

Table of Reporting Responsibility for Preschool-Age and Prekindergarten Students

Updated
4.11.25

INITIAL Referral Only

SWD who Does NOT participate in PK/UPK

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility)	Location/BEDS Code (i.e., Building of Enrollment)
1) A preschool-age student who does not participate in a Pre-K or Universal Pre-K program referred to the CPSE or CSE for an initial evaluation to determine eligibility for special education. See definition of “initial evaluation for special education” in the glossary.	Not applicable (Accountability) District of residence (Instructional)	District of residence <i>Location: 0000 (County)</i>	District of residence (Reason for Beginning Enrollment Code 4034) <i>ENTRY DATE: Date of Referral</i> <i>END Enrollment on Date Determination was made (can be found in the Process Tracking of IEP) with 140: Special Education eligibility status determined or determination process stopped for any reason</i> GRADE LEVEL: PS	District of residence BEDS code
2) A preschool-age student with a disability who resides in the district, does not participate in a Pre-K or Universal Pre-K program and who will receive or does receive special education services from: a) an employee of a school district in a district building, the student’s home, or in another location; b) an employee of a BOCES, in a BOCES building, the student’s home or in another location; c) an employee of an approved private school for students with disabilities in that school’s building, the student’s home, or another location; d) an employee of a Section 4201 State-supported school in that school’s building, the student’s home, or another location; e) an independent service provider employed by the county in the student’s home or in another location; f) an employee of New York State School for the Blind (NYSSB) or New York State School for the Deaf (NYSSD) in these schools’ building, the student’s home, or another location.	Not applicable (Accountability) District of residence (Instructional)	District of residence <i>The start date on the 0011 enrollment and the 5786 TOD program service should be the same, AND start the day after the determination is made</i>	The 0011 must be reported for preschool-age students the day after they are found eligible for special education services, regardless of when the services begin. <i>If the student is waitlisted for services and is not attending in a building, use the DOR BEDS code + 0777 location until the time the student is placed.</i> <i>End 0011/0777 enrollment with 153 on the day before services start</i> <i>Start a new 0011 at the location of services, on the date the IEP/services start</i> <i>Do NOT add 0011 enrollment for students continuing in EI</i>	a) If the student attends a school building, use the school building BEDS code; if the services are provided at home or another location, or the student is not yet receiving services, use the first 8 digits of the district of residence BEDS code and “0777” as the last 4 digits b) BOCES BEDS code c) Approved Private School BEDS code d) 4201 School BEDS code e) County BEDS code f) NYSSB or NYSSD BEDS code For c and e, see Location Codes for Approved Special Education Services

UPK – District UPK

UPK – Att Outside District

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility)	Location/BEDS Code (i.e., Building of Enrollment)
3) A preschool-age student who resides in the district and participates in a a) district-operated Pre-K or Universal Pre-K program; b) BOCES-operated Pre-K program under a Universal Pre-K contract with a school district with the BOCES acting as an Other Eligible Agency (i.e., Community-Based Organization – CBO); c) BOCES-operated pre-K not under a Universal Pre-K contract.	District of residence (Instructional) Not applicable (Accountability)	District of residence <i>Report PS TOD if found eligible</i> <u>UPK Program Facts:</u> 902 - Universal Prek Program (umbrella code) 1309 - District-Operated (specific code)	District of residence (Reason for Beginning Enrollment Code 0011) <u>GRADE LEVEL: PKF or PKH</u>	a) District building BEDS code b) First 8 characters of the district code followed by “0666” signifying CBO-placed UPK c) BOCES code
4) A preschool-age student with a disability or a preschool-age student who is referred to the CPSE for determination of eligibility for special education services who resides in the district and attends a UPK or Pre-K program operated by another school district or charter school. <i>Ex: Rochester School for the Deaf</i> <i>Students paying tuition</i>	District of residence or charter school (Instructional) Not applicable (Accountability)	District of residence	District of residence (Reason for Beginning Enrollment Code 5905) <u>GRADE LEVEL: PS</u> District or charter school in which student is attending Pre-K or UPK (Reason for Beginning Enrollment Code 0011) <u>GRADE LEVEL: PKF or PKH</u> <u>Program Facts:</u> 902 - Universal Prek Program (umbrella code) <i>Setting code other than 1309</i>	BEDS code of the school the student attends or, if a UPK program contracted by the district, the first 8 digits of the district BEDS code and “0666” as the last 4 digits
5) A prekindergarten student who attends a school within the school district of residence or a UPK program contracted by the district.	District of residence (Instructional) Not applicable (Accountability)	District of residence <i>Report PS TOD if found eligible</i> <u>UPK Program Facts:</u> 902 - Universal Prek Program (umbrella code) 1331 - Head Start UPK	District of residence (Reason for Beginning Enrollment Code 0011) <u>GRADE LEVEL: PKF or PKH</u> <i>Must be 4 or under and not turning 5 by Dec 1 of that SY</i>	BEDS code of the school the student attends or, if a UPK program contracted by the district, the first 8 digits of the district BEDS code and “0666” as the last 4 digits

<p>6) A preschool student with a disability who is transitioning to Kindergarten, will not receive extended school-year services and was enrolled in a UPK program or another PK program.</p>	<p>District of residence (Instructional)</p> <p>Not applicable (Accountability)</p>	<p>District of residence</p>	<p>District of residence (Reason for Beginning Enrollment Code 0011)</p> <div data-bbox="1236 332 1570 800"> <p>For options 1 and 2, the student will be reported with the grade PKF or PKH from July 1-August 31, and will also require the UPK programs to be reported.</p> </div> <div data-bbox="1236 1094 1570 1307"> <p>For option 3, the student will be reported with the grade PS from July 1-August 31</p> </div>	<p>There are three options to report these students in July and August:</p> <div data-bbox="1614 258 1948 922"> <p>1) If the UPK program was run by the district and the district chooses to continue to report the location where the student attended the UPK program, the BEDS code of the school the student attends</p> <p>2) If the UPK program the student attended is contracted by the district and the district chooses to continue to report the location where the student attended the UPK program, the first 8 digits of the district BEDS code and “0666” as the last 4 digits.</p> </div> <div data-bbox="1614 959 1948 1523"> <p>3) If the district does not choose to report the location where the student attended the UPK program, the first 8 digits of the district BEDS code and “0777” as the last 4 digits.</p> <p>For options 1 and 2, the student will be reported with the grade PKF or PKH from July 1-August 31.</p> <p>For option 3, the student will be reported with the grade PS from July 1-August 31.</p> </div>
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7) A preschool-age student with a disability who resides in the district, does not participate in a Pre-K or Universal Pre-K program and who will receive or does receive special education services from an employee of New York State School for the Deaf (NYSSD).	NYSSD	NYSSD	NYSSD (Reason for Beginning Enrollment Code 0011)	NYSSD BEDS code
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