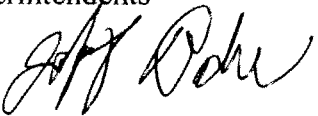




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September 2011

To: Superintendents of Public School Districts  
Charter School Chief Executive Officers  
District Superintendents

From: Jeff Baker 

Subject: BEDS Day Enrollment

The Student Information Repository System (SIRS) will be the official and sole source of grade by grade enrollment data for all public schools and districts beginning with fall 2011; grade by grade enrollment data are no longer collected from public schools and districts in the Basic Educational Data System (BEDS). It is important that enrollment data in SIRS be verified as accurate, as they will be used in a number of areas, including but not limited to:

- accountability decisions
- annual State aid calculations
- generating targeted state and federal program aid
- reported in the School Report Cards
- provided to the media and general public upon request as your district or school's official enrollment counts as recognized by SED.

All public school districts and charter schools will have access to BEDS Day Enrollment Verification Reports that will be made available by way of the Level-2 Reporting (L2RPT) environment no later than November 15. The reports will show counts of students whose SIRS records indicate that they were enrolled in your district or charter school on BEDS Day, October 5, 2011. To ensure that the reports will be complete and accurate, your district or charter school must be prepared to begin loading 2011-12 school year enrollment, demographic and program services data into the SIRS through your Regional Information Center (RIC) or Big-5 data center when the container opens on October 17. All public school districts and charter schools are expected to review, correct if necessary, and verify data displayed in the BEDS Day Enrollment Verification Reports by **December 15**.

Further guidance, including more detailed technical information concerning BEDS Day Enrollment Verification will be provided to you by mid-October. That additional guidance will be posted on both BEDS and SIRS Web pages maintained by the Department as well as forwarded to you electronically. The Department's State Aid Unit requires the first use of BEDS Day Enrollment data in early January. Your school and district data coordinators will need your full support in order to accomplish BEDS Day Enrollment Verification by **December 15**.

Questions and comments may be directed to [dataquest@mail.nysed.gov](mailto:dataquest@mail.nysed.gov) or by calling the Office of Information and Reporting Services at (518) 474-7965.