January 14, 2014

TO: Charter School Lead Person

FROM: Kevin Dehmer
Office of School Finance

SUBJECT: Projected Charter School Enrollments for the 2014-2015 School Year

This memo is to notify you that the 2014-15 projected student enrollment data will now be collected through the department’s web-based charter school enrollment system (“CHE”). A new subsystem has been created in “CHE”. The new subsystem is called Supplemental Projected School Aid. You can access the projected enrollment subsystem at http://homeroom3.state.nj.us/che/.

As this is a new system, please review the supplemental projected school aid instruction manual which can be accessed at http://homeroom3.state.nj.us/che/. The manual provides information you will need in order to complete the 2014-15 projected student enrollment. The new system will open on January 15, 2014 and all changes to the system are to be completed by January 31, 2014 so the DOE can generate the 2014-15 projected school aid payment schedules.

If you have any technical questions or require assistance you may send an email to school-funding@doe.state.nj.us.

c. State Board Members
   Senior Staff
   Executive County Superintendents
   Executive Directors for Regional Achievement Centers
   Executive County School Business Administrators
   NJ Lee Group