



Office  of  
Early  
Learning

2024-2025

**PREK CHILD COUNTS  
REPORTING DEADLINES AND  
GUIDANCE ON REPORTING  
UPK AND SUFDPK CHILDREN  
IN SIRS**

Presented by

The Office of Early Learning

The Office of Information and Reporting Services

# THE OFFICE OF EARLY LEARNING

## Provides:

- Direction and support for statewide policies and programs related to best practices for PreK to third grade
- Supports to school districts to promote high quality PreK programs
- Guidance for Voluntarily Registered Nursery Schools and Direct Contract Agencies
- Technical assistance to early learning providers, school districts, families, and other stakeholders
- Reviews and analyzes research to inform the development of policies related to early childhood education
- Administers and monitors State Funded Universal Prekindergarten programs



## THE OFFICE OF INFORMATION AND REPORTING SERVICES (IRS)

IRS is responsible for State and Federal reporting requirements of data reported to NYSED from schools (including public, charter, religious, and independent schools) and public-school districts in New York State:

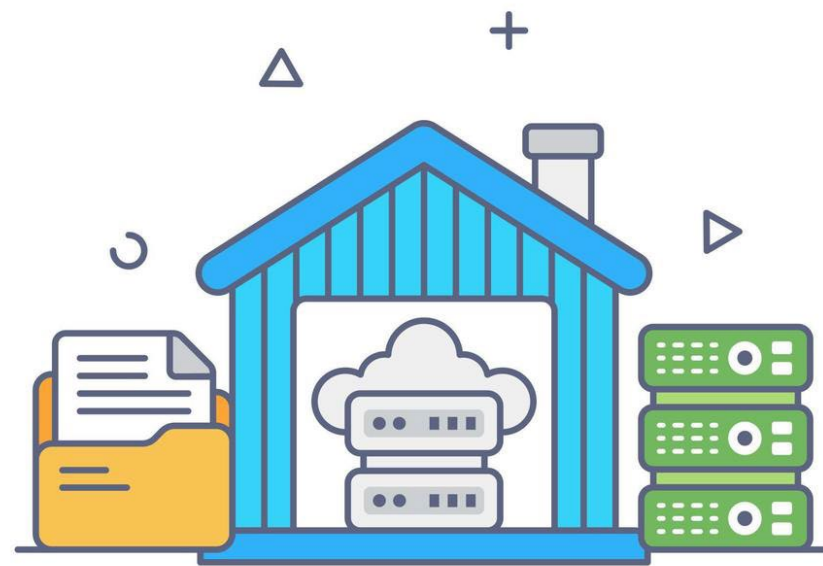
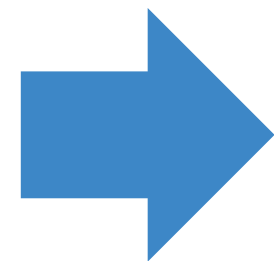
- oversees and directs the reporting of data from all required educational reporting entities to the Student Information Repository System (SIRS);
- ensures accurate and timely reporting for students, educators, and institutions;
- collaborates with all program offices, including OEL, to meet their data needs.



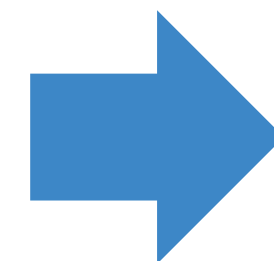
# How Data Gets to NYSED



Local Education Agency



Data Warehouse  
Regional Information Centers

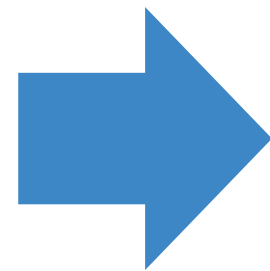


NYSED

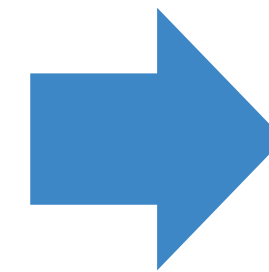
# How NYSED Uses Data



**NYSED's Information Reporting Services**



**Office of State Aid  
Office of Early Learning**



# THE IMPORTANCE OF CHILD COUNTS

## 2024-2025 PreK Child Counts Reporting Deadline and Guidance on Reporting Date: UPK and SUFDPK Children in SIRS

Issued by the  
Office of Early Learning  
on July 12, 2024.



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK  
12 Education  
Office of Early Learning  
199 Washington Avenue, EB 514 West Mezzanine, Albany, NY 12242  
(518) 474-5807

**To:** Superintendents and Administrative Directors in Local Education Agencies (SUFDPK) Funding  
**From:** Erik S. Smith, Executive Director of the Office of Early Learning  
Yufan Huang, Executive Coordinator of the Office of Information Systems  
**Subject:** 2024-2025 PreK Child Counts Reporting Deadline (March 12, 2025)  
**Date:** July 12, 2024

As UPK and SUFDPK funding is tied to students served, LEAs are responsible for reporting the number of students that supports their PreK program. To align with the State Information System (SIRS) on a monthly basis.

Additionally, for LEAs with SUFDPK funding, for the 2024-25 school year, the Office of Early Learning's Child Counts day is hereby

In response to concerns raised by LEAs who experience significant reporting challenges on Child Counts day (October 2, 2024) and PreK Child Counts day (March 12, 2025) (SIRS 336 and SIRS 333 reports respectively) and will provide additional business days to correct any discrepancies. Please note that enrollment data is critical to inform our decision-making and policies.

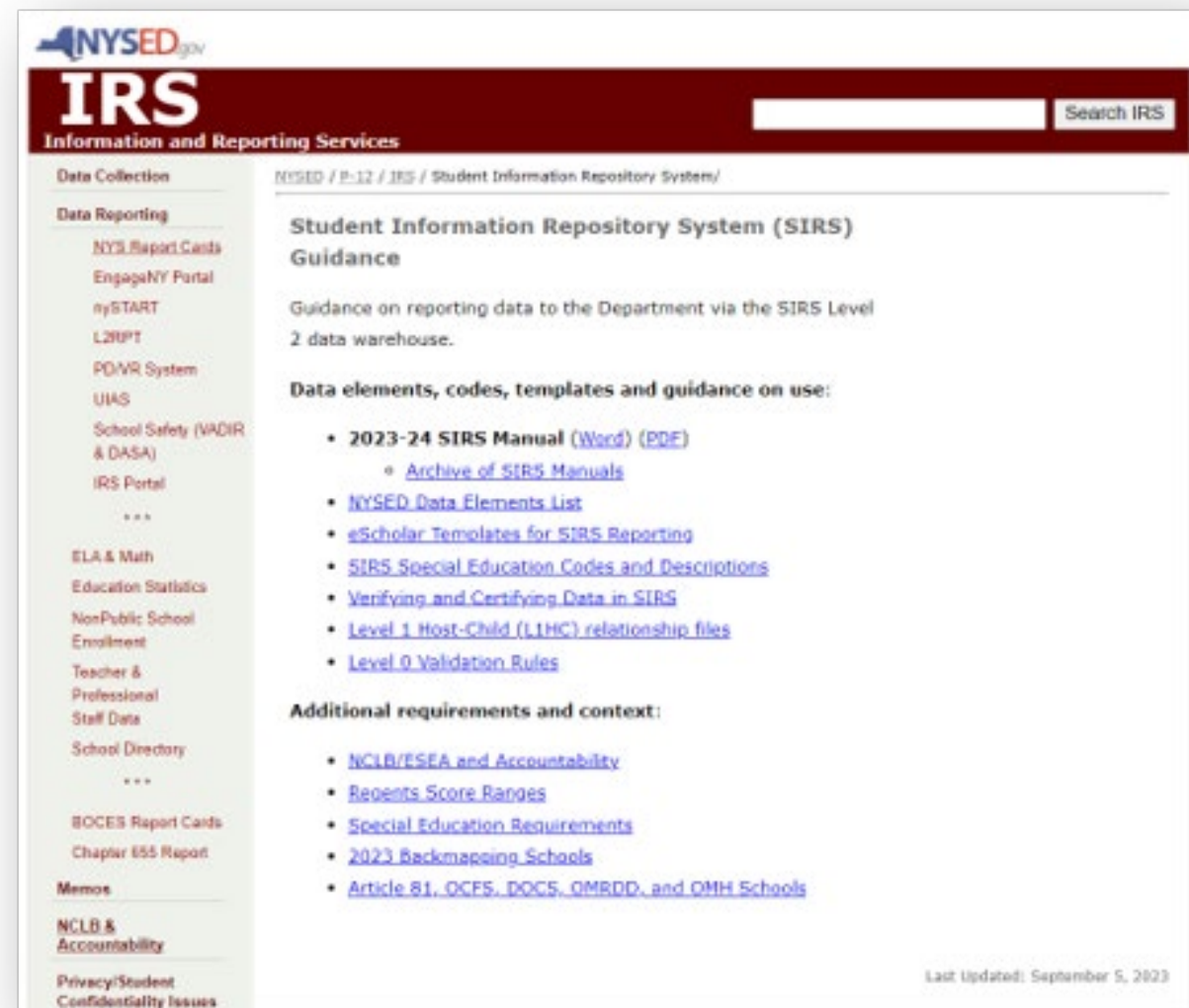
### LEAs with UPK Allocations

Student enrollment counts must be entered in the [Stud](#)

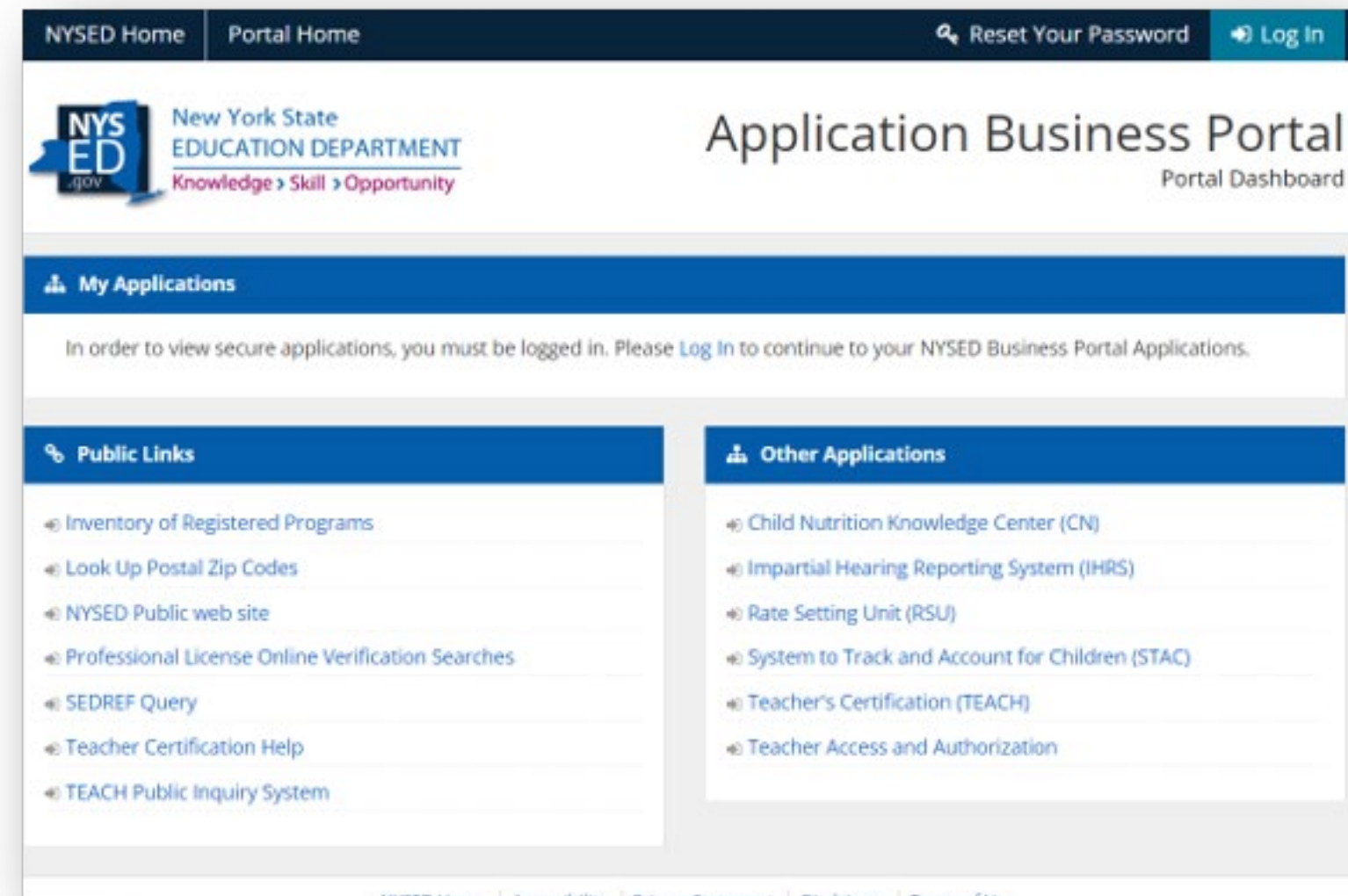
# HOW THIS CHANGE BENEFITS LEAS



# Where are Child Counts Reported?



**Student information Repository System (SIRS):**  
October 2, 2024  
March 12, 2025



**SED Monitoring and Vendor Performance System:**  
March 12, 2025




# When are Child Counts Due?

| 2024 OCTOBER |        |         |   |          |        |          |
|--------------|--------|---------|---|----------|--------|----------|
| SUNDAY       | MONDAY | TUESDAY | WEDNESDAY   | THURSDAY | FRIDAY | SATURDAY |
|              |        | 1       | 2  | 3        | 4      | 5        |
| 6            | 7      | 8       | 9   | 10       | 11     | 12       |
| 13           | 14     | 15      | 16  | 17       | 18     | 19       |
| 20           | 21     | 22      | 23  | 24       | 25     | 26       |
| 27           | 28     | 29      | 30  | 31       |        |          |

**October 2, 2024**

**REMINDER:  
"ever-enrolled"  
has ended**

| 2025 MARCH |        |         |   |          |        |          |
|------------|--------|---------|---|----------|--------|----------|
| SUNDAY     | MONDAY | TUESDAY | WEDNESDAY   | THURSDAY | FRIDAY | SATURDAY |
|            |        |         |   |          |        | 1        |
| 2          | 3      | 4       | 5   | 6        | 7      | 8        |
|            | 10     | 11      | 12  | 13       | 14     | 15       |
| 16         | 17     | 18      | 19  | 20       | 21     | 22       |
| 23         | 24     | 25      | 26  | 27       | 28     | 29       |
| 30         | 31     |         |   |          |        |          |

**March 12, 2025**

# NYS PREKINDERGARTEN PROGRAM

UPK and SUFDPK CODING IN SIRS 2024-2025

| 1<br>DESCRIPTION  | 2<br>GRADE LEVEL<br>PKF = FULL DAY<br>PKH = HALF DAY | 3<br>PREK<br>PROGRAM CODE       | 4<br>UPK PROVIDER<br>(SETTING) CODES   |
|---|--|---------------------------------|--|
| <p>1) Any child whose PreK placement is funded solely by the allocational Universal PreK (UPK) grant Associated Funding Project Codes for Districts:</p> <ul style="list-style-type: none"> <li>• <b>0409-25-XXXX</b></li> </ul>  | <p>PKF or PKH, whichever is appropriate</p>          | <p>902<br/>(Universal PreK)</p> | <p>Please assign ONE of the following Codes to PFK/PFH902:</p> <ul style="list-style-type: none"> <li>• 1309 (District Operated)</li> <li>• 1320 (Daycare center)</li> <li>• 1331 (Head Start)</li> <li>• 1342 (Family/Group Day Care)</li> <li>• 1353 (Nursery School)</li> <li>• 1364 (BOCES)</li> <li>• 1375 (Special Ed/4410 Preschool)</li> <li>• 1386 (Nonpublic School)</li> <li>• 1397 (Museum)</li> <li>• 1408 (Library)</li> <li>• 1419 (Other)</li> </ul> |
| <p>2) Child whose half-day UPK placement has been converted to full-day using Statewide Universal Full-day Prekindergarten grant (SUFDPK) (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.) Associated Funding Project Codes for Districts:</p> <ul style="list-style-type: none"> <li>• <b>0409-25-XXXX</b></li> <li>• <b>0545-25-XXXX</b></li> <li>• <b>0548-25-XXXX</b></li> </ul> | <p>PKF</p>   | <p>902<br/>(Universal PreK)</p> |  |
| <p>3) New full-day placements funded by Statewide Universal Full-day Prekindergarten (SUFDPK) Associated Project Codes for Districts:</p> <ul style="list-style-type: none"> <li>• <b>0545-25-XXXX</b></li> <li>• <b>0548-25-XXXX</b></li> </ul>  | <p>PKF</p>   | <p>990<br/>("Other " PreK)</p>  | <p>Additional code not required for PFK990</p>   |

# Coding Overview

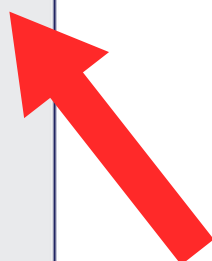
- 902 for Universal PreK
- 990 for "Other" PreK

# NYS PREKINDERGARTEN PROGRAM

## UPK and SUFDPK CODING IN SIRS 2024-2025



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# STATE UPK FUNDING Project #0409

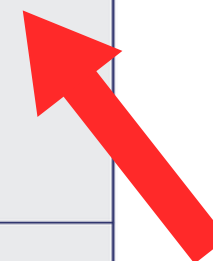


# NYS PREKINDERGARTEN PROGRAM

UPK and SUFDPK CODING IN SIRS 2024-2025

| 1<br>DESCRIPTION  | 2<br>GRADE LEVEL<br>PKF = FULL DAY<br>PKH = HALF DAY  | 3<br>PREK<br>PROGRAM CODE   | 4<br>UPK PROVIDER<br>(SETTING) CODES   |
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| 3) New full-day placements funded by Statewide Universal Full-day Prekindergarten (SUFDPK) Associated Funding Project Codes for Districts:<br>• <b>0545-25-XXXX</b><br>• <b>0548-25-XXXX</b>  | PKF   | 990<br>("Other " PreK)  | Additional code not required for PFK990  |

**Conversion Slots using  
STATE UPK and SUFDPK  
FUNDING  
Project #0409  
and Projects 0545/0548**



# NYS PREKINDERGARTEN PROGRAM

UPK and SUFDPK CODING IN SIRS 2024-2025

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| 3) New full-day placements funded by Statewide Universal Full-day Prekindergarten (SUFDPK) Associated Funding Project Codes for Districts:<br>• <b>0545-25-XXXX</b><br>• <b>0548-25-XXXX</b>  | PKF  | 990<br>("Other" PreK)             | Additional code not required for PFK990  |

## New Full Day Slots using SUFDPK FUNDING Projects 0545/0548



# QUESTIONS?

Questions regarding how to code students should be directed first to a district's local Regional Information Center (RIC) or Level 1 operator.

 [Questions](#)

 [datasupport@nysed.gov](mailto:datasupport@nysed.gov)

A list of RIC and Big 5 City District  
Contacts can be accessed here





Office  of  
Early  
Learning

# THANK YOU

For additional information:

[OEL@nysed.gov](mailto:OEL@nysed.gov)

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