



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

---

P-12 Education  
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](mailto:OEL@nysed.gov)

September 30, 2020

**TO:** **Superintendents of Schools in Districts** receiving Statewide Universal Full-Day Pre-K (SUFDPK)

**Pre-K Program Contacts** in Districts receiving Statewide Universal Full-Day Pre-K (SUFDPK)

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

**FROM:** Jason Breslin, Director Office of Early Learning

**SUBJECT:** **2020-2021** 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 2020-2021, SIRS does not provide a distinct code for the Statewide Universal Full-Day Prekindergarten (SUFDPK). We will be collecting additional necessary data pertaining to child enrollment counts for this program 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, 2020, the Expanded Prekindergarten for Three- and Four-Year Old Students (EPK4) grant was 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.”

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 2020-2021 school year. For the 2020-2021 school year, the pull date for the child count report will be on December 1, 2020 in accordance with the P-12 Reopening Guidance document released in July 2020.

Questions regarding how to code students should be directed first 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:datasupport@nysed.gov).

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

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	X		Required										
2) Child whose half-day UPK placement has been converted to full-day using Statewide Universal Full-day Prekindergarten grant (SUFDPK)  <i>(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.)</i>	PKF	X		Required										
3) New full-day placements funded by: Statewide Universal Full-day Prekindergarten (SUFDPK)	PKF		X	Not required										