



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234**  
Office of P-12

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**TO:** District Superintendents  
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Charter Schools Leaders  
Bilingual/ELL Coordinators and Directors  
RIC Directors and L1 Data Warehouse Project Managers

**FROM:** Elisa Alvarez  
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**SUBJECT:** Data Collection to Support Supplementary Title III Immigrant Funds  
Allocation for Recently Arrived Children and Youth

**DATE:** September 21, 2023

Many communities throughout New York State are experiencing an influx of recently arrived, asylum-seeking students and families enrolling for the 2023-24 school year. The Board of Regents and the New York State Education Department (NYSED or “the Department”) are committed to supporting Local Educational Agencies (LEAs) in the delivery of high-quality educational services to all students, including recently arrived children and youth.

This memorandum provides important information regarding the Department’s need to ensure accurate data collection and reporting by LEAs regarding this population and the Department’s intention to allocate available supplementary Title III Part A Immigrant funds to those LEAs that are experiencing the most significant changes in enrollment of recently arrived, asylum-seeking students. The determination of this allocation will be based on the data collection described below.

Data Collection

NYSED needs accurate data reported to the Department via the Student Information Repository System (SIRS) to calculate this supplementary allocation. LEAs are directed to report one of the “Crisis/Disaster Student Displacement Codes” (natural, civil, health,

or other) in their source Student Management System (SMS) for each recently arrived asylum seeker who has enrolled in a New York State school since July 1, 2023. This information is reported using the Student Lite template. Additional information can be found in the [SIRS Manual](#).

The 2023-24 school year data warehouse container opens on September 25, 2023. All data entered in your local SMS should be queued and ready to push to your Level 1 (L1) reporting center. Data must be reported via the SIRS to the Department on or before 11:59pm on **Friday, October 13, 2023**. Data reported to the data warehouse on or before October 13, 2023, will be refreshed over the weekend and available in the Level 2 Reporting Environment (L2RPT) on **Monday, October 16, 2023**.

Districts and schools are strongly encouraged to review the SIRS-651 Enrollment Summary Detail Report to verify the student level information they reported to the Department is correct for recently arrived students. If errors are found, districts and schools must make corrections to inaccurate student level data in their local SMS and ensure that the revised data are pushed to their L1 Reporting Center to be reported via the SIRS to the Department on or before **Friday, October 20, 2023**. ***Please work with your L1 reporting center as they will require data to be submitted earlier than October 20th.***

For all newly arrived immigrants reported with a crisis code, the LEAs must also report the Immigrant Program Service code – 8282 for any of these students as applicable by the October deadline to the Department via the SIRS. The Immigrant and Crisis Code field enhancement will also be added to the SIRS-401 Reasonableness Report and the SIRS-750 Student Profile Reports. Data will be collected for all newly enrolled students who are recorded with these codes, regardless of the crisis code type (natural, civil, health, or other) that have caused these students to be displaced.

#### *Supplementary Allocations*

Beginning on October 23, 2023, NYSED will make determinations for a supplementary Title III allocation based on the counts of newly arrived students reported by LEAs with the combination of Crisis Code on the Student Lite template and Immigrant Program Service Code – 8282. Therefore, it is important for LEAs to verify the counts of immigrants with a crisis code in the LEA schools consistent with the timelines outlined above.

The awards will be made using the Title III, Part A Immigrant Grant funds. Information on allowable expenditures for this grant can be found [here](#). Consistent with the requirements of other Title III, Part A funding rules, LEAs who receive a supplementary allocation must engage in timely and meaningful consultation with the nonpublic schools that are located within their geographic region to determine whether eligible students under this allocation are enrolled in those schools, and if so, how to ensure that those students receive equal participation in the services provided.

School districts and charter schools are encouraged to keep enrollment, program service records, and crisis codes updated and reported to the Department on a regular basis to allow for additional funding, when available, to be distributed.

If you have any questions regarding these procedures, please contact the Office of Bilingual Education and World Languages at [obewl@nysed.gov](mailto:obewl@nysed.gov) or (518) 474-8775 or contact the Office of Information and Reporting Services at [datasupport@nysed.gov](mailto:datasupport@nysed.gov).