September 20, 2016

**TO: Superintendents of Schools in Districts** receiving one or more of the following grants: Priority Pre-K; Statewide Universal Full-Day Pre-K; Expanded Pre-K for 3 & 4 Year Olds; Prekindergarten for Three Year Olds (3PK) and federal Preschool Development Expansion

**Pre-K Program Contacts** in Districts receiving one or more of the following grants: Priority Pre-K; Statewide Universal Full-Day Pre-K; Expanded Pre-K for 3 & 4 Year Olds, Prekindergarten for Three Year Olds (3PK) and federal Preschool Development Expansion Grants

**Regional Information Center and Big 5 District Contacts**

**FROM:** Office of Early Learning

**SUBJECT:** 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 2016-17, SIRS does not provide distinct codes for the five more recently added Pre-K grants; Priority Prekindergarten, Statewide Universal Full-Day Prekindergarten, Expanded Pre-K for 3 & 4 Year Olds, Prekindergarten for Three Year Olds (3PK) and the federal Preschool Development Expansion grants. We will be collecting necessary data pertaining to child enrollment counts for these five programs through the SED Monitoring and Vendor Performance System. Information and guidance regarding this process will be distributed in a separate field memo.

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 2016-2017 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](mailto:dataquest@nysed.gov).

Questions regarding the any of the prekindergarten grant programs may be directed to the Office of Early Learning at [oel@nysed.gov](mailto:oel@nysed.gov).

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| **Description** | **Grade Level**  **PKF = Full-day**  **PKH = Half-day** | **Pre-K Program Code** | | **Universal Pre-K Provider (Setting) Codes**  **(Who is providing the UPK instruction?)** | | | | | | | | | | |
| **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)** |
| 1. Any child whose Pre-K placement is funded solely by the allocational Universal Pre-K (UPK) grant | PKF or PKH, whichever is appropriate | \* |  | Required | | | | | | | | | | |
| 1. Child whose half-day UPK placement has been converted to full-day using one of the following: Priority Prekindergarten grant,  Statewide Universal Full-day Prekindergarten grant, Expanded Pre-K for 3 & 4 Year Olds grant, or federal Preschool Development Expansion grant.   (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 Priority Prekindergarten program.) | PKF | \* |  | Required | | | | | | | | | | |
| 1. New half-day placements funded by: Priority Prekindergarten grant,  Expanded Pre-K for 3 & 4 Year Olds grant or Prekindergarten for Three Year Olds (3PK) grant. | PKH |  | \* | Not required | | | | | | | | | | |
| 1. New full-day placements funded by: Priority Prekindergarten grant, Statewide Universal Full-day Prekindergarten grant, Expanded Pre-K for 3 & 4 Year Olds grant, Prekindergarten for Three Year Olds (3PK) grant or federal Preschool Development Expansion grant. | PKF |  | \* | Not required | | | | | | | | | | |
| 1. Three year old child whose half-day Expanded Pre-K for 3 & 4 Year Olds placement has been converted to full-day using the Prekindergarten for Three Year Olds (3PK) grant. | PKF |  | \* | Not required | | | | | | | | | | |