




Standard Operating Procedure

Subject: Application for State School Aid (ASSA)	Effective Date: October 4, 2021	Page(s): 1 of 3
	Approved: Eileen F. Shafer, M.Ed. Superintendent of Schools	Superintendent's Signature: 

I. Purpose:

To establish guidelines for completing the district's annual Application for State School Aid (ASSA) that will ensure an accurate and timely report submission. The ASSA is the data collection used to gather the resident and nonresident pupil counts required to calculate a school district's state aide entitlement.

II. Authority:

Superintendent of Schools

III. Terms and Conditions:

- a. A district is required to report the number of pupils enrolled full-time or shared-time in each school by grade or special education category. In addition, a district must also report the number of pupils that are sent and received and the number of pupils enrolled on the last school day prior to October 16 of the current school year.
- b. Each school must keep an accurate and complete student enrollment and attendance record.
- c. Student enrollment and attendance must be maintained on the district's student information system of record.
- d. Student enrollment and attendance must be submitted to the Management Information Systems (MIS) Department via the New Jersey School Register within five business days of each month's end.
- e. The New Jersey School Register must display accurate name, grade, date of birth, gender, race, income status, program codes, enrollment dates, enrollment/transfer codes and attendance for each student.

• **School Level Steps for Completion:**

- Verify correct enrollment grade and program for each student.
- Verify that all tuition/received students are properly identified in the New Jersey School Register.
- Verify that all special education students are properly flagged with special education code and placement in the New Jersey School Register.
- Verify that all bilingual students are properly flagged in the New Jersey School Register.

- Verify that all low income students are properly identified in the New Jersey School Register.
- Complete the September New Jersey School Register and submit to MIS within five school days after the last day of school in September.
- Complete the October snapshot register and submit to MIS by October 31, unless otherwise notified.
- **Central Office Steps for Completion:**
 - Review Community Eligibility Program (CEP) guidance, or current process for determining income status, as provided by New Jersey Department of Education (NJ DOE). Work with Food Services Department to load direct certification family data.
 - Review NJ DOE documentation for current year ASSA requirements and deadline.
 - Meet with central office departments (Assistant Superintendents, Special Education, Bilingual) to discuss timeline based on deadline for submission. Communicate that timeline to all stakeholders (i.e. Cabinet, principals, registrars, secretaries).
 - Prepare special education and bilingual rosters for department verification.
 - Verify McKinney-Vento and out-of-district placements with Special Education Department.
 - Collect and review October 15 registers per timeline.
 - Collect and review CEP documents (if applicable) to ensure accurate and complete documentation.
 - Submit ASSA per NJ DOE established deadline.
 - Maintain an electronic file of all ASSA data for NJ DOE audit.

IV. Reporting Procedures:

All ASSA documentation, which includes, but may not be limited to the New Jersey School Register, CEP Surveys (if applicable), and any other documentation identified in the yearly timeline, must be submitted to the Management Information Systems Department per the yearly timeline.

V. Dissemination:

Superintendent's Cabinet Members, all district administrators & all school administrators.

ASSA 2021 Timeline			
Timeline	Action Item	Responsible Person(s)	Status
July/August, 2021	Enter summer transfers	School Registrar/Secretary	In Progress
Monday, August 30, 2021	Attend training for new school staff on CEP process and Infinite Campus maintenance and report generation	MIS	Completed
Friday, September 10, 2021	Complete scheduling process by 9/10	Principal, Registrar/Secretary, teachers	Completed, new entrants will continue to be scheduled throughout year
Friday, September 24, 2021	Verify special education - all students properly flagged with special education code and placement	Special Services Department/CST	In Progress
Friday, September 24, 2021	Verify bilingual placement - all students properly flagged as bilingual	Bilingual Department/BPP	In Progress
Thursday, September 30, 2021	Verify low income status - all students properly identified	School Designee	In Progress
Thursday, October 7, 2021	Complete initial register and submit to MIS within five work days of end of month. Ensure tht the register reflects correct enrollment and programs for each student.	School Registrar/Secretary	
By Monday, November 1, 2021	Print, review and sign ASSA enrollment register (October 15) and send to MIS. MIS will review registers for possible issues and contact the school if needed.	Principal, Registrar/Secretary, CST, BPP and CEP Official	