*****Massachusetts Department of***

***Elementary and Secondary Education***

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| Jeffrey C. Riley  *Commissioner* |  |

# MEMORANDUM

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| **To:** | Charter School Leaders, Business Managers, and District Data Coordinators |
| **From:** | Joanna Laghetto, Coordinator of Data and Finance, Office of Charter Schools and School Redesign |
| **Date:** | February 12, 2021 |
| **Subject:** | 2021-2022 Pre-Enrollment and Waitlist Data Submission Memorandum and Instructions  **to submit by Monday, March 15, 2021** |

The Charter School Pre-Enrollment Report is used by the Department of Elementary and Secondary Education (Department) to collect projected enrollment data in order to determine each charter school's first five monthly **tuition payments** for fiscal year 2022 (FY22). The collected projected enrollment data represents the maximum number of students upon which each Commonwealth charter school's tuition calculation will be based for the upcoming fiscal year. It is also used to notify sending school districts by April 1, as required by law**[[1]](#footnote-1)**, of the number of students enrolled in charter schools for the upcoming school year and to calculate estimated FY22 charter school tuition that will be posted by the end of April.

***Please note: The enrollment numbers submitted must be based on actual enrollment data including, but not limited to, applications for admission, admission lottery results, and students expected to return in FY22. The total number of pre-enrolled students in the March submission and the actual enrollment reported on the October 1, 2021 SIMS should be very similar.***

As noted above, the first five charter tuition payments are based on the pre-enrollment number submitted by each school. If actual enrollment numbers, as collected by the October 1, 2021 SIMS submission, are lower than a school’s pre-enrollment projection, tuition payments will be adjusted to reflect the lower actual enrollment and to recoup the overpayment for the first five months.

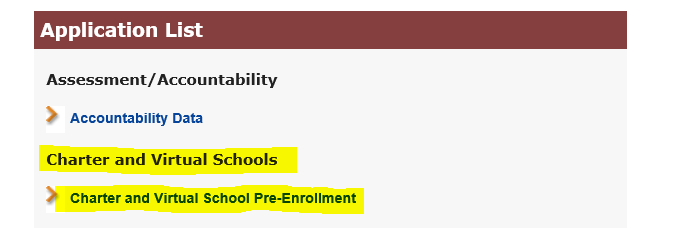
This memorandum includes:

1. [Information and Instructions for 2021-2022 Charter School Pre-Enrollment data submission](#_Information_and_Instructions)
2. [Information and Instructions for 2021-2022 Initial Waitlist Submission](#_Information_and_Instructions_1)
3. [2021-2022 Significant Expansion Information](#_2021-2022_Significant_Expansion)

**The** [**FY22 Pre-Enroll Net School Spending (NSS) Cap Guidance for Districts**](https://www.doe.mass.edu/charter/enrollment/fy2022/pre-enrollment-guide.html) **memorandum provides** **guidance regarding relevant NSS Caps to inform 2021-2022 enrollment. The NSS cap guidance memorandum and this Pre-Enrollment and Waitlist Data Submission memorandum should be read and reviewed in tandem.**

# Information and Instructions for 2021-2022 Charter School Pre-Enrollment data submission

**Charter school 2021-2022 pre-enrollment data must be submitted to the Department by 5:00 pm on Monday, March 15, 2021.** The pre-enrollment data will be submitted via the [Security Portal](https://gateway.edu.state.ma.us/ResourceList). More information and detailed instructions can be found in the Security Portal, under *Application List*: *Charter and Virtual Schools: Charter and Virtual School Pre-Enrollment* (see below). This year, sibling data will not be collected with pre-enrollment data. The Department will provide separate sibling collection templates via the security portal for schools to submit initial sibling data for the 2021-2022 school year.



* Please feel free to contact Joanna Laghetto ([Joanna.C.Laghetto@mass.gov](mailto:Joanna.C.Laghetto@mass.gov) or 781-873-9521) or James DiMaio ([James.DiMaio2@mass.gov](mailto:James.DiMaio2@mass.gov)) with any questions regarding the pre-enrollment data submission.

# Information and Instructions for 2021-2022 Initial Waitlist submission

Each charter school is required to submit a waitlist to the Department by **5:00 pm on Monday, March 15, 2021.** This submission will provide student level waitlist data established after the most recent lottery and should reflect an accurate student waitlist, as of March 15, 2021, for the upcoming school year. This FY22 Initial Charter School Student-Level Waitlist Report should be completed using the Excel template named ***FY22\_waitlist\_March\_[your school’s LEA Code]*** that will be uploaded to your school's Charter School File Exchange dropbox within the [Security Portal](https://gateway.edu.state.ma.us/).

There are detailed instructions in the *Instructions* tab found within the uploaded FY22 waitlist Excel template. Please review these instructions and fill out the contact information tab before completing your FY22 initial waitlist report. Please note, there is an additional column requesting schools to identify the sibling status of each waitlisted student. Sibling status is only applicable for waitlisted students that are siblings of ***currently*** enrolled students. Please identify each student’s sibling status with either a ‘Y’ or a ‘N’.

**Embedded** within the waitlist collection template (‘initial’ tab) are several data flags and error checks (i.e., duplicate records, unsupported characters within a student name, student age, etc.). The Department relies on complete and accurate waitlist submissions and these embedded tools are included to support accuracy. These data flags and error checks work properly with Microsoft Excel. The Department has added a field to the contact information page for schools to identify which spreadsheet program was used to complete the waitlist report (e.g., Google Sheets). Please be sure to provide this information.

Once again, the Department requests that each charter school provide the following data elements for each student included in their current waitlist:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| FIRSTNAME | LASTNAME | MIDDLENAME | DOB (MM/DD/YYYY) | TOWNCODE | GRADE | SIBLING OF CURRENTLY ATTENDING STUDENT (Y/N)? |

There are additional instructions that have been tailored for the three schools that continue to maintain roll-over waitlists established prior to March 31, 2014. Also note, that in addition to the embedded tools highlighted above, there is another data flag that should identify students who are found on both the initial waitlist *and* on the rollover list, which would be considered a duplicate record.

**Each school’s waitlist collection template will be placed in each school’s Charter School File Exchange dropbox by the end of February.**

* Please feel free to contact Brenton Stewart ([Brenton.Stewart@mass.gov](mailto:Brenton.Stewart@mass.gov) or 781-338-3214) or Lee DeLorenzo (Lee.DeLorenzo@mass.gov or 781-338-3227) if you have any questions or difficulty accessing your waitlist collection template.

# 2021-2022 Significant Expansion Information

After the pre-enrollment data has been collected, the Department will determine if a charter school's enrollment falls under the definition of [Significant Expansion](https://www.doe.mass.edu/charter/enrollment/fy2021/significant-expansion.html) (FY21 memorandum link for reference). If so, the school will be informed and given instructions for an additional report that will be submitted in June.

* Please feel free to contact Joanna Laghetto ([Joanna.C.Laghetto@mass.gov](mailto:Joanna.C.Laghetto@mass.gov) or 781-873-9521) or James DiMaio ([James.DiMaio2@mass.gov](mailto:James.DiMaio2@mass.gov)) with any questions regarding significant expansion.

1. MGL Chapter 71 §89(o): Each charter school shall annually, not later than April 1, notify each public school district in writing of the number and grade levels of students who will be attending the charter school from that district the following September as well as the number of new students who will be transferring from that district to the charter school in the following September. Tuition for charter school students shall only be paid for the number of students for whom notification has been reported by April 1. Tuition for charter school students shall be paid only for students actually enrolled in the school.

   603 CMR 1.08(5): Enrollment Reports: Every charter school shall file a pre-enrollment report annually in accordance with deadlines established by the Department. Every charter school must keep accurate records related to enrollment including, but not limited to, applications for admission, the lottery process, and wait lists. The Department will report to districts the aggregate number of students who are selected for admission for the upcoming school year from their districts and the total enrollment for each charter school. No charter school shall receive tuition payments that exceed the total enrollment for that charter school as it was reported to the Department in the school's pre-enrollment report. In their pre-enrollment reports, charter schools must notify the Department of:

   (a) the school's total enrollment for the subsequent academic year; and

   (b) the projected number of students selected for admission, by grade and district of residence, for the subsequent academic year. [↑](#footnote-ref-1)