

## **Nonpublic School Route Cost Verification Instructions**

Pursuant to N.J.S.A. 18A:39-1a, your district may be entitled to additional state aid. Please complete the report in accordance with these instructions. The completion of this verification process is necessary in order to calculate potential aid reimbursement for nonpublic school transportation expenditures.

Your district's **Nonpublic School Route Cost Verification Report** can be accessed through the New Jersey Department of Education's Homeroom via this link:

<http://homeroom.state.nj.us/>

The report contains the transportation routes on which you reported nonpublic school students being transported on your October District Report of Transported Resident Students (DRTRS) and routes on which another district reported having joiner students assigned with you as the host district.

If you have any questions concerning this matter, please call the Office of Student Transportation at (609) 984-5757 or email [student.trans@doe.state.nj.us](mailto:student.trans@doe.state.nj.us).

## Log In Screen

New Jersey  
Department of Education

Nonpublic Route Verification

User Login for Nonpublic Route Verification

District ID:

User ID:

Password:

Login Cancel

NEW JERSEY STATE DEPARTMENT OF EDUCATION  
PO BOX 500  
TRENTON, NEW JERSEY 08625-0500  
Support email: student.trans@doe.state.nj.us

- Enter your District Code
- Enter your User Name
- Enter your Password

**Note: Your User Name and Password are assigned by your district's Web User Administrator (WUA). Please contact your WUA for assistance.**

**NOTE: IF NP VERIFICATION DISPLAYS A MESSAGE  
"DOES NOT APPLY TO YOUR DISTRICT",  
PLEASE DISREGARD.**

## Route Cost Verification Screen

NONPUBLIC ROUTE VERIFICATION: DISTRICT DATA ENTRY

Certification Status: UNCERTIFIED

Please enter the Total Actual Number of Resident District Students, Total Actual Number of Joiners, and Total Actual Route Cost and then Save the data:

REMEMBER TO SCROLL IF NECESSARY. IT'S POSSIBLE THAT ALL THE RECORDS DO NOT FIT ON THE SCREEN.

Check This Box And DOE Will Delete This Route	Route Number	License Plate	Nonpubl Remote Students	Nonpubl Courtesy Students	Nonpubl Students 20-30 Miles	Nonpubl Students Over 30 Miles	Public School Students	Private School for the Handicap Students	Charter School Students	Reported Total Resident District Students	Total Actual Number of Resident District Students	Reported Joiners	Total Actual Number of Joiners	Reported Route Cost	Total Actual Route Cost	Explanation
	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Data Entry	Not Editable	Data Entry	Not Editable	Data Entry	Data Entry
<input type="checkbox"/>	DPHS1	C80151	36	0	0	0	0	0	0	36	36	0	0	29,920	55,000	
<input type="checkbox"/>	DPHS2	S1V244	30	0	0	0	0	0	0	30	30	0	0	21,749	21,749	
<input type="checkbox"/>	FRA1	S1K699	41	0	0	0	0	0	0	41	41	0	0	27,522	27,522	
<input type="checkbox"/>	FRA2	S1X627	37	2	0	0	0	0	0	39	39	0	0	27,522	27,522	
<input type="checkbox"/>	MHC1	S1J503	31	0	0	0	0	0	0	31	31	0	0	28,080	28,080	
<input type="checkbox"/>	MHC2	S12103	19	2	0	0	0	0	0	21	21	0	0	28,260	28,260	
<input type="checkbox"/>	PCHS1	F12251	42	0	0	0	0	0	0	42	42	0	0	26,901	26,901	
<input type="checkbox"/>	PCHS2	F12451	39	0	0	0	0	0	0	39	39	0	0	32,208	32,208	

### Student Count Column Changes

- The number of students in all student count columns must be the number of students, within each category, that was assigned to the route on **October 15 of the current school year**.
- Changes in the joiner student count must be made in the **“Total Actual Number of Joiners”** column.
- Changes in all other columns must be made in the **“Total Actual Number of Resident District Students”** column.

### Actual Annual Route Cost

- The cost reported must be the **“Total Actual Annual Route Cost”** at the end of the school year.
- Do not include administrative fees in the route cost.
- An annual route cost is required for all routes, including those utilizing district owned vehicles.
- If the route cost column is blank, enter the annual route cost of that route.

- **Host districts** must report the full annual cost of the route.
- **Joiner districts** must report only their share of the annual cost of the route.

#### Route Cost/Delete Changes

- Delete all duplicate routes, routes that transport only public school students, and routes on which you have no resident students riding. Do this by placing a checkmark in the “**Check This Box and DOE Will Delete This Route**” column. Also, explain the reason to delete each route in the “**Please provide any necessary information/clarification to the data submitted in this report**” section by providing the route number with the explanation.
- Split routes, denoted by **red** rows, are routes reported by joiners that did not match a route reported by your district and must be combined (e.g. where the host district and joiner students are reported on separate routes).
  1. If the joiner incorrectly reported route, check the box to delete the joiner route, report the joiners on the correct (host) route in the “**Total Actual Number of Joiners**” column, and include the annual route cost in the “**Total Actual Route Cost**” column.
  2. If the joiner reported the route correctly, then report the resident district students in the “Total Actual Number of Resident District Students” column and the annual route cost in the “**Total Actual Route Cost**” column.
- Type any missing route costs and route cost corrections in the “**Total Actual Route Cost**” column.
- Routes that exceed the per student maximum expenditure for nonpublic school transportation.
  1. If a route cost exceeds the maximum expenditure, explain the reason for the overage in the “**Explanation**” section for each of these routes.

**Common Carrier (CCC) routes:** If you reported a CCC route (i.e. NJ Transit), please include the total annual cost for providing the transportation service for all students using the CCC route.

**NOTE:**

- **A nonpublic school student is a student, who is not classified, and attends an eligible nonpublic school.**
- **Charter schools and choice schools are public schools.**
- **Classified students who attend private schools for the handicapped are public school students.**

**Certification and Submission**

---

**Statement of Assurance:**  
By submitting the requested information we certify that the route information is correct.

**Certification Information**

Chief School Administrator  
Last Name:   
First Name:

Name of School Business Administrator/Board Secretary  
Last Name:   
First Name:

Email:   
Contact Telephone Number: (000-000-0000)   
Telephone Ext(optional):

Please provide any necessary information/clarification to the data submitted in this report:

---

- Changes to the data must be accompanied by an explanation (except for route costs that were reported as zero) in the **“Please provide any necessary information/clarification to the data submitted in this report”** section located at the bottom of the form.
- Complete this report in a timely fashion and remember to certify your report **by the submission deadline noted at the top of the data entry screen.**
- Late reports will delay your state aid reimbursement.