



2023-24 UPK Reporting

ATTN: DDC, UPK ADMIN,
DISTRICT ADMIN

DUE DATE: 03/14/2024

HELPDESK:
DWTSHelp@ESBOCES.ORG

School districts are required to report their prekindergarten (PreK) child counts, regardless of the funding that supports their program.

Change in Reporting

- The Pandemic rule of counting 'Ever Enrolled' UPK students is ending
- For the 2023-2024 school year, PreK child counts must reflect the actual PreK count on or before March 15, 2024. **Please note the deadline to load that data is March 14, 2024**
 - The deadline to enter this information in Level 0 is March 14, 2024
- DDCs should work with their UPK administrator to determine what funding source is used when reporting students
 - Please see page 2 of the [2023-24 UPK Funding Memo](#)
 - 902 PK students must have an accompanying Setting Code ([SIRS pgs 65-66](#))
- Please direct any questions about UPK grants or funding to OEL@NYSED.GOV

Data Tip: If you have a student who receives Pre School Sp. Ed. services AND participates in the district's UPK program the students grade level MUST be PKH or PKF

Intended Audience

District Data Coordinators, UPK Administrators, District Administration

Summary

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| Due Date | <u>March 14, 2024</u> |
| Key Information | School districts are required to report their prekindergarten (PreK) child counts (enrollment numbers), regardless of the funding that supports their program. For the 2023-2024 school year, PreK child counts must reflect the actual PreK enrollment as of March 15, 2024. |
| Next Steps | <input type="checkbox"/> Determine funding streams used for district UPK programs <input type="checkbox"/> Assign appropriate 902 or 990 UPK code and Setting code to each student throughout the year <input type="checkbox"/> UPK counts will be based on the actual count of enrolled students submitted to Level 0 on March 14, 2024 |
| Support & Documents | <ul style="list-style-type: none"> • 2023-24 UPK Reporting Memo & Chart • Questions <ul style="list-style-type: none"> ○ UPK Funding: OEL@NYSED.GOV ○ Level 0/Data Reporting: DWTShelp@esboces.org |