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[Datasupport](#)

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TO: District Superintendents
Superintendents in Districts receiving UPK and/or SUFDPK Funding
Pre-K Program District Contacts UPK and/or SUFDPK Funding
Regional Information Centers and Level 1 Reporting Centers

FROM: Jason Breslin, Director, Office of Early Learning
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SUBJECT: UPDATED 2021-2022 Guidance on Reporting Universal Prekindergarten
(PreK) and Statewide Universal Full-Day Prekindergarten (SUFDPK)
Children in SIRS

After hearing from the field, the New York State Education Department's Office of Early Learning is moving away from the traditional BEDS day in October for the counting of Universal Prekindergarten (UPK) students for funding in the 2021-2022 school year. To allow districts to continuously recruit students into their program, UPK enrollment data will now be pulled in March starting in the 2021-2022 school year and each year thereafter. The date for the 2021-2022 school year that will be used to calculate a district's maximum amount payable will be March 15, 2022.

All prekindergarten students, regardless of the funding that supports their PreK program, must be reported in SIRS. Currently, the Student Information Repository System (SIRS) manual provides two Pre-K program codes – 902 for Universal Pre-K and 990 for "Other" Pre-K for the reporting of UPK, UPK students whose placements change to SUFDPK and new SUFDPK enrollment in the 2021-2022 school year. The SIRS manual is updated to reflect the reporting needs for UPK, previous UPK whose placement has been converted to SUFDPK, and new SUFDPK students and is included in this memo. Failure to appropriately code prekindergarten students may result in a reduction in the district's reimbursement amount for the provision of 2021-2022 prekindergarten services.

We will be collecting additional necessary data pertaining to child enrollment counts for SUFDPK through the SED Monitoring and Vendor Performance System (MVPS) on NYSED's Application Business Portal. Information and guidance regarding this process will be forthcoming in a separate field memo.

Questions regarding any of the state-administered prekindergarten programs or MVPS on the NYSED Application Business Portal may be directed to the Office of Early Learning at oel@nysed.gov.

Questions regarding how to code students should be directed to your [local Regional Information Center \(RIC\) or Level 1 \(L1\) Center](#).

Questions your RIC or L1 center are unable to resolve about reporting of data in SIRS can be directed to the [Office of Information and Reporting Services](#). Data Support is designed to provide self-service support for our SIRS data warehouse customers to find information quickly and easily by key word search or categories. If customers are unable to find an answer, you may submit your question (ticket) to our IRS staff (agent) by clicking on the “Help” button on the bottom right of any Datasupport or IRS webpage screen.

Description	Grade Level PKF = Full-day PKH = Half-day	Pre-K Program Code		Universal Pre-K Provider (Setting) Codes (Who is providing the UPK instruction?)									
		902 (Universal PreK)	990 ("Other" PreK)	1309 (District Operated)	1320 (Daycare center)	1331 (Head Start)	1342 (Family or Group Day Care)	1353 (Nursery School)	1364 (BOCES)	1375 (Special Ed/4410 Preschool)	1386 (Nonpublic School)	1397 (Museum)	1408 (Library)
1) Any child whose Pre-K placement is funded solely by the allocational Universal Pre-K (UPK) grant	PKF or PKH, whichever is appropriate	X		Required									
2) Child whose half-day UPK placement has been converted to full-day using Statewide Universal Full-day Prekindergarten grant (SUFDPK) <i>(For example, a child whose placement is funded for the first half-day by the allocational UPK program and the second half of the day by the SUFDPK program.)</i>	PKF	X		Required									
3) New full-day placements funded by Statewide Universal Full-day Prekindergarten (SUFDPK)	PKF		X	Not required									