

ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

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Note: Need to further edit with Policy Guide (11/28/2020) and Aug 2021-Alert 224.

M

Charter School Enrollment Procedures

Introduction

This document describes the process for completing Charter School enrollment counts. It includes instructions for verifying pupil registration in their local school, maintaining pupil attendance records in the online School Register, and performing the four quarterly enrollment counts.

It also describes the process for incorporating revised revenue information into the budget.

References

N.J.A.C. 6A:11-4.3

N.J.A.C. 6A:11-7.2

New Jersey School Register

Department of Education Charter School Enrollment Count Procedures

Required Forms

This procedure refers to the following hardcopy and online forms used to facilitate this process:

- Charter School Registration Form
- Registration Checklist
- Transfer Card
- Transportation Form (B6T)
- Lottery Ticket
- Lottery Receipt
- Notification Letter to Districts



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- Pupil Enrollment List for District
- Attendance Form
- Online School Attendance Register

Completion of Charter School Registration

All pupils enrolling in the charter school must complete a Greater Brunswick Charter School (GBCS) Registration Form. A separate form is needed for each pupil in a family.

The following verifications are required to complete this form:

- Verification of address
- Immunization record or letter of exemption for religious reasons
- Proof of guardianship
- Proof of registration in resident district
- Transportation Form

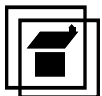
The registration clerk must initial each of the items at the bottom of the Registration Form, indicating that the necessary documentation has been provided by the parent(s) or legal guardian(s).

All registration for the forthcoming school year must be completed by June 1 (N.J.A.C. 6A:11-7.2(j)1). Registrations received after that date may not be included in the initial count.

Verification of Address

All registrations require two forms of verification of address. The following are acceptable forms of address verification:

- Utility bill
- Driver's license
- Tax return



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- Lease
- Mortgage

The registration clerk must initial the Proof of Residency item at the bottom of the registration form to indicate verification of address.

Immunization Records

All pupils must have current immunization records, or a letter of exemption, to be eligible for registration.

Records which appear incomplete must be submitted to the School Nurse for evaluation.

Upon receipt of a complete immunization record, the registration clerk must initial the Immunization Record item at the bottom of the registration form.

Verification of Registration in Resident District

All pupils registering the Greater Brunswick Charter School must first be registered in their resident district. Resident districts are required to accept upon submission registrations for pupils who are registering for the charter school (N.J.A.C. 6A:11-7.2(a)).

Acceptable proofs of district registration include:

- Transfer Card signed by a district administrator
- Current Report Card
- Official communication from resident district attesting to registration of pupil

The registration clerk must initial the Enrolled in Local District item at the bottom of the registration form.

Note that the resident district registration will be confirmed again at the submission of the charter school enrollment data to the resident district.

Proof of Guardianship



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Only the legal guardian of a pupil may enroll the pupil in the school. Relatives, who do not possess legal guardianship, are not eligible to do this.

Acceptable proofs of guardianship are:

- Original birth certificate (with raised seal)
- Court Order awarding custody to the guardian
- Current tax forms showing the pupil listed as a dependent

The registration clerk must initial the Proof of Guardianship item at the bottom of the registration form.

Transportation Form (B6T)

Enrolling pupils must fill out a Transportation Form (B6T) indicating the distance from their home to the school, as well as the cross street information on the form.

The registration clerk must initial the Transport Form item at the bottom of the registration form.

Lottery Ticket and Receipt

Lottery numbers are pre-printed, numbered labels that come in groups of three. Labels are affixed as follows:

- One to the lottery receipt
- One to the lottery ticket
- One to the registration form.

Each registered pupil receives a numbered lottery receipt (green), signed by the registration clerk. A matching lottery ticket (pink) is completed and kept by the school. In addition, the pupil's registration is tagged with the matching lottery number.

Registration Checklist



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The registration checklist (purple) is both an aid to the registration clerk to ensure that all necessary steps are completed and a way to confirm that registrants are fully informed about the lottery rules.

The registration clerk completes a registration checklist for every single registration.

Upon acceptance, parent(s) or legal guardian(s) must complete and sign the Enrollment Acceptance Form. Only with completion of the form can a pupil be admitted.

Entry of Pupils into Online Register

Once pupils have been selected for admission, they complete a Student Information Form which includes information on their ethnicity and other information required by NJSMART. Information from this form and the registration form are entered into the online register. This data will provide the registration lists that go to resident districts, as well populate the online tables used for keeping attendance.

Consult the Administrator's Plus Database manual for data entry instructions.

Performing Enrollment Counts

Enrollment counts are performed three times a year:

- June 1 (for forthcoming school year)
- October 15
- Last day of school

Enrollment data is submitted to all sending districts for those pupils enrolled from that district. This data must include the following:

- Student Name
- Date of Birth
- Grade
- Address
- Assigned District School



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- Indication of new records

Reports to print these lists are provided within the Online Student Register.

A separate list must be printed for each district and faxed with the standard cover letter as per the schedule specified by the New Jersey Department of Education. These lists include all pupils registered from the district as of the current count date as listed above.

New Pupils

Pupil appearing in the registration list for the first time must be marked as new records with an "X" in the New Record field.

For all districts for which there are new records, a follow-up phone call is necessary to confirm receipt of the information and to verify that the new pupils appear in the districts enrollment records.

Withdrawn Pupils

Withdrawn pupils are not included in the list sent to the districts. Their withdrawal date is noted in the Online Student Register, and the number of days attended for the current year (up to their withdrawal) is calculated.

The withdrawal date is considered the date on which Greater Brunswick Charter School receives a signed transfer card from the parent(s) or legal guardian(s), officially removing the pupil from the school.

Backfilling Procedure

At GBCS we backfill seats throughout the school year in grades K-6 to the school's budgeted seat target whenever possible. We offer a seat to any student on our waitlist if we have seat availability in our school.

Maintenance of District Enrollment Lists and DOE Final Reports

District enrollment lists as sent to the resident districts are maintained in the Business office.

Entry of Pupil Data in the Charter School Enrollment System



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Note: Consult the Charter School Enrollment System Technical Manual for detailed instructions for entering pupil data. The manual is located in the Education Director's office.

Only pupils who are new to Greater Brunswick Charter School, or who have changed resident districts, are added to the Charter School Enrollment System database.

Pupils with changes to their free lunch status or special services, or who withdraw from Greater Brunswick Charter School, require changing in the DOE-Net database.

Because Greater Brunswick Charter School enrolls pupils from multiple schools, data for each district must be entered separately.

The codes for our current districts are as follows:

Middlesex County (23)

- East Brunswick 1170
- Edison 1290
- Highland Park 2150
- Milltown 3220
- New Brunswick 3530
- North Brunswick 3620
- Perth Amboy 4090
- Piscataway 4130
- South River 4920
- Woodbridge 5850

Somerset County (35)

- Franklin Township 1610



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(Additional Codes are available in the Middlesex County Public School Directory published by the Department of Education and available at the Middlesex County Office.)

Once pupil data is entered and updated for all districts, it must be verified against the school records. This is done by scrolling through all records for the district with the printed register for reference.

Withdrawn Pupils

Pupils who have withdrawn from Greater Brunswick Charter School since the previous enrollment count require two entries in the Charter School Enrollment System:

- Mark student record for deletion
- The number of days enrolled in the Enrolled Days field

Enrolled days are calculated by subtracting the number of days between the pupil's withdrawal and the count date from the total number of possible enrolled days for the current session.

Be sure to consider the school calendar when determining Enrolled Days. For example, if there were a total of 99 session days up to and including February 15, and the pupil withdrew effective February 11, the number of enrolled days would be 96, not 95. This is because February 14 is a vacation day in our current school calendar.

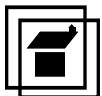
Similarly, consider snow closing days, they should not be counted as possible enrolled days.

Following up with the Districts to Resolve Discrepancies

Once Greater Brunswick Charter School has finished entering its data, the resident districts provide school code entries for all new pupils from their district.

If the districts fail to do this, or if there are discrepancies between the charter school records and the district records, these codes may not have been entered.

The New Jersey Department of Education provides a report that documents pupil records for which there are no school codes, or for which there is a dispute about their residency. This report is entitled Registered Student with 000 or 999 Assigned School Code.



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The charter school must follow up for each pupil listed on this report to determine with the district the cause of the discrepancy. The most common causes for these discrepancies include:

- Pupil no longer resides in district and never informed Greater Brunswick Charter School
- Pupil is new to district and records in the district are not current
- Human error

Our copy of the Middlesex County Public School Directory highlights points of contact for each district. The charter school must provide confirmation of residency for the disputed pupils as well as a copy of the transfer card or other document used to determine enrollment in the resident district.

In cases where pupils have moved numerous times over a short period, it is likely that the guardian did not enroll the pupil in all the local districts in a timely way. The school must work closely with each district to resolve such questions, recognizing that the guardian may not have followed all proper procedures.

Pupil Attendance Procedures

Pupil attendance records must be maintained on a daily basis in the Online School Register.

Consult the Administrator's Plus, Daily Attendance documentation for detailed data entry procedures.

Attendance Forms

Teachers record daily attendance on printed Attendance Forms. (Teachers also use these forms to records lunch orders and payments.)

Completed Attendance Forms are brought to the office by 10:00 a.m. Pupils arriving after then must be recorded on the forms by office staff when they sign in.

Attendance forms are maintained in monthly binders as the backup to the electronic register.



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Attendance Entry

Office staff record pupil attendance in the online register, using the information provided on the Attendance Forms.

N.J.S.A. 18A:38-1 et seq.; **18A:38-1.3**; 18A:38-3; 18A:38-3.1

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

8 CFR 214.3

Adopted: 18 August 2011

