value="— Select District —"/>	<input type="button" value="Search"/>
Programs: <input type="text" value="— Select Program —"/>	Last Names: <input type="text" value="— Select Last Name —"/>	

Search Message: <input type="text"/>	List all Students: <input type="button" value="View All"/>	Today's updated & new students: <input type="button" value="View"/>
--------------------------------------	--	---

Total Selected Tuition:

[Student Menu](#)

Student	Sending District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition
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In this screen, a student's information can be changed by school district, by program, or by a student's last name.

Example 1: change the student information by a school district: select a county and school district and then click the "Search" button:

## CSSD Tuition System

County: 41-WARREN

District: 5450-WARREN CO SPECIAL SERVICE

### Student Enrollment Information Modification Page

**Search Engine:** Select the combination fields then hit "Search" button, click on "View All" button to list all students, or click on "View" button to list today's updated or added students information

County: <input type="text" value="ATLANTIC"/>	Districts: <input type="text" value="ABSECON CITY"/>	<input type="button" value="Search"/>
Programs: <input type="text" value="— Select Program —"/>	Last Names: <input type="text" value="— Select Last Name —"/>	

Search Message: <input type="text"/>	List all Students: <input type="button" value="View All"/>	Today's updated & new students: <input type="button" value="View"/>
--------------------------------------	--	---

Total Selected Tuition:

[Student Menu](#)

Student	Sending District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition
<a href="#">Foster, Beth</a>	ATLANTIC - ABSECON CITY	Autism			206.8056	180	F	37,225
<a href="#">Kane, David</a>	ATLANTIC - ABSECON CITY	Multiple Disabilities			187.5167	180	F	33,753

The students from that school district all appear on the lower part of the screen. Click the name you want to change. For example; if you want to modify the information about "Foster, Beth", click on the name. This generates the next screen:

### CSSD Tuition System

County: 41-WARREN

District: 5450-WARREN CO SPECIAL SERVICE

**Sending District Information**

County:  District:

**Student Enrollment Information**

Last Name: <input type="text" value="Foster"/>	First Name: <input type="text" value="Beth"/>	M.I.: <input type="text"/>
Program: <input type="text" value="Autism"/>	Per Diem Rate: <input type="text" value="206.8056"/>	
Start Date (mm/dd/yyyy): <input type="text"/>	End Date (mm/dd/yyyy): <input type="text"/>	
# of Days Served: <input type="text" value="180"/>	Shared/Full Time(S/F): <input type="text" value="Full Time"/>	Tuition: <input type="text" value="37225"/>

You can change what you want in a related box(s). Clicking the “Update” button will finalize your changes. You can also delete the student here by clicking the “delete” button.

If you want to abandon an action during the updating process, you can click the “Cancel” button at any time.

Example 2, change the student information by a program: select the program you want and click the “Search” button:

**CSSD Tuition System**

County: 41-WARREN District: 5450-WARREN CO SPECIAL SERVICE

**Student Enrollment Information Modification Page**

**Search Engine:** Select the combination fields then hit "Search" button, click on "View All" button to list all students, or click on "View" button to list today's updated or added students information

County:  Districts:

Programs:  Last Names:

Search Message:  List all Students:  Today's updated & new students:

Total Selected Tuition:   [Student Menu](#)

Student	Sending District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition
<a href="#">Foster, Linda</a>	BURLINGTON - BASS RIVER TWP	Behavioral Disabilities			180.1333	180	F	32,424
<a href="#">Smith, John</a>	BURLINGTON - BASS RIVER TWP	Behavioral Disabilities			180.1333	180	F	32,424

The students from that program appear on the screen. Click the student name you want to change, which is the same procedure as by school district.

To delete a student’s data, click the “Delete Student” and the following screen is displayed:

**CSSD Tuition System**

County: 41-WARREN District: 5450-WARREN CO SPECIAL SERVICE

**Check the box to delete students**

Student	Sending District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition	Delete?
Foster, Beth	ATLANTIC - ABSECON CITY	Autism			206.8056	180	F	37,225	<input type="checkbox"/>
Kane, David	ATLANTIC - ABSECON CITY	Multiple Disabilities			187.5167	180	F	33,753	<input type="checkbox"/>
Muller, Neil	BURLINGTON - BASS RIVER TWP	Behavioral Disabilities			180.1333	180	F	32,424	<input type="checkbox"/>
Smith, Ann	BERGEN - ALLENDALE BORO	Behavioral Disabilities			180.1333	180	F	32,424	<input type="checkbox"/>
Smith, Scott	CAMDEN - AUDUBON BORO	Behavioral Disabilities			180.1333	180	F	32,424	<input type="checkbox"/>

Student Menu
Delete Confirm

Go to the student’s “delete” box on the right and click to make a check mark in the box, then click the “Delete Confirm” button. You can delete one or more student records.

**CSSD Tuition System**

County: 41-WARREN District: 5450-WARREN CO SPECIAL SERVICE

**Confirm the following checked students, then finally submit the deleting operation**

Student	Sending District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition	Delete?
Foster, Beth	ATLANTIC - ABSECON CITY	Autism			206.8056	180	F	37,225	<input checked="" type="checkbox"/>
Kane, David	ATLANTIC - ABSECON CITY	Multiple Disabilities			187.5167	180	F	33,753	<input checked="" type="checkbox"/>
Muller, Neil	BURLINGTON - BASS RIVER TWP	Behavioral Disabilities			180.1333	180	F	32,424	<input checked="" type="checkbox"/>
Smith, Ann	BERGEN - ALLENDALE BORO	Behavioral Disabilities			180.1333	180	F	32,424	<input type="checkbox"/>
Smith, Scott	CAMDEN - AUDUBON BORO	Behavioral Disabilities			180.1333	180	F	32,424	<input type="checkbox"/>

Student Menu
Delete Submit

When you click the “Delete Submit” button, the students’ information with check marks on is deleted.

## Look-Up Student Information

This screen is only for looking up students' information. You can not add, delete, or update students' information here. The student enrollment information can be searched for by county, by district in a selected county, by program, and by the last name of the student. You can combine some of them or all of them in your search.

The information that appears on this screen, such as county, district, program, and last names of the students are all based on whatever you entered previously on the "Program Tuition Rate" and "Student Information Entry" screens.

Example:

**CSSD Tuition System**

County: 03-BERGEN      District: 0285-BERGEN CO SPECIAL SERVICE

**Student Enrollment Information Search Page**

**Search Engine:** Select the combination fields then hit "Search" button; or click on "View All" button to list all students

County: <input type="text" value="-- Select County --"/>	Districts: <input type="text" value="-- Select District --"/>
Programs: <input type="text" value="-- Select Program --"/>	Last Names: <input type="text" value="-- Select Last Name --"/>

Search Message:       List all Students in Alphabetical Order

Total Selected Tuition:       **Search Results**      [Main Menu](#) | [Print Results](#)

Student	Sending District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition
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To search by county: go to "Select County", click the scroll bar in that box, choose the county that you want, and click the "Search" button. All students from that county display on the lower part of the screen:

### CSSD Tuition System

County: 03-BERGEN      District: 0285-BERGEN CO SPECIAL SERVICE

#### Student Enrollment Information Search Page

**Search Engine:** Select the combination fields then hit "Search" button; or click on "View All" button to list all students

County: ATLANTIC	Districts: — Select District —		
Programs: — Select Program —	Last Names: — Select Last Name —	<input type="button" value="Search"/>	

Search Message:       List all Students in Alphabetical Order     

Total Selected Tuition: \$69,500	<b>Search Results</b>	<a href="#">Main Menu</a>   <a href="#">Print Results</a>
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Student	Sending District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition
Smith, John	ATLANTIC - ABSECON CITY	Cognitive-Mild			138.8889	180	F	25,000
Perry, Anne	ATLANTIC - ABSECON CITY	Learning/Language Disabil.			177.7778	180	F	32,000
Kane, David	ATLANTIC - ATLANTIC CITY	Cognitive-Mild			138.8889	180	S	12,500

To search by district: go to “Select County” and choose the county where this school district is located, then go to “Select District” to choose the district that you want. Click the “Search” button, and the all students from that district are listed:

### CSSD Tuition System

County: 03-BERGEN      District: 0285-BERGEN CO SPECIAL SERVICE

#### Student Enrollment Information Search Page

**Search Engine:** Select the combination fields then hit "Search" button; or click on "View All" button to list all students

County: ATLANTIC	Districts: ABSECON CITY		
Programs: — Select Program —	Last Names: — Select Last Name —	<input type="button" value="Search"/>	

Search Message:       List all Students in Alphabetical Order     

Total Selected Tuition: \$57,000	<b>Search Results</b>	<a href="#">Main Menu</a>   <a href="#">Print Results</a>
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Student	Sending District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition
Smith, John	ATLANTIC - ABSECON CITY	Cognitive-Mild			138.8889	180	F	25,000
Perry, Anne	ATLANTIC - ABSECON CITY	Learning/Language Disabil.			177.7778	180	F	32,000

To search by a program: just go to “Select Program” and select the program that you need, click the “Search” button, and all students in the selected program are listed:

### CSSD Tuition System

County: 03-BERGEN

District: 0285-BERGEN CO SPECIAL SERVICE

#### Student Enrollment Information Search Page

**Search Engine:** Select the combination fields then hit "Search" button; or click on "View All" button to list all students

County: <input type="text" value="— Select County —"/>	Districts: <input type="text" value="— Select District —"/>		
Programs: <input type="text" value="Cognitive-Mild"/>	Last Names: <input type="text" value="— Select Last Name —"/>	<input type="button" value="Search"/>	
Search Message: <input type="text"/>		List all Students in Alphabetical Order <input type="button" value="View All"/>	

Total Selected Tuition:

**Search Results**

[Main Menu](#) | [Print Results](#)

Student	Sending District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition
Smith, John	ATLANTIC - ABSECON CITY	Cognitive-Mild			138.8889	180	F	25,000
Kane, David	ATLANTIC - ATLANTIC CITY	Cognitive-Mild			138.8889	180	S	12,500

To search by a last name: type a last name in the “Select Last Name” box and click “Search”. The students with that last name are displayed:

### CSSD Tuition System

County: 03-BERGEN

District: 0285-BERGEN CO SPECIAL SERVICE

#### Student Enrollment Information Search Page

**Search Engine:** Select the combination fields then hit "Search" button; or click on "View All" button to list all students

County: <input type="text" value="— Select County —"/>	Districts: <input type="text" value="— Select District —"/>		
Programs: <input type="text" value="— Select Program —"/>	Last Names: <input type="text" value="SMITH"/>	<input type="button" value="Search"/>	
Search Message: <input type="text"/>		List all Students in Alphabetical Order <input type="button" value="View All"/>	

Total Selected Tuition:

**Search Results**

[Main Menu](#) | [Print Results](#)

Student	Sending District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition
Smith, John	ATLANTIC - ABSECON CITY	Cognitive-Mild			138.8889	180	F	25,000
Smith, Paul	BERGEN - CLIFFSIDE PARK BORO	Autism			188.8889	180	F	34,000



Combine some of them to search:

**CSSD Tuition System**

County: 03-BERGEN      District: 0285-BERGEN CO SPECIAL SERVICE

**Student Enrollment Information Search Page**

**Search Engine:** Select the combination fields then hit "Search" button; or click on "View All" button to list all students

County: ATLANTIC      Districts: ATLANTIC CITY  
 Programs: — Select Program —      Last Names: KANE     

Search Message:       List all Students in Alphabetical Order     

Total Selected Tuition: \$12,500      **Search Results**      [Main Menu](#) | [Print Results](#)

Student	Sending District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition
Kane, David	ATLANTIC - ATLANTIC CITY	Cognitive-Mild			138.8889	180	\$	12,500

You can also simply click “View All”, whereby all the students your CSSD receives are displayed:

**CSSD Tuition System**

County: 03-BERGEN      District: 0285-BERGEN CO SPECIAL SERVICE

**Student Enrollment Information Search Page**

**Search Engine:** Select the combination fields then hit "Search" button; or click on "View All" button to list all students

County: — Select County —      Districts: — Select District —  
 Programs: — Select Program —      Last Names: — Select Last Name —     

Search Message:       List all Students in Alphabetical Order     

Total Selected Tuition: \$103,500      **Search Results**      [Main Menu](#) | [Print Results](#)

Student	Sending District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition
Smith, John	ATLANTIC - ABSECON CITY	Cognitive-Mild			138.8889	180	F	25,000
Perry, Anne	ATLANTIC - ABSECON CITY	Learning/Language Disabil.			177.7778	180	F	32,000
Kane, David	ATLANTIC - ATLANTIC CITY	Cognitive-Mild			138.8889	180	\$	12,500
Smith, Paul	BERGEN - CLIFFSIDE PARK BORO	Autism			188.8889	180	F	34,000

Click “Print Results”, if you want a report during your search.

## Contact Information

The following screen asks for the district contact person's name, phone, and e-mail address for future instructions and communication:

[Print this page](#)

**CSSD Tuition System**

County: 03-BERGEN District: 0285-BERGEN CO SPECIAL SERVICE

**Contact Person Information**

Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Email Address:	<input type="text"/>		
Phone Number: ( nnn- nnn- nnnn xnnn ):	<input type="text"/>		

## Exit System

Click on "Exit System" to log out. You will see this message:

### LOGOUT

You have successfully logged out!

Please close all of your open browser windows to completely log out of your login account.

Thanks for using CSSD!

## Questions?

Submit any questions about the system to the following e-mail address:

[CSSDPay@doe.state.nj.us](mailto:CSSDPay@doe.state.nj.us).

This is also the email address for making date change requests beyond the current fiscal year and ANY revisions that need to be made to the subsystem data after the closing dates.

For all payment related questions, please contact Yan Zhang, Office of School Finance at (609) 943-5399 or email: [yan.zhang@doe.state.nj.us](mailto:yan.zhang@doe.state.nj.us) . For technical computer related assistance, please call (609) 984-6794.

### MAILING ADDRESS:

New Jersey Department of Education  
Attn: Yan Zhang, Office of School Finance, 1<sup>st</sup> Floor  
100 Riverview Plaza  
PO Box 500  
Trenton, NJ 08625-0500

EMAIL: [CSSDPAY@DOE.STATE.NJ.US](mailto:CSSDPAY@DOE.STATE.NJ.US)

FAX NUMBER: (609) 292 - 6794