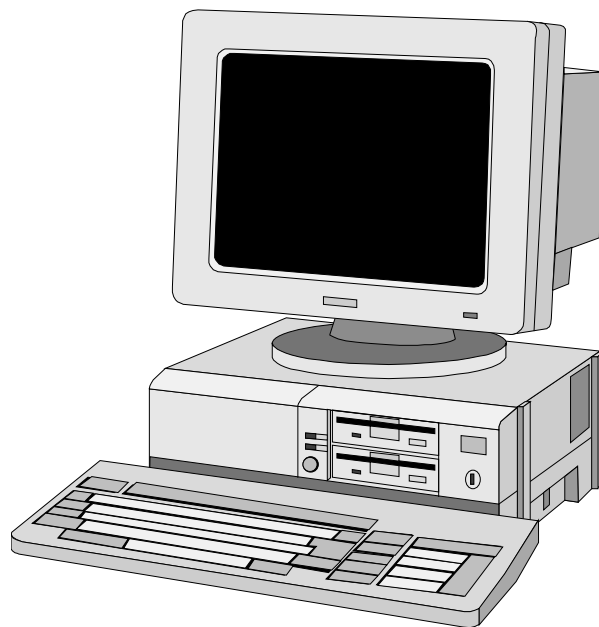
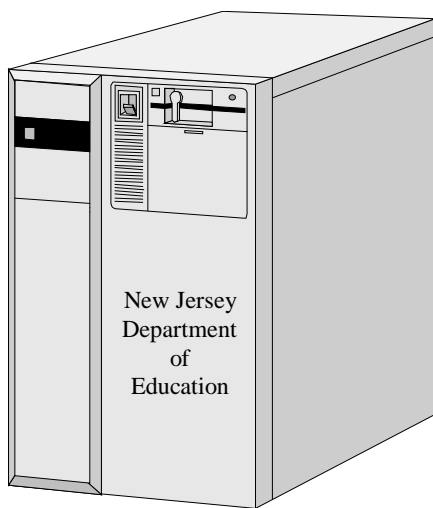


New Jersey Department of Education  
Technical Manual  
2008-2009  
School Register Summary



Division of Finance  
Office of School Funding

**June 2009**

**General requirements for Submission of School Register Summary (2008-2009)**

Electronic Data Collection of the School Register Summary (SR8) is mandatory for all New Jersey school districts. The process for downloading and transmitting the 2008-2009 School Register Summary will be performed exclusively through the Department's Web-enabled DOENet again this year. Users should reference the Users' Manual for Web-enabled DOENet, located at <http://www.state.nj.us/njded/data/collections/wdoenet/> for instructions regarding the use of the Web-enabled DOENet.

As a result of No Child Left Behind (NCLB) legislation, you will be asked to provide summary enrollment and attendance data by Race, Gender, Migrant status, Low Income status, IEP status and LEP status. Definitions of these fields were added to the New Jersey School Register. The completion of these screens is mandatory for all districts. The totals reflected on each of these screens must be equivalent to the totals reflected on the respective school's initial entry screens. A fatal edit was added to the application to prevent any inconsistencies between the various summary data.

As a reminder, in the program there are warning edits generated by comparing Fall Survey data to the data being submitted for the School Register Summary. Any deviation of +/- 10% between the program calculated average daily enrollment (ADE) and Fall Survey data generates a warning edit. This warning edit is meant to highlight potential keying errors; the data is not necessarily incorrect. Warning edits will allow a district to transmit the information but **must** be verified and signed off by the Chief School Administrator before submission to the Department of Education. A transmittal letter for signature will automatically print when transferring through the Web-enabled DOENet.

If there has been a new grade or new special education self-contained program **added** to a particular school since Fall Survey, a memo to the Department of Education will be required to document the change. The application will allow the new grade or new special education classification to be added through the SR6 application. All grades and special education programs will appear on your computer screen, regardless of the presence of a particular grade or program on the Fall Survey. The grades and programs that did not exist at 2008 Fall Survey will simply reflect a 0 under the Fall Survey Enrollment column.

The specific instructions contained in the EDC-PC technical manual relate to the mechanics of reporting the School Register Summary information electronically. Directions on how to maintain the school registers during the year are contained in the publication, New Jersey School Register (A1).

**ROUNDING:** The computer program will only accept whole numbers for input. Round numbers to the nearest whole day. Any value of .5 and above should be rounded up, any value below, rounded down. For example, 1.5 would be entered as 2.

Transfer of data via Web-enabled DOENet, transmittal letters and applicable memo changes are due to the **Department of Education by June 30, 2009 or 5 days after the close of school, whichever is later**. (DO NOT SUBMIT DISKETTES.) Mail the transmittal letter and any applicable memo changes to:

New Jersey Department of Education  
Attn: Heather Leary, Division of Finance, 1st Floor  
P.O. Box 500  
Trenton, NJ 08625-0500

# TECHNICAL MANUAL 2008-2009 SCHOOL REGISTER SUMMARY

## SECTION I - COMPUTER REQUIREMENTS AND CONVENTIONS

### INSTALLING WEB-ENABLED DOENET SOFTWARE

The Web-enabled DOENet software and technical manual can be downloaded from the Data Collection Information Center website at <http://www.state.nj.us/njded/data/collections/wdoenet/>.

### HARDWARE REQUIREMENTS

After downloading the EDC-PC software over the Web-enabled DOENet, you are given the option of installing the program on the personal computer (PC) connected to the DOENet or making an installation diskette that will be used to load the files on the PC of your choice. In any location, you will need MS-DOS version 6 or higher to install and run the school register program. You will also need internet access. The following hardware is needed:

- Any IBM compatible personal computer (PC) which provides adequate memory and processor power for the installed version of the Windows Operating System (See below).
- A hard disk drive with approximately five megabytes (5 MB) of free disk space.
- A stand-alone standard dot matrix or laser printer.

### NETWORK REQUIREMENTS

- Access to the internet is required to make full use of internet-enabled DOENet's functions. Any type of connection (dial up or LAN) is adequate. Internet access is used to:
  - Download the SR8 application
  - Transmit directly to DOE from the SR8 application
  - Upload from a remotely installed copy of the SR8 application
  - Update the SR8 application (if necessary)

### SOFTWARE REQUIREMENTS

- To install the program successfully, you must have privileges to install software on your Windows PC (additional information is provided in the Advanced Notes section).
- Web-enabled DOENet is compatible with the following operating systems:
  - Microsoft Windows 98
  - Microsoft Windows Millenium Edition (ME)
  - Microsoft Windows 2000 Professional
  - Microsoft Windows XP Professional

To determine which Windows operating system is running on your computer, click on the Start button and check the operating system title that runs vertically on the left side of the Start menu (if you do not see the operating system title here, click on Control Panel, double-click on System, and look at the General tab).

### CONVENTIONS

The conventions listed below are used throughout this program and manual.

- Use the **Up/Down** Arrow keys to highlight your choice if it appears on the screen.
- If a choice does not appear on the current screen, use the **PgUp/PgDn** or **Up/Down** Arrow keys to move to a different screen.

- When your choice is highlighted, press the **ENTER** key to select it. (On some keyboards, that key is labeled **RETURN**.)
- Press the escape key (**Esc**) to exit the selection.
- **CTRL+X** (X=a key) indicates that you hold down the control (**Ctrl**) key while pressing another key. For example, Ctrl+C.
- To leave the program, use the **ESC** key. When you exit the program, data you have entered will be stored on your hard drive. You can re-access the program at any time without having to re-enter data.
- You will hear a tone if you attempt to enter data or select a menu choice that is not valid.

## **SECTION II – SR8 INSTALLATION PROCESS – Web-enabled DOENet**

### **Installation of Program To Current Workstation**

1. If the Web-enabled DOENet is already installed on your PC, then double-click on the WBDOENet folder on your desktop and double-click on the “EDCPC Downloads” shortcut.
2. Double-click on the hyperlink for the School Register Summary program. A file download box appears. Select: ->Run this program from it’s current location-> Yes-> OK-> Setup->
3. The School Register Summary software application will be installed and automatically started. A shortcut to the application will be placed in your WBDOENet folder so that you can return to it later.

### **Making an Installation Diskette to Install Program on a Different Workstation**

1. Double-click on the hyperlink for the SR8 program. A file download box appears. Insert a BLANK diskette into your PC’s floppy drive and select: ->Save this program to disk-> OK-> Save-> Open-> OK-> Setup.
2. The School Register Summary software will be installed and automatically started.

## **SECTION III - RUNNING THE SYSTEM**

### **ACCESSING THE PROGRAM - First Time ONLY**

After installing the School Register Summary software, the School District Identification menu automatically appears. In order to use the EDC-PC program, you must first select your county and your school district. This process is completed only once.

- Use the **Up/Down** Arrow keys (or **PgUp/PgDn**) keys to highlight your county. When highlighted, press **ENTER**.
- Use the **Up/Down** Arrow keys (or **PgUp/PgDn**) keys to highlight your school district name. When highlighted, press **ENTER**.
- An Identification Confirmation screen will appear.
- If your county and/or school district name is/are not correct, enter **N** for No, and re-select your county and school district name.
- If the county and school district name are both correct, enter **Y** for Yes.

The message "Preparing Files - Please Wait" should appear.

During the "Preparing Files" process, data for your school district will be automatically entered into a database for edit checking purposes only. This process may take several seconds depending upon your PC configuration and the amount of data.

After program files are prepared, the Main Menu appears (see Figure 1).

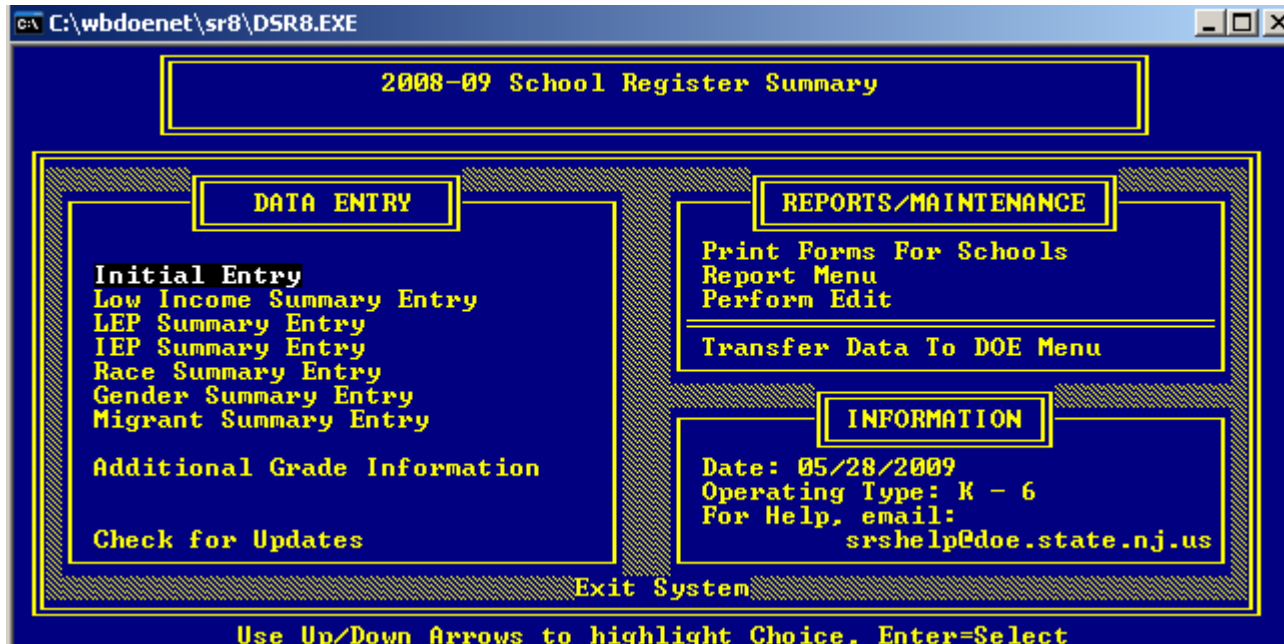


Figure 1

### INFORMATION

Verify that the name of your school district appears at the top of the screen and that the data in the Information section is accurate.

Operating Type: (of your school district - e.g., K - 8)

For assistance, you may call the State Department of Education between 8:00 a.m. and 4:00 p.m.:

Email questions to [SRSHELP@DOE.STATE.NJ.US](mailto:SRSHELP@DOE.STATE.NJ.US)  
Entry Information: (609) 984-4945 or (609) 984-5592

### CONTINUE OR EXIT SYSTEM

After verifying the information section on the Main Menu, you may continue to use the program or exit the system.

To exit the system, highlight "Exit System" and press the **ENTER** key. Refer to the instructions below for accessing the program for the second and all future sessions.

\*\*\*\*\*

### ACCESSING THE PROGRAM - Second and All Future Sessions

To access the program in all subsequent sessions, follow the procedure below. **DO NOT REINSTALL THE PROGRAM FROM THE DOENET OR DISKETTE UNLESS YOU WANT TO OVERWRITE ALL EXISTING DATA ON YOUR HARD DRIVE AND BEGIN AGAIN.**

- It is unlikely that you will enter all of the data during the first session. To access the School Register Summary program in all subsequent sessions, double-click on the shortcut for the School Register Summary application in your DOENET folder.
- The main menu for the School Register Summary should appear.

**School Register Summary 2008-09**

\*\*\*\*\*

## SCHOOL DATA COLLECTION INSTRUMENT

In order to have the information to enter, the district should first print a School Data Collection Instrument for each school.

1. From the REPORTS/MAINTENANCE section of the Main Menu, highlight "Print Forms For Schools" and press the **ENTER** key.
2. The names of every school in your district will be listed along with an "All Schools" choice.
3. Highlight "All Schools" to print a data collection instrument for every school or individually select the name(s) of the schools for which data collection instruments are desired.
4. Follow the instructions on the screen to print (or to abort printing).

Staff at each individual school will complete the information on the forms and return them to the district central office for data entry. **Note that all data entry for this program must be performed at one central office location.**

Each form will list all grade categories and special education categories, and enrollment as reported in the 2008 Fall Survey for that individual school. If a school needs to add a grade or special ed category that is not listed on the form, simply write that grade or category at the bottom of the form.

### County Vocational School Districts

The vocational school district must list its students by the four regular vocational grades or vocational special program categories indicated. Post-secondary data will roll up to district/school totals.

Part-time post-secondary students should be reported separately using full-term equivalents (FTE). For this purpose an FTE is 12 credit hours. Therefore, a student enrolled in a 3-credit program has an FTE of .25; 6 credits an FTE of .5; and 9 credit an FTE of .75. Students with 12 or more credits during the school year should be reported as Full-Time Post-Secondary.

## **SECTION IV - DATA ENTRY**

### DATA ENTRY

The Data Entry section of the Main Menu consists of the following six options:

- **INITIAL ENTRY** - to be used to enter information for each grade within each school.
- **LOW INCOME SUMMARY ENTRY** – to be used to enter information for Low Income and Non-Low Income students within each school.
- **LEP SUMMARY ENTRY** – to be used to enter information for LEP and Non-LEP students within each school.
- **IEP SUMMARY ENTRY** - to be used to enter information for IEP and Non-IEP students within each school.
- **RACE SUMMARY ENTRY** – to be used to enter information for each race category within each school.
- **GENDER SUMMARY ENTRY** – to be used to enter information for Male and Female students within each school
- **MIGRANT SUMMARY ENTRY** – to be used to enter information for Migrant of Not Migrant students within each school

- **ADDITIONAL GRADE INFORMATION** - to be used when a grade or special education category has a 'days open' value that differs from the 'days open' value on the initial entry.

The Initial Entry MUST be completed first.

**INITIAL ENTRY**

This option must be used first for data entry by school and grade category. Only one input for each grade category is possible using this option.

NOTE: If an individual school has the same grade category but with two or more different number of days open (e.g., School #1 has one Grade 1 with days open of 180, and another Grade 1 with days open of 181), the second Grade 1 will be an input using the "Additional Grade Information" option AFTER the Initial Entry is completed.

1. With "Initial Entry" highlighted, press the **ENTER** key to select it.
2. Highlight the name of the school for which you wish to enter data and press the **ENTER** key to select it.

Grade	08 Fall Survey Enroll	Days Open	# of Possible Days	# of Days Present
Half Day Preschool 3 years old	0.0	0	0	0
Full Day Preschool 3 years old	0.0	0	0	0
Full Day Preschool 4 years old	0.0	0	0	0
Half Day Preschool 4 years old	17.0	0	0	0
Full-Day Kindergarten	19.0	0	0	0
Half-Day Kindergarten	0.0	0	0	0
Grade 1	14.0	0	0	0
Grade 2	13.0	0	0	0
Grade 3	14.0	0	0	0
Grade 4	17.0	0	0	0

Figure 2

The Initial Entry screen (Figure 2) contains five (5) columns, which are explained below. A reminder: **ROUNDING**: The computer diskette will only accept whole numbers for input. Round numbers to the nearest whole day.

- Column 1 - "Grade"  
Grade Categories - Grades and special education programs.
- Column 2 - "08 Fall Survey Enroll"  
Grade Enrollment - for information only. (This column is highlighted and CANNOT be changed.) These enrollment figures were reported by your district in the 2008 Fall Survey and are for EDIT purposes only. Any deviation of +/- 10% between the data you are inputting which will be calculated in the program for ADE and ADA purposes and the Fall Survey will be a warning edit only. It is only a benchmark to compare for reasonableness.

- Column 3 - "Days Open"  
Data entry is required as defined in the School Register.
- Column 4 - "# of Possible Days"  
Data entry is required as defined in the School Register.
- Column 5 - # of Days Present"  
Data entry is required as defined in the School Register.

3. Use the **Up/Down/Right/Left** Arrow keys to highlight the column where the data is to be entered. Use the **PgUp/PgDn** keys to move to the previous or next screen ("page").

Enter the data, row-by-row, column-by-column, using the completed School Data Collection Instrument for that school as your source document.

If you are going to use the numeric keypad, make certain the number lock (NumLock) is in the ON mode.

If you use the numeric keys on the alphanumeric keyboard, make certain you use the zero key (not the letter O key) and the number 1 key (not the letter l key) when entering numeric data.

If you discover an error before pressing the **ENTER** or **Up/Down** Arrow key, use the **BACKSPACE** key to erase the figure and move the cursor (to the left, character by character), and then re-enter the data.

If you discover an error after pressing the **ENTER** or **Up/Down** Arrow key, use the Up/Down Arrow key to highlight the amount and re-enter the data. (DO NOT use the backspace key first; the amount will be automatically erased as soon as you enter a number).

If an obvious error is made during input, a message will appear at the bottom of the screen indicating the problem. (See Error and Warning Messages During Data Entry section on the next page.)

4. When finished the data entry session, press the **Esc** key to return to the Initial Entry/Select School. The school for which data was entered will be labeled accordingly.

Use the **Up/Down** Arrow or **PgUp/PgDn** keys to highlight another school for which data is to be entered or press the Esc key to return to the Main Menu.

#### Error and Warning Messages During Data Entry

There are two types of edits performed by the program. The first is performed during data entry. The other edit is performed when you select "Perform Edit" from REPORTS/MAINTENANCE of the Main Menu. This section will explain the error messages or warnings that may appear during data entry.

An error message may appear at the bottom of the data entry screen indicating a possible problem. Depending upon the error, you will either not be able to continue data entry until the error is corrected or you will be issued a warning.

The error messages that will not allow you to continue data entry until an error is corrected are as follows:

1. The number of days present (# of Days Present) cannot be greater than the number of possible days (# of Possible Days).
2. If any of the three input fields has input greater than zero, all three fields must contain data greater than zero.
3. Program has enrollment < 1.

The warning messages that will allow you to continue at the time of input are as follows:

1. If the number of days open are greater than 210.

2. If the number of days open are less than 180.
3. Program has enrollment < 3.
4. You have entered data in a program for which there is no corresponding FS enrollment.
5. The number of days present cannot equal the number of days possible.

A message at the bottom of the screen will require you to enter "Y" (for Yes) or "N" (for No) to confirm the entry.

### NCLB SUMMARY ENTRY SCREENS

There are six NCLB subgroups for which student enrollment and attendance will be reported on the end of year school register summary. They are Race, Gender, Low Income, Migrant Status, LEP and IEP.

**NOTE:** If an individual school has the same NCLB category with different days open values, the days possible and days present subtotals will be entered on the same screen for each of the corresponding values (e.g., the first days open value as 'Low Income' and the second days open value as 'Additional Low Income 1' and the third days open value as 'Additional Low Income 2').

Items	Days Open	Days Possible	Days Present
Low Income:	0	0	0
Additional Low Income 1:	0	0	0
Additional Low Income 2:	0	0	0
Not Low Income:	0	0	0
Additional Not Low Income 1:	0	0	0
Additional Not Low Income 2:	0	0	0

Use Up/Down/Right/Left Arrows to highlight Choice  
Page Up=Previous Page, Page Down=next page, Esc=Main Menu

Figure 3

### LOW INCOME SUMMARY ENTRY

This option is used for data entry of low income status summarized by school. If an individual school has the same status category with multiple values for 'Days Open', the additional value(s) for days open will be input on the 'Additional' lines below. A limit of three days open values are allowed in each category for each school. If a school has more than three values for Days Open, this will be handled as a special circumstance requiring the assistance of the state department of education.

### LEP SUMMARY ENTRY

This option is used for data entry of Limited English Proficiency status summarized by school. If an individual school has the same status category with multiple values for 'Days Open', the additional value(s) for days open will be input on the 'Additional' lines below. A limit of three days open values are allowed in each category for each school. If a school has more than three values for Days Open, this will be handled as a special circumstance requiring the assistance of the state department of education.

## **IEP SUMMARY ENTRY**

This option is used for data entry of IEP status summarized by school. If an individual school has the same status category with multiple values for 'Days Open', the additional value(s) for days open will be input on the 'Additional' lines below. A limit of three days open values are allowed in each category for each school. If a school has more than three values for Days Open, this will be handled as a special circumstance requiring the assistance of the state department of education.

## **RACE SUMMARY ENTRY**

This option is used for data entry by school and race. The race categories and descriptions can be found in the 2008-08 New Jersey School Register. If an individual school has the same race category with multiple values for 'Days Open', the additional value(s) for days open will be input on the 'Additional' lines below. A limit of three days open values are allowed in each category for each school. If a school has more than three values for Days Open, this will be handled as a special circumstance requiring the assistance of the state department of education.

## **GENDER SUMMARY ENTRY**

This option is used for data entry by school and gender. If an individual school has the same gender category with multiple values for 'Days Open', the additional value(s) for days open will be input on the 'Additional' lines below. A limit of three days open values are allowed in each category for each school. If a school has more than three values for Days Open, this will be handled as a special circumstance requiring the assistance of the state department of education.

## **MIGRANT SUMMARY ENTRY**

This option is used for data entry by school and migrant status. If an individual school has the same status category with multiple values for 'Days Open', the additional value(s) for days open will be input on the 'Additional' lines below. A limit of three days open values are allowed in each category for each school. If a school has more than three values for Days Open, this will be handled as a special circumstance requiring the assistance of the state department of education.

## **ADDITIONAL GRADE INFORMATION**

This option is used only if a school has more than one of the same grade categories with a different number of days open.

1. With "Additional Grade Information" highlighted, press the **ENTER** key to select it.
2. Highlight the name of the school for which you wish to enter additional grade information and press the **ENTER** key to select it.

The Additional Grade Information/Select Grade screen appears.

3. Highlight the grade/category desired and press the **ENTER** key to select it.

The Additional Grade Information data entry screen appears (Figure 4).

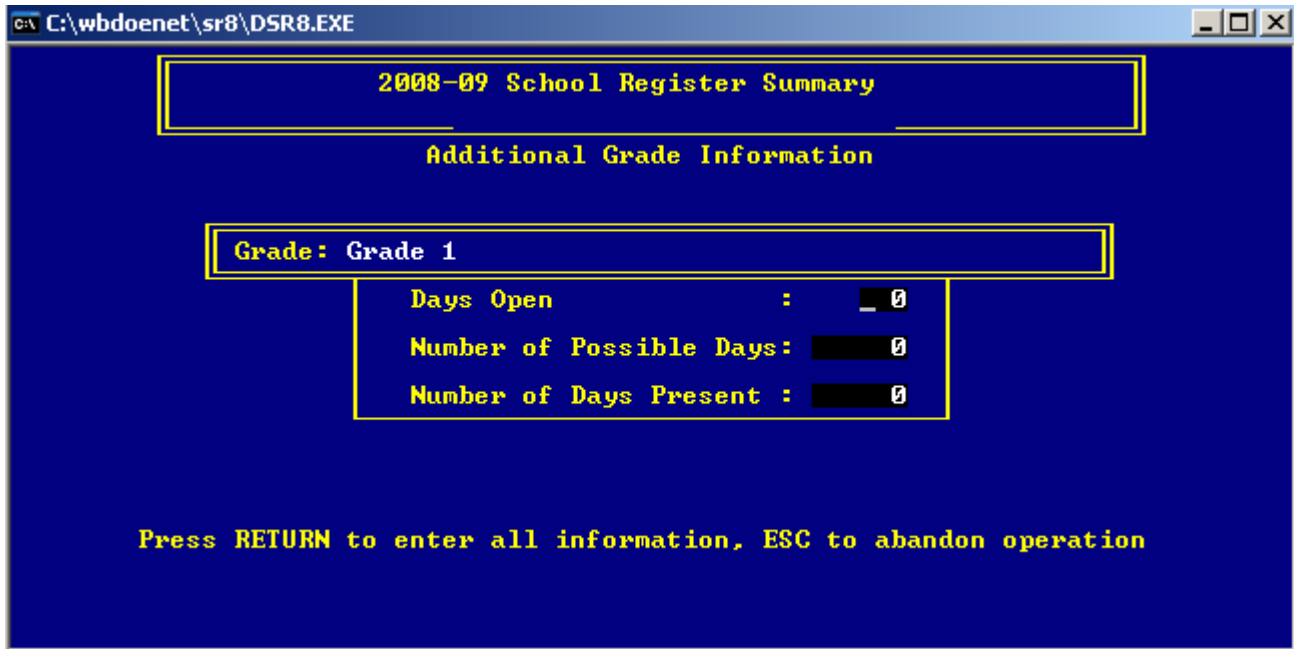


Figure 4

4. Enter the Additional Grade Information as follows:

Days Open

Number of Possible Days

Number of Days Present

After the data is entered for that particular grade, a third screen will appear that recaps the additional data that was entered. (NOTE: This information must not duplicate any possible or present days reported in the initial entry.)

5. If additional data entry is required for the same school with the same grade category with yet a different number of days open, press the **ENTER** key with "New" "Days" "Open" highlighted.

If you wish to delete or change information that was previously entered, highlight the appropriate line and press the **ENTER** key. Follow the instructions at the bottom of the screen.

6. When finished entering data, press the **Esc** key until you return to the Main Menu or the menu you wish to select for additional data entry.

## **SECTION V - PERFORM EDIT**

### **Perform Edit**

The edit process performs a variety of checks to determine the relationship between various categories.

The edit can be performed at any time, but **MUST** be made just prior to transferring the data to the DOE diskette from your PC workstation and then through the DOENET.

To perform an edit, highlight "Perform Edit" in the REPORTS/MAINTENANCE section of the Main Menu and press **ENTER**.

If errors are found, a screen will appear that lists them. If necessary, use the **Up/Down** Arrow and **PgUp/PgDn** keys to view the errors.

Some of these edits are warning messages indicating a deviation from the Fall Survey data, or that the ADA rate may be a monitoring problem in accordance with N.J.A.C. 6:8-4.7 for districts that are not Level II and III and N.J.A.C. 6:8-5A.2 for districts that are Level II and III. The warnings are to highlight potential data entry and/or monitoring problems. They do not necessarily indicate that the data is incorrect. You must verify that the warnings are acceptable. If not, you must correct the data before submission. If correct, a report listing these warning messages will be printed when you transfer the data to the DOE diskette from your PC workstation and then through the DOENET. The Chief School Administrator must sign the printed report indicating approval. There are also fatal edits this year that will require correction prior to the transmission of the SRS data to the State Department of Education. The error message on the edit report will indicate a 'W' for a warning edit and an 'F' for a fatal edit. The fatal edits indicate that the sum of the school's days possible and days present on the NCLB summary screens are not consistent with the sum of the days possible and days present on the school's initial and additional entry screens.

The following are the possible error messages both at the school and district levels (W=warning; F=fatal):

- W-ADE on SRS is 10% lower than ADE on Fall Survey.
- W-ADE on SRS is 10% higher than ADE on Fall Survey.
- W-ADA rate is less than (<) 90% for monitoring standards.
- W-New Program(s) was entered with no data in FS.
- F-LEP Summary not equal to enrollment.

Enter the letter **P** to print a copy of the edit report.

Enter **Esc** to exit the edit report menu and return to the Main Menu in order to correct the errors, if necessary.

## **SECTION VI - REPORTS**

The following reports can be generated at any time and printed on the printer attached to your PC:

- School/District ADE/ADA Summary - A summary by district, by school, the calculated ADE/ADA and ADA rate for 2008-2009.
- School ADE/ADA Summary - A summary of input by school, by grade/class, and the ADE/ADA for 2008-2009.
- District ADE/ADA Program Summary - A summary of program categories and the ADE/ADA for 2008-2009.
- NCLB Summary – A summary of the subgroup categories and the ADE/ADA for 2008-2009.

Reports can be generated through a printer only; they cannot be viewed on the PC monitor.

To generate a report, highlight "Report Menu" from the REPORTS/MAINTENANCE section of the Main Menu.

Use the **Up/Down** Arrow keys to highlight the report that is desired and press **ENTER** to select.

### **Transfer Data to DOE Menu**

After all data entry has been completed and the last edit has been performed successfully, you are ready to transfer the data to the NJDOE. This is done through the main menu in the EDC-PC software application. Choose "Transfer Data to DOE." Follow the instructions on page 11 of the Users' Manual for Web-enabled DOENet (Rev. 1.2).

You may review the files in your LEA account after transmitting SR8. The school register files transferred are: SR8.dat, SR82.dat, IEP8.dat, LEP8.dat, LOW8.dat, RAC8.dat, MIG8.dat and GEN8.dat. You will be asked to confirm that all of the necessary files are present. Type "Y" if they are all present. If you type "N", you will not be

able to print a Transmittal letter. If the transfer was successful, you may print a Transmittal Letter. To do so, press the Enter key and follow the instructions on the screen.

Mail the letter of transmittal along with any memo for applicable changes to:

New Jersey Department of Education  
Attn: Heather Leary, Division of Finance, 1st Floor  
P.O. Box 500  
Trenton, NJ 08625-0500