THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Office of Early Learning
89 Washington Avenue, EB 514 West
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To: Superintendents and Administrative Directors in Local Education Agencies (LEAs) receiving Universal Prekindergarten (UPK) and/or Statewide Universal Full-Day Prekindergarten (SUFDPK) Funding

From: Erik Sweet, Executive Director of the Office of Early Learning
Yufan Huang, Executive Coordinator of the Office of Information and Reporting Services

Subject: 2024-2025 PreK Child Counts Reporting Deadline (March 12, 2025) and Guidance on Reporting UPK and SUFDPK Children in

Date: SIRS July 12, 2024 (REVISED 7/30/24)

As UPK and SUFDPK funding is tied to students served, LEAs are required, on an annual basis, to report their prekindergarten (PreK) child counts (enrollment numbers), regardless of the funding that supports their PreK program. To align with the K-12 data system, LEAs must report actual PreK enrollment child counts in the Student Information Repository System (SIRS) on a monthly basis.

Additionally, for LEAs with SUFDPK funding, for the 2024-25 school year, all child counts must be entered via the SED Monitoring and Vendor Performance System, on **March 12, 2025**, when the Office of Early Learning's Child Counts day is held. **Please note that the provision of counting "ever-enrolled" students has ended.**

In response to concerns raised by LEAs who experience significant changes in enrollment throughout the year, the Office of Early Learning will look at enrollment data from BEDS day (October 2, 2024) and PreK Child Counts day (March 12, 2025) and select the higher of the two. Following each date, OEL will review data via the Level 2 Reporting Environment (SIRS 316 and SIRS 333 reports respectively) and will provide outreach to LEAs with recommended PreK coding changes to maximize funding. Once contacted, LEAs will have 10 business days to correct any discrepancies. Please note that districts, per IRS, should enter in UPK enrollment numbers monthly so the Department can analyze trends in enrollment to inform our decision-making and policies.

LEAs with UPK Allocations

Student enrollment counts must be entered in the Student Information Repository System (SIRS). SIRS currently includes two PreK program codes:

- 902 for Universal Pre-K and
- 990 for "Other" Pre-K.

Please follow the instructions in the chart at the end of this document for reporting prekindergarten students in SIRS. Failure to code children appropriately may result in a reduction in the amount that a district can be reimbursed for the PreK services it provides during the 2024-2025 school year.

If you have questions, please reach out to your OEL Liaison or OEL@nysed.gov with the subject line 2024-25 UPK Child Counts.

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LEAs with SUFDPK Grant Awards

Child Counts for students funded with SUFDPK grants must be reported in both SIRS and in the SED Monitoring and Vendor Performance System.

- In SIRS, SUFDPK funded new full day slots should be coded as 990 for "Other" PreK as there is not a distinct code for this funding source. SUFDPK funded conversion slots should be coded as 902.
- To ensure accuracy and to account for students served by a certified vs. uncertified teacher, LEAs will be required to also enter their numbers in in the SED Monitoring and Vendor Performance System **by March 12, 2025**. Each LEA will receive an automated email in February 2025 to prompt them to complete the 2024-2025 SUFDPK Child Counts Survey. In this survey, districts will specify the number of children enrolled as conversion slots, full-day, and by provider type (district, Head Start, day care center, etc.).

LEAs with UPK Allocation and SUFDPK Grant Award(s)

If a school district utilizes both UPK and SUFDPK funds, it will need to record enrollment using each of the methods indicated above.

If you have questions, please reach out to your OEL Liaison or OEL@nysed.gov with subject line 2024-25 UPK Child Counts.

Please note that it is extremely important to ensure accurate and complete data are reported, as errors in coding may result in a reduction in the district's reimbursement amount for the provision of 2024-2025 PreK services. To ensure accuracy of reporting, districts will be contacted by the Office of Early Learning when/if coding errors are found. The district will then need to contact their Regional Information Center (RIC) or Level 1 operator to fix. The final due day of the UPK enrollment data for the 2024-25 school year will be June 6, 2025. Any errors must be fixed prior to the final due date.

Questions regarding how to code students should be directed first to a district's local Regional Information Center (RIC) or Level 1 operator. A list of RIC and Big 5 City District Contacts can be accessed at Level 1 RIC/Big5 Contacts for LEAs. Questions about reporting data in SIRS can be directed to the Office of Information and Reporting Services at datasupport@nysed.gov.

NYS PREKINDERGARTEN PROGRAM
UPK and SUFDPK CODING IN SIRS 2024-2025

DESCRIPTION	GRADE LEVEL PKF = FULL DAY PKH = HALF DAY	PREK PROGRAM CODE	UPK PROVIDER (SETTING) CODES
1) Any child whose PreK placement is funded solely by the allocational Universal PreK (UPK) grant Associated Funding Project Codes for Districts: • **0409-25-XXXX**	PKF or PKH, whichever is appropriate	902 (Universal PreK)	Please assign ONE of the following Codes to PFK/PFH902: • 1309 (District Operated) • 1320 (Daycare center) • 1331 (Head Start) • 1342 (Family/Group Day Care) • 1353 (Nursery School) • 1364 (BOCES) • 1375 (Special Ed/4410 Preschool) • 1386 (Nonpublic School) • 1397 (Museum) • 1408 (Library) • 1419 (Other)
2) Child whose half-day UPK placement has been converted to full-day using Statewide Universal Full-day Prekindergarten grant (SUFDPK) (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.) Associated Funding Project Codes for Districts: • **0409-25-XXXX** • **0545-25-XXXX** • **0548-25-XXXX**	PKF	902 (Universal PreK)	Please assign ONE of the following Codes to PFK/PFH902: • 1309 (District Operated) • 1320 (Daycare center) • 1331 (Head Start) • 1342 (Family/Group Day Care) • 1353 (Nursery School) • 1364 (BOCES) • 1375 (Special Ed/4410 Preschool) • 1386 (Nonpublic School) • 1397 (Museum) • 1408 (Library) • 1419 (Other)
3) New full-day placements funded by Statewide Universal Full-day Prekindergarten (SUFDPK) Associated Project Codes for Districts: • **0545-25-XXXX** • **0548-25-XXXX**	PKF	990 ("Other " PreK)	Additional code not required for PFK990