

# Data Reporting Sheet: Pre-Kindergarten Students

## Who are Pre-Kindergarten Students?

For purposes of reporting data to the Student Information Repository System (SIRS) prekindergarten (Pre-K) students are students who are enrolled in a prekindergarten program which can be a (1) Universal Pre-K (UPK) program or (2) other Pre-K program. Students reported in any Pre-K program should be 4 years of age on or before December 1<sup>st</sup> or otherwise first eligible to attend kindergarten in the next school year.

**Note:** *This data reporting sheet provides guidance for students with a grade level of PKH or PKF only.*

## What is the difference between Pre-Kindergarten and Pre-School Students?

The term prekindergarten means students who are enrolled in Pre-K or UPK programs operated by a Local Education Agency (LEA) or by other eligible agencies under a contractual agreement with the LEA. Prekindergarten students do include preschool-age students with disabilities; however, if preschool-age students with disabilities are enrolled in Pre-K or Universal Pre-K, they are subject to different data reporting rules. For such students, grade levels PKH (grade ordinal PREKH for half-day program) or PKF (grade ordinal PREKF for full-day program) are used.

**Note:** *Please see the [Preschool Data Reporting Sheet](#) for additional information on preschool students.*

## Pre-Kindergarten Enrollment

**Location:** Building of location codes should be reported as follows:

- Students attending Pre-K programs in a school within the district should be reported with the school BEDS code as the location.
- Students attending Targeted Pre-K programs operated by Madison-Oneida, Questar III, or Herkimer BOCES should be reported with the BOCES BEDS code as the location.
- Students attending Pre-K programs operated under contract with the district (other locations) should be reported with the first eight digits of the district's BEDS code followed by 0666 as the location.

**Grade Level:** PKH or PKF

**Entry Date:** Date Student entered Prekindergarten

**Enrollment Entry:** Must use code **0011** – Enrollment in building or grade

**Exit Date:** Date Student left school

**Enrollment Exit:** Code will vary. Review Enrollment Codes and Descriptions in the SIRS manual to select the appropriate one. Use code 425 for Pre-K students who have been withdrawn from school by a parent or guardian.

## Additional Pre-Kindergarten Information

If a school or district offers only half-day pre-kindergarten programs, but some students attend multiple sessions (e.g., an additional morning or afternoon session) to participate in supplemental special education services, these students should be considered half-day students and reported with a Grade Level Code of PKH.

UPK programs are Pre-K programs funded pursuant to Section 3602-e of Education Law. These programs are operated by the school district or by other eligible agencies under a contractual agreement with the school district.

Refer to the SIRS Manual at <http://www.p12.nysed.gov/irs/sirs/home.html> for more information on reporting Pre-Kindergarten Students.

## Data Reporting Sheet: Pre-Kindergarten Students

### Pre-Kindergarten Program Services

Pre-K students must have a program service record identifying the type of Pre-K program in which they are enrolled. There are currently two codes available, 902 and 990 (see details below). Students reported with either program code must also be reported as enrolled in a prekindergarten grade level (PKH or PKF).

**Location:** Building of location codes should be reported as follows:

- Students attending Pre-K programs in a school within the district should be reported with the school BEDS code as the location.
- Students attending Targeted Pre-K programs operated by Madison-Oneida, Questar III, or Herkimer BOCES should be reported with the BOCES BEDS code as the location.
- Students attending Pre-K programs operated under contract with the district (other locations) should be reported with the first eight digits of the district’s BEDS code followed by 0666 as the location.

**Entry Date:** Date student begins Pre-K program

**Program Codes:**

**902** - Indicates participation in a UPK program. Students reported with a 902 Program Service Code must also be reported with one of the following UPK Provider codes:

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

**Notes:**

- (1) Any child whose Pre-K placement is funded solely by the allocated UPK grant must be reported with a program service code 902 (UPK).
- (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 reported with program service code 902 (UPK) and grade level PKF (full-day).
- (3) 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 school year.

*Student ID:	*Location Code:	Service Provider BEDS Code (State Location ID):				
	0000 ::					
*Beginning Date:	*Record Program Category:	*Program Code:				
2014-07-01	Prekindergarten Program	902 :: Universal Prekindergarten Program				
Ending Date:	Exit Reason Code 1:	PGM Participation Info Code:				
<b>Program Fact Records:</b>						
Status:	Student ID:	Location:	Begin Date:	End Date:	Prog. Code and Description:	Category
View	Valid	0000 ::	2014-07-01		902 :: Universal Prekindergarten Program	Prekindergarten program
View	Valid	0000 ::	2014-07-01		1309 :: District-operated	UPK

**990** - Students in any other type of Pre-K program other than UPK should be reported with a program service code 990 (Other Pre-K).

**This includes students in:**

- (1) New half-day Pre-K (PKH) placements funded by the Priority Prekindergarten grant;
- (2) New full-day Pre-K placements funded by either the Priority Pre-K or Statewide Universal Full-day Pre-K grant; and
- (3) Targeted Pre-K programs operated by Madison-Oneida, Questar III, or Herkimer BOCES.

*Student ID:	*Location Code:	Service Provider BEDS Code (State Location ID):				
	0003 ::					
*Beginning Date:	*Record Program Category:	*Program Code:				
2015-01-05	Prekindergarten Program	990 :: Other Prekindergarten Program				
Ending Date:	Exit Reason Code 1:	PGM Participation Info Code:				
<b>Program Fact Records:</b>						
Status:	Student ID:	Location:	Begin Date:	End Date:	Prog. Code and Description:	Category
View	Valid	0003 ::	2015-01-05		990 :: Other Prekindergarten Program	Prekindergarten program

Refer to the SIRS Manual at <http://www.p12.nysed.gov/irs/sirs/home.html> for more information on reporting Pre-Kindergarten Students.