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September 12, 2017

TO: Chief School Administrators
Charter School and Renaissance School Project Leads

FROM: Peggy McDonald, Acting Assistant Commissioner
Division of Learning Supports & Specialized Services

SUBJECT: Revised New Jersey School Register for 2017-18

The New Jersey School Register has been revised by the New Jersey Department of Education (NJDOE) and is [available online](#). The revisions are designed to clarify reporting requirements and provide consistent terminology between terms used in NJ SMART and the Register. The 2017-18 Register also clarifies how the NJDOE, in accordance with statewide rules and regulations, defines the excused absences that do not count toward the chronic absenteeism rate.

The New Jersey School Register, a student record-keeping document required by *N.J.A.C. 6A:32-8*, tracks each student's participation in an approved program of instruction.

You are encouraged to review the Register on an annual basis with staff responsible for attendance data collection and data entry. For your convenience, new revisions are highlighted in the document.

Additionally, [Guidance for Reporting Student Absenteeism and Calculating Chronic Absenteeism](#) was released in May 2017 and the NJDOE [Attendance, Truancy and Chronic Absenteeism](#) webpage provides resources for prevention and intervention of chronic absenteeism.

Questions regarding management of student records may be directed to NJSMART@pcgus.com. All other attendance-related questions may be directed to the Office of Student Support Services at attendance@doe.state.nj.us.

c: Members, State Board of Education
Kimberley Harrington, Commissioner
Senior Staff
Executive County Superintendents
Comprehensive Support Network Directors

Executive County Business Officials
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group