2025-2026 SCHOOL DISTRICT UPK CHILD COUNTS REPORTING

What are Child Counts?

Child counts are actual enrollment numbers of three and four-year-old PreK students funded with state UPK and/or SUFDPK funds.

Why do I need to report my Child Counts?

Reporting Child Counts is essential for determining funding amounts. In addition to monthly reporting in SIRS, all PreK programs must report actual enrollment as of 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.

How do I report my Child Counts?

To ensure accurate Child Count reporting and submission of compliant FS-10 budgets for the 2025–26 school year, the following protocol is recommended.

Maintain and verify PreK enrollment regularly.

School district data coordinator and PreK administrator should:

- Ensure accurate and up-to-date enrollment of PreK students in Student Management System (SMS). UPK enrollment should be entered as students are enrolled.
- Ensure compliance with SIRS reporting, include
  - Program Codes for various PreK categories (902-906, 990).
  - Correct grade level codes (PKF for full day, PKH for half-day).
  - Provider Setting Code.
  - Accurate start/end dates and demographic information.
- Use Level 2 Cognos Reports (L2RPT) to confirm accuracy of all data elements for these students.
  - Contact RIC if any problems are identified.

Refer to the July 7, 2025 SIRS Memo and 2025-2026 Funding Coding Overview for detailed coding instructions.

Project PreK student enrollment for 2025–26.

The school district data coordinator and PreK administrator should collaborate and:

- Utilize verified UPK enrollment trends for realistic FS-10 budget projections.
- Ensure projections reflect:
  - Actual community demand.
  - Available district and partner-site capacity.
  - Avoid speculative estimates to support accurate funding.

Submit 2025-26 UPK/SUFDPK FS-10 (Proposed Budget)

The school district business administrator, with support from the district data coordinator and PreK administrator should:

- Ensure FS-10 (proposed budget) aligns with projected enrollment figures.
- Include all allowable UPK expenses per NYSED guidance: personnel, materials, contracted services, transportation, etc.
- Due Date: August 29th, 2025.

Spring 2026 Data Check-in

In coordination, the school district business administrator, district data coordinator and PreK administrator, should:

- March–April 2026: Review actual UPK enrollment against approved budget projections.
  - Contact RIC if any problems are identified.
  - OEL will help validate that district projections meet current data trends and NYSED expectations.

Post-Submission: Clarify Roles & Responsibilities

Once enrollment projections and FS-10 budgets are submitted:

- OEL will:
  - Confirm alignment with enrollment data and address discrepancies.
- District must assign responsibility for:
  - Monthly SIRS updates for UPK.
  - Monitoring and amending FS-10 for enrollment changes.
  - Ensuring FS-10 reflects accurate projections per NYSED UPK funding guidelines.
  - Communicating updates among Data Coordinator, Business Office, and UPK team.

Please note that following the April correction period, any uncorrected child count coding errors may effect the final reimbursement amount.