



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Office of Early Learning  
Erik Sweet – Executive Director of Early Learning  
89 Washington Avenue, EB 510 West  
Albany, New York 12234  
Tel. (518) 474-5807 / Fax: (518) 474-7558

Yufan Huang, Executive Coordinator  
Rose M. LeRoy, Director  
Information and Reporting Services  
89 Washington Avenue, EBA 880  
Albany, New York 12234  
Tel: (518) 474-7965 / Fax (518) 474-4351

To: District Superintendents  
Superintendents in Districts receiving UPK and/or SUFDPK Funding  
Prekindergarten (PreK) Program District Contacts receiving UPK and/or SUFDPK Funding  
Regional Information Centers and Level 1 Reporting Centers

From: Erik Sweet, Executive Director of the Office of Early Learning  
Yufan Huang, Executive Coordinator of Information and Reporting Services  
Rose M. LeRoy, Director of Information and Reporting Services

Subject: 2023-2024 PreK Child Counts Reporting Deadline and Guidance on Reporting Universal Prekindergarten (UPK) and Statewide Universal Full-Day Prekindergarten (SUFDPK) Children in SIRS

Date: September 21, 2023

Each spring, school districts are required to report their prekindergarten 3 U Hchild counts (enrollment numbers), regardless of the funding that supports their program. For the 2023-24 school year, all student counts must be inputted via the [Student Information Repository System \(SIRS\)](#) and the [SED Monitoring and Vendor Performance System](#), as applicable, on or before the close of business on March 13, 2024.

For the 2023-2024 school year, PreK child counts must reflect the actual PreK enrollment as of March 13, 2024. Please note that this is a change from previous years. Due to the COVID-19 pandemic, districts were temporarily given an opportunity to report enrollment through multiple pull dates and recoup funds for any child educated in their program. This provision of counting "ever-enrolled" has ended.

Districts with State and Federal A llocations (a plicable project codes 0409 and 5870)  
Student enrollment counts must be entered ir M i i (un)9.hTw (0409 ed i) 145.01(arTd 6479 and)Tj 8 (un) i r



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Office of Early Learning  
Erik Sweet – Executive Director of Early Learning  
89 Washington Avenue, EB 510 West  
Albany, New York 12234  
Tel. (518) 474-5807 / Fax: (518) 474-7558

Yufan Huang, Executive Coordinator  
Rose M. LeRoy, Director  
Information and Reporting Services  
89 Washington Avenue, EBA 880  
Albany, New York 12234  
Tel: (518) 474-7965 / Fax (518) 474-4351

NOTE: If a school district utilizes both UPK and SUFDPK funds, it will need to record enrollment

## UPK and SUFDPK Student Coding in SIRS

Description	Grade Level and Day Length PKF = PreK Full-Day PKH = PreK Half-Day	PreK Program Code	UPK Provider (Setting) Codes
-------------	--	-------------------	------------------------------

1.) Any child whose PreK placement