



Student Support Services
Office of Early Learning
89 Washington Avenue, Room 319 EB
Albany, New York 12234
Tel. (518) 474-5807 / Fax: (518) 473-7737
OEL@nysed.gov

September 11, 2018

TO: **Superintendents of Schools in Districts** receiving one or more of the following grants: Statewide Universal Full-Day Pre-K (SUFDPK); Expanded Pre-K for 3 & 4 Year Olds (EPK); Prekindergarten for Three Year Olds (3PK); Additional Grants for the Expanded Pre-K for 3 & 4 Year Olds (EPK2); 18-19 Additional Grants for the Expanded Pre-K for 3 & 4 Year Olds (EPK3); and federal Preschool Development Expansion

Pre-K Program Contacts in Districts receiving one or more of the following grants: Statewide Universal Full-Day Pre-K (SUFDPK); Expanded Pre-K for 3 & 4 Year Olds (EPK), Prekindergarten for Three Year Olds (3PK); and Additional Grants for the Expanded Pre-K for 3 & 4 Year Olds (EPK2); 18-19 Additional Grants for the Expanded Pre-K for 3 & 4 year Olds (EPK3) and federal Preschool Development Expansion Grants

Regional Information Centers 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 2018-2019, SIRS does not provide distinct codes for the six more recently added Pre-K grants; Statewide Universal Full-Day Prekindergarten (SUFDPK), Expanded Pre-K for 3 & 4 Year Olds (EPK), Prekindergarten for Three Year Olds (3PK); Additional Grants for the Expanded Pre-K for 3 & 4 Year Olds (EPK2); 18-19 Additional Grants for the Expanded Pre-K for 3 & 4 Year Old Students (EPK3); and the federal Preschool Development Expansion grants. We will be collecting necessary data pertaining to child enrollment counts for these six 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 2018-2019 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 the any of the prekindergarten grant programs may be directed to the Office of Early Learning at oel@nysed.gov.

6) Three year old child whose half-day Prekindergarten for Three Year Olds (3PK) placement has been converted to full-day using the Additional Grants for Expanded Pre-K for 3 & 4 Years Olds (EPK2) or the 18-19 Additional Grants for Expanded Pre-K for 3 & 4 Year Olds (EPK3) grant	PKF		X	Not required
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