

**NJDOE**  
**FREQUENTLY ASKED QUESTIONS FOR COMPLETING**  
**THE NONPUBLIC SCHOOL ENROLLMENT REPORT**

1. Q. What is the *Nonpublic School Enrollment Report*?
  - A. The *Nonpublic School Enrollment Report* is a self-reporting system authorized by New Jersey State Statute (N.J.S.A. 18A:6-4): to be completed for the purpose of updating the nonpublic school directory and providing nonpublic school students an opportunity to participate in state and federal programs. The completion of the Nonpublic School Enrollment Report does not imply approval, licensure or regulation by the New Jersey Department of Education. The data provided from the Nonpublic School Enrollment Report can be used to determine eligibility/entitlement for state and federal aid programs, to produce a nonpublic school directory; to determine the eligibility of nonpublic schools for National Defense and Perkins (Direct) Student Loan Cancellation Benefits; and determine schools eligible for student transportation.
  
2. Q. What state programs could the nonpublic school become eligible for after completing the enrollment report?
  - A. The reported data can be used to determine entitlements for state programs including, but not limited to:
    - State Nonpublic Textbooks Aid
    - State Nonpublic Nursing Services
    - State Nonpublic Technology Program (if available)
    - State Nonpublic School Security Aid
    - Student Transportation

To become eligible for these entitlements, a nonpublic school must complete the report.  
Note: Nonpublic schools that have applied or received funds previously must reapply annually for these programs.

3. Q. If a nonpublic school completes the Enrollment Report, for what federal programs could the school become eligible?
  - A. The reported data can be used to determine entitlements for the following *Federal Programs*:
    - Federal National School Lunch Program;
    - Federal School Breakfast Program;
    - Federal Summer Food Service Program;
    - Federal Special Milk Program;
    - Federal Child and Adult Care Food Program;
    - Federal NCLB Title I – Improving the Academic Achievement of the Disadvantaged;
    - Federal NCLB Title II A– Preparing, Training, and Recruiting High Quality Teachers, and Enhancing Education Through Technology;
    - Federal NCLB Title III – English Language Acquisition and Language Enhancement;
    - Federal IDEA – Individuals with Disabilities Education Act

To become eligible for these entitlements, a nonpublic school must complete the report.  
A nonpublic school reports the number of *New Jersey Resident Students Aged 5-17* in

Section 2, Question b. Please note that this form is not the application for these programs. Schools desiring to receive entitlements for these programs should contact the local public school district office.

4. Q. How will a nonpublic school determine if a student is eligible for *Free Meals/Free Milk*?
  - A. A nonpublic school determines the number of *Students Eligible For Free Meals/Free Milk* using the Income Eligibility Guidelines set forth by the United States Department of Agriculture. This guide can be found at the following link: <http://www.state.nj.us/agriculture/divisions/fn/pdf/form127.pdf>
5. Q. Will I automatically receive Free Meals/Free Milk if I complete the Enrollment Report?
  - A. No. Completing the Report does not automatically enroll you into the program. This data is used to determine eligibility for income-specific funds. To apply for the program, nonpublic schools should contact Bureau of Child Nutrition Programs, Department of Agriculture, at (609) 984-0692.
6. Q. What will happen if I do not identify my school as a *Nonprofit Nonpublic School*?
  - A. If the nonpublic school does not select “not for profit” in Section 1, the school **may not** be eligible for certain state entitlements (i.e. student transportation) and the federal loan forgiveness program. More information on the National Defense and Perkins (Direct) Student Loan Cancellation Benefits Program can be found at: <http://studentaid.ed.gov/PORTALSWebApp/students/english/teachercancel.jsp?tab=repaying> . Schools that have nonprofit status must provide a New Jersey State Tax Exemption Certificate Number.
7. Q. What do I do if my nonpublic school has *Kindergarten Students*?
  - A. If the nonpublic school has *Kindergarten Students*, the nonpublic school reports the number of *Kindergarten Students* in Section 2. A nonpublic school should report only the number of *Kindergarten Students* that meet the following kindergarten criteria:
    - Having students on roll in a school register as of October 15<sup>th</sup> of the current school year;
    - Having kindergarten enrolled students who are at least five years of age on October 15<sup>th</sup> of the current school year;
    - Having an educational program that meets at least four times a week; and
    - Having a minimum educational session of 2 ½ hours a day.
8. Q. What is a *New Jersey Resident* and *Non New Jersey Resident*?
  - A. To be a *Resident of New Jersey*, the student in the nonpublic school and the parents must reside in New Jersey. A *Non New Jersey Resident* is a student whose parents are not residents of New Jersey.

9. Q. Why are there two addresses for nonpublic schools?

A. The *physical address* of the nonpublic school may be different than the *mailing address*. The *mailing address* of the nonpublic school is used for all correspondence. The *physical address* of the nonpublic school is used to associate a nonpublic school with the public school district in which the school is located. A physical address must be provided.

10. Q. Why is it necessary to provide an email address?

A. Communication between the NJDOE and Nonpublic Schools primarily occurs via email.

11. Q. What is a School Security Alert?

A. The NJDOE requests that public school districts notify their county office of education as soon as an emergency threat is known and emergency responders have been notified. The following information is provided to the county office who then notifies appropriate staff at the NJDOE central office:

- Date and time of incident
- School(s)/location where incident took place
- Description of incident
- Corrective action taken by district/charter
- District/charter contact name and phone number

NJDOE staff will assess the incident and determine if further actions needs to be taken. If the incident has the potential to affect the surrounding community the NJDOE will attempt to notify all nonpublic schools that fall within the potentially affected area.

12. Q. My school has only students who are considered special education students. Does this mean my school is an Approved Private School for Students with Disabilities?

A. No, only schools which have NJDOE designation as an Approved Private School for Students with Disabilities can use that classification. Additionally, nonpublic schools will not complete Section 3, Approved Private School for Students with Disabilities Program Enrollment.

12. Q. Who do I contact if I need help?

A. Send an email to [nonpublicschoolservices@doe.state.nj.us](mailto:nonpublicschoolservices@doe.state.nj.us) . Be sure to include the question, school name, school code, and your name.