

The Gray Charter School

Board of Trustees

Policy

ENROLLMENT

SYSTEM

8603

1. All applicants to the Gray Charter School must enroll first with the Newark Public Schools. This can be accomplished by the parents going to 2 Cedar Street Newark, NJ 07102 and obtaining a registration card. This card must be submitted before entry into the Gray Charter School is permitted.
2. Daily attendance is required by the Central Office from each classroom and then posted to the school registers. Registers are updated daily, with summaries completed monthly, and the data compiled for each grade at the end of the school year and then uploaded in the Web-based school summary program.
3. Enrollment Counts:
 - a. October and End of Year enrollment counts are the responsibility of the Executive Director. The Assistant Executive Director shall be responsible for submitting these counts on a timely basis. The password for this site is known only to the Executive Director and the Assistant Director. The passwords are kept locked in the school safe.
 - b. The enrollment manual and department final reports are kept in a locked fireproof file in the Executive Directors office.
 - c. Additions and deletions are provided through the registers of the school.
 - d. An internal audit is done twice a year to insure procedures are followed. The yearly audit completed by the outside auditing firm audits the enrollment count against the registers and the final count.
4. The budget is revised based upon the new October 15th count prior to the November Board meeting at which time the revised budget is reviewed and passed by resolution by the Board of Trustees.

BP 8603

Adopted September 2001

Readopted January 2009