



OFFICE OF EARLY LEARNING

Provides:



REQUIRED MATERIALS

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

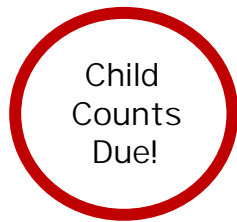
Issued by the Office of Early Learning on September 21, 2023.

WHERE ARE CHILD COUNTS REPORTED?

The screenshot shows the SIRS portal interface. At the top, there is a search bar labeled "Search SIRS" and a large "SIRS" logo. Below the search bar, there are several navigation tabs: "Data Reporting", "NYS Report Cards", "EnnaceNY Portal", and "Guidance". A prominent message states: "Citizens or reporting users to the Department via the SIRS Level 2 and 3 warehouses." Below this message, there is a section for "2023-24 SIRS Manual (View) (2023)" with a link to "Archives of SIRS Manuals". At the bottom, there are links for "Scholar Templates for SIRS Reporting" and "SIRS Specifications".

The screenshot shows the NYS ED Application Business Portal. At the top, there are navigation links for "NYS ED Home" and "Portal Home". The main header includes the "NYS ED" logo and the text "New York State EDUCATION DEPARTMENT" and "Application Business Portal". Below the header, there is a "Portal Dashboard" section. A "My Applications" section contains a link to "Click here to view secure application". A "Public Links" section lists various services: "Inventory of Registered Programs", "Look Up Portal Zip Codes", "NYS ED Public web site", "Professional License Online Verification Searches", "SEDREF Query", "Teacher Certification Help", "Child Nutrition Knowledge Center (CN)", "Impartial Hearing Reporting System (IHRS)", "R&E Setting Unit (RSU)", "System to Track Land Account Children (STAC)", "Teacher's Certification (TEACH)", and "Teacher Account and Authorization". At the bottom, there are links for "NYS ED Home", "Accessibility", "Privacy Statement", "Disclaimer", and "Terms of Use".

WHEN ARE CHILD COUNTS DUE?



NOTE:
"ever -enrolled"
has ended

Child Counts are due
March 13, 2024



DESC	GRADE LEVEL	PREK PROGRAM CODE	UPK PROVIDER (SETTING) CODES
<p>1) Any child whose PreK placement is funded solely by the allocated PreK (05) grant Associated Funding</p> <p>Project Codes for Districts:</p> <ul style="list-style-type: none"> • 0409-24-XXXX • 5670-24-XXXX 	PKF	902 (Universal PreK)	<ul style="list-style-type: none"> • 1300 (Daycare) • 1320 (Daycare) • 1321 (Family Child Care) • 1352 (Family Child Care) • 1362 (PROCES) • 1375 (Special Ed/4410) Preschool) • 1386 (Non-Public School) • 1397 (YMCA) • 1400 (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)</p> <p>example: a child whose placement funded for half day is converted to allocational UPK program and the second half of the day is funded by Associated Funding</p> <p>Districts:</p> <ul style="list-style-type: none"> • 0400-24-XXXX • 0545-24-XXXX • 0546-24-XXXX 	PKF	902 (Universal PreK)	<ul style="list-style-type: none"> • 1300 (Daycare) • 1320 (Daycare) • 1321 (Family Child Care) • 1352 (Family Child Care) • 1362 (PROCES) • 1375 (Special Ed/4410) Preschool) • 1386 (Non-Public School) • 1397 (YMCA) • 1400 (Library) • 1419 (Other)
<p>3) New full-day placements funded by Statewide Universal full-day Prekindergarten (SUFDPK)</p> <p>Project Codes for Districts:</p> <ul style="list-style-type: none"> • 0545-24-XXXX • 3600-24-XXXX • 0546-24-XXXX 	PKF	990 (Other PreK)	

CODING OVERVIEW



UPK and SUFDPK Student Coding in SIRS



1	2	3	4
DESCRIPTION	GRADE LEVEL PKE = FULL DAY PKH = HALF DAY	PREK PROGRAM CODE	UPK PROVIDED (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

PKF or PKH, whichever is appropriate

Please assign ONE of the following Codes: BEK/PKH902


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 was funded for the first half-day by the allocational UPK and the second half of the day by the SUFDPK program.) Associated Funding Project Codes for Districts:
 • 0409-24-XXXX

902 (Universal PreK)

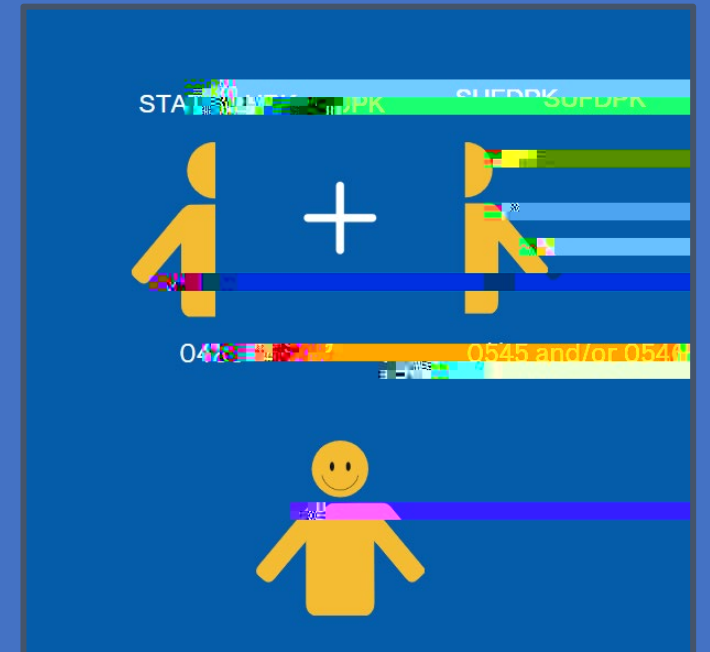
- 1309 (District Operated)
- 1320 (Daycare center)
- 1331 (Head Start)
- 1342 (Family Group Day Care)
- 1353 (Nursery School)
- 1364 (BOCES)
- 1375 (Special Ed/4410 Preschool)
- 1419 (Other)



LEAS WITH STATE 0409 AND/OR FEDERAL 5870 ALLOCATIONS

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: <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 PKF/PFH902: <ul style="list-style-type: none"> • 1302 (Statewide Operated) • 1320 (Daycare center) • 1331 (Head Start) • 1342 (Family Group Daycare) • 1353 (Nursery school) • 1364 (BOCES) • 1370 (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 		902	Please assign ONE of the following Codes to PKF/PFH902: <ul style="list-style-type: none"> • 1302 (Statewide Operated) • 1320 (Daycare center) • 1331 (Head Start) • 1342 (Family Group Daycare) • 1353 (Nursery school) • 1364 (BOCES) • 1370 (School) • 1397 (Museum) • 1408 (Library) • 1419 (Other)

LEAS WITH CONVERSION STUDENTS USING STATE 0409 AND 0545/0546



WHAT IF CODING ERRORS NEED CORRECTION?

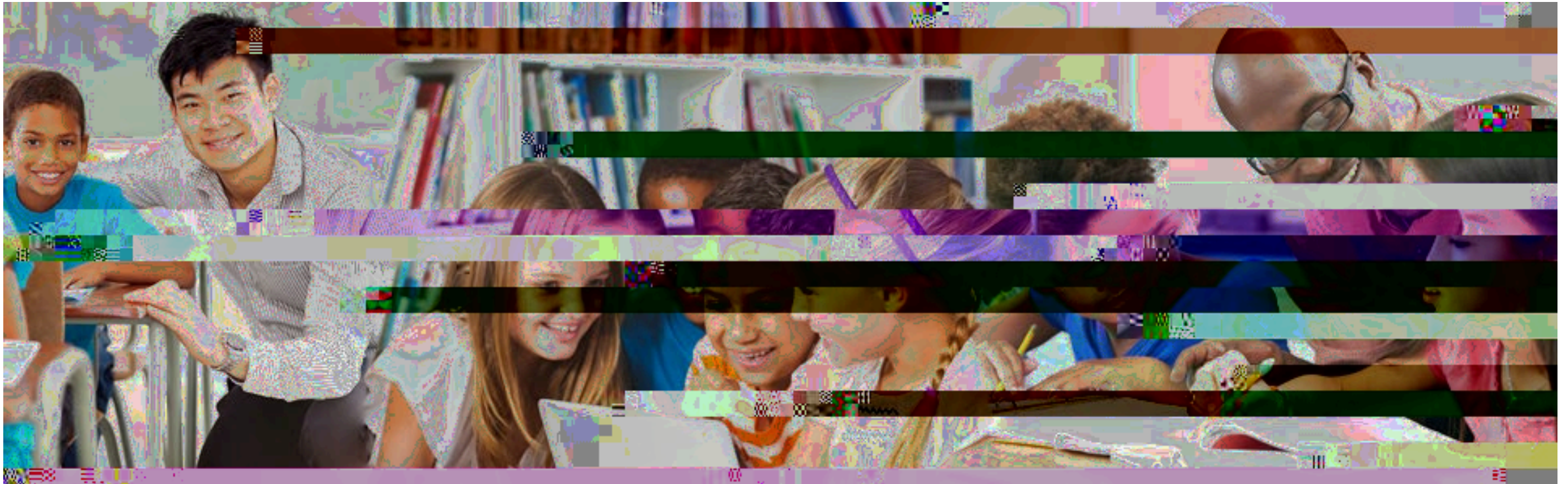
Corrections
Due!!

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?

- f* 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
- f* 2nd: Office of Information and Reporting Services at datasupport@nysed.gov



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