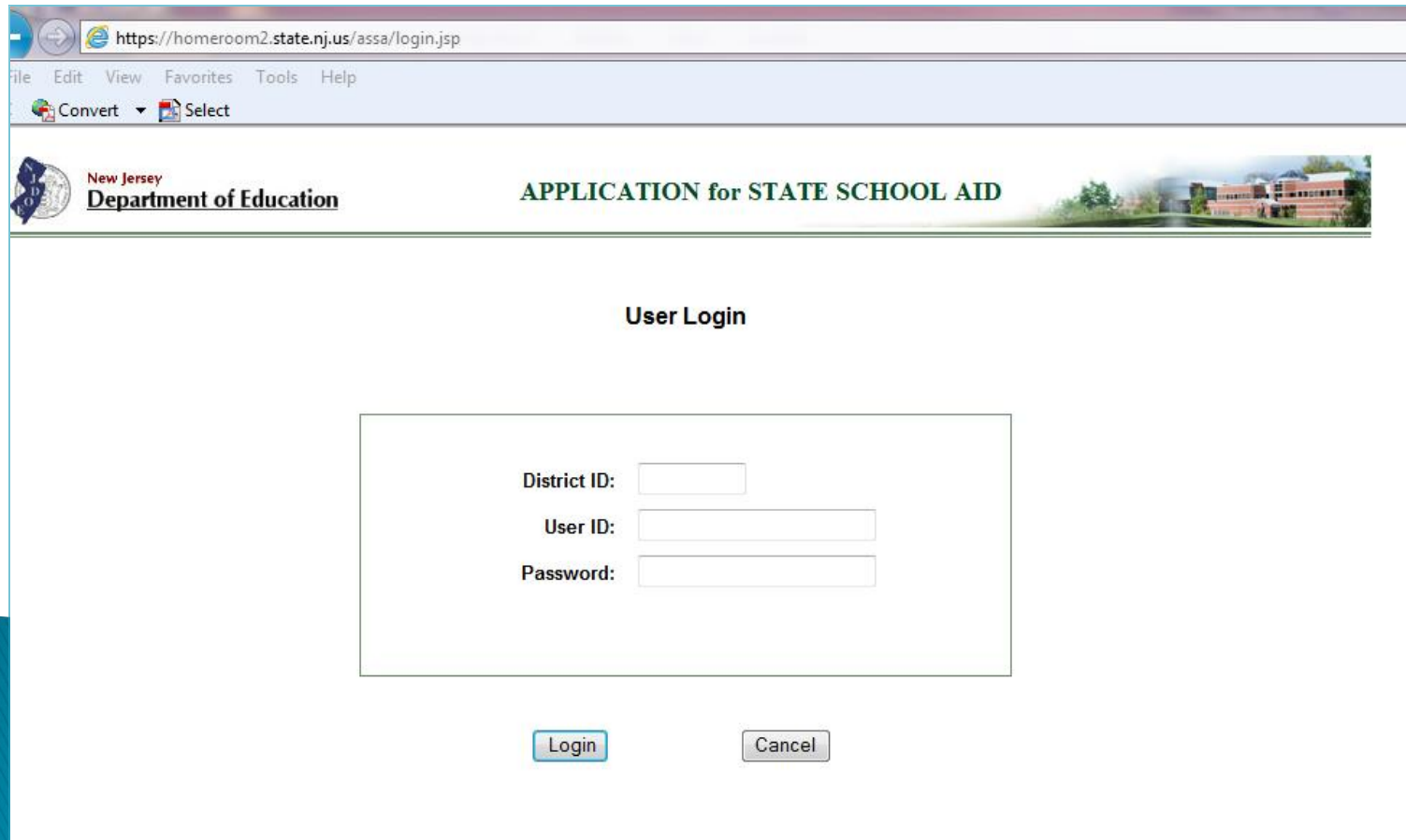


Application for State School Aid (ASSA)



The screenshot shows a web browser window with the address bar containing the URL `https://homeroom2.state.nj.us/assa/login.jsp`. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu bar, there are icons for "Convert" and "Select". The page header features the New Jersey Department of Education logo on the left and the text "APPLICATION for STATE SCHOOL AID" in the center, with a small image of a school building on the right. The main content area is titled "User Login" and contains a form with three input fields: "District ID:", "User ID:", and "Password:". Below the form are two buttons: "Login" and "Cancel".

New Jersey
Department of Education

APPLICATION for STATE SCHOOL AID

User Login

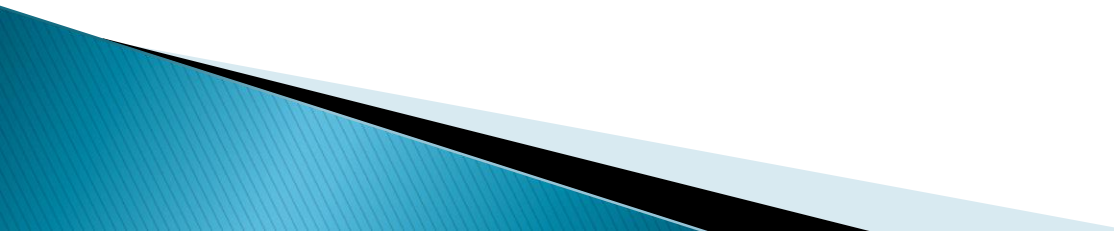
District ID:

User ID:

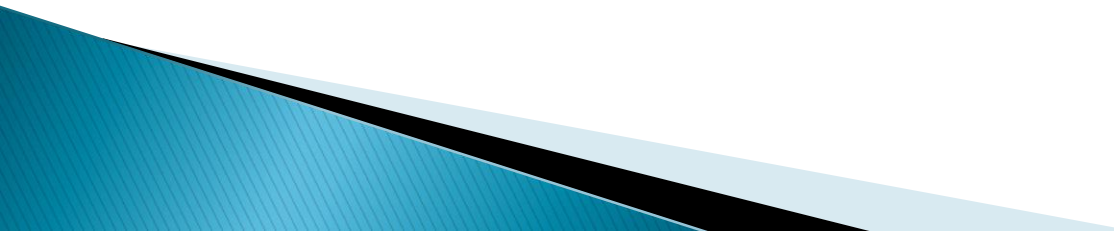
Password:

Login Cancel

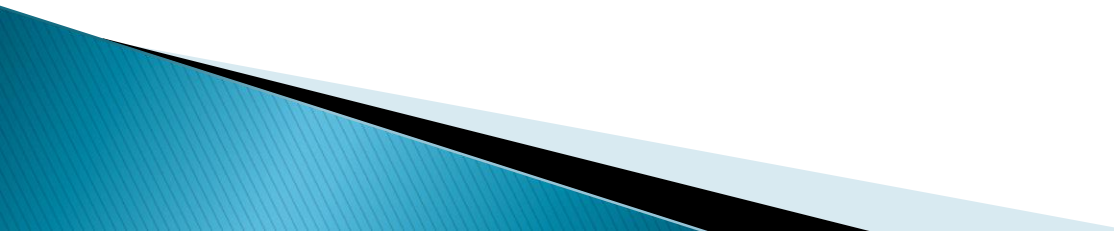
ASSA OVERVIEW

- ▶ Estimated Timeline
 - ▶ Software Features
 - ▶ ASSA Workpapers, Audit Documentation, and Instructions
- 

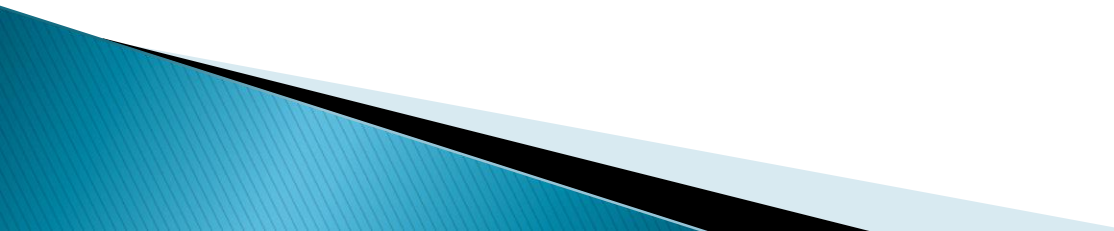
ASSA – Important Dates

- Enrollment count date is 10/13/17.
 - October – Prepare Workpapers.
 - Early November – ASSA system opens.
 - Sent/received edits are live on the system.
 - Due Date is 12/XX/17. Exact date to be announced later.
- 

ASSA – Software Features

- ▶ Web-based, accessed through the Homeroom.
 - ▶ Data entry screens.
 - ▶ Reports.
 - ▶ Preloaded enrollment data for On Roll, Sent, Received, Charters Schools, and State Facilities.
 - ▶ Instant send/receive edits.
 - ▶ Electronic certification.
- 

ASSA – Homeroom

- ▶ District's Homeroom Administrator provides access to users responsible for data entry, review, and certification.
 - ▶ Username and passwords managed by school districts.
 - ▶ Data must be saved prior to leaving a page.
- 

ASSA – Data Entry

- ▶ Data Entry tab includes On Roll, Sent, Received, On Roll Choice and Regional Enrollment Breakdown.

Data Entry	Reports	Contact	Certification	
Onroll(excluding Charter & Choice)		Sent	Received	Onroll Choice
				Regional Enrollment Breakdown

APPLICATION for STATE SCHOOL AID

MORRIS(27)
MORRIS HILLS REGIONAL(3370)

Certification Status: **UNCERTIFIED**
Application Data: **UNLOCKED**

Welcome!

ASSA – Data Entry

- ▶ Data entry screen after selecting a school or district.

MORRIS(27) School: MORRIS HILLS HIGH(050)
 MORRIS HILLS REGIONAL(3370) Certification Status: UNCERTIFIED
 Application Data: UNLOCKED

ONROLL: SCHOOL DATA ENTRY

A field with "-" does not allow data entry in that field.
 A field with "+" and green text is an automatically calculated field.
 Please enter whole numbers (no decimals), then you must leave the cell and click on the "Save" button to submit the data.

Line	Enrollment Categories	In-District		Low Income Onroll				LEP Onroll				Speech Only	
		Total Onroll		Free Lunch		Reduced Lunch		LEP Not Low Income		LEP & Low Income		Onroll	
		Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time
C1	HALF DAY PREK-3YR	-	-	-	-	-	-	-	-	-	-	-	-
C2	HALF DAY PREK-4YR	-	-	-	-	-	-	-	-	-	-	-	-
D1	FULL DAY PREK-3YR	-	-	-	-	-	-	-	-	-	-	-	-
D2	FULL DAY PREK-4YR	-	-	-	-	-	-	-	-	-	-	-	-
01	HALF DAY K	-	-	-	-	-	-	-	-	-	-	-	-
02	FULL DAY K	-	-	-	-	-	-	-	-	-	-	-	-
03	ONE	-	-	-	-	-	-	-	-	-	-	-	-
04	TWO	-	-	-	-	-	-	-	-	-	-	-	-
05	THREE	-	-	-	-	-	-	-	-	-	-	-	-
06	FOUR	-	-	-	-	-	-	-	-	-	-	-	-
07	FIVE	-	-	-	-	-	-	-	-	-	-	-	-
08	SIX	-	-	-	-	-	-	-	-	-	-	-	-
09	SEVEN	-	-	-	-	-	-	-	-	-	-	-	-
10	EIGHT	-	-	-	-	-	-	-	-	-	-	-	-
11	NINE	253	0	29	0	8	0	0	0	0	0	0	0
12	TEN	218	0	10	0	9	0	4	0	0	0	0	0
13	ELEVEN	222	10	23	3	6	0	2	0	2	0	0	0
14	TWELVE	222	0	22	0	4	0	2	0	1	0	0	0
15	POST-GRADUATE	0	-	-	-	-	-	-	-	-	-	-	-
16	ADULT HS(15+CR.)	0	-	-	-	-	-	-	-	-	-	-	-
17	ADULT HS(1-14 CR.)	-	0	-	-	-	-	-	-	-	-	-	-
18	Regular Ed Total	+915	+10	+84	+3	+27	-	+8	-	+3	-	-	-
19	SP ED ELEMENTARY	-	-	-	-	-	-	-	-	-	-	-	-
20	SP ED MIDDLE	0	0	0	0	0	0	0	0	0	0	-	-
21	SP ED HIGH	182	4	27	0	4	0	2	0	2	0	-	-
28	Sp Ed Total	+182	+4	+27	-	+4	-	+2	-	+2	-	-	-
37	Co. Voc. Regular	-	-	-	-	-	-	-	-	-	-	-	-
38	Co Voc. FT Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-
39	School Total	+1097	+14	+111	+3	+31	-	+10	-	+5	-	-	-

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ASSA – Reports

- ▶ Reports tab includes Sent/Received Edits, On Roll, Sent, Received, Choice On Roll, Charter Schools, State Facilities, and ASSA Summary.

Data Entry	Reports	Contact	Certification				
S/R Edit	Onroll Report	Sent Report	Received Report	Choice Report	Charter Schools	State Facilities	Assa Summary

APPLICATION for STATE SCHOOL AID

MORRIS(27)
MORRIS HILLS REGIONAL(3370)

Certification Status: **UNCERTIFIED**
Application Data: **UNLOCKED**

Welcome!

ASSA – Reports

▶ Instant Sent/Received Edits

Data Entry | **Reports** | **Contact** | **Certification**

[S/R Edit](#) | [Onroll Report](#) | [Sent Report](#) | [Received Report](#) | [Choice Report](#) | [Charter Schools](#) | [State Facilities](#) | [Assa Summary](#)

MORRIS(27)
MORRIS HILLS REGIONAL(3370)

Certification Status: UNCERTIFIED
Application Data: UNLOCKED

Sent/Received Edit:

Received							Sent				
CID	CName	DID	DName	Category	Col	Enrollment	Enrollment	CID	CName	DID	DName
27	MORRIS	1990	HANOVER PARK REGIONAL	TWELVE	FT	2	1	27	MORRIS	3370	MORRIS HILLS REGIONAL

ASSA – Reports

▶ On Roll Summary Report

Data Entry		Reports		Contact		Certification								
S/R Edit	Onroll Report	Sent Report	Received Report	Choice Report	Charter Schools	State Facilities	Assa Summary							
MORRIS(27) MORRIS HILLS REGIONAL(3370)													Certification Status: UNCERTIFIED Application Data: UNLOCKED	
ONROLL Report:														
Line	Enrollment Categories	In-District		Low Income Onroll				LEP Onroll				Speech Only		
		Total Onroll		Free Lunch		Reduced Lunch		LEP Not Low Income		LEP & Low Income		Onroll		
		Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	
18	Regular Ed Total	22												
39	School Total	22												
050 MORRIS HILLS HIGH														
11	NINE	253		29		8								
12	TEN	218		10		9		4						
13	ELEVEN	222	10	23	3	6		2		2				
14	TWELVE	222		22		4		2		1				
18	Regular Ed Total	915	10	84	3	27		8		3				
21	SP ED HIGH	182	4	27		4		2		2				
28	Sp Ed Total	182	4	27		4		2		2				
39	School Total	1097	14	111	3	31		10		5				
060 MORRIS KNOLLS HIGH														
11	NINE	334		26		10								
12	TEN	318		14		2								
13	ELEVEN	323		8		2								

Export Excel

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ASSA – Reports

- ▶ ASSA Summary Report
 - Resident Enrollment
 - Errors
 - Certification Link

ASSA – Reports

▶ ASSA Summary

Data Entry		Reports		Contact		Certification									
S/R Edit	Onroll Report	Sent Report	Received Report	Choice Report	Charter Schools	State Facilities	Assa Summary								
MORRIS(27)															
MORRIS HILLS REGIONAL(3370)															
Certification Status: UNCERTIFIED															
Application Data: UNLOCKED															
ASSA Report:															
Enrollment	Onroll		Sent		Received		Sent	Private	Charter	Resident	Resident	RES LEP	RES LEP		
Line	Categories	Full	Shared	Full	Shared	Full	Shared	RDS	Schools	Schools	Students	Low INC	LOW INC	NOT	LOW
C1	HALF DAY PREK-3YR														
C2	HALF DAY PREK-4YR														
D1	FULL D PREK-3YR														
D2	FULL D PREK-4YR														
01	HALF DAY K										0.0	0.0	0.0	0.0	
02	FULL DAY K										0.0	0.0	0.0	0.0	
03	ONE										0.0	0.0	0.0	0.0	
04	TWO										0.0	0.0	0.0	0.0	
05	THREE										0.0	0.0	0.0	0.0	
06	FOUR										0.0	0.0	0.0	0.0	
07	FIVE										0.0	0.0	0.0	0.0	
08	SIX										0.0	0.0	0.0	0.0	
09	SEVEN										0.0	0.0	0.0	0.0	
10	EIGHT										0.0	0.0	0.0	0.0	
11	NINE	601.0				5.0					596.0	75.0	0.0	0.0	
12	TEN	551.0				1.0					550.0	36.0	0.0	4.0	
13	ELEVEN	548.0	10.0								553.0	40.5	2.0	2.0	
14	TWELVE	583.0	4.0	1.0							586.0	38.0	1.0	3.0	
15	POST-GRAD.										0.0	0.0	0.0	0.0	
16	ADULT H.S. (15+CR.)	22.0									0.0	0.0	0.0	0.0	
17	ADULT H.S. (1-14 CR.)										0.0	0.0	0.0	0.0	
18	SUBTOTAL (C1&2, D1&2, 1-17)	2305.0	14.0	1.0		6.0					2285.0	189.5	3.0	9.0	

ASSA – Reports

▶ ASSA Summary – Errors

11	NINE	601.0			805.0	-204.0	75.0	0.0	0.0
12	TEN	551.0			1.0	550.0	36.0	0.0	4.0
13	ELEVEN	548.0	10.0			553.0	40.5	2.0	2.0
14	TWELVE	583.0	4.0	1.0		586.0	38.0	1.0	3.0
15	POST-GRAD.					0.0	0.0	0.0	0.0
16	ADULT H.S. (15+CR.)	22.0				0.0	0.0	0.0	0.0
17	ADULT H.S. (1-14 CR.)					0.0	0.0	0.0	0.0
18	SUBTOTAL (C1&2, D1&2, 1-17)	2305.0	14.0	1.0	806.0	1485.0	189.5	3.0	9.0
19	SP ED ELEMENTARY					0.0	0.0	0.0	0.0
20	SP ED MIDDLE					0.0	0.0	0.0	0.0
21	SP ED HIGH	473.0	13.0	1.0	1.0	479.5	66.5	3.0	3.0
28	SUBTOTAL (19-21)	473.0	13.0	1.0	1.0	479.5	66.5	3.0	3.0
37	CO. VOC.-REGULAR					0.0	0.0	0.0	0.0
38	CO. VOC. FT POST SEC.					0.0	0.0	0.0	0.0
39	SUBTOTAL (18,28,37,38)	2778.0	27.0	2.0	807.0	1964.5	256.0	6.0	12.0
44	DEVELOPMENTAL CENTER					0.0	0.0	0.0	0.0
45	DHS REGIONAL DAY SCH.					0.0	0.0	0.0	0.0
46	DYFS RESIDENTIAL CTRS					0.0	0.0	0.0	0.0
47	TRAIN SCH/SECURE CARE					0.0	0.0	0.0	0.0
48	RES. MENTAL HEALTH CTR					0.0	0.0	0.0	0.0
49	JUVENILE COMMUNITY CTR					1.0	0.0	0.0	0.0
50	JUVENILE DETENTION CTR					1.0	1.0	0.0	0.0
51	TOTAL ENROLL(39,44-50)					1966.5	257.0	6.0	12.0
52	HEADSTART PREK FTE					0.0			
53	PROVIDER PREK FTE					0.0			
57	SENT TO CSSD					0.0			
58	LEP ONRRROLL					18.0			
59	SPEECH ONLY					0.0			
61	LOW INC ONROLL					256.0			
62	LOW INC SENT					2.0			
63	RES PREK FTE					0.0			
65	Charter Prek					0.0			
67	CHOICE PRG.					36.0			
68	NONPUB CHART					0.0			

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[Check Errors](#)

ASSA – Reports

▶ ASSA Summary – Errors


Data Entry		Reports		Contact		Certification	
S/R Edit	Onroll Report	Sent Report	Received Report	Choice Report	Charter Schools	State Facilities	Asa Summary
MORRIS HILLS REGIONAL(3370)							
ASSA Report Error Detail:							
Please Check detail information:							
Line Short	Error Description					Value	
11	Onroll Fulltime + Choice Fulltime < Received Fulltime					801.0 < 805.0	
39	Total residents must equal to the sum of district's regional breakdown.					1964.5!=0	

ASSA – Reports

▶ ASSA Summary – Certify

52	HEADSTART PREK FTE	0.0
53	PROVIDER PREK FTE	0.0
57	SENT TO CSSD	59.0
58	LEP ONRROLL	916.0
59	SPEECH ONLY	54.0
61	LOW INC ONROLL	6086.5
62	LOW INC SENT	17.5
63	RES PREK FTE	295.0
65	Charter Prek	0.0
67	CHOICE PRG.	0.0
68	NONPUB CHART	2.0


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 [Certify](#)

ASSA – Preloaded Enrollments

- ▶ On Roll, Sent, Received, Choice On Roll, Charter School, and State Facilities enrollments are preloaded.
- ▶ On Roll, Sent, Received, Choice On Roll are based on the October 13 NJSMART SID Management submission.
 - These enrollments can be modified in the ASSA.
 - **Must “save” data for the enrollment to be updated.**
 - Student records must have valid values in the district and school codes, grade levels, tuition codes, free/reduced lunch, special education classification, LEP dates, speech, municipal code, etc... to be used in the ASSA preload.

ASSA – Possible Preload Adjustments

- ▶ Students that were not included on the October 13 NJSMART submission.
 - ▶ Students that were incorrectly reported in the NJSMART submission.
 - ▶ Add district–placed and district–paid public school special education students that are placed in nonpublic schools. Only students that are attending Approved Private Schools for Students with Disabilities (APSSDs) are preloaded. Students placed in schools that are not on this list must be Commissioner–approved placements or court ordered.
 - ▶ Adjust for shared–time students not attending a vocational district.
- 

ASSA – Preloaded Enrollments

- ▶ Charter school enrollments are based on the Charter School Enrollment system.
 - These enrollments cannot be modified in the ASSA.
- ▶ State facilities enrollments are based on the enrollments submitted by the state facilities and the County Office district assignments in the State Facilities Enrollment System.
 - These enrollments can not be modified in the ASSA.

ASSA – Workpapers and Instructions

- ▶ Workpapers are required to be kept on file in the district.
- ▶ Attendance register for October is required and must be kept on file in the district.
- ▶ The manual is available on the Finance web page.

http://www.state.nj.us/education/finance/sf/stateaid_app.shtml

