



January 6, 2016

TO: Superintendents of Public Schools
Administrators of Public Schools
Charter School Leaders

FROM: Renee Rider, Assistant Commissioner



SUBJECT: Basic Tuition Payments to Charter Schools

It has come to attention that, in some instances, school districts may not be receiving sufficient information from charter schools to document student residence and that charter schools at times may not be receiving tuition payments due to them from school

is a district resident, school district staff should notify the charter school promptly and both parties should work together to attempt to resolve the issue. It is in the

documentation of such notification to the Department when an intercept request is submitted. The school district may ask the charter school for the information to be submitted with the request, including student rosters.

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We hope that this information provides clarification regarding the roles and responsibilities of school districts and charter schools in the matter of resident student tuition payment. Questions may be directed to