



NEW YORK STATE ADMINISTERED PREKINDERGARTEN FISCAL GUIDANCE WEBINAR SERIES

2023-2024 PREK CHILD COUNTS REPORTING DEADLINE AND GUIDANCE ON REPORTING
UPK AND SUFDPK CHILDREN IN SIRS

Presented by Eric Feml-Nelsen



New York State
EDUCATION DEPARTMENT
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OFFICE OF EARLY LEARNING

Provides:

- direction and support for statewide policies and programs related to best practices for PreK to third grade
- supports to school districts to promote high quality PreK programs
- guidance for Voluntarily Registered Nursery Schools and Direct Contract Agencies
- technical assistance to early learning providers, school districts, families, and other stakeholders

Reviews and analyzes research to inform the development of policies related to early childhood education

Administers and monitors State Funded Universal Prekindergarten programs

WELCOME

Our Discussion Will Cover:

- PreK Child Counts
 - Where to submit Child Counts
 - When to submit Child Counts
 - How to code students



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

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To: District Superintendents
Superintendents in Districts receiving UPK and/or SUFDPK Funding
Prekindergarten (PreK) Program District Contacts receiving UPK and/or SUFDPK Funding
Regional Information Centers and Level 1 Reporting Centers

From: Erik Sweet, Executive Director of the Office of Early Learning
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Subject: 2023-2024 PreK Child Counts Reporting Deadline and Guidance on Reporting Universal Prekindergarten (UPK) and Statewide Universal Full-Day Prekindergarten (SUFDPK) Children in SIRS

Date: September 21, 2023

Each spring, school districts are required to report their prekindergarten (PreK) child counts (enrollment numbers), regardless of the funding that supports their program. For the 2023-24 school year, all student counts must be inputted via the [Student Information Repository System \(SIRS\)](#) and the [SED Monitoring and Vendor Performance System](#), as applicable, on or before the close of business on **March 13, 2024**.

For the 2023-2024 school year, PreK child counts must reflect **the actual PreK enrollment** as of March 13, 2024. Please note that this is a change from previous years. Due to the COVID-19 pandemic, districts were temporarily given an opportunity to report enrollment through multiple

REQUIRED MATERIALS

2023-2024 PreK Child Counts Reporting Deadline and Guidance on Reporting Date: UPK and SUFDPK Children in SIRS

Issued by the Office of Early Learning on September 21, 2023.

WHERE ARE CHILD COUNTS REPORTED?

The screenshot shows the NYSED IRS Information and Reporting Services page. The header includes the NYSED logo and the text "Information and Reporting Services". A search bar is present with the text "Search IRS". The main content area is titled "Student Information Repository System (SIRS) Guidance" and provides information on reporting data to the Department via the SIRS Level 2 data warehouse. It lists "Data elements, codes, templates and guidance on use:" with several links, including "2023-24 SIRS Manual (Word) (PDF)", "Archive of SIRS Manuals", "NYSED Data Elements List", "eScholar Templates for SIRS Reporting", "SIRS Special Education Codes and Descriptions", "Verifying and Certifying Data in SIRS", "Level 1 Host-Child (L1HC) relationship files", and "Level 0 Validation Rules". It also lists "Additional requirements and context:" with links to "NCLB/ESEA and Accountability", "Regents Score Ranges", "Special Education Requirements", "2023 Backmapping Schools", and "Article 81, OCFS, DOCS, OMRDD, and OMH Schools". A footer note states "Last Updated: September 5, 2023".

The screenshot shows the NYSED Application Business Portal. The header includes the NYSED logo and the text "New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity". The main content area is titled "Application Business Portal" and "Portal Dashboard". It features a "My Applications" section with a message: "In order to view secure applications, you must be logged in. Please Log In to continue to your NYSED Business Portal Applications." Below this are two columns of links: "Public Links" and "Other Applications". The "Public Links" column includes: "Inventory of Registered Programs", "Look Up Postal Zip Codes", "NYSED Public web site", "Professional License Online Verification Searches", "SEDREF Query", "Teacher Certification Help", and "TEACH Public Inquiry System". The "Other Applications" column includes: "Child Nutrition Knowledge Center (CN)", "Impartial Hearing Reporting System (IHRS)", "Rate Setting Unit (RSU)", "System to Track and Account for Children (STAC)", "Teacher's Certification (TEACH)", and "Teacher Access and Authorization".

Student Information Repository System (SIRS)

SED Monitoring and Vendor Performance System

WHEN ARE CHILD COUNTS DUE?

March 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13 Child Counts Due!	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Child Counts are due
March 13, 2024



UPK and SUFDPK Student Coding in SIRS

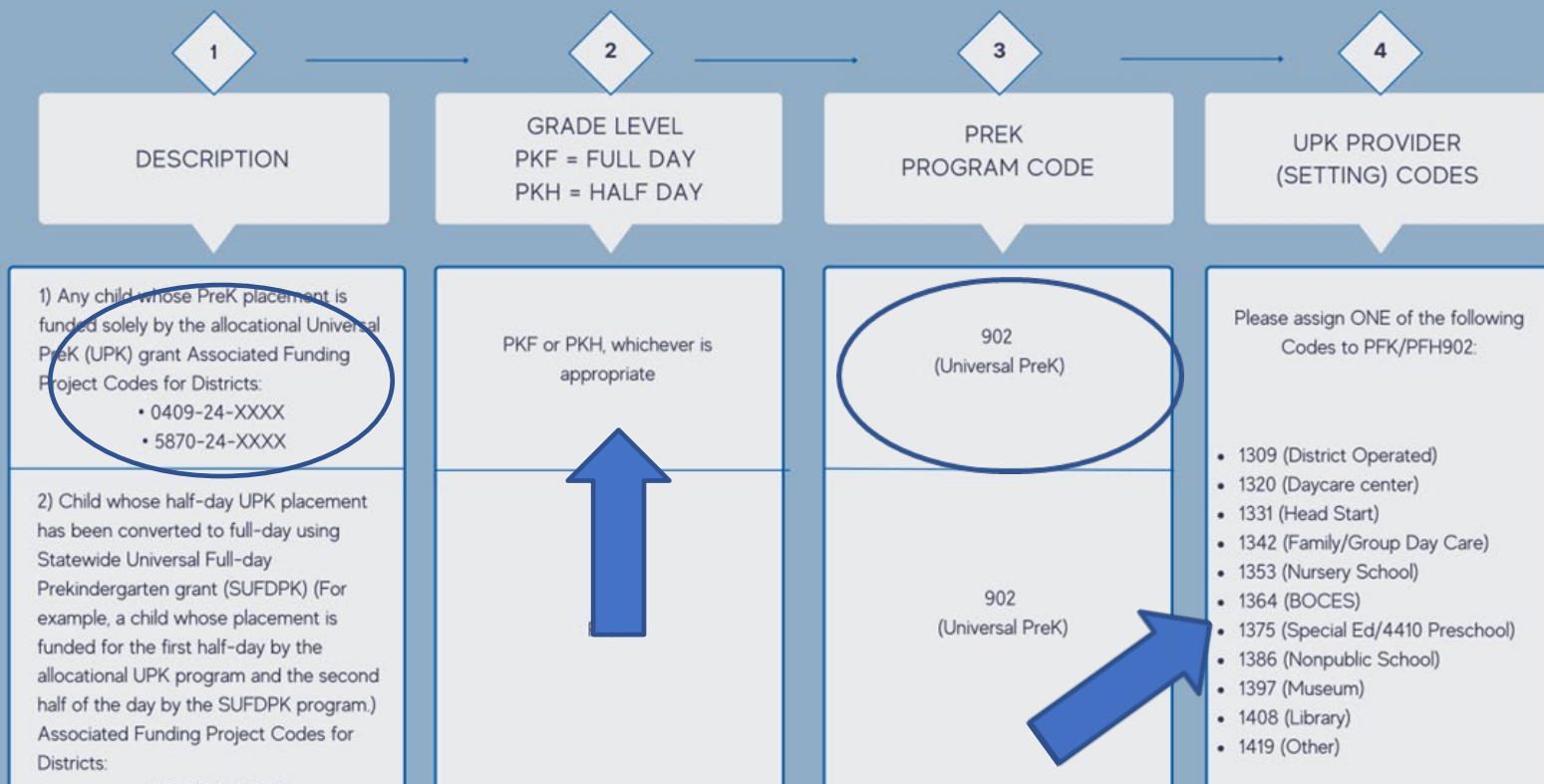


1 DESCRIPTION	2 GRADE LEVEL PKF = FULL DAY PKH = HALF DAY	3 PREK PROGRAM CODE	4 UPK PROVIDER (SETTING) CODES
1) Any child whose PreK placement is funded solely by the allocational Universal PreK (UPK) grant Associated Funding Project Codes for Districts: <ul style="list-style-type: none"> • 0409-24-XXXX • 5870-24-XXXX 	PKF or PKH, whichever is appropriate	902 (Universal PreK)	Please assign ONE of the following Codes to PFK/PFH902: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 0409-24-XXXX • 0545-24-XXXX • 0546-24-XXXX 	PKF	902 (Universal PreK)	Additional code not required for PFK990
3) New full-day placements funded by Statewide Universal Full-day Prekindergarten (SUFDPK) Associated Funding Project Codes for Districts: <ul style="list-style-type: none"> • 0545-24-XXXX • 5875-24-XXXX • 0546-24-XXXX 	PKF	990 ("Other " PreK)	

CODING OVERVIEW



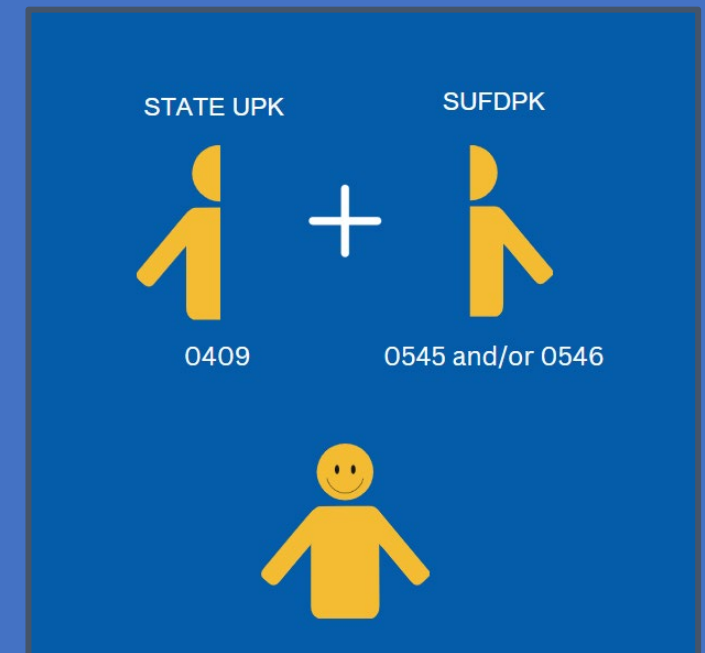
UPK and SUFDPK Student Coding in SIRS



LEAS WITH STATE
0409 AND/OR
FEDERAL 5870
ALLOCATIONS

1	2	3	4
DESCRIPTION	GRADE LEVEL PKF = FULL DAY PKH = HALF DAY	PREK PROGRAM CODE	UPK PROVIDER (SETTING) CODES
<p>1) Any child whose PreK placement is funded solely by the allocational Universal PreK (UPK) grant Associated Funding Project Codes for Districts:</p> <ul style="list-style-type: none"> • 0409-24-XXXX • 5870-24-XXXX 	<p>PKF or PKH, whichever is appropriate</p>	<p>902 (Universal PreK)</p>	<p>Please assign ONE of the following Codes to PFK/PFH902:</p> <ul style="list-style-type: none"> • 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)
<p>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:</p> <ul style="list-style-type: none"> • 0409-24-XXXX • 0545-24-XXXX • 0546-24-XXXX 		<p>902 (Universal PreK)</p>	

LEAS WITH CONVERSION STUDENTS USING STATE 0409 AND 0545/0546





UPK and SUFDPK Student Coding in SIRS

1

2

3

4

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:

- 0409-24-XXXX
- 5870-24-XXXX

PKF or PKH, whichever is appropriate

902
(Universal PreK)

Please assign ONE of the following Codes to PFK/PFH902:

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:

PKF

902
(Universal PreK)

- 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 (Musical)
- 1408 (Library)
- 1419 (Other)

3) New full-day placements funded by Statewide Universal Full-day Prekindergarten (SUFDPK) Associated Funding Project Codes for Districts:

- 0545-24-XXXX
- 5875-24-XXXX
- 0546-24-XXXX

PKF

990
(“Other” PreK)

Additional code not required for PFK990

LEAS WITH NEW
FULL-DAY
STUDENTS USING
0545, 0546,
AND/OR 5875

WHAT IF CODING ERRORS NEED CORRECTION?

June 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Corrections
Due!!

**The LAST DAY to
correct coding
errors is
June 7, 2024**

Districts do not receive UPK or SUFDPK funding for Non-resident or Other Age students

QUESTIONS?

- 1st: District's local Regional Information Center (RIC) or Level 1 operator.
 - List of RIC and Big 5 City District Contacts: [Level 1 RIC/Big5 Contacts for LEAs](#)
- 2nd: Office of Information and Reporting Services at datasupport@nysed.gov



For additional information:
OEL@NYSED.GOV and/or [Sign Up for OEL Updates](#)



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