

REGULATIONS PEQUANNOCK TOWNSHIP

BOARD OF EDUCATION

OPERATIONS

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8140R - ENROLLMENT ACCOUNTING

A. School Enrollment

1. The enrollment in a class, a school, or the district shall be the total number of original entries 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 classes and schools of the district shall constitute the school enrollment for the school district during any school year.
2. No student attending a school operated by this district shall be enrolled in more than one school register in the school district during a school year. All students shall be enrolled as of the first day of attendance for that year.
3. No student shall be enrolled in a school register until the student has reached the following legal school age:
 - a. Kindergarten - more than four years and less than six years;
 - b. Day school - more than five years; or
 - c. Preschool - more than three years and less than five years.
4. Within ten days of the start of the school year, the district shall determine whether any re-entering student who has not attended school that year has an excused absence or has transferred, withdrawn, or dropped out of the school district.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 a school register in a school district who moves to another school district in the same school year shall be enrolled in one register in the new school district upon entering school in that school district.
6. The average daily enrollment in the district for a school year shall be the sum of the days 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 classes or schools of the district having varying lengths of terms shall be the sum of the average daily enrollments obtained for the individual classes or schools.
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

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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:

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 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 New Jersey Department of Education no later than October 16.

2. Data Collection

- a. The Superintendent shall assign responsibility for the preparation of worksheets to document the compilation of register data.
- b. Completed worksheets shall be submitted to the NJ DOE who shall compare the data submitted on the worksheets to the register count submitted in accordance with B.1.a.
- c. The Business Administrator shall reconcile all inconsistencies between worksheet data and register counts and submit final enrollment counts to the Department of Education no later than December 12.

3. Application Submission

The Business Administrator shall complete the Application for State School Aid and submit the application to the Superintendent for approval.

Adopted: 12 December 2016