



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

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Erik Sweet, Executive Director  
Office of Early Learning  
89 Washington Avenue, EB 514 West  
Albany, New York 12234  
(518) 474-5807

**To:** District Superintendents  
Superintendents in Districts receiving Universal Prekindergarten (UPK)  
and/or Statewide Universal Full-Day Prekindergarten (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  
Yufan Huang, Executive Coordinator of the Office of Information and  
Reporting Services

**Subject:** 2025-2026 Prekindergarten (PreK) Child Counts Reporting Guidelines for  
Reporting UPK and SUFDPK Children in the Student Information Repository  
System (SIRS)

**Date:** July 7, 2025

UPK and SUFDPK funding is directly related to the number of students served in a given school year. All school districts are required to report their prekindergarten (PreK) enrollment numbers - referred to as Child Counts - regardless of the funding source supporting their PreK program. To align with the P-12 data system, districts must submit actual PreK enrollment data to the [Student Information Repository System \(SIRS\)](#) monthly, as part of the required reporting of student enrollment, demographics, and program services. These monthly submissions will be monitored for accuracy and completeness.

In addition to monthly reporting in SIRS, the Office of Early Learning (OEL) will require school districts to report Child Counts on two specific dates, October 1, 2025, and March 13, 2026. The higher of these two dates will be used to calculate UPK and/or SUFDPK maximum funding amounts. These dates apply to all districts, regardless of the funding source. Submission deadlines for these counts will be published in the 2025–2026 SIRS Reporting Timeline on the [Office of Information and Reporting Services webpage](#).

To support consistent reporting and reduce administrative burden, new SIRS codes have been introduced to streamline and standardize PreK Child Count submissions across all districts. **As a result, districts receiving SUFDPK funding no longer need to separately report enrollment in the NYSED Business Portal** - all required reporting will now be captured through SIRS.



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The SIRS Program Codes for Prekindergarten Child Counts are as follows:

| Program Code | Description                                                                                                                                                                                                                                                                                        |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 902          | Universal PreK                                                                                                                                                                                                                                                                                     |
| 903 [new]    | SUFDPK New Full-Day 4-year-olds taught by a New York State <b>certified</b> teacher<br>(Applicable certifications: Birth to Grade 2 or N to Grade 6, or special education Birth to Gr. 2 or Birth to Adult)                                                                                        |
| 904 [new]    | SUFDPK New Full-Day 4-year-olds taught by an <b>uncertified</b> teacher                                                                                                                                                                                                                            |
| 905 [new]    | SUFDPK Half-Day to Full-Day Conversion taught by a <b>certified</b> teacher<br>Funding: \$10,000 per student – existing half-day UPK funding = full-day conversion funding<br>(Applicable certifications: Birth to Grade 2 or N to Grade 6, or special education Birth to Gr. 2 or Birth to Adult) |
| 906 [new]    | SUFDPK Half-Day to Full-Day Conversion taught by an <b>uncertified</b> teacher<br>Funding: \$7,000 per student – existing half-day UPK funding = full-day conversion funding                                                                                                                       |
| 990          | PreK students not funded by UPK or SUFDPK                                                                                                                                                                                                                                                          |

Please refer to the [2025-2026 Funding Coding Overview](#) document for a detailed breakdown of each code.

### Key Reporting Dates:

**1. October 1, 2025 - BEDS Day**

Report actual PreK enrollment on this date in SIRS.

**2. March 13, 2026 - PreK Child Counts Day**

Report actual PreK enrollment on this date in SIRS.

### Enrollment Review:

After each key enrollment reporting date in **October and March**, the **Office of Early Learning (OEL)** will review the submitted enrollment data. If there are significant discrepancies between projected and reported Child Counts, OEL will contact the district directly to request corrections. *Accurate reporting is essential - errors may result in reduced reimbursement.*

### Support Contacts:

- **Coding/Reporting Questions:** Contact your [Regional Information Center \(RIC\)](#) or **Level 1 Operator**
- **Data Support:** [datasupport@nysed.gov](mailto:datasupport@nysed.gov)
- **OEL Questions:** [OEL@nysed.gov](mailto:OEL@nysed.gov) – Subject: *2025-2026 UPK Child Counts*