

# REGULATION GUIDE

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[See POLICY ALERT No. 229]

## R 8140 ENROLLMENT ACCOUNTING

### A. School Enrollment

1. The **school** enrollment in a **program of instruction** class, a school, or the district shall be the total number of original **student** entries **in the school register** 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 **programs of instruction** classes and schools of the district shall constitute the school enrollment for the ~~school~~ district during any school year.
2. A ~~No~~ student attending a school operated by **the Board of Education** ~~this district~~ shall **not** be **concurrently** enrolled in more than one school register in **any** ~~the school~~ district during a school year **with the exception of shared-time students** ~~All students shall be enrolled as of the first day of attendance for that year.~~
3. A ~~No~~ student shall **not** be enrolled in a school register until the student has reached **over the age of five years in accordance with N.J.S.A. 18A:38-1 - Attendance at School Free of Charge**. **The district may enroll students under** the following legal school ages:
  - a. Kindergarten – **older** ~~more~~ than four years and **younger** less than six years;
  - b. **State-funded preschool program – at least three years of age and younger than five years; and** ~~Day school – more than five years; or~~
  - c. **Preschool students with disabilities** ~~disabled~~ – **at least** ~~more than~~ three years **of age** and **younger** less than five years.



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4. Within ten **school** days of the start of the school year, the district shall determine whether **a student who attended the previous year but not the current school year** ~~any re-entering student who has not attended school that year~~ has an excused absence or has transferred, withdrawn, or dropped out of the school district.
  5. Any student enrolled in ~~the a school register in a school~~ district who moves to another school district in the same school year shall be **included** ~~enrolled in the school~~ ~~one~~ register in the new school district upon **enrollment** ~~entering school in that school district~~.
  6. The average daily enrollment in the district for a school year shall be the sum of the **total** days **in membership** ~~present and absent~~ of all enrolled students 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 **programs of instruction** ~~classes~~ or schools of the district having varying lengths of terms shall be the sum of the average daily enrollments obtained for the individual **programs of instruction** ~~classes~~ or schools.
    - a. **“Days in membership” means the number of school days in session in which a student is enrolled. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.**
  7. ~~The average daily attendance in the district for a school year shall be the sum of the days present of all enrolled students 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:



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## 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 students entered in the register on the last school day prior to October 16.
- b. The count shall include all students **as required to be reported in accordance with the provisions of N.J.S.A. 18A:7F-33** ~~who have attended school since the beginning of the school year, by original entry or reentry, and shall exclude all students 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 **School Business Administrator/Board Secretary or designee** \_\_\_\_\_ no later than October 16.

## 2. Data Collection

- a. The **Superintendent or designee** \_\_\_\_\_ shall assign responsibility for the preparation of worksheets to document the compilation of register data.
- b. Completed worksheets shall be submitted to the **School Business Administrator/Board Secretary or designee** \_\_\_\_\_ who shall compare the data submitted on the worksheets to the register count submitted in accordance with B.1.a.
- c. The **School Business Administrator/Board Secretary or designee** \_\_\_\_\_ shall reconcile all inconsistencies between worksheet data and register counts and submit final enrollment counts to the **Superintendent of Schools** \_\_\_\_\_ ~~no later than~~ \_\_\_\_\_.





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## 3. Application Submission

**The School Business Administrator/Board Secretary or designee, with approval of the Superintendent, shall file with the Commissioner the report required by N.J.S.A. 18A:7F-33**  
~~\_\_\_\_\_ shall complete the~~  
~~Application for State School Aid and submit the application to the~~  
~~Superintendent for approval.~~

Adopted: 14 September 2021  
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