L2RPT Report Guide

SIRS-333 Pre-K Enrollment Summary Report

Pre-Kindergarten (Pre-K) student enrollment counts from SIRS (Student Information Repository System) are calculated for public school districts. These enrollment counts are used to determine Universal Pre-K (UPK) grant allocations.

Pre-K student enrollment counts are displayed for two snapshots: March and June. The enrollment counts on the snapshot dates will include students who were enrolled in Pre-K and UPK programs on March 13th. The report will continue to refresh weekly through June.

Students reported in SIRS with any of the following Reason for Beginning Enrollment codes are included in the annual Pre-K enrollment count:

- 0011 (Enrollment in building or grade)
- 5544 (Transferred under ESEA [Elementary and Secondary Education Act] Title 1, School in Improvement Status)
- 7000 (Transferred under ESEA, Persistently Dangerous School)
- 7011 (Transferred under ESEA, Victim of a Serious Violent Incident)

Student subgroup status is determined using program service data reported anytime during the school year (school year snapshot). That is, if a student is a member of a subgroup or program category (e.g., ELL [English Language Learners], economic status, etc.) at any point in the school year, then that student will be counted as a member of the subgroup for the school year.

Districts should consult the [Office of Early Learning website](#) for annual UPK Allocation Lists.

Description of Report

The Pre-K Enrollment Summary Report presents district totals for Pre-K and will differentiate Half-day, Full-day programs and FTE (Full-time Enrollment). The report displays Universal Pre-K (UPK) students as well as Pre-K Students NOT Funded by UPK Money. Data in this report are used to monitor UPK programs.

Students are grouped by age: 3-year-old, 4-year-old or Other Age on or before December 1st. The following districts will use December 31st as the age threshold.

Table 1: Districts using December 31st as age threshold

DISTRICT NAME	BEDS CODE
BUFFALO CITY SD	140600010000
ELMONT UFSD	280216020000
HALF HOLLOW HILLS CSD	580405060000
MAMARONECK UFSD	660701030000
MINEOLA UFSD	280410030000
NEW ROCHELLE CITY SD	661100010000
NYC COMMUNITY DISTRICTS-ALL	ALL NYC CSD BEDS CODES
PLAINVIEW-OLD BETHPAGE CSD	280504060000

DISTRICT NAME	BEDS CODE
SOMERS CSD	662101060000
WHITE PLAINS CITY SD	662200010000

The district total for pre-kindergarten will be a sum of pre-kindergarten students reported as enrolled in any school in the district plus the UPK students who are in Community-based Organizations (CBOs) and who have been reported with a Location Code ending in "0666".

The district's UPK grant coordinator should be consulted by district staff who enter information into the district's Student Management System (SMS) to ensure that the correct students are reported as UPK using the summary of reporting requirements that follow. It is important for funding received under a Universal Pre-K grant that Pre-K students are reported with a correct Program Type and UPK Provider Type, if the Program Type is UPK:

- Pre-K students who are supported by Universal Pre-K funds and located in district-operated classrooms must be reported with a Pre-K Program Type of 902 and a UPK Provider Type of 1309.
- Pre-K students who are supported by Universal Pre-K funds and located in classrooms operated by CBOs must be reported with a Pre-K Program Type of 902 and ONE of the UPK Provider Types of 1320 through 1419.
- Pre-K students who are not supported by Universal Pre-K funds should be reported with a Pre-K Program Type of 990 and NO UPK Provider Type.

In particular, districts should verify the counts reported on the row "Total UPK-excluding UPK Students who are not residents of this district and UPK Funded Students without required Setting Code." These counts should be compared with the Allocation Lists on the Office of Early Learning website.

Table 2: Program Codes and Setting Codes used to determine counts

Program Description Field Name	Pre-K Program Code [1]	UPK Setting Code [1]
Total Pre-K Students	902 or 990	any or none
UPK Funded Students in District Operated Classrooms	902	1309
UPK Funded Students in CBO Operated Settings:	902	one of: 1320, 1331, 1342, 1353, 1364, 1375, 1386, 1397, 1408, 1419 (see below)
Day Care Center	(902)	1320
Head Start	(902)	1331
Family (including Group) Day Care	(902)	1342
Nursery School	(902)	1353
BOCES	(902)	1364
Special Ed 4410 Preschool	(902)	1375
Nonpublic School	(902)	1386
Museum	(902)	1397
Library	(902)	1408
Other	(902)	1419
Pre-K Students NOT Funded by UPK Money	990	none

Program Description Field Name	Pre-K Program Code [1]	UPK Setting Code [1]
UPK students who are not residents of this district and for whom tuition is or could be charged.	UPK (code 902) students for whom district of enrollment location does not match district of residence.	Any UPK setting code that is paired with Pre-K Program Code 902 (UPK) and district of enrollment location does not match district of residence.

[1] Grade Level Code must also be either "PKH" or "PKF"