

NONPUBLIC SCHOOL ENROLLMENT REPORT

Directions for completing the report

- **The enrollment data for this report is based on October 15, 2016 enrollment.**
- **The data will be used for the provision of services during the 2017-2018 school year.**

**IMPORTANT INFORMATION FOR COMPLETING
THE NONPUBLIC ENROLLMENT REPORT**

- Reports can only be submitted online. Paper submissions will not be accepted. Email changes will not be accepted.
- There is a “Print this page” option at the top of each page. **Print out each page for your records.**
- When the report is completed and you have clicked “finalize”, a page will appear that will say “Finalized! Thank you”. **Print this page for your records.**
- During the reporting period, you can go back in the system to make changes. Be sure to re-submit your report if you do make changes. The changes will not be accepted unless you finalize and receive the “Finalized! Thank you!” message.
- Once the reporting period is closed, you will not be able to access the report. NJDOE will not be able to provide you with a copy of your report. **YOU MUST MAKE A COPY OF THE REPORT.** In the event there are any discrepancies when allocations are made, you will need the print out to determine if a correction can be made.
- **Be sure the summary page information is correct.** The information you see on this page is what is used to calculate allocations.
- If you wish to receive textbook, nursing, technology, or school security services next year, make sure to select “Yes” when prompted and check to see that the summary page says “Yes” as well. If you select “No” or the summary page shows “No” for these programs, your school will not be funded.

General Instructions

Section 1 – Basic Information

- a. Type of Nonpublic School - select one from the list provided. To determine school type, click on the link in the application.
- b. School name – if there is a change, delete the old information, then enter the new information. Click “Yes” after the question that asks if the information has changed from last year. If there has been no change, answer “No”.
- c. School Addresses – if the address has changed, click “Yes” in question c. You will NOT be able to change the address on the Nonpublic Enrollment Report. You must use the Existing School Change Form to update the school address.
- d. Public School District Name and Nonpublic School Address – Look at the District Name in question d. If the district listed, physical address, or mailing address is not correct, use the link to the Existing School Change Form to update the information. Fax, email or mail the form to DOE to update the district where the nonpublic school is located.

NOTE: If your school is located in two different public school districts, use the district of location that most closely resembles the grade span of your school.

Example: Your school serves grades 9 – 12. Your school is located in a district that serves grades K-8 AND a Regional High School serving grades 9 -12. Your school most closely resembles the high school; therefore your district code is the code for the Regional High School. If you do not know this four digit code, you can go to the NJ DOE website at: <https://homerom5.doe.state.nj.us/directory/> and search the directory. You can either search by district or by county.

- e. Telephone and Fax – correct number if needed. If you do not have a fax number, you may leave the field blank. The format for the phone and fax number is (999)999-9999 x999.
- f. School Contact Person and Title – correct information in fields if needed.

- g. Indicate if there is a change made to the contact person. This is needed to update the email distribution list.
- h. E-mail address – you must enter an email address.
- i. Indicate if there is a change made to the email address. This is needed to update the email distribution list.
- j. List an additional contact person at your school (for instance you have a Site Director and an Owner, or a Principal and a Head Master). In the event that we cannot get through to one email, we will have another one so that important information will still reach your school.
- k. Additional email – list an additional email if the field is not filled in. Or make corrections to the existing email.
- l. School security alerts – select “Yes” if you would like to receive alerts or “No” if you do not. [This is an e-mail notification system which provides information of an emergency threat at a neighboring public school. See FAQ page for more information.]
- m. Funding selection – select “Yes” if you wish to receive Textbook Aid, Nursing, School Security, and/or Technology Services or “No” if you do not wish to receive them. You may select only the programs you wish to participate in.
For a description of available state-funded, nonpublic services, please go to <http://www.state.nj.us/education/nonpublic/state/>.
- n. Free meals – select “Yes” if your school offers free meals or milk to your students in accordance with the US Department of Agriculture guidelines or “No” if you do not. See FAQ pages for information on determining eligibility for free meals or milk.
- o. Funding status – select either “For profit” or “Not for Profit”. See FAQ page for more information.
- p. Tax ID number – enter your NJ State Tax ID number if you are a Not for Profit school.
- q. School Group – Select the school group which your school belongs. If none, select Other.

Question r. – This question is for Approved Private Schools for the Disabled only

Question s. – This question is for schools which only report Kindergarten students – you will answer these questions if you selected “Kindergarten School” in Section 1, question a.

1. Continuation of kindergarten program – if your school intends on continuing a kindergarten program even if you are not sure if you will have students in the program next year, select “Yes”. If you will be discontinuing the program permanently, select “No”.
2. Current year enrollment – if you had students enrolled in your Kindergarten program on October 15th this year, select “Yes” and you will complete Section 2 using information for your Kindergarten students only (do not count any students in your preschool program). If you did not have students in your school on October 15th of this current school year, select “No” and you will be directed to the end of the report. Continue until you have finalized the report.

Section 2 – Enrollment Information

- a. Student counts by grade level – every cell must contain a number. If there are no students in a category, a “0” must appear in the cell. Enter the number of students in the nonpublic school per grade level. Press the “Save” button and the total will appear in the total column. The total number should add up to the total number of students you have in your school.

Include Students who are in any of your programs who are ages 3, 4, or 5. These students may be in any program such as preschool, pre-k or other kindergarten class but are not old enough to attend public school.

Kindergarten - count only students who are old enough to be in public kindergarten and attend your program instead of public school. Do not count students who attend public school for any portion of the day.

- b. Enter the number of students between the ages of 5 and 17. This number cannot be greater than the total enrollment for your school.

For c. – h. below, see the FAQ page for details on determining eligibility for Free meals and milk/Reduced meals.

- c. Enter the number of NJ resident students eligible for FREE meals or milk as of October 15 of this current school year – This number cannot be greater than the total number of NJ resident students enrolled in your school.

- d. Enter the number of NJ resident students eligible for REDUCED meals as of October 15 of this current school year.
- e. Enter the number of Out of State students eligible for FREE meals or milk as of October 15th of this current school year.
- f. Enter the number of Out of State students eligible for REDUCED meals as of October 15 this school year.
- g. Enter the number of all students, ages 5 – 17, eligible for FREE meals or milk as of October 15 of this school year.
- h. Enter the number of all students, ages 5-17, eligible for REDUCED meals as of October 15 of this current school year.
- i. Enter the count of New Jersey resident limited English proficient (LEP) students who have been identified as eligible for and are receiving Chapter 192 ESL services as of October 15th. This number cannot be greater than the total number of NJ resident students enrolled in your school. This number will be verified by the local school district.
- j. Enter the count of out-of-state students and/or foreign exchange students who have been identified as LEP using the identification process for ESL services listed on pages 16 -17 in Chapter 192 manual <http://www.state.nj.us/education/nonpublic/for/192193man.pdf>.
- k. The nonpublic enrollment report will collect the **total** number of immigrant students, which is based on students' country of birth and their date of entry into a United States school. The number the school reports should be the total number of immigrant students enrolled as of October 15.

Enter the count of students who meet the federal definition of "immigrant student" as follows:

- 1. Are ages 3-21; and
- 2. Were not born in any US State or territory; and
- 3. Have not attended one or more schools in one or more states for more than three full academic years.

- l-r. Enter the count of nonpublic students who are eligible and receiving services under Chapter 192 and 193. Use data from the last school day of the 2014-15 school year, not October 15th data. Count only students who have submitted 407-1 forms, have been approved, and have received services. The information provided will be used to support public district data submission for the calculation of Chapter 192/193 funding for the next fiscal year.

- s-t. Naples Placement – School aged students with disabilities may be placed in accredited nonpublic schools which are not specifically approved for the education of students with disabilities with the consent of the Commissioner of Education, by order of a court of competent jurisdiction, or by order of an administrative law judge as a result of a due process hearing. If you have students in your school who are placed through Naples Placement, answer YES to question s. If you answer YES in question s., enter the number of Naples Placement students attending your school in question t.

Section 3- Approved Private Schools for Students with Disabilities Program Enrollment

This section is completed by Approved Private Schools for Students with Disabilities only. If you are not an APSSD, do not complete this section.

Summary

Review information to be certain it is correct. Once you are satisfied that the information is correct, click on the “Finalize Page” at the bottom of the page. If you need to make a change, you can return to any section, make changes, and click on the “save” button once again. When you are completely satisfied with the numbers, click the “Finalize Page” which will submit the report. **YOU HAVE NOT SUBMITTED THE REPORT UNTIL YOU GET TO THE PAGE THAT SAYS “Finalized! Thank you!”.**

Technical Assistance

If you have questions about completing the report, send an email to nonpublicschoolservices@doe.state.nj.us . Include your question, name of your school, school code, and a contact name.