Student Support Services
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September 11, 2019

TO: **Superintendents of Schools in Districts** receiving one or more of the following grants: Statewide Universal Full-Day Pre-K (SUFDPK); and Additional Grants for Expanded Prekindergarten for 3 & 4 Year Old Students (EPK Round 4)

Pre-K Program Contacts in Districts receiving one or more of the following grants: Statewide Universal Full-Day Pre-K (SUFDPK); and Additional Grants for Expanded Prekindergarten for 3 & 4 Year Old Students (EPK Round4)

Regional Information Centers and Big 5 District Contacts

FROM: DeSylvia W. Dwyer, Supervisor of Education Programs

SUBJECT: **2019-2020** Guidance on Reporting Pre-K Children in the Student Information Repository System (SIRS)

The Student Information Repository System (SIRS) currently includes two Pre-K program codes – 902 for Universal Pre-K and 990 for "Other" Pre-K. In 2019-2020, SIRS does not provide distinct codes for the two additional State-Administered Pre-K grants; Statewide Universal Full-Day Prekindergarten (SUFDPK), and Additional Grants for Expanded Prekindergarten for 3 & 4 Year Old Students (EPK Round 4). We will be collecting necessary data pertaining to child enrollment counts for these programs through the SED Monitoring and Vendor Performance System. Information and guidance regarding this process will be distributed in a separate field memo.

It should be noted that effective July 1, 2019, the below listed State-Administered Pre-K grants were consolidated with the district's Universal Pre-K allocation. These funds are now considered Universal Pre-K and students whose slots are supported by funds from these sources should be assigned the program code "902 Universal Pre-K."

- Expanded Prekindergarten for Three- and Four-Year Old Students in High-Need School Districts (EPK);
- Prekindergarten for Three-Year Old Students in High-Need School Districts (3PK);
- Additional Grants for the Expanded Prekindergarten for Three- and Four-Year Old Students in High-Need School Districts (EPK2);
- Additional Grants for the Expanded Prekindergarten for Three- and Four-Year Old Students (EPK3); and
- the federal Preschool Development Grant (PDG).

All prekindergarten students, regardless of the funding that supports their program must be reported in SIRS. Please follow the instructions in the chart at the end of this document for reporting prekindergarten students in SIRS. Failure to code children appropriately may result in a reduction in the amount that a district can be reimbursed for the prekindergarten services it provides during the 2019-2020 school year.

Questions regarding how to code students should first be directed to your 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.

If you have questions about reporting data in SIRS, please contact the Office of Information and Reporting Services at datasupport@nysed.gov.

Questions regarding any of the prekindergarten grant programs may be directed to the Office of Early Learning at oel@nysed.gov.

Description	Grade Level PKF = Full-day PKH = Half-day	902 (Universal PreK)	990 ("Other" PreK)	1309 (District Operated)	1320 (Daycare center)	1331 (Head Start)	1342 (Family or Group Day Care)	1353 (Nursery School)	1364 (BOCES)	1375 (Special Ed/4410 Preschool)	1386 (Nonpublic School)	1397 (Museum)	1408 (Library)	1419 (Other)
		Pre-K Program Code		**Universal Pre-K Provider (Setting) Codes (Who is providing the UPK instruction?)**										
1) Any child whose Pre-K placement is funded solely by the allocational Universal Pre-K (UPK) grant	PKF or PKH, whichever is appropriate	X		Required										
2) Child whose half-day UPK placement has been converted to full-day using one of the following: Statewide Universal Full-day Prekindergarten grant (SUFDPK); or Additional Grants for Expanded Prekindergarten for 3 & 4 Year Old Students (EPK Round 4) *(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.)*	PKF	X		Required										
3) New half-day placements funded by: Additional Grants for Expanded Prekindergarten for 3 & 4 Year Old Students (EPK Round 4)	PKH		X	Not required										
4) New full-day placements funded by: Statewide Universal Full-day Prekindergarten (SUFDPK); or Additional Grants for Expanded Prekindergarten for 3 & 4 Year old Students (EPK Round 4)	PKF		X	Not required										