

Holdrum School:

ASSA Student Register Reporting Documents to include:

- Homeroom Register Report (**Report 21050**) signed by each homeroom teacher
- Grade Level Building Summary Report (see attached)
- Students enrolled in school district who are children of district employees or Board of Education Members – (regardless of Town of Residence) – (**Report 990009**)
- Students that qualified for free/reduced milk (**Report 21030**)

Additionally, as I have previously requested, please provide my office with a memo stating whether or not you have students qualified for free/reduced milk. If you have no qualifying students, your memo should state such. In the event that you do have qualifying students your memo should state such and you should provide my office with a copy of the approved free/reduced milk application.

District Report of Transported Resident Students (DRTRS):

Provide a report of all public school students transported by Scholastic Transportation (sorted ascending by route number). The report should include the following information:

- Student's Name
- Student's Address
- Student's Grade
- Student's mileage
- Student's State Id Number (SID)
- Student's Date of Birth
- IEP in place (Y/N)

Roberge School:

ASSA Student Register Reporting Documents to include:

- Homeroom Register Report (**Report 21050**) signed by each homeroom teacher
- Grade Level Building Summary Report (see attached)
- Students enrolled in school district who are children of district employees or Board of Education Members – (regardless of Town of Residence) – (**Report 990009**)
- Students that qualified for free/reduced milk (**Report 21030**)

Additionally, as I have previously requested, please provide my office with a memo stating whether or not you have students qualified for free/reduced milk. If you have no qualifying students, your memo should state such. In the event that you do have qualifying students your memo should state such and you should provide my office with a copy of the approved free/reduced milk application.

Woodside School:

ASSA Student Register Reporting Documents to include:

- Homeroom Register Report (**Report 21050**) signed by each homeroom teacher
- Grade Level Building Summary Report (see attached)
- Students enrolled in school district who are children of district employees or Board of Education Members – (regardless of Town of Residence) – (**Report 990009**)
- Students that qualified for free/reduced milk (**Report 21030**)

Additionally, as previously requested, please provide this office with a memo stating whether or not you have students qualified for free/reduced milk as of October 13th. If you have no qualifying students, your memo should state such. In the event that you do have qualifying students your memo should state such and you should provide this office with a copy of the approved free/reduced milk application.

Child Study Team:

**** SPECIAL EDUCATION STUDENTS ARE NOT REPORTED BY TIER ****

ASSA Reports generated from the district's IEP Writer to include:

- Listing of Students (Students On-Roll, Sent & Received) as follows:
 - Special Ed. Elementary
 - Special Ed. Middle
 - Special Ed. High School
- Listing of Preschool Students sent Full-time to Contracted Preschools
- Listing of Special Ed Students with Speech only
- Internal Excel spreadsheet document setting forth out-of-district special education placements by school
- Internal Excel Spreadsheet document for Students enrolled in school district who are children of District employees or Board of Education Members – (regardless of Town of Residence)

In General - PLEASE: your help is needed - - for the timely completion and accuracy of this report.

You are reminded that it's the data from this (ASSA) report that effectively establishes our budget "cap" and state aid figures for the 2018-19 school year; that's why thoroughness is so important. The data and written procedures used to collect the data are also audited for accuracy.

The above reports should be forwarded to my office via interoffice mail no later than 4 pm on Friday, October 13th.

Your written internal procedures, for obtaining the data you submitted, are due in final form to me by Monday, October 16, 2017 at noon. Please review them for completeness and accuracy, as well. These should describe, briefly, how you got there and checked the data at your site.

This report is audited at year-end and is subject to the state's monitoring process as well. It is critical that all information be correct and clearly documented. The administrator signing off on the completion of the particular data assumes responsibility for its accuracy. Where staff provide you with data, please review their submission, and insist on accuracy and clarity.

NOTE: When running the Homeroom Register Report (**Report 21050**) the option to include Special Education information must be selected.

Feel free to contact me should you have any questions regarding the above requested documents.

As you are aware, this is an important task for everyone.

Thank you for your assistance.

Workpaper 1 – Application for State School Aid 10/13/2017

Students On Roll – Full-Time, Shared-Time (includes Home Instruction and Regular Preschool and Preschool Disabled 3 and 4 year old students on roll in the school district) Note: see guidance in the preceding explanation section for certain preschool disabled students. See Workpaper For Speech Only Students

Enrollment/Grade Level for Regular and Special Education Category

	<u>School</u>	Full-Time Students	Full-Time Special Ed Students	Shared-Time Students	Shared-Time Special Ed Students
Register 1					
Register 2					
Register 3					
Register 4					
Register 5					
Register 6					
Register 7					
Register 8					
Register 9					
Register 10					

(Use additional Register number lines as necessary)

Note: School districts must retain a copy of an official New Jersey school register for each school and grade for the entire month of October 2017. A computer printout of student names without daily individual attendance information is not a school attendance register and will not be accepted in a DOE audit.

Totals

Prepared by: _____ Date: _____

Workpaper 2 – Application for State School Aid 10/13/2017

Students Sent to New Jersey Public Schools and County Special Services Districts (includes Regular Resident 3 and 4 year old Preschool Students sent to Contracted Pre-School Program Providers)

<u>School Placement</u>	<u>Student Name</u>	<u>Grade Level</u> <u>Category, E, M, H</u>	<u>Full</u> <u>Time (a)</u>	<u>Shared</u> <u>Time (b)</u>	<u>Tuition</u> <u>Contract</u> <u>Available</u> <u>(Y or N)</u>	<u>Free or Reduced</u> <u>Status (If applicable)</u>	<u>Speech Only</u> <u>(Y or N)</u>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

Each individual line total must be supported by a detailed listing reflecting the name and address of each child. Use separate sheets if necessary. The total # of preschool students sent to community providers and enhanced head start programs must be documented here for ASSA audit purposes. (a) Total must agree with col. 4 of ASSA (b) total must agree with col. 5 of ASSA. Copies of the tuition contracts or other supporting documentation must be made available for audit.

Prepared by: _____ Date _____

Workpaper 3 – Application for State School Aid 10/13/2017

Students Received from New Jersey Public Schools

	<u>School</u>	<u>Student Name</u>	<u>Grade Level Category E,M,H</u>	<u>Full Time (a)</u>	<u>Shared Time (b)</u>	<u>School Register Number</u>	<u>Free or Reduced Meal Status (If Applicable)</u>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

(a) total must agree with col. 6 of ASSA (b) total must agree with col. 7 of ASSA
Copies of the tuition contracts or other supporting documentation must be made available for audit.

Prepared by: _____ Date _____

Workpaper 4 – Application for State School Aid 10/13/2017

Students Attending Regional Day Schools

	<u>Regional Day School</u>	<u>Student Name</u>	<u>Grade Level Category E.M.H</u>	<u>Tuition Contract Available (Y or N)</u>	<u>Free or Reduced Status (If applicable)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Copies of the tuition contracts must be made available for audit.

Prepared by: _____ Date _____

Workpaper 5 – Application for State School Aid 10/13/2017

Attendance at Approved Private Schools for Students with Disabilities (or other permitted educational agency)

	<u>Private School</u>	<u>Student Name</u>	<u>Grade Level Category E,M,H</u>	<u>Tuition Contract Available (Y or N)</u>	<u>Free or Reduced Status (If applicable)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Copies of the tuition contracts must be made available for audit.

Prepared by: _____ Date _____

Workpaper 6 – Application for State School Aid 10/13/2017

Charter School Students On Roll –SEPARATELY REPORTED ON THE ASSA-School districts must collect an official New Jersey School Register from each Charter School impacted by resident students enrolled in each Charter School. If a Charter School fails to provide a copy of the school register, the public school district should withhold monthly tuition for October until a Charter School register is provided.

Enrollment/Grade Level for Regular and Special Education

Category

<u>School</u>	<u>Full-Time Students</u>	<u>Full Time Special Ed Students</u>	<u>Shared-Time Students</u>	<u>Shared-Time Special Ed Students</u>
Register 1.				
Register 2.				
Register 3.				
Register 4.				
Register 5.				

(Use additional Register number lines as necessary)

Totals

Prepared by: _____ Date: _____

Workpaper 7 – Application for State School Aid 10/13/2017

Resident Low Income-On Roll (excluding Received) and Sent Students NOTE: The Applications for Free and Reduced Price Meals or Free Milk or other appropriate eligibility documentation for Fiscal Year 2017-2018” for those students who are part of the district's resident enrollment as of October 13, 2017 must be made available for audit. The information below will be accumulated from National School Lunch Act Benefits Information Determination Lists. THESE LISTS ARE NOT THE ACTUAL WORKAPER. They should be used to generate the count of Low Income Eligible Students On Roll as of October 13, 2017.

<u>School</u>	<u>Register # as of 10/13/17</u>	<u>Number of Students</u>	<u>Application Approved as Eligible-Free or Reduced (Y or N)</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
Total			

Prepared by: _____ Date _____

Workpaper 8 – Application for State School Aid 10/13/2017

Resident LEP Students - Approved Bilingual/LEP/ELL Programs-Low Income

This workpaper is used to support the number of regular education and special education LEP students that qualify for free lunch or free milk, reduced lunch.

School	<u>Student Name</u>	<u>Register Number as of 10/13/17</u>	<u>Date of LEP Test Eligibility</u>	<u>Multiple Measure Program Eligibility</u>	<u>Free "F", Reduced "R",</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Total

Prepared by: _____ Date _____

Workpaper 9 – Application for State School Aid 10/13/2017

Resident LEP Students - Approved Bilingual/LEP/ELL Programs -Not Low Income

This workpaper is used to support the number of regular education and special education LEP students that do not qualify for free lunch or free milk, reduced lunch.

School

<u>Student Name</u>	<u>Register Number as of 10/13/17</u>	<u>Date of LEP Test Eligibility</u>	<u>Multiple Measure, Program Eligibility</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Total

Prepared by: _____ Date _____

Workpaper 10 – Application for State School Aid 10/13/2017

Resident Speech Only Students - Full or Shared Time

NOTE: This workpaper is to record resident students receiving only speech services. The rest of the student's program is the same as any non-classified student. Note: Report Shared Time as .5

<u>Student Name</u>	<u>Grade</u>	Register Number as of <u>10/13/17</u>	Speech Required Per <u>N.J.A.C. 6A:14-3.6 (Y or N)</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Prepared by: _____ Date _____

Workpaper 11 – Application for State School Aid 10/13/2017

Parent Paid Students enrolled from other districts.

<u>Student Name</u>	<u>Grade</u>	<u>School Attended on 10/13/17</u>	<u>Tuition Contract Available (if applicable) (Y or N)</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Prepared by: _____ Date _____

Workpaper 12 – Application for State School Aid 10/13/2017

School Choice Students enrolled from other districts-DOE Funded Students. (Do not include Tuition-free out of district students who did not qualify for School Choice Aid.)

<u>Student Name</u>	<u>Grade</u>	<u>School Attended on 10/13/17</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Prepared by: _____ Date _____

Workpaper 13 –Application for State School Aid 10/13/2017

STUDENTS ENROLLED IN SCHOOL DISTRICT WHO ARE CHILDREN OF DISTRICT EMPLOYEES OR BOARD OF EDUCATION MEMBERS-(Regardless of Town of Residence)

NOTE: This workpaper is to record the names and ID numbers of all students enrolled in the district as of October 13, 2017, who have been reported in any of the categories on the ASSA, who are the children or legal wards of school district employees or board of education members. Reference: NJSA 18A:7F-45, definitions pertaining to “enrolled children of teaching staff members”. This list must include both residents and non-residents who, by district policy are permitted to enroll their children in the education programs of the school district without payment of tuition.

<u>NJ SMART ID</u>	<u>Student Name</u>	<u>Grade</u>	<u>School enrolled as of 10/13/17</u>
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

Prepared by: _____ Date _____

