

REGULATION

SCHOOL DISTRICT OF THE CHATHAMS OPERATIONS

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Enrollment Accounting

8140

ENROLLMENT ACCOUNTING

A. School Enrollment

1. The enrollment in a class, a school, or the district shall be the total number of original entries plus the number of re-entries, less the number of transfers, withdrawals or dropouts in any such unit during a school year. The total number of original entries and re-entries, less the number of transfers, withdrawals or dropouts, in all the classes and schools of the district shall constitute the school enrollment for the school district during any school year.
2. No pupil attending a school operated by this district shall be enrolled in more than one school register in the school district during a school year. All pupils shall be enrolled as of the first day of attendance for that year.
3. No pupil shall be enrolled in a school register until the pupil has reached the following legal school age:
 - a. Kindergarten - more than four years and less than six years;
 - b. Day school - more than five years; or
 - c. Preschool disabled - more than three years and less than five years.
4. Within ten days of the start of the school year, the district shall determine whether any re-entering pupil who has not attended school that year has an excused absence or has transferred, withdrawn, or dropped out of the school district.
5. Any pupil enrolled in a school register in a school district who moves to another school district in the same school year shall be enrolled in one register in the new school district upon entering school in that school district.

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6. The average daily enrollment in the district for a school year shall be the sum of the days present and absent of all enrolled pupils when schools were in session during the year, divided by the number of days schools were actually in session. The average daily enrollment for the classes or schools of the district having varying lengths of terms shall be the sum of the average daily enrollments obtained for the individual classes or schools.
7. The average daily attendance in the district for a school year shall be the sum of the days present of all enrolled pupils when schools were in session during the year, divided by the number of days schools were actually in session. The average daily attendance for the classes or schools of the district having varying lengths of terms shall be the sum of the average daily attendance obtained for the individual classes or schools.

B. Application for State School Aid

Pursuant to the requirements of N.J.S.A. 18A:7F-33, the district shall file with the Commissioner of Education an Application for State School Aid in accordance with the following procedures:

1. Counting Procedure
 - a. Each employee responsible for the maintenance and safe keeping of a school register (and whose name appears on the cover of the register) shall conduct a count of the pupils entered in the register on the last school day prior to October 16.
 - b. The count shall include all pupils who have attended school since the beginning of the school year, by original entry or reentry, and shall exclude all pupils who have been removed from the register by transfer or dropout.
 - c. The count shall be recorded on a form, and the form shall be submitted to the Business Administrator no later than October 16.

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2. Data Collection

- a. On-roll data. SCHOOLS. On October 15th the school secretaries will update all the enrollment data to reflect all transfer activity through that date. Each school will print using the SRC the school register. The register will be reviewed by both the school secretary and the principal to ensure the registers are accurate using class lists. Each will sign the register attesting to the accuracy of the data. The register will be sent to the business office and filed for auditor review. An export will be made from the Student database software that will include the following: Student ID, State Testing ID, Student Name, Age as of 10/15, Grade, School, Borough/Township, Special education status, Sex and Race. This file will be emailed to the SBA/BS. The SBA/BS will combine the files from each of the schools to create a database to summarize the data and report to the state.
- b. On-roll data. SPECIAL SERVICES DEPARTMENT. On October 15th the special services department will update all the enrollment and classification data to reflect all activity through that date. They will then print a register of that data. The register will be reviewed by both the Director of Special Services and his secretary to ensure its accuracy by comparing, using a sampling basis, the data to student IEPs. Each will sign attesting to the accuracy of the data. The register will be sent to the business office and filed for auditor review. An export will be made from the Student database software that will include the following: Student ID, State Testing ID, Student Name, Age as of 10/15, Grade, School, Borough/Township, Special education status, Sex and Race. This file will be emailed to the SBA/BS.
- c. On-roll data. BUSINESS OFFICE. On October 15th the transportation department will update all the enrollment and transportation data to reflect all the activity through that date. They will then

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print bus lists for all students that are

transported by school and grade. The SBA/BS and the transportation secretary will review and verify this data using data supplied by the school. Each will sign attesting to the accuracy of the data. These reports will be kept in the business office and filed for auditor review. An electronic copy of the data will be exported to include Student ID, State testing ID, student name, grade, AM bus route and PM bus route.

- d. Out of district data. SPECIAL SERVICES DEPARTMENT. The identification of resident students who are educated out of the district will be reported to the school business administrator by the special services department as identified in 1B above. The report and electronic file will be transmitted to the business office.
- e. Related services for special education students. The data regarding the related services of the special education students is generated by the special services department and reported to the SBA/BS. The data is reviewed by the SBA/BS and the Director of Special Services to ensure that it is reported accurately. (noting that no student has been reported for more than four (4) services and that no service which has been used to make a student Tier IV is counted a second time here.) Rosters are created for each service by school (or out of district) and signed by the professional responsible for that area.
- f. ESL data. A class list is generated by each teacher of the ESL program listing the student name and test score used for placement. This list is signed by the teacher and the building principal and submitted to the business office.
- g. Free/Reduced Lunch data. BUSINESS OFFICE. The approved list on October 15th will be entered into the data base. The master roster will be copied signed by the Business Administrator.

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h. Reporting of the data. The school business administrator shall, according to the procedures established by the state, assemble, review and transmit the district data to the county office and state department of education. He shall also report the summary data to the board at its next regularly scheduled meeting.

3. Application Submission

The Business Administrator shall complete the Application for State School Aid and submit the application to the Superintendent for approval.

Approved: June 23, 2008

Revised: March 2, 2009