

FOR NEW JERSEY CHARTER SCHOOL TEAMS

10 10 practical CHE checks.

Cleaner records. Clearer next steps.

A quick checklist for the Charter School Enrollment System.

01 Check the current window.

Confirm this session's deadlines and editable fields. Review the school profile and maximum school days. Use current NJDOE notices for dates.

03 Match IDs, then check names.

Check student IDs, names, and birth dates together. Flag conflicts or locked fields for the proper correction process; don't create a second record as a workaround.

05 Check moves, dates, and days.

Review resident district, entry and withdrawal dates, and enrolled days together. For district moves, check both periods and investigate gaps or overlaps.

07 Open the overenrolled list.

Review CHE's separate "List of Overenrolled Students." Those students may not appear in ordinary lookups. Flag items needing school review.

09 Give every open item an owner.

Keep a dated list: issue, responsible person, next action, and status. Separate completed corrections from pending approvals. Share student details only through approved channels.

02 Match your roster before adding.

Compare a dated, school-confirmed roster with CHE, including any preloaded records. Separate missing students from students already entered.

04 Review before removing duplicates.

Two records may be valid when a student changes resident districts. Check the enrollment periods and reason for each record before proposing a correction.

06 Confirm what each status means.

Use school-confirmed meal and program statuses. NJ-expanded-income "Free" in NJSLEDS does not automatically count as Free/Reduced in CHE. Follow current reporting guidance.¹

08 Recheck approvals after updates.

Updating a record resets its district approval. Track records needing approval again. If nothing changed, use Cancel to leave the record as it was.

10 Plan the certification handoff.

Session I initial submission certification enables district approvals. The school lead handles required certification; later changes can require recertification. Check status before closing out.

NEED A HAND WITH THE RECORD WORK?

We can work through your CHE list.

CHE Data Entry · Reconciliation · Duplicate checks · Confirmed updates

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Sources: NJDOE CHE User Manual, pp. 7–8, 13, 15–16, 27, 30–32; current NJDOE notices.¹ NJDOE income-status guidance, July 29, 2026.

Prepared September 18, 2026. Use current NJDOE instructions for your session. Schools retain supporting documents, eligibility decisions, and certification. Independent practical guidance from Enroll More.