



PREPARING FOR MARCH 2025 UPK CHILD COUNTS

What are Child Counts?

Child counts are actual enrollment numbers of three and four-year-olds funded with UPK and/or SUFDPK funds.

Why do I need to report my Child Counts?

State funding for PreK programs is based on the number of children actively enrolled. Therefore, to determine maximum UPK payment calculations, all PreK programs receiving state funding must report their actual enrollment numbers twice annually (October/March), even if they receive funding from other sources.

How do I report my Child Counts?

Student enrollment counts must be entered and verified in the [Student Information Repository System](#) (SIRS) monthly. SIRS currently includes two PreK program codes:

- ✓ 902 for Universal PreK and SUFDPK Conversion Slots
- ✓ 990 for New Full-Day Slots funded with SUFDPK grant funds

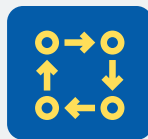
See [July 12th, 2024 SIRS Memo](#) for more information regarding coding of children.

To Do:



Ahead of March 12th, strategically plan.

Download your SIRS report to ensure all eligible children are accurately entered in SIRS. Verify and correct data as necessary in coordination with your RIC.



Compare application numbers versus current numbers.

Revisit 2024-2025 Prekindergarten Application via the [SED Monitoring and Vendor Performance System](#) and compare to current enrollment numbers.



Update child counts monthly in SIRS.

To ensure accurate child counts are recorded, update enrollment numbers monthly using the codes indicated in the left hand column.



Report actual enrollment numbers in SIRS.

Remember, for students funded with SUFDPK grants must be reported in both SIRS and in the [SED Monitoring and Vendor Performance System](#).



Verify numbers and make corrections as needed.

Download your SIRS report to verify how your UPK/SUFDPK students are currently coded in SIRS. If errors, work with your RIC to correct as necessary.

Please note that the provision of counting "ever-enrolled" students has ended.