



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 11, 2019
To: Charter School Leads, School Business Administrators
From: Cindy Lee, Director
State Aid Entitlements and Payments
Division of Finance
Deadline: September 23, 2019

Reporting of Charter School 2019-20 Maximum School Days

Charter schools must enter their 2019-20 maximum school days in the New Jersey Department of Education's Charter School Enrollment System ([CHE](#)) webpage.

The term "maximum school days" is defined as the total number of instructional days your school will be in session for the school year. Do not include days the school will not be open for instruction (i.e., weekends, school holidays and in-services days). The maximum school days field is located on the Charter School Profile screen of the CHE. The CHE system will open on or about September 16, 2019, and *data must be submitted by September 23, 2019*.

Users will be prompted to enter information for the charter school contact person when logging on to the CHE for the first time. Enter the information for the individual who is responsible for the maintenance of the CHE system. Once this information is saved, you will be directed to the main menu screen.

For technical questions or other assistance, email school-funding@doe.nj.gov.

c: Members, State Board of Education
Lamont O. Repollet, Ed.D., Commissioner
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group