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September 29, 2022

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

**FROM:** Jason Breslin, Director of Early Learning  
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**SUBJECT:** **2022-2023** Guidance on Reporting Universal Prekindergarten (UPK) and Statewide Universal Full-Day Prekindergarten (SUFDPK) Children in SIRS.

The Student Information Repository System (SIRS) currently includes two PreK program codes – 902 for Universal Pre-K and 990 for “Other” Pre-K. In 2022-2023, SIRS does not provide a distinct code for the Statewide Universal Full-Day Prekindergarten (SUFDPK). 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.

All prekindergarten students, regardless of the funding that supports their PreK program, must be reported in SIRS. Please follow the instructions in the chart at the end of this document for reporting prekindergarten students. Failure to appropriately code prekindergarten students may result in a reduction in the district’s reimbursement amount for the provision of 2022-2023 prekindergarten services.

For the 2022-2023 school year, districts will still complete BEDS Day enrollment for all PreK students. However, the Office of Early Learning and Office of Information Services (IRS) have agreed to follow the same procedure as last year regarding the pull dates for PreK. The first pull date will be in March, which will allow districts to continually enroll prekindergarten students up until March 15<sup>th</sup>. NYSED’s Office of Early Learning will then reach out to districts informing them if they need to contact their local RIC if there are coding errors. The last day to fix any coding errors for the 22-23 school year will be June 2, 2023.

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 <http://www.p12.nysed.gov/irs/sirs/ric-big5.html>.

Questions about reporting data in SIRS can be directed to the Office of Information and Reporting Services at [datasupport@nysed.gov](mailto:datasupport@nysed.gov).

Questions regarding any of the state-administered prekindergarten programs may be directed to the Office of Early Learning at [OEL@nysed.gov](mailto:OEL@nysed.gov).

| Description  | Grade Level<br>PKF = Full-day<br>PKH = Half-day | Pre-K Program Code      |                        | Universal Pre-K Provider (Setting) Codes<br>(Who is providing the UPK instruction?) |                          |                      |                                    |                          |                 |                                     |                            |                  |                   |                 |              |
|--|---|-------------------------|------------------------|---|--------------------------|----------------------|------------------------------------|--------------------------|-----------------|-------------------------------------|----------------------------|------------------|-------------------|-----------------|--------------|
|  |   | 902<br>(Universal PreK) | 990<br>("Other " PreK) | 1309<br>(District Operated)   | 1320<br>(Daycare center) | 1331<br>(Head Start) | 1342<br>(Family or Group Day Care) | 1353<br>(Nursery School) | 1364<br>(BOCES) | 1375<br>(Special Ed/4410 Preschool) | 1386<br>(Nonpublic School) | 1397<br>(Museum) | 1408<br>(Library) | 1419<br>(Other) |              |
| 1) Any child whose Pre-K placement is funded solely by the allocational Universal Pre-K (UPK) grant<br><b>Associated Funding Project Codes for Districts:</b><br><ul style="list-style-type: none"> <li>0409-23-XXXX</li> <li>5870-23-XXXX</li> </ul>  | 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)<br><br><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><br><b>Associated Funding Project Codes for Districts:</b><br><ul style="list-style-type: none"> <li>0409-23-XXXX</li> </ul> | PKF   | X                       |                        |   |                          |                      |                                    |                          |                 |                                     |                            |                  |                   |                 | Required     |
| 3) <b>New full-day placements</b> funded by Statewide Universal Full-day Prekindergarten (SUFDPK)<br><b>Associated Project Codes for Districts:</b><br><ul style="list-style-type: none"> <li>0545-23-XXXX</li> <li>5875-23-XXXX</li> </ul>  | PKF   |                         | X                      |   |                          |                      |                                    |                          |                 |                                     |                            |                  |                   |                 | Not required |