

REGULATION

UNION COUNTY
EDUCATIONAL
SERVICES COMMISSION
OPERATIONS

R8140/page 1 of 3
Enrollment Accounting
M

R 8140 ENROLLMENT ACCOUNTING

A. School Enrollment

1. The **school** enrollment in a **program of instruction** class, a school, or the Commission 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 Commission during any school year.
2. ~~A No~~ student attending a school operated by **the Board of Directors** ~~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.
4. Within ten **school** days of the start of the school year, the Commission 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year** ~~any re-entering student who has not attended school that year~~ has an excused absence or has transferred, withdrawn, or dropped out of the school district.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~~ Commission 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~~.

REGULATION

UNION COUNTY
EDUCATIONAL
SERVICES COMMISSION
OPERATIONS

R8140/page 2 of 3
Enrollment Accounting
M

6. The average daily enrollment in the Commission 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 Commission 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:

1. Counting Procedure
 - a. Each employee responsible for the maintenance and safe keeping of a school register shall conduct a count of the pupils 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 Superintendent no later than October 16.

REGULATION

UNION COUNTY
EDUCATIONAL
SERVICES COMMISSION
OPERATIONS

R8140/page 3 of 3
Enrollment Accounting
M

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 Superintendent who shall compare the data submitted on the worksheets to the register count submitted in accordance with B.1.a.
- c. The School Principal or Director shall reconcile all inconsistencies between worksheet data and register counts and submit final enrollment counts to the Superintendent of Schools ~~no later than the established due dates.~~

3. Application Submission

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.~~

Issued: April 4, 2007

Revised: