

CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEY

ADMINISTRATIVE REGULATION

STATE FUNDS; FEDERAL FUNDS

The following procedures are implemented in the fall of each year to collect data to be submitted to the State Department of Education for the Application for State School Aid Report (ASSA). A memo is sent to all Principals the first week in October alerting them to the fact that statistics need to be collected relative to enrollment and special programs, using enrollment figures as of October 15 of each year. The memorandum includes information relative to the documentation of data collected and the need for building Principals to verify and sign each data collection form. In addition, the Director of Special Services sends a procedural memo to Special Education Child Study Teams, Speech, Occupational Therapy, Physical Therapy, and other related staff in order to collect and verify data regarding Special Education students. The Director of Special Services and School Business Administrator meet with support staff to communicate and discuss, as well as to assure consistency in implementing data collection procedures.

The Director of Special Services and School Business Administrator attend the County meeting to obtain the procedural and technical guidelines. This information is shared with Special Services staff and district wide with Principals as applicable. The Director of Special Services and School Business Administrator may also attend another County wide verification meeting to corroborate data regarding sent and received students. A file of all forms used in the ASSA process is kept with all records supporting the data collected.

Building based data is collected, verified, and signed by the building Principal as of the October 15 date and submitted to the Office of the Director of Special Services and the School Business Administrator no later than October 18. Each Principal is responsible for maintaining a signed copy of each data collection form for future audit verification. The Director of Special Services and the School Business Administrator collate the building based data onto a district Application for State School Aid. The data collected include:

All students on roll full time and shared time.

All students sent to other districts on a full time basis and students sent to other districts on a shared time basis.

All Special Education students are listed by appropriate tier and enrollment category, if applicable.

All students received from other public school districts on a full time basis and students received on a shared time basis.

All students sent to private schools for the disabled.

All students receiving free or reduced lunch or milk who have qualification as low income for this program.

All LEP students are listed.

All students receiving related services such as OT, PT, Speech, Counseling are listed, if applicable.

All Special Education Tier IV students receiving intensive services are listed, if applicable.

All students attending Vocational Schools on a full or shared time basis are listed.

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All students on Home Instruction as of October 15 are listed.

All Special Education students attending Regional Day Schools are listed.

All Special Education students attending other specialized programs are listed.

A total resident enrollment figure as of October 15 of each year is recorded.

A total of ESLs students.

A total of Pre-school students.

Once the district Application for State School Aid has been developed, the School Business Administrator compares the figures from the ASSA with the Superintendent of Schools for final approval. The approved final Application for State School Aid is submitted to the County Office of Education.

This Regulation placed in effect: October 1, 1990

Revised: October 11, 1999

Revised: May 27, 2008

Revised: February 23, 2009