



Student Support Services  
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**TO:** Superintendents of Schools with Priority Pre-K or Statewide Universal Full-Day Pre-K Grants  
Program Contacts in Schools with Priority Pre-K or Statewide Universal Full-Day Pre-K Grants  
Regional Information Center and Big 5 District Contacts

**FROM:** Office of Early Learning

**SUBJECT:** Guidance on Reporting Children Receiving Priority Pre-K or Statewide Universal Full-Day Pre-K in SIRS

The Student Information Repository System (SIRS) currently includes two Pre-K Program codes – 902 for Universal Pre-K and 990 for “Other” Pre-K. SIRS does not provide distinct codes for the recently added Priority Prekindergarten grant and the Statewide Universal Full-Day Prekindergarten grant. We are currently exploring an alternative on-line application, outside of SIRS, for collecting necessary data pertaining to these two programs. Information regarding this process will be distributed as soon as it is available.

In the interim, please follow the below instructions for entering prekindergarten students in SIRS.

1. Any child whose Pre-K placement is funded solely by the allocational UPK grant must be coded as Pre-K program code 902 (UPK). Failure to code such children as UPK may result in a reduction in the amount that a district can be reimbursed for the prekindergarten services it provides during the 2014-2015 school year. In addition, for such students, a UPK provider (setting) code must be reported in SIRS. Pre-K program service codes for use in SIRS appear in a table on the next page.
2. Children whose half-day UPK placement has been converted to full-day using either the Priority Prekindergarten grant or Statewide Universal Full-day Prekindergarten grant should be coded as Pre-K program code 902 (UPK) and grade level PKF (full-day). For example, a child whose placement is funded for the first half-day by the allocational UPK program and the second half of the day by the Priority Prekindergarten program should be coded as UPK and grade level PKF (full-day). Failure to code such children as UPK may result in a reduction in the amount that a district can be reimbursed for the prekindergarten services it provides during the 2014-2015 school year. In addition, for such students, a UPK provider (setting) code must be reported in SIRS. Pre-K program service codes for use in SIRS appear in a table on the next page.

3. New half-day placements funded by the Priority Prekindergarten grant should be coded as Pre-K program code 990 (“Other” Pre-K) and grade level PKH (half-day).
4. New full-day placements funded by either the Priority Prekindergarten or Statewide Universal Full-day Prekindergarten grant should be coded as Pre-K program code 990 (“Other” Pre-K) and grade level PKF (full-day).

Questions regarding how to code students should first be directed to your local Regional Information Center (RIC) or Level 1 operator. A list of RIC and Big 5 City District Contacts can be accessed at <http://www.p12.nysed.gov/irs/nystart/tips.html#contax>.

If you have questions about reporting data in SIRS, please contact the Office of Information and Reporting Services at [dataquest@mail.nysed.gov](mailto:dataquest@mail.nysed.gov).

Questions regarding the UPK, Priority Prekindergarten or Statewide Universal Prekindergarten programs may be directed to the Office of Early Learning at [oel@mail.nysed.gov](mailto:oel@mail.nysed.gov).

**Program Service Type: Pre-K Program Codes and Descriptions**

Code	Description
902	Universal PreK program
990	“Other” PreK program

**Program Service Type: Universal Pre-K Provider (Setting) Codes and Descriptions**

Code	Description
1309	District-operated
1320	Day care center
1331	Head Start
1342	Family or Group Day Care
1353	Nursery School
1364	BOCES
1375	Special Ed 4410 Preschool
1386	Nonpublic School
1397	Museum
1408	Library
1419	Other