

REGULATION GUIDE

BAYONNE BOARD OF EDUCATION

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R 8140 ENROLLMENT ACCOUNTING

A. School Enrollment

1. The **school** enrollment in a **program of instruction** , 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 **programs of instruction** and schools of the district shall constitute the school enrollment for the district during any school year.
2. A student attending a school operated by **the Board of Education** shall **not** be **concurrently** enrolled in more than one school register in **any** district during a school year **with the exception of shared-time students** .
3. A 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** than four years and **younger** than six years;
 - b. **State-funded preschool program – at least three years of age and younger than five years; and**
 - c. **Preschool students with disabilities – at least** three years **of age and younger** 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a **student who attended the previous year but not the current school year** has an excused absence or has transferred, withdrawn, or dropped out of the school district.
 5. Any student enrolled in **the** district who moves to another school district in the same school year shall be **included** in **the school** register in the new school district upon **enrollment** .
 6. The average daily enrollment in the district for a school year shall be the sum of the **total days in membership** of all enrolled students when schools were in session during the year, divided by the number of days in session. The average daily enrollment for the **programs of instruction** 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** 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.**
- 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.



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- 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** .
 - 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** .
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** .

Issued: 28 July 1997
REVISED: January 31st, 2023

