



## L2RPT Report Guide

### SIRS-333 Annual Pre-K Enrollment Summary Report

Annual Pre-K student enrollment counts from SIRS 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 a single snapshot on March 15. The enrollment counts on the snapshot date will include students who were enrolled in UPK programs at any time during the school year through March 15th, even those whose enrollment is not currently active on the snapshot date. Students who have ended enrollment in UPK and re-enrolled in a non-UPK grade level **are included** in this report. 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 NCLB Title 1, School in Improvement Status)
- 7000 (Transferred under NCLB, Persistently Dangerous School)
- 7011 (Transferred under NCLB, 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, 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 Annual Pre-K Enrollment Summary Report presents district totals for Pre-K and will differentiate Half-day, Full-day programs and FTE. The report displays Universal Pre-K (UPK) students as well as Pre-K Students NOT Funded by UPK Money. Students are grouped by age: 3-year-old, 4-year-old or Other Age on or before December 1st. New York City, Buffalo City and White Plains City SD will use December 31<sup>st</sup> as the age threshold. Data in this report are used to monitor UPK programs.

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 Universal Pre-kindergarten (UPK) students who are in Community-based Settings (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 Community-based Organizations (CBO) 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.

## Data Elements included in the SIRS-333 Annual Pre-K Enrollment Summary Reports

Field Name in Verification Report	Pre-K Program Code*	UPK Setting Code*
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)
Pre-K Students NOT Funded by UPK Money	990	none
<b>Location of CBO-placed Students</b>		
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
UPK students who are not residents of this district and for whom tuition is or could be charged.	Any UPK (program code = 902) student for whom the district of enrollment location does not match the District of Residence.	

\*Grade Level Code must also be either “PKH” or “PKF”