

STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

DIVISION OF ADMINISTRATION & FINANCE

OFFICE OF SCHOOL FINANCE

SCHOOL REGISTER SUMMARY ONLINE TECHNICAL MANUAL

2016 - 2017



June 2017

General requirements for Submission of School Register Summary (2016-2017)

Electronic Data Collection of the School Register Summary is mandatory for all New Jersey school districts. The process for submitting the 2016-2017 School Register Summary will be performed exclusively through the Department's web based data collection application this year. Authorized users can access the system on the New Jersey Homeroom at <http://homeroom.state.nj.us/>.

School districts are no longer required to enter enrollment and attendance data on the IEP, LEP, Low Income and Race screens. Prior to a district certifying the information entered to the School Register Summary, entry **must** be verified and signed off by the Chief School Administrator. An electronic certification is now possible by using the reports, contact and certification screens. There is no longer a need for submitting any paper documentation such as the transmittal letter.

All grades and special education programs will appear on your computer screen, regardless of the presence of a particular grade or program at your school(s). The grades and programs that do not exist at your school(s) will simply reflect 0's under all columns.

The specific instructions contained in this technical manual relate to the mechanics of reporting the School Register Summary information in the web-based application. 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, 1000.5 days would be entered as 1001.

Completion of data entry and certification via the Web is due **by August 4, 2017 or 5 days after the close of school, whichever is later.**

TECHNICAL MANUAL 2016-2017 SCHOOL REGISTER SUMMARY

SECTION I - COMPUTER REQUIREMENTS AND CONVENTIONS

User Login:

Authorized school district personnel may access the School Register Summary (SRS) through the NJDOE Homeroom at: <http://homeroom.state.nj.us/> and selecting “School Register Summary”. This will take you to the screen shown in Figure 1 below:

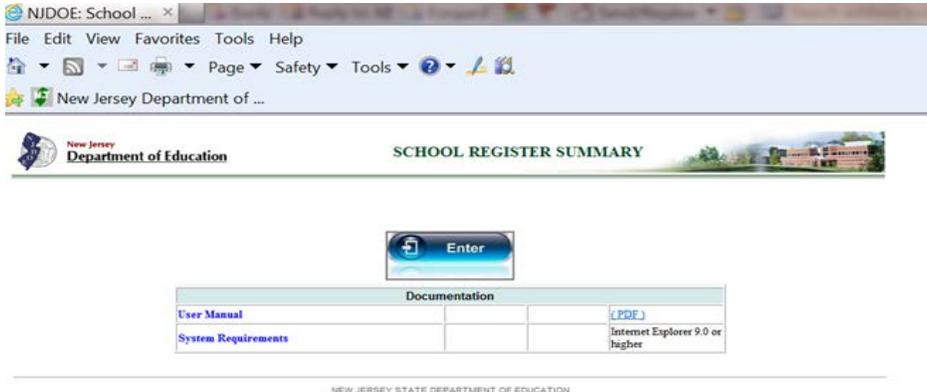
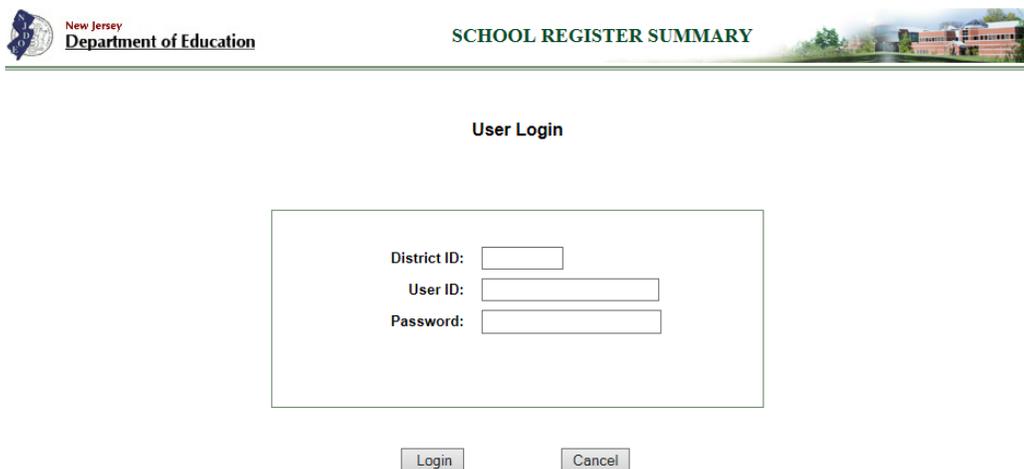


Figure 1

The technical manual can be opened with the link on this page. Click on the enter key to enter the SRS system. The following screen will appear (Figure 2):



The DOE does not manage school district usernames and passwords. Someone in your school district has been assigned to be the Homeroom Administrator by your Superintendent. If you are unable to log in, please contact your Homeroom Administrator to assist you.

NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500

Figure 2

Log in using your **four digit** district ID and your user ID and password. The district ID is your District Code and any preceding 0's must be included. If necessary, you may need to contact your district's Homeroom Administrator to create your User ID and Password. Upon logging into the srs system, you will be brought to the Contact Information Screen:

Please enter contact information first.

[Save and Go to the School Register Summary](#)

Administrator Information

Last Name:

First Name:

Preparer Information

Check this if the preparer is the same as above

Prepared by:

Last Name:

First Name:

Email:

Contact Telephone Number: (000-000-0000):

Telephone Ext:

Additional Information:

Figure 3

Once this contact information data is entered and saved, you will be able to complete enrollment and attendance data. Entry is completed by selecting the entry screens from the links displayed on the main menu seen below in Figure 4.

The screenshot shows the web application interface for the 2016-17 School Register Summary. At the top, there is a header with the New Jersey Department of Education logo and the title "2016-17 SCHOOL REGISTER SUMMARY". Below the header is a navigation menu with tabs for "Data Entry", "Reports", "Contact", and "Certification". The "Data Entry" tab is currently selected. Below the navigation menu, there is a sub-menu with "Initial Entry" and "Logout" links. The main content area displays the "2016-2017 School Register Summary" and includes the following information:

- Fiscal Year: 2016-2017
- Certification Status: CERTIFIED
- Application Data: UNLOCKED

The main content area contains a message stating: "Your enrollment data has been previously certified. All the data entry screens can be viewed but not modified. If you want to modify your enrollment data, click the button below and your application will become uncertified." Below this message is a "Modify" button. The message continues: "Welcome to the web-based School Register Summary (SRS). Please use this software to report your school enrollments and attendance for 2016-17. **SRS data must be certified by August 4, 2017.**" There is also a detailed explanation of the four tabs on the main menu: Data Entry (for entering school days), Reports (for viewing reports and certifying data), Contact (for contact information), and Certification (for certifying status). A note at the bottom states: "Edits exist in the School Register Summary application to ensure the accuracy of financial indicators developed using the data entered within. The direct costs entered to your revised budget column for the 2016-17 school year will be compared to the grades and special education categories used for entry to your School Register Summary. Any discrepancies will be highlighted as fatal edits and resolution will be required before the School Register Summary may be certified." Finally, there is a contact email: "Please email all questions to srs-help@doe.state.nj.us."

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PO BOX 500
TRENTON, NEW JERSEY 08625-0500
Support email: srs-help@doe.state.nj.us

Figure 4

Verify that the name of your school district appears at the top of the screen and that the school listing on the Data Entry section is accurate and complete. 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
Entry Information: (609) 984-4945

SECTION II – SCHOOL DATA COLLECTION INSTRUMENT

In order to have the information to enter, the district may first collect the summary enrollment and attendance data from each school. If needed, a School Register Summary print form can be printed for each school. Each blank form will list all grade categories and special education categories. Days open, days possible and days present should be completed for all grades and programs that are run at the individual school. The form can be found on the state website at: <http://www.state.nj.us/education/finance/register/>. Staff at each individual school may either complete the information on the form and return it to the district central office for data entry, or, if authorized by the Web User Administrator, may enter the data directly to the School Register Summary application themselves.

County Vocational School Districts

The vocational school district must list its students by the four ‘regular vocational’ grades and ONE ‘vocational special’ program category 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 III - DATA ENTRY

DATA ENTRY

The Data Entry section consists of the following options:

- **INITIAL ENTRY** - to be used to enter information for each grade 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 screen has a link at the bottom of the page for additional grade information entry. The Initial Entry MUST be completed first. Each of the NCLB screens has two ‘additional’ lines available for entry per category to allow for a maximum of three different days open values.

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 day’s open of 180, and another Grade 1 with day’s open of 181), the second Grade 1 will be input using the "Additional Grade Information" option AFTER the Initial Entry is completed.

School Register Summary: INITIAL DATA ENTRY

Special education categories below are ONLY for the self contained students. Students should NOT be entered by classifications.

Please enter whole numbers (no decimals), then you must leave the cell and click on the "Save" button to submit the data.

Export Excel Export pdf Save

Grade	Days Open (Data Entry)	Number of Possible Days (Data Entry)	Number of Days Present (Data Entry)	Average Daily Enrollment (Calculated-No Data Entry)	Average Daily Attendance (Calculated-No Data Entry)	Average Daily Attendance Percentage (Calculated-No Data Entry)
Half Day Preschool 3 years old	0	0	0	0.00	0.00	0
Half Day Preschool 4 years old	0	0	0	0.00	0.00	0
Half Day Preschool 5 years old	0	0	0	0.00	0.00	0
Full Day Preschool 3 years old	0	0	0	0.00	0.00	0
Full Day Preschool 4 years old	0	0	0	0.00	0.00	0

Figure 5

The Initial Entry screen (Figure 5) contains seven (7) columns, which are explained below. A reminder: ROUNDING: The program will only accept whole numbers for input. Round numbers to the nearest whole day.

- Column 1 - "Grade"
Grade Categories - Grade and self contained special education classrooms.
- Column 2 - "Days Open"
Number of day's school was in session, not to be less than 180 days unless preschool.
- Column 3 - "# of Possible Days"
Sum of all enrolled days. For example, if ten students were enrolled in first grade for the entire 180 day school year, you would have 1800 days possible for first grade. Any state approved excused absences do not count toward a possible day or a day present.
- Column 4 - # of Days Present"
Sum of all day's present. Using the above example for the ten first graders, if those students missed a combined total of 90 days, you would have 1710 days present for first grade.
- Average Daily Enrollment
This is a calculated field. No entry is permitted. This field will divide the Days Possible by the Days Open to reflect the Average Dailey Enrollment (ADE) for that grade or special education program.
- Average Daily Attendance
This is a calculated field. No entry is permitted. This field will divide the Days Present by the Days Open to reflect the Average Dailey Attendance (ADA) for that grade or special education program.
- Average Daily Attendance Percentage
This is a calculation of the attendance rate for the grade or special education program. The percentage is calculated by dividing the ADA by the ADE.

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 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.)

When finished the data entry session for one school, **YOU MUST CLICK ON THE SAVE BUTTON TO AVOID LOSING THE DATA ENTERED.** The school for which data was entered will be labeled accordingly.

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 "School Register Summary Certify Here" from REPORTS tab. This section will explain the error messages or warnings that may appear during data entry.

An error message may appear as a pop up on 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. Clicking on another menu section without saving your work.

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. If the number of days present equal the number of days possible.

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

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 day's open.

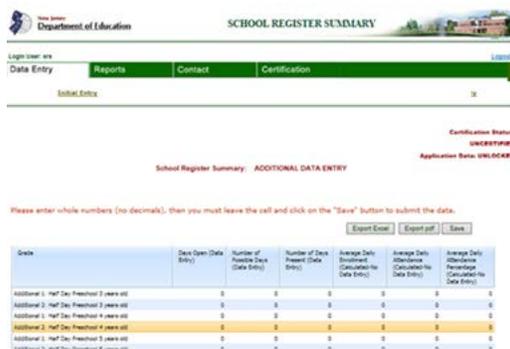


Figure 6

Enter the Additional Grade Information as follows:

Days Open

Number of Possible Days

Number of Days Present

(NOTE: This information must not duplicate any possible or present days reported in the initial entry.)

When finished entering data, **Click on the save button.** You may return to the initial entry screen if you wish to select the same school for additional data entry or a different school for entry.

SECTION IV - 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 certifying the data.

To perform an edit, click on the "School Register Summary (certify here)" link under the REPORTS tab.

If fatal errors are found, you will see a pop up screen that indicates you will not be allowed to certify the data. You will be directed to click on the errors report link to get a detailed list of fatal errors. Fatal errors would include missing data or data that is inconsistent for the same school.

Edits to ensure the accuracy of financial indicators developed using the data entered to the SRS are included. The direct costs entered to your revised budget column for the 2016-17 school year will be compared to the grades and special education categories used for entry to your School Register Summary. Any discrepancies will be highlighted as fatal edits and resolution will be required before the School Register Summary may be certified.

If only warning edits exist, you will still have the ability to certify your data. You can obtain the listing of warning errors by clicking on the link at the bottom of the screen. A warning edit can include an average daily attendance of less than 90% attendance or an average daily enrollment of less than three pupils in a class. New warning edits that were added to the SRS this year compare the direct appropriations for each grade range and special education programs to the enrollments

If all fatal edits pass, you will have a 'certify' button available at the bottom of the School Register Summary report screen. The Chief School Administrator must certify the SRS data indicating approval. There are fatal edits that will require correction prior to the certification of the SRS data to the State Department of Education.

SECTION V - REPORTS

The following reports can be generated at any time and printed or saved electronically by exporting the reports as a pdf or excel file using the link at the bottom of each report:

- Initial Entry Report - A summary by grade, by school, the calculated ADE/ADA and ADA rate for 2016-2017.
- School Register Summary Report – A summary by grade, by school, the calculated ADE/ADA and ADA rate for 2016-2017. This screen is also used to initiate the certification process by reviewing both edit reports (warning and fatal) and using the reports to troubleshoot and pass all fatal edits prior to certification.

To generate a report, click on the appropriate link under the reports tab. The reports can be saved electronically in pdf format or as a modifiable excel spreadsheet by clicking the export button at the bottom of each report. The district should retain the annual SRS reports generated through the application in electronic or paper form. The system will no longer be available on the homeroom once the following year's SRS is released.

SECTION VI –CERTIFICATION

After all data entry has been completed, the data must be certified. Make sure that the information on the Contact screen is correct. The district official information will carry through to the certification screen. One entry person must be saved as a contact and the individual that will certify the data must be saved under the administrator information section.

The District official that certifies the data is responsible for running the edits on the School Register Summary/Certify Here link which can be accessed on the reports tab.

New Jersey
Department of Education

2016-17 SCHOOL REGISTER SUMMARY

Login User: s [Logout](#)

Data Entry Reports Contact Certification

2016-2017 School Register Summary

Fiscal Year: 2016-2017
Certification Status: UNCERTIFIED
Application Data: UNLOCKED

[Print](#)

Before certifying this data as correct, you must ensure that the enrollment categories being reported on the SRS are consistent with the enrollment categories in which direct costs were reported on your budget and upcoming audit. This data will be used for your financial indicators such as state and federal reporting and tuition costs.

By clicking on the box below to certify my district's school register summary data, I am pledging that the data submitted for the 2016-17 School Register Summary has been reviewed for completeness and accuracy. I have verified that the special education categories on the initial entry screen were used to report ONLY the self contained students and that students were NOT entered by classifications. I am aware that the DOE will utilize this data as a denominator for all financial indicators. I also acknowledge that warning edits were reviewed and the data contained herein is accurate.

**After August 4, 2017, the SRS database will be closed. If your district or charter school becomes aware of the need to revise certified SRS data, the certifying officer must submit a written appeal to srshelp@doe.state.nj.us with a description of the proposed change. Changes to the certified SRS data will only be permitted in extremely limited instances.

Certified By Chief School Administrator:

Last Name (can be changed on Contact page):

First Name (can be changed on Contact page):

If applicable, please include an explanation for any fatal edit releases, late submission and revisions/re-certifications.:

Figure 8

You may review the data at any time by signing onto the school register summary application. If the data is certified, further entry will be blocked. The data must be uncertified in order to make corrections to the data. The data must then be re-certified by a district official. If your school district, renaissance school project, or charter school becomes aware of the need to revise certified SRS data after August 4th, the certifying officer must submit a written request to the email address below. Please include a thorough description of the proposed change(s). The Department anticipates that changes to the certified SRS data will only be permitted in extremely limited instances. On March 31, 2018, the state will lock all SRS data and allow no further changes to the 2016-17 school year enrollment and attendance data.