

#### THE STATE EDUCATION DEPARTMENT

Office of Early Learning 89 Washington Avenue, EB 514 West Albany, New York 12234 Tel. (518) 474-5807 / Fax: (518) 473-7737

**To:** Superintendents and Administrative Directors in Local Education Agencies

(LEAs) receiving Universal Prekindergarten (UPK) and/or Statewide

Universal Full-Day Prekindergarten (SUFDPK) Funding

**From:** Erik Sweet, Executive Director of the Office of Early Learning

Yufan Huang, Executive Coordinator of the Office of Information and

Reporting Services

Subject: 2024-2025 PreK Child Counts Reporting Deadline (March 12, 2025) and

Guidance on Reporting UPK and SUFDPK Children in

Date: SIRS July 12, 2024 CÜÒXQÙÒÖÁÏÐH€ÐG ID

As UPK and SUFDPK funding is tied to students served, LEAs are required, on an annual basis, to report their prekindergarten (PreK) child counts (enrollment numbers), regardless of the funding that supports their PreK program. To align with the K-12 data system, LEAs must report actual PreK enrollment child counts in the <a href="Student Information Repository System">Student Information Repository System</a> (SIRS) on a monthly basis.

Additionally, for LEAs with SUFDPK funding, for the 2024-25 school year, all child counts must be entered via the <u>SED Monitoring and Vendor Performance System</u>, on **March 12, 2025**, when the Office of Early Learning's Child Counts day is held.

### THE STATE EDUCATION DEPARTMENT



Office of Early Learning 89 Washington Avenue, EB 514 West Albany, New York 12234 Tel. (518) 474-5807 / Fax: (518) 473-7737

### **LEAs with SUFDPK Grant Awards**

Child Counts for students funded with SUFDPK grants must be reported in both SIRS and in the SED Monitoring and Vendor Performance System.

- In SIRS, SUFDPK funded new full day slots should be coded as 990 for "Other" PreK as there is not a distinct code for this funding source. SUFDPK funded conversion slots should be coded as 902.
- To ensure accuracy and to account for students served by a certified vs. uncertified teacher, LEAs will be required to also enter their numbers in in the <u>SED Monitoring and Vendor Performance System</u> by March 12, 2025. Each LEA will receive an automated email in February 2025 to prompt them to complete the 2024-2025 SUFDPK Child Counts Survey. In this survey, districts will specify the number of children enrolled as conversion slots, full-day, and by provider type (district, Head Start, day care center, etc.).

### LEAs with UPK Allocation and SUFDPK Grant Award(s)

If a school district utilizes both UPK and SUFDPK funds, it will need to record enrollment using each of the methods indicated above.

If you have questions, please reach out to your OEL Liaison or OEL@nysed.gov with subject line 2024-25 UPK Child Counts.

Please note that it is extremely important to ensure accurate and complete data are reported, as errors in coding may result in a reduction in the district's reimbursement amount for the provision of 2024-2025 PreK services. To ensure accuracy of reporting, districts will be contacted by the Office of Early Learning when/if coding errors are found. The district will then need to contact their Regional Information Center (RIC) or Level 1 operator to fix. The final due day of the UPK enrollment data for the 2024-25 school year will be June 6, 2025. Any errors must be fixed prior to the final due date.

Questions regarding how to code students should be directed first to a district's local Regional Information Center (RIC) or Level 1 operator. A list of RIC and Big 5 City District Contacts can be accessed at <a href="Level 1 RIC/Big5 Contacts for LEAs">Level 1 RIC/Big5 Contacts for LEAs</a>. Questions about reporting data in SIRS can be directed to the Office of Information and Reporting Services at <a href="mailto:datasupport@nysed.gov">datasupport@nysed.gov</a>.

## THE STATE EDUCATION DEPARTMENT

# NYS PREKINDERGARTEN PROGRAM UPK and SUFDPK CODING IN SIRS 2024-2025